

Village Creek Community Association, Inc.
Rescheduled Board Meeting Minutes
July 24, 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 July 24, 2023 via Virtual Meeting – ID: 368 707 7398; Online Meeting Link: <https://us06web.zoom.us/j/3687077398> ; Dial In – 1-346-284-7799.

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
Jose Alvarado - Director

Absent members:

Craig Goralski – Director

Representing Crest Management, was:

CJ, Community Manager for Crest Management

OPEN SESSION

Call to Order / Determination of Quorum

The 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 20230508 Meeting; Motion carried.

Vendor Reports

Pool – Peter with Aquatic Management of Houston reported that the lifeguards are good. They have been scrubbing algae regularly from the pool, no problems reported with homeowners. Pool seems busier this year. He will get the count of metal tables, there are a lot of the dining type chairs.

Landscape – Jake with LEI reported on landscape updates. Turf application would occur this upcoming Friday, shrub application was completed 7/19/2023. Update on the jasmine at the entry, sent proposals to Crest, due to stage one drought, planting is difficult, consider the moisture manager – Jake will send case studies on it. Board reported a leak at the entry, same as earlier in the year.

Committee Reports

ARC Committee - Steve Winter reported on exterior modification requests since May 11, 2023 meeting, fifteen requests reviewed with eleven approvals and three denials.

No Event Committee present to report.

Business

Election of Officers – After discussion nominations made for Robert Spiess, President, Sara Marion, Vice President, Jose Alvarado, Treasurer, Craig Goralski, Secretary and Ty Thomas, Director at Large; a Motion was made and seconded; Motion carried.

Board Vote to Remove a Board Member – A Motion was made and seconded to remove Craig Goralski from the Board of Directors; Motion carried.

Announcement of Decisions Made Between Meeting –

- Aquatic Management of Houston Signage Proposal \$550 – Approved
- Account 2910102023 Extension to Cure Violation – Approved
- 20230510 Leveled Concrete Proposal Q17690 Sidewalk Repairs \$28,767 – Approved
- Fine Policy Review – Denied
- 20230511 Partners Electric Install Camera Wiring Proposal \$3,890 – Approved
- 20230510 Leveled Concrete Proposal Q17690 Change Order Add On \$435 – Approved
- 20230516 Right-Tech Plumbing Est 1033 Water Fountain Replacement - \$1194 – Denied
- LEI Grounds Groomers Est. 11718 Pool Palm Tree Replacement \$4965.23 – Approved
- Surge Protections for Pool House Electronics \$313 (In-house) – Approved
- Aquatic Management of Houston – Polka Dot Painting on Mushroom \$500 – Approved
- 20230601 Kraftsman Quote 77570 Splashpad System Inspection \$617.38 plus parts – Approved
- 20230616 LEI Grounds Groomers Est. 44871 June Irrigation Repairs \$3595.00 – Approved
- 20230712 LEI Grounds Groomers Est. 46317 July Inspection Emergency Valve Repair \$577.50 – Approved
- 20230720 McKenna Contracting Proposal Kiddie Cushion and Power Wash Park Equip \$7200 – Approved

Financial Report – CJ presented the financial report. As of June 30, 2023, there was \$672,159.975 in operating, \$414,094.65 in reserves, \$46,247.79 in receivables, \$6,856.88 in other assets, totaling \$1,139,359.29 in total assets.

US Flag – Need proposal for 2 flag poles, lighting and US and Texas Flag. Will need volunteer to man.

Trees Affecting Sidewalks and Cluster Mailboxes – Send information to surveyor to confirm ownership of the property.

New Items for Discussion – Parking lot lights, pickleball, in person meetings, replacement of picnic tables, shredding event, Ant Day and Kiddie Cushion – Ty Thomas will put together a survey to see what is most important to owners and send to the Board for review and then send out to owners.

Additional Business Items – Solicitation for Open Board Seat – Send out 10-day announcement, due by August 4th, set up interviews, appointment at next meeting.

Open Items

- a. Fine Policy – Board needs to review, edit, and send to Jim Volker to complete the edits for final review.
- b. Digital Sign – Circuit/Surge Protection and Brivo Electrician. Ty Thomas has some electrician information.
- c. Pool Exterior Walkway – Will work on bids in off-season.
- d. Old Splash Pad bench and picnic table. Pool Picnic Tables – In process.
- e. Lake Erosion – Elevated rear yard off Sunset Arbor causing run-off. Solution for the erosion towards the lake.
- f. Lighting at Rear Entry – Placing item on survey.

Manager Report

- a. Update Pool area restrooms were completed, picnic table legs outside pool at park were replaced, Leveled Concrete was completed with the sidewalk lift, finishing up end of the week. Board asked to have them look at two other areas – Leeside and Sunset Arbor and Eagle Ledge off the lake.
- b. Annual Inspection of Assets – Putting schedule together for all assets and will forward to Board once complete.
- c. Parking Lot Cleaning and Restriping – Approved to get bids.

