

Village Creek Community Association, Inc.
Board Meeting Minutes
November 13, 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 November 13, 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 6:31 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 20231009 Board Meeting; Motion carried with four members approving and one member abstaining.

Vendor Reports

Landscape – Darren with LEI reported on landscape updates and the next service date is November 21st. Seasonal color will be installed this week. Sara Marion asked they work on the rut issues and to make sure the Operations Manager is reporting them accordingly.

Committee Reports

ARC Committee - Steve Winter reported the committee received two exterior modification requests and they were both approved.

Financial Report – CJ presented the financial report. As of October 31, 2023, there was \$420,167.66 in operating, \$417,993.51 in reserves, \$52,404.72 in receivables, \$21,360.51 in other assets, totaling \$911,926.40 in total assets. A Motion was made and seconded to transfer all year-end surplus funds to Reserve Accounts; Motion carried.

Business

After review of the 2024 Preliminary Budget and Assessment a Motion was made and seconded to approve the 2024 Assessment at \$835.00 and the 2024 Budget as presented; Motion carried.

CJ presented the Announcement of Decisions Made Between Meeting –

- 20231009 Aquatic Management of Houston Quote Pump 1 Motor Replacement - \$1136. – Denied
- 20231009 Aquatic Management of Houston Quote Rebuild Pump Room - \$6806 – Denied
- 20230817 LEI Grounds Groomers WO 12084 Front Entry Plant Replacement \$6549.79 – Approved
- 20230928 LEI Grounds Groomers WO 12089 Lake Vista Front Beds Enhancements \$2969.83 – Approved
- 2024 Lake Management Service Lake Management and Monitoring Agreement – Approved
- 20230928 Goldstone Exterior Estimate QMC0319 Power Washing & Striping Pool Parking Area \$3014.07 – Approved

Additional Business – Ty Thomas suggested implementing a volunteer coordinator position in the future to encourage volunteering and coordinate the volunteering items in the community. He volunteered he would be interested in the position if implemented.

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
2. Pool House Exterior Walkway Floor – Proposals in progress.
3. Parking Lot Cleaning and Restriping – Proposal approved.
4. Flagpole Installation Proposal – received pole install proposal. Still working on electric for the lighting.
5. Old Splashpad Lighting – Centerpoint should be contacted.

Manager Report

CJ reported the Picnic Table Installation is complete. No Dumping Signs – Complete, installed on each end of trail – Midland Park and Forest Trails. Lake Walk Inspection was recently completed, several violations were sent.

Homeowner Forum

Eight property owners were in attendance. Items discussed – Dead or infected pine trees in the old splashpad area and walking trail, Fine Policy, possible shade structure at the park area by the pool, support of no increase in assessment, and recent survey report. Ty Thomas notified where to locate the results on the website if the email with the results was not received.

Next Meeting Date

The next meeting date will be on December 11, 2023.

Adjournment of Open Session

With no further business to discuss, the open meeting was adjourned at 7:28 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 7:31 p.m.

Homeowner Appeals

No Homeowner Appeals

Review of Legal Status Report

No Legal Status Report for review.

Review of Collections Report and Enforcement Actions

Board reviewed the 20231031 Collections Report and Enforcement Actions.

Review of Deed Violations Report and Enforcement Actions

Board reviewed the 20231108 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 8:12 p.m.

Reconvene to Open Session

No owners were available to be transferred from waiting room and Robert Spiess called Open Session back to order at 8:12 p.m.


Board Vote of Collection and Deed Enforcements and Homeowner Appeals

Summary of Items Discussed in Executive Session: No actions were taken on the 20231031 Collections Report and Enforcements Actions.

After review of the 20231108 Deed Violation and Enforcement Action reports, a Motion was made and seconded to escalate to legal counsel for deed enforcement on eleven accounts as presented; Motion carried.

Meeting Adjournment

With no further business to discuss a Motion was made and seconded to adjourn the meeting; Motion carried at 8:14 p.m.


Sara Marion (Dec 11, 2023 20:37 CST)

Village Creek Community Association, Inc.

