

**Village Creek Community Association, Inc.**  
**Rescheduled Board Meeting Minutes**  
**June 25, 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 June 25, 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

**Absent members:**

Jennifer Geary – Secretary  
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 6:32 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 May 21, 2024, Board Meeting; Motion carried.

**Vendor Reports**

Landscape – No representative available, no report given.

Pool – Peter Clark with Aquatic Management addressed the Board with an update on the pool season. Splashpad is working and the lifeguards are enjoying the season. The Kraftsman proposal to diagnose the splashpad was approved and awaiting visit, mushroom casing was completed, made a repair to the men’s urinal with Sloan parts, pool is well balanced, filters are working well. Removed the residue from the pool tile from painting. Movie night had a few issues with pool lights, due to GFCI’s not being the best grade and should be considered for replacement. With offering a movie night, the Board should consider getting a Public Performance License.

Lake – Robert Spiess reported that Lake Management visit reported usual visit, checking the fountain, lights, and timers, they did not treat with chemicals due to weather. Removed trash from prior storm. Fountain is up and running. Previously sounded like something was caught on the motor.

## **Committee Reports**

ARC Committee - Steve Winter reported receiving fourteen ARC applications and all were approved. Walkway, roofs, fences, window replacement, landscape, patio were among all reviews.

Other Committee Report – No report given on social events. Board should consider soliciting for volunteers for the next movie night and other social activities.

**Financial Report** – The May 31, 2024 financial was presented to the Board for review. There was \$758,815.00 in operating cash, \$404,411.04 in reserve funds, \$71,519.82 in account receivables, \$8,635.70 in other assets, totaling \$1,244,381.56 in assets.

## **Business**

CJ presented the Announcement of Decisions Made Between Meeting:

- 20240506 Monster Tree Proposal Park and Lake Tree Removal and Replant \$\$3483.76 – Approved
- 20240517 McKenna Contracting Proposal 9078 Mossey Ledge Park Shade Repair \$1650.00 – Approved
- 20240520 TexServe Electric Estimate Replace Pool Pump Room Electrical Boxes and Breakers \$4480. – Approved
- 20240522 Aquatic Pool Management Pool Area Needs \$442.50 – Approved
- 20240522 McKenna Contracting Replace Shade Pump Area and Four Cantilever Pool Shades \$8800. – Approved
- Account 2911301002 Attorney/Owner Payment Plan – Approved
- 20240521 Monster Tree Proposal May 16 Downed Trees Storm Work \$10,500 – Approved
- 20240523 GCS Backflow Services Quote 2958 Irrigation Backflow Inspection 9 Units \$360. – Approved
- Pool Access Card Cost Waiver Trade-In from Old System one card at no cost – Approved
- 20240604 Amazon Enclosed Lockable Bulletin Board for pool area \$55. – Approved
- Aquatic/Kraftsman Play Inspection Time for Splashpad \$250. - Approved

Additional Business – No additional business.

## **Open Action Item**

1. Pool House Exterior Walkway Floor – Completed.
2. Pool Umbrellas – In process
3. Flagpole Installation Proposal – Update proposal due to price increase.
4. Landscape Updates Remaining from 2021 and 2022 freeze damage. Walk scheduled w/LEI on 6/13/24.
5. Park Area Shade Canopy – In process, awaiting delivery.
6. Dead trees at Park and Large Oak on Lake Trail. Currently in process.
7. Old Splashpad Lighting – In process.
8. Additional Cameras at Pool House. In process of purchasing.
9. Splashpad – Tip Bucket – Look through prior proposals.
10. Purchase Cones for Events – Order cones.
11. Parks Inspections and Repairs – In process
12. Pool Umbrellas – work with pool company.
13. Broken Basketball Goal – Use different handyman, there is still glass.
14. Pool Shades – In process

## **Homeowner Forum**

Four property owners were in attendance. Comments, questions submitted regarding the storm damage in the wooded areas, dead tree, downed branches. Monster Tree has been approved for cleanup and will

be working their way through the areas approved.

**Next Meeting Date**

The next meeting date is the Annual Meeting, scheduled for July 15, 2024.

**Adjournment of Open Session**

With no further business to discuss, Robert Spiess adjourned Open Session at 7:28 p.m.

**EXECUTIVE SESSION**

No members remained on the call were placed in a room until reconvening back into Open Session. Robert Spiess called Executive Session to order at 7:30 p.m.

**Homeowner Appeals**

No appeals.

**Review of Legal Status Report**

Board reviewed the 20240606 Legal Status Report.

