

**Village Creek Community Association, Inc.**  
**Board Meeting Minutes**  
**April 17, 2023**

**Pursuant to Article VI, Section 1 of the Bylaws of the Village Creek Community Association, Inc., a rescheduled meeting of the Directors was duly called and held on April 17, 2023 via Virtual Meeting – ID: 368 707 7398; Online Meeting Link: <https://us06web.zoom.us/j/3687077398> ; Dial In – 1-346-284-7799.**

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**IN ATTENDANCE**

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

Ty Thomas – President  
Robert Spiess – Secretary  
Sara Marion – Treasurer

**Absent members:**

Eddy Kharrazi – Vice President  
Craig Goralski – Director

**Representing Crest Management, was:**

CJ, Community Manager and Assistant Manager for Crest Management

**OPEN SESSION**

**Call to Order / Determination of Quorum**

The rescheduled meeting was called to order at 6:32 p.m. with quorum being established, a Motion was made and seconded to adopt the agenda; Motion carried.

**Approval of Minutes**

A Motion was made and seconded to approve 20230320 Meeting; Motion carried.

**Vendor Reports**

Landscape – Jake with LEI reported on landscape updates. Seasonal color and mulch coming up as well proposals have been sent for the plant replacements from the prior freezes. Mowing tracks, direction of the mowers needs to be changed, will discuss with the crew leader.

Pool – Peter with Aquatic Management of Houston reported splashpad deck is painted, motor for the splashpad pump is making a lot of noise and has a new motor available if needed during the season. Fully staffed with lifeguards and will be ready for the season. Splashpad card reader is not working, notified management. Made keys for splashpad gate for management. Pool gate needs to be adjusted.

**Committee Reports**

ARC Committee - Steve Winter reported on exterior modification requests, seven requests reviewed with six approved and one denial. EMR Report included in the Board Packet for Board review.

No Event Committee present to report, Steve Winter reported the Easter Event was well attended, there were 1400 eggs given out at the event.

**Business**

#### Announcement of Decisions Made Between Meeting –

- LEI Grounds Groomers Est. 37594 Replace Valve Cobble Shores Dr \$343. – Approved
- Crest Management Agreement 12 Months \$2250 Monthly – Approved
- Constellation Electricity Plan – 24 Months – Approved

**Financial Report** – CJ presented the financial report. As of March 30, 2023, there was \$755,511.56 in operating, \$439,491.46 in reserves, \$78,462.12 in receivables, \$12,427.64 in other assets, totaling \$1,285,892.78 in total assets.

**Additional Business Items** – Discussed the CLZ Services repair bid for the restrooms and park bench at park and at pool and the Precision Power Washing bids for the pool building and shades; both bids will be reviewed in the BDA online and decided online. Ty Thomas discussed lingering items in the support ticket system to address. Management will review and move to the Action Items in Crest.

#### **Open Items**

- a. Fine Policy – Tabled to future meeting.
- b. Cameras for Pool House – 3partners.biz came out to view the site. Will forward bid as well offer surge protection option in the bid. Management to purchase the two approved cameras.
- c. Digital Sign – 4D SignWorx retrieved the controller to send for repair, two to four weeks for its return.
- d. Lighting at Rear Entry – Requested information from Brother Lighting and Electrical on solar lighting options and cost.
- e. Splashpad Sprayer – Contact Kraftsman – floor sprayers - \$10,000 target cost.

#### **Manager Report**

- a. CJ discussed the pool house repair bids earlier in the meeting and the Board will review in the BDA online for decision. Requesting McKenna to update the bid to the sail shade cord tightening only and adding the painting of all shutters on the pool building.
- b. Lighting at rear monument – Waiting on information from electrician.

#### **Homeowner Forum**

Twelve property owners were in attendance. Items discussed, unlevel sidewalks, seasonal color, cameras, old splash pad, palm tree at the pool, community garage sale, Board positions coming open, Installation of an American and Texas Flag, irrigation at the Butterfly Conservation Garden, and Reserve Study.

#### **Next Meeting Date**

The next meeting date will be on May 8, 2023.

#### **Adjournment of Open Session**

With no further business to discuss, the open meeting was adjourned at 8:11 p.m.

