

Village Creek Community Association, Inc.
Board Meeting Minutes
October 9, 2023

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 October 9, 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 Board Members:

Robert Spiess – President
Sara Marion – Vice President
Jose Alvarado – Treasurer
Jennifer Geary – Secretary
Ty Thomas – Director

Absent members:

None

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 6:30 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 the minutes of the 20230911 Board Meeting; Motion carried.

Vendor Reports

Pool – Peter with Aquatic Management reported the first pump motor is not working with operates the splash pad and proposal sent to Crest. Also sent a proposal for pool pump room rebuild. Winterizing the splash pad in the coming week. Proposal received from Pool Works for plaster and deck and forwarded to Crest.

Landscape – Darren with LEI reported on landscape updates and open work orders. October 3rd is next visit, bi-weekly visits begin October 24th.

Committee Reports

ARC Committee - Steve Winter reported on exterior modification requests since the August meeting, there were six applications approved and one application denied.

Jose Alvarado talked about the low turnout for the food trucks. May hold off on having them come out until an event is scheduled.

Financial Report – CJ presented the financial report. As of September 30, 2023, there was \$456,363.09 in operating, \$417,993.51 in reserves, \$51,821.69 in receivables, \$23,178.34 in other assets, totaling \$949,356.63 in total assets.

Business

CJ presented the Announcement of Decisions Made Between Meeting –

- 20230926 Lake Management Quote QUO004355 Fountain Repairs - \$1233.85 – Approved
- 20230928 LEI GG Proposal 502886 Irrigation Valve Leak - \$350 – Approved
- 20230830 CLA Services Proposal 7405 Outdoor Furniture Installation - \$1695 – Approved

Report of the 2023 Village Creek Community Survey – Ty Thomas reported on the results of the community survey and results will be sent out by October 13, 2023.

Select Date for Budget Workshop – Scheduled Budget Workshop for October 18, 2023, at 6:00 pm. via Zoom.

Additional Business Items – Ty Thomas mentioned the Mailchimp App to send eblasts was an easier process than desktop.

Open Action Items

1. Pool House Surge Protection – for LED sign, pool equipment, gate system, a whole house protection.
2. Pool House Exterior Walkway Floor – Pool Works sent proposal to Aquatic Management, includes deck but not the walkway entry. Need rebid.
3. Picnic Table Installation – Pool House and Old Splashpad – to be completed in the next couple of weeks.
4. Parking Lot Cleaning and Restriping – Bids in progress.
5. No Dumping Signs – Install on each end of trail – Midland Park and Forest Trails
6. Rear Monument Lighting – Jose Alvarado will seek other options.
7. Add Flag Poles
8. Add Pool Umbrella's
9. Add Sidewalk Area Missed
10. Add Splashpad Sprayer

Manager Report

Updates were discussed during the open items review.

Homeowner Forum

Six property owners were in attendance. Items discussed – Security lights in pool parking lot, spending too much money on seasonal plants, cleaning and striping parking lot, social committee, survey, and adding a sport court.

Next Meeting Date

The next meeting date will be on November 13, 2023.

Adjournment of Open Session

With no further business to discuss, the open meeting was adjourned at 7:59 p.m.

EXECUTIVE SESSION

Owners remaining on the call were placed in a room until reconvening back into Open Session. Called Executive Session to Order at 8:01 p.m.

Homeowner Appeals

Account 2910701006 Requested meeting – Homeowner was not present to meet.

Review of Legal Status Report

Board reviewed Legal Status Report.

Review of Collections Report and Enforcement Actions

Board reviewed the 20230930 Collections Report and Enforcement Actions.

Review of Deed Violations Report and Enforcement Actions

Board reviewed the 20230911 Deed Violation and Enforcement Action reports.

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 8:50 p.m.

Reconvene to Open Session

All owners were transferred from waiting room and Robert Spiess called Open Session back to order at 8:52 p.m.