**Review of Collections Report and Enforcement Actions**

Board reviewed the 20240531 AR Collection Report.

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

No report.

**Executive Session Adjournment**

At 7:35 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 7:35 p.m.

**Homeowner Appeals**

No action taken.

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

A Motion was made and seconded to escalate seventeen accounts for legal collection as noted on the 20240531 AR Collection Report; Motion carried. A Motion was made and seconded to approve a write-off of \$6.86 finance charge on one account from the 20240531 AR Collection Report; Motion carried.

A Motion was made and seconded to escalate five accounts for legal enforcement on uncured deed violations as noted on the 20240605 Deed Restrictions Enforcement Report; Motion carried

**Meeting Adjournment**

With no further business to discuss a Robert Spiess called a Motion to adjourn; Motion was seconded; Motion carried at 7:36 p.m.

  
Sara Marion (Aug 13, 2024 21:29 CDT)

Village Creek Community Association, Inc.

Aug 13, 2024

Date

# Balance Sheet

Period: 05/01/24..05/31/24

## Village Creek Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
<b>Assets</b>			
<b>Cash</b>			
First Citizen - OP - 9325	225,088.00	162,028.80	63,059.20
First Citizen ICS *325-2.00%	482,863.69	577,866.52	-95,002.83
Due from Reserve	50,863.31	19,590.00	31,273.31
<b>Total Cash</b>	<b>758,815.00</b>	<b>759,485.32</b>	<b>-670.32</b>
<b>Reserve Funds</b>			
First Citizen RES ICS 3901 2.0%	43,460.46	43,386.71	73.75
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	103,831.67	-
Due to Operating	-50,863.31	-19,590.00	-31,273.31
<b>Total Reserve Funds</b>	<b>405,411.04</b>	<b>436,610.60</b>	<b>-31,199.56</b>

# Balance Sheet

Period: 05/01/24..05/31/24

## Village Creek Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
<b>Assessment Receivables</b>			
2021 Assessments	774.00	774.00	-
2022 Assessments	2,104.00	2,104.00	-
2023 Assessments	7,736.98	7,751.86	-14.88
2024 Assessments	23,747.47	36,973.79	-13,226.32
Finance Charges	6,807.16	6,916.60	-109.44
Collection Fees	5,751.43	6,496.07	-744.64
Legal Fees	24,598.78	24,797.07	-198.29
<b>Total Assessment Receivables</b>	<b>71,519.82</b>	<b>85,813.39</b>	<b>-14,293.57</b>
<b>Other Assets</b>			
Prepaid Insurance	3,635.70	5,453.53	-1,817.83
Advance Payments	5,000.00	5,000.00	-
<b>Total Other Assets</b>	<b>8,635.70</b>	<b>10,453.53</b>	<b>-1,817.83</b>
<b>Total Assets</b>	<b>1,244,381.56</b>	<b>1,292,362.84</b>	<b>-47,981.28</b>

# Balance Sheet

Period: 05/01/24..05/31/24

## Village Creek Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
<b>Liabilities</b>			
Accounts Payable	15,551.46	4,917.55	10,633.91
Construction Deposits	7,000.00	9,000.00	-2,000.00
Prepaid Assessments	1,935.52	1,485.03	450.49
Deferred Assessments	363,503.30	415,551.64	-52,048.34
<b>Total Liabilities</b>	<b>387,990.28</b>	<b>430,954.22</b>	<b>-42,963.94</b>
<b>Equity</b>			
<b>Reserve Funds</b>			
Reserve Fund	455,180.69	455,180.69	-
Reserve Fund Interest	1,093.66	1,019.91	73.75
Reserve Expenditures	-50,863.31	-19,590.00	-31,273.31
<b>Total Reserve Funds</b>	<b>405,411.04</b>	<b>436,610.60</b>	<b>-31,199.56</b>

# Balance Sheet

Period: 05/01/24..05/31/24

## Village Creek Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
<b>Members Equity</b>			
Members Equity	315,417.98	315,417.98	-
Current Year Surplus (Deficit)	135,562.26	109,380.04	26,182.22
<b>Total Members Equity</b>	<b>450,980.24</b>	<b>424,798.02</b>	<b>26,182.22</b>
<b>Total Liabilities and Equity</b>	<b>1,244,381.56</b>	<b>1,292,362.84</b>	<b>-47,981.28</b>