#### **EXECUTIVE SESSION**

Called Executive Session to Order at 8:15 p.m.

#### **Homeowner Appeals**

Board reviewed request for variance approval on account 2910303013 for the Exterior Modification Request dated February 28, 2023.

#### **Review of Legal Status Report**

No report available.

**Review of Collections Report and Enforcement Actions**

Board reviewed the 20230331 AR Collections Report

**Review of Deed Violations Report and Enforcement Actions**

Board reviewed the 20230327 Deed Inspection Report.

**Executive Session Adjournment**

Board adjournment to Open Session to summarize and take actions on what was discussed during this Executive Session. With no further executive business to discuss, the meeting was adjourned at 8:20 p.m.

**Call Open Session Back to Order: at 8:20 p.m.**

**Board Vote of Collection and Deed Enforcements and Homeowner Appeals**

Summary of Items Discussed in Executive Session: Motion was made and seconded to approve variance request on account 2910303013; Motion carried.

Motion was made and seconded to write-off small balances totaling the amount of \$68.36; Motion carried.

**Meeting Adjournment**

With no further business to discuss a Motion was made and seconded to adjourn the meeting; Motion carried at 8:22 p.m.

E Ty Thomas

E Ty Thomas (May 23, 2023 10:51 CDT)

Village Creek Community Association, Inc.

May 23, 2023

Date

Village Creek Community Association, Inc  
Balance Sheet  
March 31, 2023

Assets:

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Cash

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CIT BANK - Operating .05%	\$	513,635.80	
CIT Operating ICS *277 .15%		241,875.76	
Total Cash	\$		755,511.56

Reserve Funds

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CIT Reserve MM 3901 .10%		39,491.46	
CIT LADDER CD 1281-6/27/23		100,000.00	
CIT LADDER CD 1282-9/27/23		100,000.00	
CIT LADDER CD 1283-12/27/23		100,000.00	
CIT LADDER CD 1284-3/27/24		100,000.00	
Total Reserve Funds			439,491.46

Assessment Receivables

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2020 Assessments		1,611.97	
2021 Assessments		4,013.00	
2022 Assessments		6,748.66	
2023 Assessments		48,261.82	
Interest on Unpaid Assessment		3,968.11	
Collection Fees		6,820.02	
Legal Fees		7,038.54	
Total Assessment Receivables			78,462.12

Other Assets

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Prepaid Insurance		7,427.64	
Advance Payments		5,000.00	
Total Other Assets			12,427.64

Total Assets	\$	1,285,892.78	
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Village Creek Community Association, Inc  
 Balance Sheet  
 March 31, 2023

Liabilities:

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Accounts Payable	\$	5,147.96
Construction Deposits		4,000.00
Prepaid Assessments		1,956.78
Deferred Assessments		467,808.75
<hr style="border: 0.5px solid black;"/>		
Total Liabilities	\$	478,913.49

Equity:

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Reserve Funds		
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Reserve Fund		439,171.92
Reserve Fund Interest		319.54
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Total Reserve Funds		439,491.46
Members Equity		
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Members Equity		327,591.86
Current Year Surplus (Deficit)		39,895.97
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Total Members Equity		367,487.83
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Total Liabilities and Equity	\$	1,285,892.78
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Village Creek Community Association, Inc  
STATEMENT OF REVENUES & EXPENSES  
For 3 Months Ended March 31, 2023