Board Vote of Collection and Deed Enforcements and Homeowner Appeals

Summary of Items Discussed in Executive Session: After review on Legal Status Report a Motion was made and seconded to have attorney send additional demand letter on account 2911101029 and if no answer from property owner, approval of Judicial Lawsuit is approved; Motion carried. A Motion was made and seconded to approve a twelve-month payment plan with \$2000 down and the 2024 annual assessment is required be paid in full on time or payment plan forfeits and immediate balance must be paid to prevent lawsuit; Motion carried.

No action needed on Collections Report.

Motion was made and seconded to escalate to legal counsel for deed enforcement on five accounts - 2910901001, 2910903010, 2910604021, 2910604001, 2910101001; Motion carried.

Meeting Adjournment

With no further business to discuss a Motion was made and seconded to adjourn the meeting; Motion carried at 8:29 p.m.

Robert G. Spiess
Robert G. Spiess (Nov 13, 2023 22:00 CST)

Village Creek Community Association, Inc.

Nov 13, 2023

Date

Balance Sheet

Period: 09/01/23..09/30/23
 Village Creek Community Association

Fiscal Start Date: 01/01/23
 All amounts are in USD.

Description	Balance Current Month	Balance Prior Month	Change
Assets			
Cash			
First Citizen - OP - 9325	112,960.49	63,385.49	49,575.00
First Citizen ICS *277	343,402.60	443,241.10	-99,838.50
Total Cash	456,363.09	506,626.59	-50,263.50
Reserve Funds			
First Citizen RES MM 3901	10,296.09	10,296.09	
First Citizen CD 1281-6/27/24	101,972.52	100,949.64	1,022.88
First Citizen CD 1282-9/27/24	101,908.30	100,949.64	958.66
First Citizen CD 1283-12/27/23	101,908.30	100,949.64	958.66
First Citizen CD 1284-3/27/24	101,908.30	100,949.64	958.66
Total Reserve Funds	417,993.51	414,094.65	3,898.86
Assessment Receivables			
2020 Assessments	1,611.97	1,611.97	
2021 Assessments	3,795.00	3,795.00	
2022 Assessments	4,729.50	4,729.50	
2023 Assessments	18,275.49	18,429.41	-153.92
Finance Charges	4,908.81	4,686.45	222.36
Collection Fees	5,527.83	5,559.08	-31.25
Legal Fees	12,973.09	12,973.09	
Total Assessment Receivables	51,821.69	51,784.50	37.19
Other Assets			

Balance Sheet

Period: 09/01/23..09/30/23
 Village Creek Community Association

Fiscal Start Date: 01/01/23
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Description	Balance Current Month	Balance Prior Month	Change
Prepaid Insurance	18,178.34	19,996.17	-1,817.83
Advance Payments	5,000.00	5,000.00	
Total Other Assets	23,178.34	24,996.17	-1,817.83
Total Assets	949,356.63	997,501.91	-48,145.28
Liabilities			
Accounts Payable	2,722.70	3,927.70	-1,205.00
Construction Deposits	5,000.00	6,000.00	-1,000.00
Prepaid Assessments	5,439.70	4,922.26	517.44
Deferred Assessments	155,936.25	207,915.00	-51,978.75
Total Liabilities	169,098.65	222,764.96	-53,666.31
Equity			
Reserve Funds			
Reserve Fund	439,171.92	439,171.92	
Reserve Fund Interest	8,023.59	4,124.73	3,898.86
Reserve Expenditures	-44,864.17	-44,864.17	
Total Reserve Funds	402,331.34	398,432.48	3,898.86
Members Equity			
Members Equity	327,591.86	327,591.86	
Current Year Surplus (Deficit)	50,334.78	48,712.61	1,622.17
Total Members Equity	377,926.64	376,304.47	1,622.17

Balance Sheet

Period: 09/01/23..09/30/23
Village Creek Community Association

Fiscal Start Date: 01/01/23
All amounts are in USD.

