

BCV Board Meeting Agenda

November 11, 2023

- Meeting called to order
- Pledge and prayer
- Treasurer's report – Carla Craig – *Attachment #1*
- Approval of Board Meeting Minutes and Annual Board Minutes for 8/26/2023– Karla Dobbs – *Attachment #2 and #3*

Topics for discussion:

1. Deed Restriction violation process updates. (Karla Dobbs and Janet Hancock)
2. Carl Cummins – last board meeting it was noted the County Commissioner would be contacted. Board vote to put sign at subdivision entry way "NO OVERNIGHT EIGHTEEN WHEELER PARKING IN THE BCV SUBDIVISION." Precinct 4 was contacted regarding the counties responsibility for the roads in our subdivision. The county repairs the roads and assigns the speed limits and stop signs. However since Birch Creek Village is a deed restricted community it is the HOA's responsibility to enforce any deed restrictions put in place by the HOA. According to #2 of the Birch Creek Village Restrictive Covenants "No noxious or offensive trade or activity shall be carried on upon any lot or any of the roads in the subdivision nor shall anything be done thereupon which may be or become an annoyance or nuisance to the neighborhood. No heavy equipment can be parked or stored on any residential lot unless it is enclosed from view."
3. Interest in voting electronically. The Board will begin researching this matter by checking the By-Laws and reviewing with the attorney to determine if this can be put in place.
4. Mailing of 2024 Maintenance Fee statements and Newsletter –
5. Review and approve updated HOA Calendar for 2023-2024 - *Attachment #4*

6. Pool update –

- a. The pool water is looking great but there are still some oil stains on the deep end walls. MDS pool service has been great in getting the water cleared up and we are working on the plaster stains. There is another product we will try in the next couple of weeks and if that doesn't work I will reach out to B&C Services to see what they are willing to do to help out. I have been in touch with them about this situation. The cost for the extra chemicals will be sent to B&C Services for reimbursement.
- b. The pool contractor came out and fixed 2 leaks (1 in the light conduit and one in the plaster). I noticed there is no water standing in the deep end like there used to be so I think that one is fixed. There still looks to be some water on the street side near the shallow end skimmer. I am addressing that with the pool contractor.
- c. Concrete decking – attached are 3 bids from concrete contractors for review.
Attachments #5, #6 and #7.
- d. Property owner Darrell Glaesmann has offered to build 2 new shade structures for the pool. The design will be a cantilever cover with shade sail tops.

7. Any other items for discussion?

Board meeting motion to adjourn at _____ PM, by _____

2nd by _____.

Birch Creek Village Properties, Inc. Homeowners Association
Annual Membership Meeting - August 26, 2023
Birch Creek Village Clubhouse at 1:00 PM
ANNUAL MEETING MINUTES

Board Members Present – Carla Craig; Janet Hancock; Karla Dobbs; Alice Shaffer; Carl Cummins

Officers Present – Carla Craig; Karla Dobbs; Danny Campbell

Property Owners Present – See Attached Sign In Sheet

- Meeting call to order at 1:00 pm by Danny Campbell – President of BCV HOA.
- Introductions of property owners – Each introduces themselves with their Name and lot number.
- Acknowledge deceased residents – Ask if anyone has information of any deceased property owners. No property owners reported any deaths.
- Made Final call for ballots sent out in July 10, 2023
 - Voting for - Annual Election of Board Members and other items on the ballot.
 - Property owners Jim & Sharon Hassell and Natalie Campbell volunteered to count ballots.
- Acknowledged Carla Craig (Board Members) is stepping down we thanked her for serving as a Board Member. She has agreed to continue serving as the Treasurer Officer.
- Treasurer's Report (Carla Craig)
 - Budget Approval for 2023 – 2024 *Attachment #1 Motion to approve Janet Hancock; 2nd by Karla Dobbs; all approved*
- Annual Calendar approval for 2023 – 2024 *Attachment #2 Motion to approved Carla Craig; 2nd Carl Cummins; all approved*
- Community Yard Sale– October 20 – 21, 2023
 - Carl Cummins will be coordinating this event. Signup sheet available today.
- For those interested in receiving HOA communications electronically (via email) please send your email address to birchcreekvillageproperties@gmail.com
- HOA Business:
 - Swimming Pool –The outcome of the Special Assessment Fee vote will determine what action will be taken with the swimming pool. If the vote passes the HOA will move forward with the swimming pool remodel as communicated to property owners previously. If the Special Assessment Fee vote does not pass the HOA