# Income Statement

Period: 05/01/24..05/31/24

## 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	312,220.45	259,893.75	-52,326.70	623,745.00	311,524.55
Interest on Unpaid Assessments	300.03	-	-300.03	3,805.88	-	-3,805.88	-	-3,805.88
Interest Earned on Investments	989.21	-	-989.21	14,661.91	-	-14,661.91	-	-14,661.91
Cash Carry Forward	-	-	-	-	-	-	8,350.00	8,350.00
<b>Total Revenue</b>	<b>53,337.58</b>	<b>51,978.75</b>	<b>-1,358.83</b>	<b>330,688.24</b>	<b>259,893.75</b>	<b>-70,794.49</b>	<b>632,095.00</b>	<b>301,406.76</b>
<b>Expenses</b>								
<b>Administrative</b>								
Administrative Contract	2,250.00	2,287.50	37.50	11,250.00	11,437.50	187.50	27,450.00	16,200.00
Office Supplies	339.00	16.67	-322.33	383.51	83.35	-300.16	200.00	-183.51
Copies	287.85	250.00	-37.85	588.90	1,250.00	661.10	3,000.00	2,411.10
Postage	1,242.07	375.00	-867.07	2,378.47	1,875.00	-503.47	4,500.00	2,121.53
Community Mailouts	-	200.00	200.00	-	1,000.00	1,000.00	2,400.00	2,400.00
Meetings	-	50.00	50.00	-	250.00	250.00	600.00	600.00
Administrative Notices	-	249.00	249.00	-	1,245.00	1,245.00	2,988.00	2,988.00
Deed Restriction Expenses	315.00	208.33	-106.67	660.00	1,041.65	381.65	2,500.00	1,840.00
Lake DR Inspection	-	83.33	83.33	250.00	416.65	166.65	1,000.00	750.00
Record Storage	30.00	25.00	-5.00	150.00	125.00	-25.00	300.00	150.00
<b>Total Administrative</b>	<b>4,463.92</b>	<b>3,744.83</b>	<b>-719.09</b>	<b>15,660.88</b>	<b>18,724.15</b>	<b>3,063.27</b>	<b>44,938.00</b>	<b>29,277.12</b>



# Income Statement

Period: 05/01/24..05/31/24

## 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	-	2,083.35	2,083.35	5,000.00	5,000.00
Legal - Collections	-	1,500.00	1,500.00	4,402.53	7,500.00	3,097.47	18,000.00	13,597.47
Legal Coll - Billed to Owners	-	-	-	-4,402.53	-	4,402.53	-	4,402.53
Legal - Deed Restrictions	-	83.33	83.33	205.00	416.65	211.65	1,000.00	795.00
Legal DR - Billed to Owners	-	-	-	-205.00	-	205.00	-	205.00
Audit and Tax	-	360.00	360.00	-	1,800.00	1,800.00	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>11,800.00</b>	<b>11,800.00</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	59,948.43	61,479.15	1,530.72	147,550.00	87,601.57
Landscape Enhancements	4,637.50	3,333.33	-1,304.17	4,637.50	16,666.65	12,029.15	40,000.00	35,362.50
Irrigation Repairs	-	2,000.00	2,000.00	5,350.00	10,000.00	4,650.00	24,000.00	18,650.00
Tree Removal	700.00	1,000.00	300.00	41,560.81	5,000.00	-36,560.81	12,000.00	-29,560.81
Force Mows	-	16.67	16.67	-	83.35	83.35	200.00	200.00
<b>Total Landscape Maintenance</b>	<b>17,327.19</b>	<b>18,645.83</b>	<b>1,318.64</b>	<b>111,496.74</b>	<b>93,229.15</b>	<b>-18,267.59</b>	<b>223,750.00</b>	<b>112,253.26</b>
<b>Repairs &amp; Maintenance</b>								
General Repairs & Maintenance	175.00	1,666.67	1,491.67	3,951.30	8,333.35	4,382.05	20,000.00	16,048.70
Lake Maintenance	500.00	833.33	333.33	2,500.00	4,166.65	1,666.65	10,000.00	7,500.00
Lake Chemicals	485.64	416.67	-68.97	595.64	2,083.35	1,487.71	5,000.00	4,404.36
Playground Repairs & Maint	1,700.00	625.00	-1,075.00	1,700.00	3,125.00	1,425.00	7,500.00	5,800.00

