

**Village Creek Community Association, Inc.**  
**Board Meeting Minutes**  
**May 8, 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 May 8, 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  
Eddy Kharrazi – Vice President  
Robert Spiess – Secretary  
Sara Marion – Treasurer

**Absent members:**

Craig Goralski – Director

**Representing Crest Management, was:**

Bill Higgins, President and CJ, Community Manager for Crest Management

**OPEN SESSION**

**Call to Order / Determination of Quorum**

The meeting was called to order at 6:30 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 20230417 Meeting; Motion carried.

**Vendor Reports**

Landscape – Jake and Darren with LEI attended. Jake reported on landscape updates. Irrigation repairs in progress, seasonal color will install once irrigation repairs are complete, palm tree proposal will be sent, will treat splashpad and pool area with ant insecticide at the end of the week.

Pool – Aquatic Management of Houston was not able to attend the meeting. Pool restroom repairs will begin next week. Restroom floor needs to be looked at when the front entry is inspected. Pool will open Memorial weekend.

**Committee Reports**

ARC Committee - Steve Winter reported on exterior modification requests, seven requests reviewed with six approved and one denial.

No Event Committee present to report.

**Business**

Announcement of Decisions Made Between Meeting –

- Account 2911101029 Atty/Owner Fee Waiver Request – Denied
- LEI Grounds Groomers Est. 38633 Replace Valve Controller 1 \$595.00 – Approved
- Tuttle Construction Est. 22450 Pool Shutter and Paint - \$3005.89 Denied
- Account 2910303013 Owner Variance Request – Patio – Approved
- Conservation Garden Committee Request Reimbursement \$441.00 – Denied
- CLZ Services Est. 7396 Pool House Repairs and Picnic Table Repairs \$2,122.69 – Approved
- Precision Power Washing Est. 0040 Pool House Power Washing \$1150.00 – Approved
- LEI GG Est. 11591, 11592, 11624, 11642 Bed Replacements \$18,095.70 – Approved
- LEI GG Est. 40496 Irrigation Inspection Repairs - \$5,896.50 – Approved
- McKenna Contracting Est.20230413 Pool House Shutter Repair, Paint, Sun Sail Cord Replacement \$2,900.00 – Approved

**Financial Report** – CJ presented the financial report. As of April 30, 2023, there was \$738,839.15 in operating, \$439,498.09 in reserves, \$61,411.25 in receivables, \$10,570.72 in other assets, totaling \$1,250,319.21 in total assets.

**Additional Business Items** – No additional business.

### **Open Items**

- a. Fine Policy – Eddy Kharrazi is awaiting Board response on potential updates.
- b. Cameras for Pool House – Robert Spiess met with 3partners.biz, quote was sent today for Board review for the wiring. Ty Thomas and Robert Spiess will meet to discuss location options, wants to get cable installed in advance.
- c. Digital Sign – 4D SignWorx replaced repaired parts and internet is not working due to a power surge, repair in progress.
- d. Splashpad Sprayer – Kraftsman will send formal proposal.
- e. Digital Sign Surge Protection – Exterior breaker. Send photo of surge protection type to Brothers Electric.
- f. Lighting at Rear Entry – Brothers Lighting and Electrical solar lighting option cost is \$500.00, like what would be purchased at Home Depot.
- g. Pool Walkway Floor – Contact coating companies to propose repairs.
- h. Pool Shade Cord – McKenna is scheduled to replace cord before May 27, 2023.

### **Manager Report**

- a. CJ discussed the pool house repairs for the restrooms will begin Wednesday.
- b. Leveled Concrete inspected sidewalks and bid was received today, will send through the BDA for Board review and decision.
- c. Landscape – Palm tree bid is on the BDA for Board review and decision.

### **Homeowner Forum**

Six property owners were in attendance. Items discussed, items funneled to the Board and management not yet addressed; instructions for owners to send through the community website, to bullet point items, issue with a neighbor, erosion on the lake area, rusted drainage piping, in three specific areas.