- HOA Business continued:
 - Board will discuss next steps for the swimming pool and will update property owners once a plan has been determined.
 - HOA Paid Streetlights – If the YES vote wins the HOA paid streetlights will remain as they are now. If the NO vote wins the HOA paid streetlights will be turned off.
 - Liability Insurance remains with State Farm since there was a minimal increase.
 - Thank you to all who donated their time and or material for improvements and repairs at the HOA facilities. You can find more information in the Newsletters as the HOA tries to recognize each person who makes a difference in our community.
 - Voting results: *see attachment #3 – voting tally sheet*
 - Annual Board Member Election results: Janet Hancock; Patrick Dewitt
 - Special Assessment Fee: Total of 90 votes/required 60 Yes to pass. YES VOTE PASSED WITH 71 VOTES. (there were 19 NO votes)
 - HOA Paid Street Lights: YES VOTE PASSED WITH 72 VOTES (19 NO votes).
 - Property Owners Comments and Questions.
 - Pat Krengle suggested an outdoor movie night. This could be something to do in the fall when it is cooler.
 - Some property owners were disappointed the HOA paid street lights will remain. Sonya Lummis explained the history of why and where the street lights installed. This vote should satisfy those who thought the majority didn't want the lights.
 - As normal there were those who dispute the voting process but no proof was furnished to support their beliefs. The BCV Board conducts the voting process in accordance with the BCV By-Laws.
 - Property owners were thanked for attending the Annual meeting.

Board meeting motion to adjourn at 1:55 pm, by Karla Dobbs

2nd by Carla Craig; all approved.

Karla Dobbs
BCV HOA Secretary

Date

Birch Creek Village Properties, Inc.

2022 - 2023

Budget Planning

	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Actual	2020-2021 Actual	2021-2022 Actual	2022-2023 Actual	2023-2024 Proposed BUDGET
INCOME								
Maintenance Fees Invoiced	18,964	19,063	24,130	24,600	26,425	25,200	✓24,800	25,080
Actual Maintenance Fees Collected	17,301	16,885	19,260	25,158	24,910	25,941	✓26,512	23,120
Fundraising Events				0	0	0	0	0
Donations	0	200		0	150	0	0	0
Miscellaneous- Yard Sale Registration				0	0	0		0
TOTAL INCOME	17,301	17,085	19,260	25,158	25,060	25,941	26,512	23,120
EXPENSES								
Pool Area Maintenance	6,000	5,850	7,047	5,423	6,096	2,824	2,562	2,900
Pool Maintenance (parts replacement)					1,158	0	0	0
Grounds Maintenance						2,700	3,000	3,000
Pool Supplies	1,346	847	2,176	2,336	2,711	984	1,916	2,000
Bathhouse & Gate Maint./Repair						5,273	200	225
Maintenance: Roads, Property, Equipment	0	0		0	0	0	0	0
Utilities / Electric-Street Lights-Pool	6,081	6,205	6,123	6,015	6,638	5,875	6,439	6,700
Postage	291	246	205	396	547	471	390	400
Taxes & Fees	56	6	78	73	86	115	295	160
Office Supplies and Printing	230	715	594	164	125	744	974	600
Collection and Attorney Fees	208	130	0	100	875	200	200	3,000
Fundraising Costs/Special Events	0	0	0	0	0	12	0	0
Capital Improvement Projects	0	0	0	0	0	0	0	0
Termite Treatment Clubhouse	0	0	0	0	0	0	0	120
Miscellaneous	0	161	381	43	0	0	0	0
Donations	500	500	500	500	500	500	500	500
Liability Insurance	3,251	3,182	3,152	2,659	2,524	2,548	2,624	2,694
Website						✓2,115	✓615	✓615
TOTAL EXPENSES	17,963	17,844	20,254	17,709	21,260	24,361	19,715	22,914
SURPLUS/DEFICIT	932	21	-994	7,449	3,800	1,580	6,797	206