Description	Balance Current Month	Balance Prior Month	Change
Total Liabilities and Equity	949,356.63	997,501.91	-48,145.28

Income Statement

Period: 09/01/23..09/30/23

Village Creek Community Association

Fiscal Start Date: 01/01/23

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
Revenue								
Current Year Maintenance Fees	51,978.75	51,978.75		467,808.75	467,808.75		623,745.00	155,936.25
Interest on Unpaid Assessments	234.46		-234.46	2,687.12		-2,687.12		-2,687.12
Interest Earned on Investments	163.70		-163.70	2,850.42		-2,850.42		-2,850.42
Pool Tag Income				190.32		-190.32		-190.32
Total Revenue	52,376.91	51,978.75	-398.16	473,536.61	467,808.75	-5,727.86	623,745.00	150,208.39
Expenses								
Administrative								
Administrative Contract	2,250.00	2,282.50	32.50	20,100.00	20,542.50	442.50	27,390.00	7,290.00
Office Supplies		16.67	16.67	63.37	149.99	86.62	200.00	136.63
Copies	30.60	291.67	261.07	1,031.55	2,624.99	1,593.44	3,500.00	2,468.45
Postage	149.18	333.33	184.15	3,075.20	3,000.01	-75.19	4,000.00	924.80
Community Mailouts		200.00	200.00	672.30	1,800.00	1,127.70	2,400.00	1,727.70
Meetings		83.33	83.33	348.90	750.01	401.11	1,000.00	651.10
Administrative Notices		249.00	249.00		2,241.00	2,241.00	2,988.00	2,988.00
Deed Restriction Expenses	175.00	150.00	-25.00	2,280.00	1,350.00	-930.00	1,800.00	-480.00
Record Storage	25.00	25.00		225.00	225.00		300.00	75.00
Total Administrative	2,629.78	3,631.50	1,001.72	27,796.32	32,683.50	4,887.18	43,578.00	15,781.68
Professional Services								
Legal - Corporate		416.67	416.67	723.24	3,749.99	3,026.75	5,000.00	4,276.76

Income Statement

Period: 09/01/23..09/30/23

Village Creek Community Association

Fiscal Start Date: 01/01/23

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
Legal - Collections		1,666.67	1,666.67	9,328.55	14,999.99	5,671.44	20,000.00	10,671.45
Legal Coll - Billed to Owners				-9,328.55		9,328.55		9,328.55
Legal - Deed Restrictions		83.33	83.33	400.00	750.01	350.01	1,000.00	600.00
Legal DR - Billed to Owners				-400.00		400.00		400.00
Audit and Tax	1,690.00	360.00	-1,330.00	1,690.00	3,240.00	1,550.00	4,320.00	2,630.00
Total Professional Services	1,690.00	2,526.67	836.67	2,413.24	22,739.99	20,326.75	30,320.00	27,906.76
Landscape Maintenance								
Landscape Contract	11,989.69	12,295.83	306.14	107,541.39	110,662.51	3,121.12	147,550.00	40,008.61
Landscape Enhancements		3,333.33	3,333.33	24,900.33	30,000.01	5,099.68	40,000.00	15,099.67
Irrigation Repairs	5,678.11	1,666.67	-4,011.44	22,776.52	14,999.99	-7,776.53	20,000.00	-2,776.52
Tree Removal		1,000.00	1,000.00	1,490.14	9,000.00	7,509.86	12,000.00	10,509.86
Force Mows		16.67	16.67		149.99	149.99	200.00	200.00
Total Landscape Maintenance	17,667.80	18,312.50	644.70	156,708.38	164,812.50	8,104.12	219,750.00	63,041.62
Repairs & Maintenance								
General Repairs & Maintenance		2,375.00	2,375.00	9,051.94	21,375.00	12,323.06	28,500.00	19,448.06
Lake Maintenance	-2,344.11	1,250.00	3,594.11	4,500.00	11,250.00	6,750.00	15,000.00	10,500.00
Lake Chemicals	2,462.11		-2,462.11	2,667.61		-2,667.61		-2,667.61
Playground Repairs & Maint		625.00	625.00	7,990.00	5,625.00	-2,365.00	7,500.00	-490.00
Recreation Supplies & Maint		125.00	125.00		1,125.00	1,125.00	1,500.00	1,500.00
Locks & Keys		12.50	12.50		112.50	112.50	150.00	150.00