### **Next Meeting Date**

The next meeting date will be on June 12, 2023.

### **Adjournment of Open Session**

With no further business to discuss, the open meeting was adjourned at 7:55 p.m.

## **EXECUTIVE SESSION**

Called Executive Session to Order at 8:58 p.m.

**Homeowner Appeals**

No homeowner appeals.

**Review of Legal Status Report**

Board reviewed 20230429 Legal Status Report.

**Review of Collections Report and Enforcement Actions**

Board reviewed the 20230430 AR Collections Report

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

Board reviewed the 20230421 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 8:22 p.m.

**Call Open Session Back to Order: at 8:22 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 authorize lawsuit on three accounts; 2910901001, 2911301018, and 291093010; Motion carried.

Motion was made and seconded to write-off small balances totaling the amount of \$62.10; Motion carried.

Motion was made and seconded to escalate account 2910604021 for legal deed enforcement; Motion carried.

**Discussion**

Board discussed the potential flooding issues and finding resolution on the back swell. Reach out to Mindy with MUD 5, possible the MUD can assist with resolution.

Brief meeting for expectations for Crest with Bill Higgins – Transition of managers, annual inspections, retaining items on the agenda and follow up with communications to the Board.

**Meeting Adjournment**

With no further business to discuss a Motion was made and seconded to adjourn the meeting; Motion carried at 9:00 p.m.

Robert G. Spiess  
Robert G. Spiess (Jul 25, 2023 10:44 CDT)

Village Creek Community Association, Inc.

Jul 25, 2023

Date

Village Creek Community Association, Inc  
Balance Sheet  
April 30, 2023

Assets:

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Cash

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CIT BANK - Operating .05%	\$	196,727.07	
CIT Operating ICS *277 .15%		542,112.08	
Total Cash	\$		738,839.15

Reserve Funds

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CIT Reserve MM 3901 .10%		39,498.09	
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			439,498.09

Assessment Receivables

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2020 Assessments		1,611.97	
2021 Assessments		4,013.00	
2022 Assessments		6,447.50	
2023 Assessments		32,880.91	
Interest on Unpaid Assessment		4,145.55	
Collection Fees		5,673.78	
Legal Fees		6,638.54	
Total Assessment Receivables			61,411.25

Other Assets

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Prepaid Insurance		5,570.72	
Advance Payments		5,000.00	
Total Other Assets			10,570.72

Total Assets	\$	1,250,319.21	

Village Creek Community Association, Inc  
 Balance Sheet  
 April 30, 2023

Liabilities:

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Accounts Payable	\$	8,889.18
Construction Deposits		5,000.00
Prepaid Assessments		2,336.88
Deferred Assessments		415,830.00
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Total Liabilities	\$	432,056.06

Equity:

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Reserve Funds		
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Reserve Fund		439,171.92
Reserve Fund Interest		326.17
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Total Reserve Funds		439,498.09
Members Equity		
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Members Equity		327,591.86
Current Year Surplus (Deficit)		51,173.20
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Total Members Equity		378,765.06
Total Liabilities and Equity	\$	1,250,319.21
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Village Creek Community Association, Inc  
STATEMENT OF REVENUES & EXPENSES  
For 4 Months Ended April 30, 2023