Homeowner Forum

Five property owners were in attendance. Items discussed, submitting name for Board appointment, fine policy, parking on the street.

Next Meeting Date

The next meeting date will be on August 14, 2023.

Adjournment of Open Session

With no further business to discuss, the open meeting was adjourned at 8:05 p.m.

EXECUTIVE SESSION

Called Executive Session to Order at 8:08 p.m.

Homeowner Appeals

No homeowner appeals.

Review of Legal Status Report

Board reviewed 20230612 Legal Status Report.

Review of Collections Report and Enforcement Actions

Board reviewed the 20230630 AR Collections Report

Review of Deed Violations Report and Enforcement Actions

Board reviewed the 20230712 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; 2911101029, 2910901001, 2911301018, and 2910903010; Motion carried.

Motion was made and seconded to escalate to legal counsel for one account; 2910901001 for legal deed enforcement; Motion carried.

Meeting Adjournment

With no further business to discuss a Motion was made and seconded to adjourn the meeting; Motion carried at 8:35 p.m.

Robert G. Spiess

Robert G. Spiess (Sep 11, 2023 15:40 CDT)

Village Creek Community Association, Inc.

Sep 11, 2023

Date

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

Assets:

Cash

First Citizen - OP .05% 9325	\$	129,450.56	
First Citizen ICS *277 .70%		542,709.41	
Total Cash	\$		672,159.97

Reserve Funds

First Citizen RES MM 3901 .10%		10,296.09	
First Citizen CD 1281-6/27/24		100,949.64	
First Citizen CD 1282-9/27/23		100,949.64	
First Citizen CD 1283-12/27/23		100,949.64	
First Citizen CD 1284-3/27/24		100,949.64	
Total Reserve Funds			414,094.65

Assessment Receivables

2020 Assessments		1,611.97	
2021 Assessments		3,795.00	
2022 Assessments		4,729.50	
2023 Assessments		20,590.26	
Finance Charges		4,218.69	
Collection Fees		5,737.83	
Legal Fees		5,564.54	
Total Assessment Receivables			46,247.79

Other Assets

Prepaid Insurance		1,856.88	
Advance Payments		5,000.00	
Total Other Assets			6,856.88

Total Assets			\$ 1,139,359.29
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Village Creek Community Association, Inc
Balance Sheet
June 30, 2023

Liabilities:

Accounts Payable	\$	33,456.52	
Construction Deposits		7,000.00	
Prepaid Assessments		4,213.92	
Deferred Assessments		311,872.50	
Total Liabilities	\$		356,542.94

Equity:

Reserve Funds

Reserve Fund		439,171.92	
Reserve Fund Interest		4,124.73	
Reserve Expenditures		(29,202.00)	
Total Reserve Funds			414,094.65

Members Equity

Members Equity		327,591.86	
Current Year Surplus (Deficit)		41,129.84	
Total Members Equity			368,721.70

Total Liabilities and Equity		\$	1,139,359.29

Village Creek Community Association, Inc
STATEMENT OF REVENUES & EXPENSES
For 6 Months Ended June 30, 2023

	JUN ACTUAL -----	JUN BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
REVENUE: -----								
Current Year Maintenance Fees	51,979	51,979		311,873	311,873		623,745	311,872
Interest on Unpaid Assessments	149		(149)	1,951		(1,951)		(1,951)
Interest Earned on Investments	304		(304)	2,148		(2,148)		(2,148)
Miscellaneous Income	(295)		295					
TOTAL REVENUE	<u>52,137</u>	<u>51,979</u>	<u>(158)</u>	<u>315,972</u>	<u>311,873</u>	<u>(4,099)</u>	<u>623,745</u>	<u>307,773</u>
EXPENSES: -----								
ADMINISTRATIVE -----								
Administrative Contract	2,250	2,283	33	13,350	13,695	345	27,390	14,040
Office Supplies	9	17	8	60	100	40	200	140
Copies	614	292	(322)	907	1,750	843	3,500	2,593
Postage	1,373	333	(1,040)	2,409	2,000	(409)	4,000	1,591
Community Mailouts	672	200	(472)	672	1,200	528	2,400	1,728
Meetings	99	83	(16)	199	500	301	1,000	801
Administrative Notices		249	249		1,494	1,494	2,988	2,988
Deed Restriction Expenses	320	150	(170)	1,040	900	(140)	1,800	760
Record Storage	25	25		150	150		300	150
TOTAL ADMINISTRATIVE	<u>5,362</u>	<u>3,632</u>	<u>(1,730)</u>	<u>18,787</u>	<u>21,789</u>	<u>3,002</u>	<u>43,578</u>	<u>24,791</u>
PROFESSIONAL SERVICES -----								
Legal - Corporate	270	417	147	577	2,500	1,923	5,000	4,423
Legal - Collections		1,667	1,667	1,720	10,000	8,280	20,000	18,280
Legal Coll - Billed to Owners				(1,720)		1,720		1,720
Legal - Deed Restrictions		83	83	400	500	100	1,000	600
Legal DR - Billed to Owners				(400)		400		400
Audit and Tax		360	360		2,160	2,160	4,320	4,320
TOTAL PROFESSIONAL SERVICES	<u>270</u>	<u>2,527</u>	<u>2,257</u>	<u>577</u>	<u>15,160</u>	<u>14,583</u>	<u>30,320</u>	<u>29,743</u>