Income Statement

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Village Creek Community Association

Fiscal Start Date: 01/01/23

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
Mosquito Fogging	424.00	341.67	-82.33	3,074.00	3,074.99	0.99	4,100.00	1,026.00
Signs	44.31	66.67	22.36	1,284.31	599.99	-684.32	800.00	-484.31
Total Repairs & Maintenance	586.31	4,795.84	4,209.53	28,567.86	43,162.48	14,594.62	57,550.00	28,982.14
Pool & Splash Pad								
Pool Contract	3,689.50	3,885.00	195.50	40,779.10	34,965.00	-5,814.10	46,620.00	5,840.90
Pool Maintenance & Repairs		666.67	666.67	11,715.75	5,999.99	-5,715.76	8,000.00	-3,715.75
Pool Equipment & Supplies	130.00	333.33	203.33	4,566.85	3,000.01	-1,566.84	4,000.00	-566.85
Pool Plumbing Repairs				7,620.40		-7,620.40		-7,620.40
Pool Furniture		250.00	250.00		2,250.00	2,250.00	3,000.00	3,000.00
Pool Tags		58.33	58.33		525.01	525.01	700.00	700.00
Splash Pad Maintenance		416.67	416.67	22,898.76	3,749.99	-19,148.77	5,000.00	-17,898.76
Total Pool & Splash Pad	3,819.50	5,610.00	1,790.50	87,580.86	50,490.00	-37,090.86	67,320.00	-20,260.86
Utilities & Services								
Street Lights	3,011.39	3,333.33	321.94	22,590.02	30,000.01	7,409.99	40,000.00	17,409.98
Electricity - Meters	823.10	666.67	-156.43	5,505.02	5,999.99	494.97	8,000.00	2,494.98
Water and Sewer	16,471.15	6,666.67	-9,804.48	65,923.65	59,999.99	-5,923.66	80,000.00	14,076.35
Telephone/Internet	157.88	150.00	-7.88	1,662.97	1,350.00	-312.97	1,800.00	137.03
Total Utilities & Services	20,463.52	10,816.67	-9,646.85	95,681.66	97,349.99	1,668.33	129,800.00	34,118.34

Other

Income Statement

Period: 09/01/23..09/30/23

Village Creek Community Association

Fiscal Start Date: 01/01/23

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
Property Taxes							200.00	200.00
Insurance	1,817.83	1,895.67	77.84	16,634.06	17,060.99	426.93	22,748.00	6,113.94
Bank Fees		1.67	1.67		14.99	14.99	20.00	20.00
Community Events		900.00	900.00	2,447.30	8,100.00	5,652.70	10,800.00	8,352.70
Website and Newsletter		41.67	41.67	115.18	374.99	259.81	500.00	384.82
Technology		833.33	833.33	1,187.73	7,500.01	6,312.28	10,000.00	8,812.27
Bad Debts		1,329.16	1,329.16	922.24	11,962.52	11,040.28	15,950.00	15,027.76
Holiday Decorating	2,080.00	166.67	-1,913.33	3,147.00	1,499.99	-1,647.01	2,000.00	-1,147.00
TLAC Contribution					747.00	747.00	747.00	747.00
Capital Reserve Contributions		1,038.50	1,038.50		9,346.50	9,346.50	12,462.00	12,462.00
Total Other	3,897.83	6,206.67	2,308.84	24,453.51	56,606.99	32,153.48	75,427.00	50,973.49
Total Expenses	50,754.74	51,899.85	1,145.11	423,201.83	467,845.45	44,643.62	623,745.00	200,543.17
Surplus (Deficit)	1,622.17	78.90	-1,543.27	50,334.78	-36.70	-50,371.48		-50,334.78