

**Village Creek Community Association, Inc.**  
**Board Meeting Minutes**  
November 19, 2018

Pursuant to Article VI, Section 1 of the Bylaws of the Village Creek Community Association, Inc., a meeting of the Directors was duly called and held on **November 19, 2018**, at Longwood Golf Club located at **13300 Longwood Trace, Cypress, TX 77429**.

**IN ATTENDANCE**

**Representing the Members of the Village Creek Community Association, Inc., were the following Board members:**

Brian Martin (President)  
Greg Davis (Vice President)  
Cynthia Moody (Treasurer)  
Gordon Watson (Secretary)  
Ty Thomas (Director)

**Representing Spectrum Association Management, LP, was:**

Kim Gonzalez (Community Manager)  
Jennifer Roberson (Client Relations Manager)

**Call to Order / Determination of Quorum**

The meeting was called to order at 6:30 p.m. A quorum of Board members was announced.

**Meeting Minutes**

The October 22, 2018 meeting minutes were presented. Greg Davis made a motion to approve the meeting minutes as presented. Ty Thomas seconded the motion. Motion passed unanimously.

There was discussion by the Board about providing meeting minutes to the homeowners by eblast and website. Gordon Watson motioned to approve send an eblast with approved meeting minutes one week after the board meeting. Ty Thomas seconded the motion. Motion passed unanimously.

**Constable Report**

Two constables attended the meeting and reported one theft of a license plate and trailer hitch from their vehicle. They encouraged residents to use the Vacation Watch program, available online, as well as to call in to report any suspicious activity.

**Financial Report**

The Board was presented with the October financial report. Kim Gonzalez reviewed the Income Statement. At the end of 10/31/2018, the Total Net Income Gain / Loss in Operating is -\$96,618.22. Contributing to this deficit are the landscape maintenance contract costs as well as the quarterly transfers from Operating to Reserves which year-to-date totals \$56,419.59.

Greg Davis requested Spectrum to follow up with Cypress Creek Mosquito Control next season to do Door Knocks at current Board member's residence to verify when they are onsite performing services.

The park signs are ready for installation and will be scheduled for install. The new park signs were revised with the park hours of 8:00am – 8:00pm. The signs still contain the verbiage that there is no trespassing and violators will be prosecuted. There is a No Trespassing Affidavit on file that was board approved.

**Ratification of Actions in Between Meetings**

- 2019 Lake Contract was unanimously approved by the Board.
- Renewal of Association's insurance through Insurica was unanimously approved by the Board.

### Committee Reports

- **ARC** – Steven Winter reported that they processed (6) requests. He added that they were processed in less than (3) days. Steven encouraged homeowners to contact him if they had questions about ACC requests. He provided his email StevenFWinter@gmail.com and also his phone number (713) 724-6576. The Spectrum streamlined ACC process, ACC One Touch, may be implemented at a later date if the committee decides it would be beneficial for them. As a reminder, the ARC is in need of two more members. Contact Steven.
- **Landscape** – Sherry Watson reported there are around 100 Association owned trees along the street that still need to be trimmed. The Board will need to consider taking action to trim additional trees. There was an inquiry about the trimming of hedges to which it was explained that hedges are trimmed only certain times of the year. The wooded area sidewalks are not being swept and the committee plans to include this sweeping in the next request for quote for a landscape maintenance company. No new planting has been done by the current Board because of financial concerns. Guidelines for the Holiday Decorating Contest were provided to the Board. The Community is reminded to trim their street trees. Precinct 4 performed an “Emergency trimming” on Scarlett Forest and Imperial Crossing early in November without warning.
- **Social** – Cookies with Santa will be December 2 from 2:00pm – 4:00pm. Spectrum will send an eblast to remind residents and it will also be displayed on the electronic message board. Lisa Rawles also met with a vendor who will be quoting the cost to fix a safety and storage issue with shelving in the Social Committee storage closet. Spectrum will follow up with the vendor for the quote.
- **Pool** – Gordon Watson reported that he also met with vendor to address minor repairs at the pool house. He invited residents to provide suggestions about the pool or pool house by emailing villagecreek@spectrumam.com.