Dec 11, 2023
Date

Balance Sheet

Period: 10/01/23..10/31/23
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	76,633.80	112,960.49	-36,326.69
First Citizen ICS *277	343,533.86	343,402.60	131.26
Total Cash	420,167.66	456,363.09	-36,195.43
Reserve Funds			
First Citizen RES MM 3901	10,296.09	10,296.09	
First Citizen CD 1281-6/27/24	101,972.52	101,972.52	
First Citizen CD 1282-9/27/24	101,908.30	101,908.30	
First Citizen CD 1283-12/27/23	101,908.30	101,908.30	
First Citizen CD 1284-3/27/24	101,908.30	101,908.30	
Total Reserve Funds	417,993.51	417,993.51	
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	17,525.09	18,275.49	-750.40
Finance Charges	5,072.24	4,908.81	163.43
Collection Fees	5,352.83	5,527.83	-175.00
Legal Fees	14,318.09	12,973.09	1,345.00
Total Assessment Receivables	52,404.72	51,821.69	583.03
Other Assets			

Balance Sheet

Period: 10/01/23..10/31/23
Village Creek Community Association

11/07/23
Page 2 / 3
DARLENE

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

Description	Balance Current Month	Balance Prior Month	Change
Prepaid Insurance	16,360.51	18,178.34	-1,817.83
Advance Payments	5,000.00	5,000.00	
Total Other Assets	21,360.51	23,178.34	-1,817.83
Total Assets	911,926.40	949,356.63	-37,430.23
Liabilities			
Accounts Payable	1,095.80	2,722.70	-1,626.90
Construction Deposits	5,000.00	5,000.00	
Prepaid Assessments	5,986.33	5,439.70	546.63
Deferred Assessments	103,957.50	155,936.25	-51,978.75
Total Liabilities	116,039.63	169,098.65	-53,059.02
Equity			
Reserve Funds			
Reserve Fund	439,171.92	439,171.92	
Reserve Fund Interest	8,023.59	8,023.59	
Reserve Expenditures	-44,864.17	-44,864.17	
Total Reserve Funds	402,331.34	402,331.34	
Members Equity			
Members Equity	327,591.86	327,591.86	
Current Year Surplus (Deficit)	65,963.57	50,334.78	15,628.79
Total Members Equity	393,555.43	377,926.64	15,628.79

Balance Sheet

Period: 10/01/23..10/31/23
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	<u>911,926.40</u>	<u>949,356.63</u>	<u>-37,430.23</u>

Income Statement

Period: 10/01/23..10/31/23

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		519,787.50	519,787.50		623,745.00	103,957.50
Interest on Unpaid Assessments	233.82		-233.82	2,920.94		-2,920.94		-2,920.94
Interest Earned on Investments	135.37		-135.37	2,985.79		-2,985.79		-2,985.79
Pool Tag Income				190.32		-190.32		-190.32
Total Revenue	52,347.94	51,978.75	-369.19	525,884.55	519,787.50	-6,097.05	623,745.00	97,860.45
Expenses								
Administrative								
Administrative Contract	2,250.00	2,282.50	32.50	22,350.00	22,825.00	475.00	27,390.00	5,040.00
Office Supplies		16.67	16.67	63.37	166.66	103.29	200.00	136.63
Copies	53.85	291.67	237.82	1,085.40	2,916.66	1,831.26	3,500.00	2,414.60
Postage	304.71	333.33	28.62	3,379.91	3,333.34	-46.57	4,000.00	620.09
Community Mailouts		200.00	200.00	672.30	2,000.00	1,327.70	2,400.00	1,727.70
Meetings		83.33	83.33	348.90	833.34	484.44	1,000.00	651.10
Administrative Notices		249.00	249.00		2,490.00	2,490.00	2,988.00	2,988.00
Deed Restriction Expenses	520.00	150.00	-370.00	2,800.00	1,500.00	-1,300.00	1,800.00	-1,000.00
Record Storage	25.00	25.00		250.00	250.00		300.00	50.00
Total Administrative	3,153.56	3,631.50	477.94	30,949.88	36,315.00	5,365.12	43,578.00	12,628.12
Professional Services								
Legal - Corporate		416.67	416.67	723.24	4,166.66	3,443.42	5,000.00	4,276.76