August 26, 2023 Birch Creek Village

Annual HOA Meeting Sign In List

Name (Print)

Lot #

Karla Dobbis	353-356
James & Natalie Campbell	206-
Danny + Natalie Campbell	334-335
James + Brandy Walters	157 156
Walter Leebes	138
Chela Craig	317
Arnie Micklus	349
Robert Scrosin	602 204/205
Erin Scamille	271-272
Shannon Pugh	271-272
Barbara Twardowski	235-238
Sonia Lemmon	100-105
Jackie Buck	417-9804
Susan Ehridge	508

Name (Print)

Lot #

Kim & Andy Mattingly	141
Patrick & Meredith DeWitt	197/208
GARY L. Scott	161/162
Danna Munkle	15+8
Danna Silas	9
Case & Ruth Cummins	56-57
Alice Shaffer	198 & 199
PAUL & CINDY CARMINE	333
Ruth Cummins	58
Anthony Duccin	276
Rebecca Beale	119
David Uptagraff	
Bruce & Toni Watkins	113
Doris Wischewsky	311
Denny Giuffre	249
Robert Martinez	92

Name (Print)

Lot #

DAVID OSTROM

338

Michael Dalt

362

Pat Krenge

410 cowboys Dr.

Albert + Norma GONZALES

BIRCH CREEK VILLAGE PROPERTIES
AUGUST 26, 2023 ANNUAL MEETING BALLOT TALLY SHEET

I. BOARD MEMBER NOMINEES - 2 persons with the most votes determine
Tavist & Patrick Dewitt

Janet & Patrick Dewitt
Hancock

new Board members:

On the Ballot:

On the Ballot:

Janet Hancock

Hancock

63

Write in name(s) on ballot

Donna Thompson 11/1 6 David Uptgraff 1 1

Donna Thompson |||| 14 Bruce Watkins || 2
Patrick DeWitt |||| 14 Carl Cummings || 2

Patrick DeWitt HHH HHH HHH 1R Carl Commins 11 2

Richard DuCorm III	III	3	Carla Craig I	I	3
		1	Sonia hummus III	III	

ind to pass

Patrick Thompson 1
ASSESSMENT FEE = requires a 66% YES vote required to pass.

2. SPECIAL ASSESSMENT FEE – requires a 66% YES vote required to pass.
Required 60 Yes Votes

* YES |||| | ||| ||| ||| ||| ||| ||| ||| ||| ||| ||| ||| ||| |||

NO IIII IIII IIII ~~IIII~~ ~~IIII~~ IIII 79

3. HOA PAID STREET LIGHTS – majority vote YES OR NO

YES |||| |

NO IIII IIII IIII ~~(scribble)~~ ~~(scribble)~~ IIII

19

Total # of property owner votes on Board Members 127

Total # of property owner votes on the Special Assessment Fee 90 $90 \times 66\% = 60$

Total # of property owner votes on the HOA paid street lights 91

BIRCH CREEK VILLAGE

HOA CALENDAR 2023-2024

2023

August 26	Annual Meeting	1 PM
September ??	Pool Closes	
October 20-21	Community Yard Sale	
November 11	Board Meeting	9 AM

