

**Village Creek Community Association, Inc.**  
**Board Meeting Minutes**  
**March 11, 2024**

**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 March 11, 2024 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 Board Members:**

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

**Absent members:**

Ty Thomas – 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 6:30 p.m. with quorum being established by Robert Spiess, 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 February 12, 2024, Board Meeting; Motion carried.

**Vendor Reports**

Landscape – Darren Garza with LEI addressed the Board to update the landscape services. April will begin the weekly serving. Mulch throughout the community is complete. Items currently being performed, ornamentals trimming, fertilizer and turf applications.

Pool – Peter Clark with Aquatic Management addressed the Board to update the preparation for the season. Pump room rebuild id a priority, currently under bandied repairs, pump replacement closest to the door, needed. The two corner back pumps operate the mushroom, would save money over the season with more efficient equipment. Pump one has been out since November and it must be replaced. Replaster is needed this year, cannot wait another year as well, we have one bid, replace the lights with LED which will last longer and provide a significant savings on electric while replaster is being done. Working on the three black filters for the splashpad and we do have a backup pump for the splashpad ready to go, the current pump is about to fail. Drinking fountain freeze repair can be done for \$250.00. Lighting is out in the pump room completely. Suggest adding a concrete slab outside the pump room for the chloring and acid. These items are causing corrosion without the proper ventilation. Robert Spiess asked how the hiring was going, response was positive, and should be prepared for the season.

Sara Marion asked how long plaster will take, response was three weeks.

### **Committee Reports**

ARC Committee - Steve Winter reported there were five requests. Three tree removals, once fence replacement, one storage building and all were approved.

Other Committee Report - The Board discussed the upcoming Easter event and noted that more information will be sent and posted on the Facebook page.

**Financial Report** – The February 29, 2024 financial was presented to the Board for review. There was \$765,120.69 in operating cash, 455,184.21 in reserve funds, \$143,671.01 in account receivables, \$14,089.19 in other assets, totaling \$1,378,065.10.

### **Business**

CJ presented the Announcement of Decisions Made Between Meeting –

- Account 2910501025 Fee Waiver Request – Approved
- Account 2910901001 Owner Payment Plan – Approved
- Account 2911401052 Owner Waiver Request – Partial Waiver Approved
- Account 2911101029 Owner Waiver Request – Patial Waiver Approved
- 2024 Pool Management Agreement – Aquatic Management \$46,242 – Approved
- 2024 Easter Event Cost - \$2,632.50 - Approved

Annual Meeting Timeline was discussed and approved. Solicitation of Candidates will be mailed out on May 9, 2024, with initial notice of the Annual Meeting. Motion to hold the Annual Meeting on July 15, 2024, was made and seconded, Motion carried.

Additional Business – No additional business was discussed.

### **Open Action Items**

1. Annual Pool Contract- Tabled to Executive Session.
2. Pool House Surge Protection – In process/Photos sent to electricians for proposals.
3. Pool House Exterior Walkway Floor – Proposals received for Board review.
4. Flagpole Installation Proposal – received pole installation proposal. Electric proposals in progress for the lighting.
5. Landscape Updates Remaining from 2021 and 2022 freeze damage.
6. Dead trees at Park and Large Oak on Lake Trail. In process.
7. Old Splashpad Lighting – Centerpoint should be contacted. Sara Marion will contact Centerpoint.
8. Additional Cameras at Pool House. Get the pricing information for Board review.
9. Park Area Shade Canopy – Match green color to pool shades. Bids in process.
10. Splashpad – Tip Bucket – Look through prior proposals.
11. Fine Policy in process. In process. Robert Spiess will re-circulate to the Board.

### **Homeowner Forum**

Five property owners were in attendance. Comments, questions submitted included third party audit, the expense of the table replacements, Bylaw update, in person meetings, lake, old splashpad lighting, having a map on the website, video, pool house multi-purpose use building, ant pesticide, bridge handrails, and big ticket items affect on assessments.

### **Next Meeting Date**

The next Board meeting date will be on April 8, 2024.

**Adjournment of Open Session**

With no further business to discuss, Robert Spiess adjourned Open Session at 7:44 p.m.

**EXECUTIVE SESSION**

Owners remaining on the call were placed in a room until reconvening back into Open Session. Robert Spiess called Executive Session to order at 7:48 p.m.

**Homeowner Appeals**

Board tabled discussion for account owner 2910103008 of denial of modification request.

**Review of Legal Status Report**

Board reviewed the 20240228 Legal Status Report.

**Review of Collections Report and Enforcement Actions**

Board reviewed the 20240229 AR Collection Report.

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

Board reviewed the 20240214 Deed Restriction Report and Enforcement Actions.

**Executive Session Adjournment**

At 8:00 p.m. the Board adjourned back to Open Session to summarize and take actions on what was discussed during this Executive Session.