Village Creek Community Association, Inc
STATEMENT OF REVENUES & EXPENSES
For 6 Months Ended June 30, 2023

	JUN ACTUAL	JUN BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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LANDSCAPE MAINTENANCE								

Landscape Contract	11,937	12,296	359	71,625	73,775	2,150	147,550	75,925
Landscape Enhancements		3,333	3,333	24,900	20,000	(4,900)	40,000	15,100
Irrigation Repairs		1,667	1,667	15,840	10,000	(5,840)	20,000	4,160
Tree Removal		1,000	1,000	1,490	6,000	4,510	12,000	10,510
Force Mows		17	17		100	100	200	200
TOTAL LANDSCAPE MAINTENANCE	11,937	18,313	6,376	113,855	109,875	(3,980)	219,750	105,895

REPAIRS & MAINTENANCE								

General Repairs & Maintenance	(1,531)	2,375	3,906	5,162	14,250	9,088	28,500	23,338
Lake Maintenance	1,023	1,250	227	5,110	7,500	2,390	15,000	9,890
Lake Chemicals				206		(206)		(206)
Playground Repairs & Maint		625	625		3,750	3,750	7,500	7,500
Recreation Supplies & Maint		125	125		750	750	1,500	1,500
Locks & Keys		13	13		75	75	150	150
Mosquito Fogging	954	342	(612)	1,696	2,050	354	4,100	2,404
Signs		67	67	1,240	400	(840)	800	(440)
TOTAL REPAIRS & MAINTENANCE	446	4,797	4,351	13,414	28,775	15,361	57,550	44,136

POOL & SPLASH PAD								

Pool Contract	8,773	3,885	(4,888)	17,255	23,310	6,055	46,620	29,365
Pool Maintenance & Repairs		667	667	11,382	4,000	(7,382)	8,000	(3,382)
Pool Equipment & Supplies	1,476	333	(1,143)	3,902	2,000	(1,902)	4,000	98
Pool Plumbing Repairs				7,620		(7,620)		(7,620)
Pool Furniture		250	250		1,500	1,500	3,000	3,000
Pool Tags		58	58		350	350	700	700
Splash Pad Maintenance	1,746	417	(1,329)	22,899	2,500	(20,399)	5,000	(17,899)
TOTAL POOL & SPLASH PAD	11,995	5,610	(6,385)	63,058	33,660	(29,398)	67,320	4,262

Village Creek Community Association, Inc
STATEMENT OF REVENUES & EXPENSES
For 6 Months Ended June 30, 2023

	JUN ACTUAL -----	JUN BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
UTILITIES & SERVICES								

Street Lights	2,807	3,333	526	16,843	20,000	3,157	40,000	23,157
Electricity - Meters	573	667	94	2,960	4,000	1,040	8,000	5,040
Water and Sewer	4,847	6,667	1,820	27,422	40,000	12,578	80,000	52,578
Telephone/Internet	140	150	10	1,129	900	(229)	1,800	671
TOTAL UTILITIES & SERVICES	8,367	10,817	2,450	48,354	64,900	16,546	129,800	81,446

OTHER								

Property Taxes		17	17		100	100	200	200
Insurance	1,857	1,896	39	11,142	11,374	232	22,748	11,606
Bank Fees		2	2		10	10	20	20
Community Events		900	900	2,363	5,400	3,037	10,800	8,437
Website and Newsletter	28	42	14	115	250	135	500	385
Technology	1,188	833	(355)	1,188	5,000	3,812	10,000	8,812
Bad Debts	123	1,329	1,206	922	7,975	7,053	15,950	15,028
Holiday Decorating		167	167	1,067	1,000	(67)	2,000	933
TLAC Contribution		62	62		374	374	747	747
Capital Reserve Contributions		1,039	1,039		6,231	6,231	12,462	12,462
TOTAL OTHER	3,196	6,287	3,091	16,797	37,714	20,917	75,427	58,630

TOTAL EXPENSES	41,573	51,983	10,410	274,842	311,873	37,031	623,745	348,903

SURPLUS (DEFICIT)	10,564	(4)	(10,568)	41,130	37,031	(41,130)	623,745	(41,130)
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