2024

February 10	Board Meeting	9 AM
April 13	Board Meeting	9 AM
April 13	Work Day	10 AM
May ??	Pool Opens	9 AM
June 8	Board Meeting	9 AM
August 24	Annual Meeting	1 PM

BCV Board Meeting Minutes - August 26, 2023

Board Members Present – Carla Craig; Janet Hancock; Karla Dobbs; Alice Shaffer; Carl Cummins

Officers Present – Carla Craig; Karla Dobbs; Danny Campbell

Property Owners Present – David Uptagrafft; Meredith Dewitt

Meeting Content:

- Meeting called to order at 1:57 pm by Danny Campbell – President of BCV HOA.
- Treasurer's Report (Carla Craig) - Attachment #1 Motion to approve Karla Dobbs; 2nd Janet Hancock; all approve
- Approval of the 6/10/2023 Board Meeting Minutes (Karla Dobbs) – motion to approve Janet Hancock, 2nd by Alice Shaffer, all approve Minutes filed in BCV Minutes binder.
- Welcome to our new Board member Patrick DeWitt and returning member Janet Hancock. These two Board members will serve a 2 year term ending August 2025.
- Reviewed the Yearly Checklist of HOA Tasks to see if any changes were needed. Attachment #2
- Deed Restriction violation process updates. No updates at this time
- Liens/legal process updates. Carla Craig will continue taking care of this process.
- Board approval for HOA computer repair. Board voted to allow \$200.00 for repair so Carla Craig can get the repair needed. Motion to approve Carl Cummins; 2nd Karla Dobbs; all approve
- Discussion of Pool Key pricing. Board agreed to leave key pricing as is for now. \$25.00 for 1st key lost; \$50.00 for 2nd key lost. Motion to approve Janet Hancock; 2nd Patrick Dewitt; all approve
- Board discussed the need for "NO EIGHTEEN WHEELER PARKING" signage. Precinct 4 was contacted regarding the counties responsibility for the roads in our subdivision. The county repairs the roads and assigns the speed limits and stop signs. Because we have an HOA and our Restrictive Covenants (#2) gives the HOA authority to restrict this type parking. Carl Cummins will reach out to the County Commissioner to discuss what the next step.
- Voting electronically for BCV HOA property owners. More research needs to be done to determine if this is possible.
- Larger mail parcel boxes at subdivision entry. The HOA would need to purchase and install the postal approved parcel box and the post office would provide the keys and locks for those parcel boxes. New parcel boxes cost about \$1,500.00 and up depending

on how large and how many are needed. There is also the expense of installation. The Board decided not to pursue project at this time. *Motion to approve Janet Hancock; 2nd Patrick Dewitt; all approve*

- Property owner complained about someone dumping trash on their property. Board made recommendation to obtain proof of dumping. Game cameras to capture pictures or someone seeing the in the act. If proof is obtained contact authorities and report illegal dumping.
- Excessive dog barking near Patriots Place. This property owner has moved and the property is for sale.
- Grounds Keeper – Board approved Alice Shaffer as grounds keeper for the 2023 – 2024 season. *Attachment #3 - Motion to approve Karla Dobbs; 2nd by Carl Cummins; all approve*

Board meeting motion to adjourn at 2:38 pm, by Karla Dobbs

2nd by Janet Hancock; all approve.

Karla Dobbs - BCV HOA Secretary

Date

Treasurer's Report
Birch Creek Village Properties / Board Meeting August 26, 2023