**Reconvene to Open Session**

No owners were available to be transferred from a waiting room and Robert Spies called Open Session back to order at 8:00 p.m.

**Homeowner Appeals**

No action taken.

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

Summary of Items Discussed in Executive Session: After review in Executive Session of the 20240229 Legal Status Report, a Motion was made and seconded to approve authorization to proceed with legal action on account 2910602002; Motion carried. After review of the 20240229 AR Collections and Enforcement Actions, a Motion was made and seconded to write-off \$71.11 in finance fee balances.

**Meeting Adjournment**

With no further business to discuss a Robert Spiess called a Motion to adjourn; Motion was seconded; Motion carried at 8:02 p.m.

Robert G. Spiess  
Robert G. Spiess (Apr 8, 2024 20:05 CDT)

Village Creek Community Association, Inc.

Apr 8, 2024

Date

# Balance Sheet

Period: 03/01/24..03/31/24  
Village Creek Community Association

04/02/24  
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DARLENE

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Balance Current Month	Balance Prior Month	Change
<b>Assets</b>			
<b>Cash</b>			
First Citizen - OP - 9325	180,093.78	188,237.92	-8,144.14
First Citizen ICS *325-.70%	577,225.71	576,882.77	342.94
<b>Total Cash</b>	<b>757,319.49</b>	<b>765,120.69</b>	<b>-7,801.20</b>
<b>Reserve Funds</b>			
First Citizen RES MM 901	43,346.62	43,336.50	10.12
First Citizen CD 1281-6/27/24-4%	102,994.49	102,994.49	-
First Citizen CD 1282-9/27/24-4.75%	103,122.24	103,122.24	-
First Citizen CD 1283-12/27/24-4.75%	102,865.49	102,865.49	-
First Citizen CD 1284-3/27/25-4.75%	103,831.67	102,865.49	966.18
<b>Total Reserve Funds</b>	<b>456,160.51</b>	<b>455,184.21</b>	<b>976.30</b>

# Balance Sheet

Period: 03/01/24..03/31/24  
Village Creek Community Association

Fiscal Start Date: 01/01/24  
All amounts are in USD.

Description	Balance Current Month	Balance Prior Month	Change
<b>Assessment Receivables</b>			
2020 Assessments	-	620.00	-620.00
2021 Assessments	774.00	2,277.00	-1,503.00
2022 Assessments	2,829.50	2,968.50	-139.00
2023 Assessments	11,068.86	12,009.11	-940.25
2024 Assessments	58,081.22	90,529.97	-32,448.75
2025 Assessments	-	1,139.85	-1,139.85
Finance Charges	7,081.30	6,716.33	364.97
Collection Fees	8,269.71	6,389.24	1,880.47
Legal Fees	21,368.54	21,484.33	-115.79
<b>Total Assessment Receivables</b>	<b>109,473.13</b>	<b>144,134.33</b>	<b>-34,661.20</b>
<b>Other Assets</b>			
Prepaid Insurance	7,271.36	9,089.19	-1,817.83
Advance Payments	5,000.00	5,000.00	-
<b>Total Other Assets</b>	<b>12,271.36</b>	<b>14,089.19</b>	<b>-1,817.83</b>
<b>Total Assets</b>	<b>1,335,224.49</b>	<b>1,378,528.42</b>	<b>-43,303.93</b>

# Balance Sheet

Period: 03/01/24..03/31/24  
Village Creek Community Association

Fiscal Start Date: 01/01/24  
All amounts are in USD.

Description	Balance Current Month	Balance Prior Month	Change
<b>Liabilities</b>			
Accounts Payable	594.88	294.17	300.71
Construction Deposits	6,000.00	5,000.00	1,000.00
Prepaid Assessments	990.25	1,813.16	-822.91
Deferred Assessments	467,599.98	519,648.32	-52,048.34
<b>Total Liabilities</b>	<b>475,185.11</b>	<b>526,755.65</b>	<b>-51,570.54</b>
<b>Equity</b>			
<b>Reserve Funds</b>			
Reserve Fund	455,180.69	455,180.69	-
Reserve Fund Interest	979.82	3.52	976.30
<b>Total Reserve Funds</b>	<b>456,160.51</b>	<b>455,184.21</b>	<b>976.30</b>
<b>Members Equity</b>			
Members Equity	315,417.98	315,417.98	-
Current Year Surplus (Deficit)	88,460.89	80,707.26	7,753.63
<b>Total Members Equity</b>	<b>403,878.87</b>	<b>396,125.24</b>	<b>7,753.63</b>
<b>Total Liabilities and Equity</b>	<b>1,335,224.49</b>	<b>1,378,065.10</b>	<b>-42,840.61</b>