Income Statement

Period: 10/01/23..10/31/23

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	1,345.00	1,666.67	321.67	10,673.55	16,666.66	5,993.11	20,000.00	9,326.45
Legal Coll - Billed to Owners	-1,345.00		1,345.00	-10,673.55		10,673.55		10,673.55
Legal - Deed Restrictions		83.33	83.33	400.00	833.34	433.34	1,000.00	600.00
Legal DR - Billed to Owners				-400.00		400.00		400.00
Audit and Tax		360.00	360.00	1,690.00	3,600.00	1,910.00	4,320.00	2,630.00
Total Professional Services		2,526.67	2,526.67	2,413.24	25,266.66	22,853.42	30,320.00	27,906.76
Landscape Maintenance								
Landscape Contract	11,989.69	12,295.83	306.14	119,531.08	122,958.34	3,427.26	147,550.00	28,018.92
Landscape Enhancements		3,333.33	3,333.33	24,900.33	33,333.34	8,433.01	40,000.00	15,099.67
Irrigation Repairs		1,666.67	1,666.67	22,776.52	16,666.66	-6,109.86	20,000.00	-2,776.52
Tree Removal		1,000.00	1,000.00	1,490.14	10,000.00	8,509.86	12,000.00	10,509.86
Force Mows		16.67	16.67		166.66	166.66	200.00	200.00
Total Landscape Maintenance	11,989.69	18,312.50	6,322.81	168,698.07	183,125.00	14,426.93	219,750.00	51,051.93
Repairs & Maintenance								
General Repairs & Maintenance		2,375.00	2,375.00	9,051.94	23,750.00	14,698.06	28,500.00	19,448.06
Lake Maintenance	500.00	1,250.00	750.00	5,000.00	12,500.00	7,500.00	15,000.00	10,000.00
Lake Chemicals	1,292.85		-1,292.85	3,960.46		-3,960.46		-3,960.46
Playground Repairs & Maint		625.00	625.00	7,990.00	6,250.00	-1,740.00	7,500.00	-490.00
Recreation Supplies & Maint		125.00	125.00		1,250.00	1,250.00	1,500.00	1,500.00
Locks & Keys		12.50	12.50		125.00	125.00	150.00	150.00

Income Statement

Period: 10/01/23..10/31/23

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
Mosquito Fogging	424.00	341.67	-82.33	3,498.00	3,416.66	-81.34	4,100.00	602.00
Signs		66.67	66.67	1,284.31	666.66	-617.65	800.00	-484.31
Total Repairs & Maintenance	2,216.85	4,795.84	2,578.99	30,784.71	47,958.32	17,173.61	57,550.00	26,765.29
Pool & Splash Pad								
Pool Contract	720.00	3,885.00	3,165.00	41,499.10	38,850.00	-2,649.10	46,620.00	5,120.90
Pool Maintenance & Repairs		666.67	666.67	11,715.75	6,666.66	-5,049.09	8,000.00	-3,715.75
Pool Equipment & Supplies	65.00	333.33	268.33	4,631.85	3,333.34	-1,298.51	4,000.00	-631.85
Pool Plumbing Repairs				7,620.40		-7,620.40		-7,620.40
Pool Furniture	1,695.00	250.00	-1,445.00	1,695.00	2,500.00	805.00	3,000.00	1,305.00
Pool Tags		58.33	58.33		583.34	583.34	700.00	700.00
Splash Pad Maintenance		416.67	416.67	22,898.76	4,166.66	-18,732.10	5,000.00	-17,898.76
Total Pool & Splash Pad	2,480.00	5,610.00	3,130.00	90,060.86	56,100.00	-33,960.86	67,320.00	-22,740.86
Utilities & Services								
Street Lights	3,164.36	3,333.33	168.97	25,754.38	33,333.34	7,578.96	40,000.00	14,245.62
Electricity - Meters	731.36	666.67	-64.69	6,236.38	6,666.66	430.28	8,000.00	1,763.62
Water and Sewer	10,901.65	6,666.67	-4,234.98	76,825.30	66,666.66	-10,158.64	80,000.00	3,174.70
Telephone/Internet	220.61	150.00	-70.61	1,883.58	1,500.00	-383.58	1,800.00	-83.58
Total Utilities & Services	15,017.98	10,816.67	-4,201.31	110,699.64	108,166.66	-2,532.98	129,800.00	19,100.36

Other

Income Statement

11/7/2023

Page 4 / 4

DARLENE

Period: 10/01/23..10/31/23

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	18,451.89	18,956.66	504.77	22,748.00	4,296.11
Bank Fees		1.67	1.67		16.66	16.66	20.00	20.00
Community Events		900.00	900.00	2,447.30	9,000.00	6,552.70	10,800.00	8,352.70
Website and Newsletter	43.24	41.67	-1.57	158.42	416.66	258.24	500.00	341.58
Technology		833.33	833.33	1,187.73	8,333.34	7,145.61	10,000.00	8,812.27
Bad Debts		1,329.16	1,329.16	922.24	13,291.68	12,369.44	15,950.00	15,027.76
Holiday Decorating		166.67	166.67	3,147.00	1,666.66	-1,480.34	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		10,385.00	10,385.00	12,462.00	12,462.00
Total Other	1,861.07	6,206.67	4,345.60	26,314.58	62,813.66	36,499.08	75,427.00	49,112.42
Total Expenses	36,719.15	51,899.85	15,180.70	459,920.98	519,745.30	59,824.32	623,745.00	163,824.02
Surplus (Deficit)	15,628.79	78.90	-15,549.89	65,963.57	42.20	-65,921.37		-65,963.57