From 06/11/2023 through 08/31/2023

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
6/28/2023	ACH	Bluebonnet	Electric	539.96		40,197.66
6/30/2023	ACH	State Farm	Liability	218.66		39,979.00
6/30/2023	3063	Kenneth Shaffer	Jun grounds	250.00		39,729.00
7/7/2023	3064	Carla Craig	postage, ink, 1099	351.00		39,378.00
7/7/2023	3065	Griffin Lock Smith	10 numbered keys	200.00		39,178.00
7/7/2023	3066	M D Pool Services	Inv 4157 (shock 340.17; c	799.85		38,378.15
7/13/2023	3067	Frontier Communications	911 phone activation +	201.47		38,176.68
7/20/2023			Deposit		125.00	38,301.68
7/27/2023	ACH	Bluebonnet	Electric	518.52		37,783.16
7/29/2023	3068	Kenneth Shaffer	Jul grounds	250.00		37,533.16
7/29/2023	3069	Kenneth Shaffer	fuel; mower filter	36.77		37,496.39
7/31/2023	3070	Frontier Communications	911 phone	108.62		37,387.77
7/31/2023	3071	Birch Creek VFD	2023 donation	500.00		36,887.77
8/1/2023	ACH	State Farm	Liability	218.66		36,669.11
8/2/2023	3072	M D Pool Services	Inv 4235	247.22		36,421.89
8/25/2023	ACH	Bluebonnet	Electric	527.24		35,894.65
8/26/2023	3073	Kenneth Shaffer	Aug grounds	250.00		35,644.65
				<u>5,217.97</u>	<u>125.00</u>	

Birch Creek Village Properties, Inc.
 Yearly Checklist of Tasks Required
 Fiscal Year September 1, 2022 to August 31, 2023

TASKS	Responsibility	DATE DUE	DATE COMPLETED	COMMENTS
Mail Maintenance fee Statements and Newsletter	Treasurer/Secretary	11/30/2022	11/15/2022	
HOA Tax Return - Form 1120-H for year 09-2021 to 08-2022	Treasurer	12/31/2022	4/1/2023	
Property Taxes due by 1/31/2023 if owed	Treasurer	1/31/2023	2/15/2023	County revised tax amount. No penalty for payment after 1/31/2023.
Mail Maintenance fee Statements for delinquent payments	Treasurer	3/1/2023	3/31/2023	
Texas Franchise Tax No Tax Due Forms 05-163 and 05-102	Treasurer	5/17/2023	4/9/2023	
Review and shop for Liability Insurance	Treasurer	6/1/2023		
Mail Newsletter and Ballots	Secretary	7/15/2023	7/15/2023	
Annual Properties Owner Meeting document preparation	Treasurer/Secretary	8/10/2023	8/10/2023	
HOA Liability Ins. Policy Due	Treasurer	8/31/2023	8/26/23	
HOA Tax Return - Form 1120-H for year 09-2022 to 08-2023	Treasurer	11/15/2023		
Refile Deed Restrictions every 10 Years from last amendment	Secretary	8/31/2028		Last amended 2018
Periodic Nonprofit Corp - Form 802 Due every 4 years	Treasurer	11/10/2023		

Gmail

Birch Creek Village Properties Inc. <birchcreekvillageproperties@gmail.com>

grounds maintenance bid

1 message

Alice Shaffer <aliceshaffer2014@gmail.com>

Fri, Aug 11, 2023 at 4:10 PM

To: "Birch Creek Village Properties Inc." <birchcreekvillageproperties@gmail.com>, Karla Dobbs <ktd7114@yahoo.com>

We are submitting our bid for the grounds maintenance in the amount of \$250.00 per month for the time period of 9/01/2023 thru 08/31/2024.

Apphone

Thank you,
Alice & Kenneth Shaffer

KD

Carl

all

BIRCH CREEK VILLAGE PROPERTIES GROUNDS MAINTENANCE CONTRACT

FOR THE TIME PERIOD OF 9/1/2023 – 8/31/2024.

Grounds Maintenance includes:

Maintenance Schedule:

Summer Maintenance – During the open pool season as defined in the BCV Calendar.

Swimming Pool, Bath House and Club House areas

- Mow, weed eat and blow weekly on the day the pool is closed for cleaning before the pool maintenance crew arrives. If inclement weather on that day mow as soon after as possible.
- Clean restrooms 3 times a week – empty trash and make sure area is clean.
- Use ant and weed killer as needed.