# Income Statement

Period: 03/01/24..03/31/24

## Village Creek Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
<b>Revenue</b>								
Current Year Maintenance Fees	52,048.34	51,978.75	-69.59	208,123.77	155,936.25	-52,187.52	623,745.00	415,621.23
Interest on Unpaid Assessments	1,134.47	-	-1,134.47	3,104.29	-	-3,104.29	-	-3,104.29
Interest Earned on Investments	351.23	-	-351.23	13,024.55	-	-13,024.55	-	-13,024.55
Cash Carry Forward	-	-	-	-	-	-	8,350.00	8,350.00
<b>Total Revenue</b>	<b>53,534.04</b>	<b>51,978.75</b>	<b>-1,555.29</b>	<b>224,252.61</b>	<b>155,936.25</b>	<b>-68,316.36</b>	<b>632,095.00</b>	<b>407,842.39</b>
<b>Expenses</b>								
<b>Administrative</b>								
Administrative Contract	2,250.00	2,287.50	37.50	6,750.00	6,862.50	112.50	27,450.00	20,700.00
Office Supplies	15.15	16.67	1.52	35.66	50.01	14.35	200.00	164.34
Copies	47.40	250.00	202.60	168.75	750.00	581.25	3,000.00	2,831.25
Postage	213.92	375.00	161.08	420.88	1,125.00	704.12	4,500.00	4,079.12
Community Mailouts	-	200.00	200.00	-	600.00	600.00	2,400.00	2,400.00
Meetings	-	50.00	50.00	-	150.00	150.00	600.00	600.00
Administrative Notices	-425.00	249.00	674.00	-2,950.00	747.00	3,697.00	2,988.00	5,938.00
Deed Restriction Expenses	105.00	208.33	103.33	275.00	624.99	349.99	2,500.00	2,225.00
Lake DR Inspection	-	83.33	83.33	250.00	249.99	-0.01	1,000.00	750.00
Record Storage	30.00	25.00	-5.00	90.00	75.00	-15.00	300.00	210.00
<b>Total Administrative</b>	<b>2,236.47</b>	<b>3,744.83</b>	<b>1,508.36</b>	<b>5,040.29</b>	<b>11,234.49</b>	<b>6,194.20</b>	<b>44,938.00</b>	<b>39,897.71</b>

# Income Statement

Period: 03/01/24..03/31/24

## Village Creek Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
<b>Professional Services</b>								
Legal - Corporate	-	416.67	416.67	-	1,250.01	1,250.01	5,000.00	5,000.00
Legal - Collections	42.00	1,500.00	1,458.00	1,179.00	4,500.00	3,321.00	18,000.00	16,821.00
Legal Coll - Billed to Owners	-42.00	-	42.00	-1,179.00	-	1,179.00	-	1,179.00
Legal - Deed Restrictions	-	83.33	83.33	-	249.99	249.99	1,000.00	1,000.00
Audit and Tax	-	360.00	360.00	-	1,080.00	1,080.00	4,320.00	4,320.00
<b>Total Professional Services</b>	<b>-</b>	<b>2,360.00</b>	<b>2,360.00</b>	<b>-</b>	<b>7,080.00</b>	<b>7,080.00</b>	<b>28,320.00</b>	<b>28,320.00</b>
<b>Landscape Maintenance</b>								
Landscape Contract	11,989.69	12,295.83	306.14	35,969.06	36,887.49	918.43	147,550.00	111,580.94
Landscape Enhancements	-	3,333.33	3,333.33	-	9,999.99	9,999.99	40,000.00	40,000.00
Irrigation Repairs	200.00	2,000.00	1,800.00	5,350.00	6,000.00	650.00	24,000.00	18,650.00
Tree Removal	5,280.00	1,000.00	-4,280.00	40,860.81	3,000.00	-37,860.81	12,000.00	-28,860.81
Force Mows	-	16.67	16.67	-	50.01	50.01	200.00	200.00
<b>Total Landscape Maintenance</b>	<b>17,469.69</b>	<b>18,645.83</b>	<b>1,176.14</b>	<b>82,179.87</b>	<b>55,937.49</b>	<b>-26,242.38</b>	<b>223,750.00</b>	<b>141,570.13</b>
<b>Repairs &amp; Maintenance</b>								
General Repairs & Maintenance	-	1,666.67	1,666.67	3,267.30	5,000.01	1,732.71	20,000.00	16,732.70
Lake Maintenance	500.00	833.33	333.33	1,500.00	2,499.99	999.99	10,000.00	8,500.00
Lake Chemicals	-	416.67	416.67	-	1,250.01	1,250.01	5,000.00	5,000.00
Playground Repairs & Maint	-	625.00	625.00	-	1,875.00	1,875.00	7,500.00	7,500.00
Recreation Supplies & Maint	-	125.00	125.00	-	375.00	375.00	1,500.00	1,500.00