	MAR ACTUAL -----	MAR BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
<b>REVENUE:</b> -----								
Current Year Maintenance Fees	51,979	51,979		155,936	155,936		623,745	467,809
Interest on Unpaid Assessments	512		(512)	1,273		(1,273)		(1,273)
Interest Earned on Investments	40		(40)	1,300		(1,300)		(1,300)
<b>TOTAL REVENUE</b>	<u>52,531</u>	<u>51,979</u>	<u>(552)</u>	<u>158,509</u>	<u>155,936</u>	<u>(2,573)</u>	<u>623,745</u>	<u>465,236</u>
<b>EXPENSES:</b> -----								
<b>ADMINISTRATIVE</b> -----								
Administrative Contract	2,200	2,283	83	6,600	6,848	248	27,390	20,790
Office Supplies	9	17	8	47	50	3	200	153
Copies	65	292	227	186	875	689	3,500	3,314
Postage	540	333	(207)	669	1,000	331	4,000	3,331
Community Mailouts		200	200		600	600	2,400	2,400
Meetings	100	83	(17)	100	250	150	1,000	900
Administrative Notices		249	249		747	747	2,988	2,988
Deed Restriction Expenses	265	150	(115)	310	450	140	1,800	1,490
Record Storage	25	25		75	75		300	225
<b>TOTAL ADMINISTRATIVE</b>	<u>3,204</u>	<u>3,632</u>	<u>428</u>	<u>7,987</u>	<u>10,895</u>	<u>2,908</u>	<u>43,578</u>	<u>35,591</u>
<b>PROFESSIONAL SERVICES</b> -----								
Legal - Corporate	56	417	361	166	1,250	1,084	5,000	4,834
Legal - Collections	200	1,667	1,467	1,720	5,000	3,280	20,000	18,280
Legal Coll - Billed to Owners	(200)		200	(1,720)		1,720		1,720
Legal - Deed Restrictions	200	83	(117)	400	250	(150)	1,000	600
Legal DR - Billed to Owners	(200)		200	(400)		400		400
Audit and Tax		360	360		1,080	1,080	4,320	4,320
<b>TOTAL PROFESSIONAL SERVICES</b>	<u>56</u>	<u>2,527</u>	<u>2,471</u>	<u>166</u>	<u>7,580</u>	<u>7,414</u>	<u>30,320</u>	<u>30,154</u>

Village Creek Community Association, Inc  
STATEMENT OF REVENUES & EXPENSES  
For 3 Months Ended March 31, 2023

	MAR ACTUAL	MAR BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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LANDSCAPE MAINTENANCE								
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Landscape Contract	11,937	12,296	359	35,812	36,887	1,075	147,550	111,738
Landscape Enhancements		3,333	3,333		10,000	10,000	40,000	40,000
Irrigation Repairs	4,216	1,667	(2,549)	9,006	5,000	(4,006)	20,000	10,994
Tree Removal		1,000	1,000	650	3,000	2,350	12,000	11,350
Force Mows		17	17		50	50	200	200
TOTAL LANDSCAPE MAINTENANCE	<u>16,153</u>	<u>18,313</u>	<u>2,160</u>	<u>45,468</u>	<u>54,937</u>	<u>9,469</u>	<u>219,750</u>	<u>174,282</u>
REPAIRS & MAINTENANCE								
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General Repairs & Maintenance		2,375	2,375		7,125	7,125	28,500	28,500
Lake Maintenance	618	1,250	632	2,395	3,750	1,355	15,000	12,605
Lake Chemicals	206		(206)	206		(206)		(206)
Playground Repairs & Maint		625	625		1,875	1,875	7,500	7,500
Recreation Supplies & Maint		125	125		375	375	1,500	1,500
Locks & Keys		13	13		38	38	150	150
Mosquito Fogging	318	342	24	318	1,025	707	4,100	3,782
Signs		67	67		200	200	800	800
TOTAL REPAIRS & MAINTENANCE	<u>1,142</u>	<u>4,797</u>	<u>3,655</u>	<u>2,919</u>	<u>14,388</u>	<u>11,469</u>	<u>57,550</u>	<u>54,631</u>
POOL & SPLASH PAD								
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Pool Contract	720	3,885	3,165	2,040	11,655	9,615	46,620	44,580
Pool Maintenance & Repairs	245	667	422	7,774	2,000	(5,774)	8,000	226
Pool Equipment & Supplies	130	333	203	195	1,000	805	4,000	3,805
Pool Plumbing Repairs	7,620		(7,620)	7,620		(7,620)		(7,620)
Pool Furniture		250	250		750	750	3,000	3,000
Pool Tags		58	58		175	175	700	700
Splash Pad Maintenance	7,150	417	(6,733)	13,900	1,250	(12,650)	5,000	(8,900)
TOTAL POOL & SPLASH PAD	<u>15,865</u>	<u>5,610</u>	<u>(10,255)</u>	<u>31,529</u>	<u>16,830</u>	<u>(14,699)</u>	<u>67,320</u>	<u>35,791</u>