Front Entry

- Mow weekly
- Weed eat and blow as needed
- Use ant and weed killer as needed.

Winter Maintenance – During the closed pool season.

Swimming Pool, Bath House and Club House areas

- Mow as needed (mow before the Board Meetings) to keep the weeds down. During the spring time the area may need to be mowed more often.
- Mow/mulch the falling leaves as least once per month.
- Clean restrooms once per week – empty trash and make sure area is clean.

Front Entry

- Mow as needed and keep leaves mulched.

Birch Creek Village to provide the following:

- Push mower to use inside the swimming pool area

Birch Creek Village to provide reimbursement (receipt must be submitted)

- Gas for push mower
- Cleaning supplies
- Ant and Weed killer
- Maintenance for mower

Birch Creek Village will pay Alice Kenneth Shaffer the sum of \$250.00 per month for services rendered according to this contract.

Alice Shaffer
Signature

Date: 8-26-23

K. D. Diller
BCV Board Signature

Date: 8-26-23

BIRCH CREEK VILLAGE

HOA CALENDAR 2023-2024

2023

August 26	Annual Meeting	1 PM
September 5	Pool Closes	
October 20-21	Community Yard Sale	
November 11	Board Meeting	9 AM

2024

February 10	Board Meeting	9 AM
April 13	Board Meeting	9 AM
April 13	Work Day	10 AM
May 24	Pool Opens	9 AM
June 8	Board Meeting	9 AM
August 24	Annual Meeting	1 PM

- Mario's construction

Invoice

1001 Harvey Road
College Station Tx 77840
979 680-2988
Tapco Insurance # 4217597
Instrument Number: 1461929

Invoice Date:

BILL TO

Name: Karla Twardowski Dobbs
Street Address: 112 Cowboys Dr. Somerville, Tx 77879

phone # (713) 416-4752
Email address: Ktd7114 @yahoo.com

Description	Unit Price	Amount
Dirt	\$600	selec fill
concrete	\$4,300	3000 PSI
wood		
rebar	\$600	3/8
Machinery	\$900	
Labor	\$3,890	
Total Sq F	1809	
TOTAL PRICE	\$10,290	

C & Son Construction, LLC

Alexandro Meraz

979-567-4836 979-567-4836

PO Box 884 Caldwell, Tx 77836

☎ 979-567-4836

☐ 979-204-7817

www.csonconstruction.com

csonconstruction4697@gmail.com



TO

Birch Creek Village Swimming Pool

Mike and Karla

114 Cowboys Dr Somerville, TX 77879

☐ 1-713-816-1004

ktd7114@yahoo.com

DATE

10/29/2023

TOTAL

USD \$16,729.20

OWNER

EST0600

DESCRIPTION	RATE	QTY	AMOUNT
Materials- forming lumber, rebar, metal keyway expansion joints, plastic, nails, tie wire and string.	\$1,831.20	1	\$1,831.20
Machinery- Jack hammer and mini excavator one day rental.	\$1,500.00	1	\$1,500.00
Concrete Boom Pump- 38m from star concrete pumping.	\$1,559.70	1	\$1,559.70
Concrete- 40 yards of 3500 psi concrete from a Concrete supplier. At 151 per yard plus environmental and fuel fees.	\$6,538.30	1	\$6,538.30
Labor- demo existing concrete, set forms, grade dirt, set expansion joints, set rebar matt, set rebar dowels, pour and finish concrete, and wrecked forms	\$5,300.00	1	\$5,300.00
TOTAL			USD \$16,729.20

Karla

13-dollar sqft to put

4-dollar sqft breakout

4 in concrete thick

#3 rebar 16 in on center

3,000 PSI concrete

Decorative Sealant

2,023 sqft to put

1,741 sqft breakout

Estimate from Benito

Referred by BCV Property Owner