# Income Statement

Period: 03/01/24..03/31/24

## Village Creek Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
Locks & Keys	-	12.50	12.50	-	37.50	37.50	150.00	150.00
Mosquito Fogging	-	341.67	341.67	-	1,025.01	1,025.01	4,100.00	4,100.00
Signs	-	41.67	41.67	-	125.01	125.01	500.00	500.00
<b>Total Repairs &amp; Maintenance</b>	<b>500.00</b>	<b>4,062.51</b>	<b>3,562.51</b>	<b>4,767.30</b>	<b>12,187.53</b>	<b>7,420.23</b>	<b>48,750.00</b>	<b>43,982.70</b>
<b>Pool &amp; Splash Pad</b>								
Pool Contract	720.00	5,000.00	4,280.00	2,160.00	15,000.00	12,840.00	60,000.00	57,840.00
Pool Maintenance & Repairs	16,728.31	1,500.00	-15,228.31	16,728.31	4,500.00	-12,228.31	18,000.00	1,271.69
Pool Equipment & Supplies	-	583.33	583.33	-	1,749.99	1,749.99	7,000.00	7,000.00
Pool Plumbing Repairs	-	666.67	666.67	-	2,000.01	2,000.01	8,000.00	8,000.00
Pool Tags	-	83.33	83.33	-	249.99	249.99	1,000.00	1,000.00
Splash Pad Maintenance	-	416.67	416.67	-	1,250.01	1,250.01	5,000.00	5,000.00
Access Control System	65.00	208.33	143.33	195.00	624.99	429.99	2,500.00	2,305.00
<b>Total Pool &amp; Splash Pad</b>	<b>17,513.31</b>	<b>8,458.33</b>	<b>-9,054.98</b>	<b>19,083.31</b>	<b>25,374.99</b>	<b>6,291.68</b>	<b>101,500.00</b>	<b>82,416.69</b>
<b>Utilities &amp; Services</b>								
Street Lights	3,156.91	3,333.33	176.42	9,478.11	9,999.99	521.88	40,000.00	30,521.89
Electricity - Meters	456.30	666.67	210.37	1,489.45	2,000.01	510.56	8,000.00	6,510.55
Water and Sewer	293.85	6,666.67	6,372.82	1,665.25	20,000.01	18,334.76	80,000.00	78,334.75
Telephone/Internet	235.09	158.33	-76.76	631.90	474.99	-156.91	1,900.00	1,268.10
<b>Total Utilities &amp; Services</b>	<b>4,142.15</b>	<b>10,825.00</b>	<b>6,682.85</b>	<b>13,264.71</b>	<b>32,475.00</b>	<b>19,210.29</b>	<b>129,900.00</b>	<b>116,635.29</b>

# Income Statement

Period: 03/01/24..03/31/24

## Village Creek Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
<b>Other</b>								
Property Taxes	-	16.67	16.67	-	50.01	50.01	200.00	200.00
Insurance	1,817.83	1,963.25	145.42	7,271.32	5,889.75	-1,381.57	23,559.00	16,287.68
Bank Fees	-	1.67	1.67	-	5.01	5.01	20.00	20.00
Community Events	1,327.44	900.00	-427.44	2,142.44	2,700.00	557.56	10,800.00	8,657.56
Website and Newsletter	28.25	41.67	13.42	71.49	125.01	53.52	500.00	428.51
Technology	-	833.33	833.33	-	2,499.99	2,499.99	10,000.00	10,000.00
Bad Debts	745.27	333.33	-411.94	783.99	999.99	216.00	4,000.00	3,216.01
Holiday Decorating	-	166.67	166.67	440.00	500.01	60.01	2,000.00	1,560.00
TLAC Contribution	-	-	-	747.00	747.00	-	747.00	-
Capital Reserve Contributions	-	259.25	259.25	-	777.75	777.75	3,111.00	3,111.00
<b>Total Other</b>	<b>3,918.79</b>	<b>4,515.84</b>	<b>597.05</b>	<b>11,456.24</b>	<b>14,294.52</b>	<b>2,838.28</b>	<b>54,937.00</b>	<b>43,480.76</b>
<b>Total Expenses</b>	<b>45,780.41</b>	<b>52,612.34</b>	<b>6,831.93</b>	<b>135,791.72</b>	<b>158,584.02</b>	<b>22,792.30</b>	<b>632,095.00</b>	<b>496,303.28</b>
<b>Surplus (Deficit)</b>	<b>7,753.63</b>	<b>-633.59</b>	<b>-8,387.22</b>	<b>88,460.89</b>	<b>-2,647.77</b>	<b>-91,108.66</b>	<b>-</b>	<b>-88,460.89</b>