# Income Statement

Period: 05/01/24..05/31/24

## 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
Recreation Supplies & Maint	-	125.00	125.00	-	625.00	625.00	1,500.00	1,500.00
Locks & Keys	-	12.50	12.50	-	62.50	62.50	150.00	150.00
Mosquito Fogging	424.00	341.67	-82.33	742.00	1,708.35	966.35	4,100.00	3,358.00
Signs	-	41.67	41.67	-	208.35	208.35	500.00	500.00
<b>Total Repairs &amp; Maintenance</b>	<b>3,284.64</b>	<b>4,062.51</b>	<b>777.87</b>	<b>9,488.94</b>	<b>20,312.55</b>	<b>10,823.61</b>	<b>48,750.00</b>	<b>39,261.06</b>
<b>Pool &amp; Splash Pad</b>								
Pool Contract	15,656.76	5,000.00	-10,656.76	18,536.76	25,000.00	6,463.24	60,000.00	41,463.24
Pool Maintenance & Repairs	-22,117.31	1,500.00	23,617.31	-	7,500.00	7,500.00	18,000.00	18,000.00
Pool Equipment & Supplies	957.01	583.33	-373.68	957.01	2,916.65	1,959.64	7,000.00	6,042.99
Pool Plumbing Repairs	-	666.67	666.67	-	3,333.35	3,333.35	8,000.00	8,000.00
Pool Tags	-	83.33	83.33	-	416.65	416.65	1,000.00	1,000.00
Splash Pad Maintenance	-	416.67	416.67	-	2,083.35	2,083.35	5,000.00	5,000.00
Access Control System	-	208.33	208.33	260.00	1,041.65	781.65	2,500.00	2,240.00
<b>Total Pool &amp; Splash Pad</b>	<b>-5,503.54</b>	<b>8,458.33</b>	<b>13,961.87</b>	<b>19,753.77</b>	<b>42,291.65</b>	<b>22,537.88</b>	<b>101,500.00</b>	<b>81,746.23</b>
<b>Utilities &amp; Services</b>								
Street Lights	3,401.24	3,333.33	-67.91	16,036.26	16,666.65	630.39	40,000.00	23,963.74
Electricity - Meters	305.97	666.67	360.70	2,242.96	3,333.35	1,090.39	8,000.00	5,757.04
Water and Sewer	2,101.10	6,666.67	4,565.57	4,119.20	33,333.35	29,214.15	80,000.00	75,880.80
Telephone/Internet	161.50	158.33	-3.17	955.10	791.65	-163.45	1,900.00	944.90
<b>Total Utilities &amp; Services</b>	<b>5,969.81</b>	<b>10,825.00</b>	<b>4,855.19</b>	<b>23,353.52</b>	<b>54,125.00</b>	<b>30,771.48</b>	<b>129,900.00</b>	<b>106,546.48</b>

# Income Statement

6/6/2024

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DARLENE

Period: 05/01/24..05/31/24

## 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	-	83.35	83.35	200.00	200.00
Insurance	1,817.83	1,963.25	145.42	10,906.98	9,816.25	-1,090.73	23,559.00	12,652.02
Bank Fees	-	1.67	1.67	-	8.35	8.35	20.00	20.00
Community Events	-325.00	900.00	1,225.00	2,142.91	4,500.00	2,357.09	10,800.00	8,657.09
Website and Newsletter	28.85	41.67	12.82	128.59	208.35	79.76	500.00	371.41
Technology	-	833.33	833.33	-	4,166.65	4,166.65	10,000.00	10,000.00
Bad Debts	91.66	333.33	241.67	1,006.65	1,666.65	660.00	4,000.00	2,993.35
Holiday Decorating	-	166.67	166.67	440.00	833.35	393.35	2,000.00	1,560.00
TLAC Contribution	-	-	-	747.00	747.00	-	747.00	-
Capital Reserve Contributions	-	259.25	259.25	-	1,296.25	1,296.25	3,111.00	3,111.00
<b>Total Other</b>	<b>1,613.34</b>	<b>4,515.84</b>	<b>2,902.50</b>	<b>15,372.13</b>	<b>23,326.20</b>	<b>7,954.07</b>	<b>54,937.00</b>	<b>39,564.87</b>
<b>Total Expenses</b>	<b>27,155.36</b>	<b>52,612.34</b>	<b>25,456.98</b>	<b>195,125.98</b>	<b>263,808.70</b>	<b>68,682.72</b>	<b>632,095.00</b>	<b>436,969.02</b>
<b>Surplus (Deficit)</b>	<b>26,182.22</b>	<b>-633.59</b>	<b>-26,815.81</b>	<b>135,562.26</b>	<b>-3,914.95</b>	<b>-139,477.21</b>	<b>-</b>	<b>-135,562.26</b>