

Village Creek Community Association, Inc.

Board Meeting Minutes

January 21, 2019

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 **January 21, 2019**, 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:

Greg Davis (Vice President)

Cynthia Moody (Treasurer)

Gordon Watson (Secretary)

Ty Thomas (Director)

Absent with apologies was Brian Martin, President.

Representing Spectrum Association Management, LP, was:

Kim Gonzalez (Community 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.

Ratification of Actions in Between Meetings

- December 17, 2018 meeting minutes were unanimously approved by the Board and they were posted to the website and sent out via eblast in between meetings.
- December 17, 2018 Executive Session summary of action taken: The Board approved a homeowner waiver request. The Board approved sending one account to Legal for non-payment of assessments.

Constable Report

Harris County Sheriff's Department was unable to attend.

Financial Report

The Board was presented with the December financial report. Kim Gonzalez reviewed the Balance Sheet and Income Statement. A homeowner had a question regarding the Allowance for Doubtful Debts being listed as an Asset and it was explained that this is an accounting requirement referred to as GAAP, Generally Accepted Accounting Principles. A homeowner had a question regarding the Construction Deposits and it was explained that these are deposits held for new pool construction. Ms. Gonzalez also reviewed the Transfer to Reserves was submitted twice which resulted in double the amount for the transfer. This will be adjusted in next month's financials.

Committee Reports

- **ARC** – Steven Winter reported that there were no new requests.
- **Landscape** – Sherry Watson reported the various areas where Association owned trees are in need of removal due to either being dead or overgrowth with the potential of causing damage to nearby fences. The Board has these proposals and bids under review.

- **Social** –Lisa Rawles was not present. The next community event is the Spring Community Garage Sale on Friday, April 5 and Saturday, April 6. It is requested that homeowners avoid posting signs on mailboxes, stop signs, or street signs. Large signs will be posted at the two main entrances by the Social Committee.
- **Pool** – Gordon Watson recommends using Merry Maids again this year to clean the restrooms once a week during pool season. He reported that there is a torn shade by the pool over by the picnic tables adjacent to the playground area. All Aquatics has been notified.

Old Business

- **Repairs Around the Pool House Update** – Repairs are underway and Kim Gonzalez will follow up with the vendor to provide a timeline for the remaining repairs that were approved.
- **Safety Committee Formation and Recruitment** – Community volunteers are requested to take an active role in monitoring the common areas for any issues that may need to be addressed. Solicitation of volunteers was requested via eblast.
- **Sidewalk Repair Update** – Multiple areas were approved for sidewalk repairs and were completed. Gordon Watson provided a sidewalk inventory with map including sections that still require repair.
- **Meeting Room Location** – Ty Thomas and Steven Winter will look into Oasis Church as an option for a new meeting room location for future board meetings.
- **RFQ for Pool Contract** – Gordon Watson presented the request for quote for a new pool management contract. This item will be discussed further in Executive Session to discuss any potential conflicts of interest with a particular vendor.
- **RFQ for Landscape Maintenance Contract** – The board will continue to monitor the current status of their current landscape maintenance contract in order to determine the appropriate time when the request for quote can be sent out to new vendors based on their advice from the Association’s attorney.
- **RFQ for Management Company Contract** – The board continues to work on putting together a request for quote for a new management company contract.

New Business

- **Basketball Goal Vandalism Update** – One of the basketball goals was manipulated to a lower height by an individual without authorization from the Board. Repairs were made to secure the basketball goal back up to the original height and both basketball goals were secured with new locks as well as a new special bolt to prevent unauthorized height adjustments.
- **ARC Recruitment – 2 Open Spots** – An eblast was requested to solicit volunteers who are interested in joining the ARC. One homeowner who was present expressed his interest and will reach out to Steven Winter.
- **ARC Guidelines: French Drains / Corrugated Pipe** – The ARC is working on revisions to the ARC Guidelines to include prohibiting the use of corrugated pipe which is a breeding habitat for mosquitos.
- **Addressing Low Areas in Neighborhood / Ruts** – Gordon Watson agreed to create a plan to identify low areas to allow the Board to prioritize them. This will be a lengthy effort because of its cost and complexity.
- **Follow Up Plans Regarding ARC Approval Conformity** – There was discussion about how the Association can ensure that improvements are in within the plans when the ARC approves requests. It was suggested that the Spectrum Site Manager do an inspection. Kim Gonzalez advised that Spectrum’s site team does not go onto homeowner properties. The Board will look into adding that element into the request for quote for management company contract.
- **Follow Up Regarding Branding on Fences / 6’ Fence Height** – Prior board action granted the ARC to allow a standing deviation for homeowners to be able to add a six inch rot board which could result in a six feet, six inches height on fences. The ARC is currently working on a revision to the ARC Guidelines to address this topic. The Board did not feel it was necessary to send violation notices for branding on fences.

- **Parallel Social Committee Formation – Additional Events** – The Board was presented with the idea of adding more social events through an additional committee. This item was moved to Executive Session for further discussion.
- **HOA and MUD5 Relationship Regarding Drainage and Detention Facilities** – Ty Thomas will continue to reach out to MUD5 to identify their responsibility as well as the Association’s responsibility in dealing with drainage issues and detention facilities.

Homeowner Forum

Homeowners in attendance are listed on the sign-in sheet. One homeowner asked if the Association was going to sponsor a shredding event for the community. There are currently no plans to have one because of its cost. Homeowner feedback was provided regarding the sign on the marquee that reads “Residents Only”. It will no longer appear on the marquee. There was discussion about streaming/recording board meetings. A homeowner recommended putting out more information to homeowners regarding expenditures and finances. “The Voice” newsletter was the suggested tool to keep homeowners informed.

Next Meeting Date

February 18, 2019

Adjournment of Open Session

With no further business to discuss, the meeting was adjourned at 8:48 p.m.

APPROVED BY THE BOARD

Kimberly Gonzalez

Village Creek Community Association, Inc.

Spectrum Association Management