	APR ACTUAL -----	APR BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
<b>REVENUE:</b>								
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Current Year Maintenance Fees	51,979	51,979		207,915	207,915		623,745	415,830
Interest on Unpaid Assessments	384		(384)	1,657		(1,657)		(1,657)
Interest Earned on Investments	244		(244)	1,544		(1,544)		(1,544)
	<u>52,607</u>	<u>51,979</u>	<u>(628)</u>	<u>211,116</u>	<u>207,915</u>	<u>(3,201)</u>	<u>623,745</u>	<u>412,629</u>
<b>EXPENSES:</b>								
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<b>ADMINISTRATIVE</b>								
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Administrative Contract	2,200	2,283	83	8,800	9,130	330	27,390	18,590
Office Supplies		17	17	47	67	20	200	153
Copies	55	292	237	241	1,167	926	3,500	3,259
Postage	180	333	153	849	1,333	484	4,000	3,151
Community Mailouts		200	200		800	800	2,400	2,400
Meetings		83	83	100	333	233	1,000	900
Administrative Notices		249	249		996	996	2,988	2,988
Deed Restriction Expenses	25	150	125	335	600	265	1,800	1,465
Record Storage	25	25		100	100		300	200
	<u>2,485</u>	<u>3,632</u>	<u>1,147</u>	<u>10,472</u>	<u>14,526</u>	<u>4,054</u>	<u>43,578</u>	<u>33,106</u>
<b>PROFESSIONAL SERVICES</b>								
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Legal - Corporate	142	417	275	307	1,667	1,360	5,000	4,693
Legal - Collections		1,667	1,667	1,720	6,667	4,947	20,000	18,280
Legal Coll - Billed to Owners				(1,720)		1,720		1,720
Legal - Deed Restrictions		83	83	400	333	(67)	1,000	600
Legal DR - Billed to Owners				(400)		400		400
Audit and Tax		360	360		1,440	1,440	4,320	4,320
	<u>142</u>	<u>2,527</u>	<u>2,385</u>	<u>307</u>	<u>10,107</u>	<u>9,800</u>	<u>30,320</u>	<u>30,013</u>

Village Creek Community Association, Inc  
STATEMENT OF REVENUES & EXPENSES  
For 4 Months Ended April 30, 2023

	APR ACTUAL -----	APR BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
LANDSCAPE MAINTENANCE -----								
Landscape Contract	11,937	12,296	359	47,750	49,183	1,433	147,550	99,800
Landscape Enhancements		3,333	3,333		13,333	13,333	40,000	40,000
Irrigation Repairs	343	1,667	1,324	9,349	6,667	(2,682)	20,000	10,651
Tree Removal		1,000	1,000	650	4,000	3,350	12,000	11,350
Force Mows		17	17		67	67	200	200
<b>TOTAL LANDSCAPE MAINTENANCE</b>	<b>12,280</b>	<b>18,313</b>	<b>6,033</b>	<b>57,749</b>	<b>73,250</b>	<b>15,501</b>	<b>219,750</b>	<b>162,001</b>
REPAIRS & MAINTENANCE -----								
General Repairs & Maintenance	652	2,375	1,723	652	9,500	8,848	28,500	27,848
Lake Maintenance	659	1,250	591	3,053	5,000	1,947	15,000	11,947
Lake Chemicals				206		(206)		(206)
Playground Repairs & Maint		625	625		2,500	2,500	7,500	7,500
Recreation Supplies & Maint		125	125		500	500	1,500	1,500
Locks & Keys		13	13		50	50	150	150
Mosquito Fogging		342	342	318	1,367	1,049	4,100	3,782
Signs		67	67		267	267	800	800
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>1,311</b>	<b>4,797</b>	<b>3,486</b>	<b>4,229</b>	<b>19,184</b>	<b>14,955</b>	<b>57,550</b>	<b>53,321</b>
POOL & SPLASH PAD -----								
Pool Contract	6,442	3,885	(2,557)	8,482	15,540	7,058	46,620	38,138
Pool Maintenance & Repairs	125	667	542	7,899	2,667	(5,232)	8,000	101
Pool Equipment & Supplies	713	333	(380)	908	1,333	425	4,000	3,092
Pool Plumbing Repairs				7,620		(7,620)		(7,620)
Pool Furniture		250	250		1,000	1,000	3,000	3,000
Pool Tags		58	58		233	233	700	700
Splash Pad Maintenance	6,750	417	(6,333)	20,650	1,667	(18,983)	5,000	(15,650)
<b>TOTAL POOL &amp; SPLASH PAD</b>	<b>14,030</b>	<b>5,610</b>	<b>(8,420)</b>	<b>45,559</b>	<b>22,440</b>	<b>(23,119)</b>	<b>67,320</b>	<b>21,761</b>