### Old Business

- **2019 Budget Update** - The previously approved 2019 Budget with a (1) percent increase in assessments was determined to be insufficient to cover the Association increasing costs. A (10) percent increase was previously discussed to allow for an increase to the landscape contract costs as well as updated insurance costs. Greg Davis motioned to approve the 2019 Budget with a (10) percent increase in assessments as presented. Ty Thomas seconded the motion. Motion passed unanimously.
- **Minimum Front Yard Tree Requirement** – The Board received a new draft from the attorney to change the minimum requirement of 3 trees in the front yard down to 2 trees minimum requirement. The Board will need time to review it and will be tabled for next month.
- **Sidewalk Repairs** – Leveled Concrete presented a bid for multiple areas in the sidewalks throughout the community that needed attention due to safety concerns. Gordon Watson motioned to approve the bid, as presented, in the amount \$6,223.36 which will be paid from the Reserve Account. Greg Davis seconded the motion. Motion passed unanimously.
- **Additional Tree Trimming** – Reviewed in the Landscape Committee update.
- **Little Free Library Status Report** – The Board determined that with the state of the current budget that this item will be revisited. Peggy Barriga advised that she had a reminder on her calendar in March 2019 to bring back to the Board. It was advised that a map should be included with the location desired for placement as well as a bid with the cost of installation.
- **Website and Electronic Sign Update** – Ty Thomas advised the new website address is [www.villagecreek.us](http://www.villagecreek.us) He reported that there is a new Contact link available for residents to use. The contact link will allow more residents to more easily contact Spectrum Management, and/or all 5 Board

Members, with any questions or concerns. Regarding LED Sign, some residents asked to remove the “stay alert” message.

### **New Business**

- **Lake** – Reports of silt build up were confirmed by Lake Management Services who recommended a company who could remove it. Sherry Watson will research whether this issue is covered by the MUD. Additionally, a cracked fountain head was quoted to be replaced. Ty Thomas motioned to approve the bid from Lake Management Services in the amount of \$307.32. Brian Martin seconded the motion. Motion passed unanimously.
- **Pool Management** – At this time, a request for quote has been tabled.
- **Landscape Management** – The Landscape Committee is making preparations to put together a new request for quote in order to consider a new landscape maintenance contract.
- **Streetlight Report** – Gordon Watson presented information about the streetlights to the homeowners. Because of a modest payback and potential financial risks, LED’s will not be considered at this time.
- **Formation of Safety Committee** - Due to time constraints, this item has been tabled.

### **Homeowner Forum**

Homeowners in attendance are listed on the sign-in sheet. Topics of discussion from homeowners included ways to encourage homeowners to sign up to receive Association emails. It will be posted on the electronic message board and it was suggested that a reminder be sent in the upcoming annual billing mailing. Spectrum confirmed an insert will be added to the mailing. There was also discussion about protocols for homeowners who call in to complain about neighbors and homeowner privacy. Additionally, Spectrum agreed to follow up with the homeowner who called in the complaint when the matter is considered closed. Board representatives will occasionally visit the basketball court to observe the situation there. A proposal to temporarily lower one of the adjustable goals (as a test) for younger children is under Board consideration.

### **Next Meeting Date**

December 17, 2018

### **Adjournment of Open Session**

With no further business to discuss, the Board adjourned into Executive Session at 8:07 p.m.

### **Executive Session**

The Legal Status Report from the attorney was presented. There was no action taken by the Board.  
The Homeowner Violation Report was presented. There was no action taken by the Board.  
The Homeowner Aging Report was presented. The Board unanimously approved sending one account to the attorney.

The Board discussed concerns about the Monteverde Gardens landscape maintenance contract with Spectrum representatives, and a resolution is being actively pursued. Updates will follow, as soon as it is possible to share more details with the public.

### **Adjournment of Executive Session**

With no further business to discuss, the Board adjourned the meeting at 8:57 p.m.

**Approved by the Board of Directors**

*Kimberly Gonzalez*

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Village Creek Community Association, Inc.

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Spectrum Association Management