

BCV Board Meeting Minutes

February 12, 2024

Board Members Present – Janet Hancock; Patrick Dewitt; Karla Dobbs; Alice Shaffer

Officers Present – Karla Dobbs

Property Owners Present – Deanna Mesecke, Pam Phillips

Meeting Content:

1. Meeting called to order at 3:00 pm by Karla Dobbs. Pledge and prayer.
2. Treasurer's report – Carla Craig – *Attachment #1 - treasurers report was emailed*
3. Approval of Board Meeting Minutes for 11/11/2023– Karla Dobbs – *motion to approve Janet Hancock; 2nd Alice Shaffer; all approve – Minutes have been filed in the Board Meeting minutes binder.*
4. Deed Restriction violation process updates. (Karla Dobbs and Janet Hancock) nothing to report for this meeting. The restrictive covenant violations process will be coordinated by Janet Hancock and Alice Shaffer who will obtain data and report back to the Board Directors to approve moving forward with letters.
5. Carl Cummins – As of 2/12/2024 this still needs to be addressed. At the board meeting in November 2023 it was noted the County Commissioner would be contacted. Board voted to put a 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." *Carl did not have a chance to contact prior to this meeting, but he will contact and find out about the sign.*

6. 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. This was tabled until after the first of the year. No updated information at this time.
7. Board voted to replace the glass for the front entry display box on the brick structure. Since tempered glass is expensive it was voted to replace with a poly glass. This still needs to be ordered. *Attachment #2; motion to approve Janet Hancock; 2nd Patrick Dewitt; all approve*
8. Researched records retention policy as requested in 11/11/2023 meeting. The current policy on file is attached. Recommendation made to purchase an external drive to back up HOA documents – this can be done going forward but previous documents will not be scanned, they will remain in the filing cabinet at clubhouse. *Attachment #3*
9. Pool update:
 - a. The Board chose Mel Concrete to put in the swimming pool decking.
 - b. Work Dates will be planned after concrete decking is finished.
 - c. A work schedule needs to be put together when the pool opens to empty skimmers and remove leaves from pool. Karla Dobbs will put together a schedule before the pool opens in May.
10. Any other items for discussion?
 - a. Bathhouse – ladies shower needs the shower faucet replaces. Part of the work has been completed. Board needs to vote to purchase a new shower valve.

Board meeting motion to adjourn at 4:02 PM, by Karla Dobbs

2nd by Janet Hancock; all approve.

Karla Dobbs – Secretary BCV HOA

Date

Treasurer's Report

Birch Creek Village Properties / Board Meeting February 12, 2024

From 11/12/2023 through 02/10/2024

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/12/2023	3077	Burleson County Publishing	2023 yard sale advertising	51.00		24,946.68
			reim-paid BGV by credit card but lives in Forest-wrong subdivision			
11/12/2023	3081	Raul Duperroir	maint fees	140.00		24,806.68
11/13/2023	DBT	Amazon	ink	139.73		24,666.95
11/13/2023	DBT	Sam's Club	window env (returned)	32.54		24,634.41
11/16/2023	DBT	Amazon	window env	32.01		24,602.40
11/17/2023	DBT	US Postal Service	2 rolls invoices	132.00		24,470.40
11/27/2023			Deposit		115.01	24,585.41
11/28/2023			Deposit		115.01	24,700.42
11/28/2023	ACH	Bluebonnet	Electric	503.55		24,196.87
11/29/2023			Deposit		115.01	24,311.88
11/29/2023	3082	Kenneth Shaffer	Nov grounds	250.00		24,061.88
11/29/2023			Donation-Carl Cummins		300.00	24,361.88
11/30/2023	ACH	State Farm	Liability	224.50		24,137.38
12/1/2023			Deposit		115.01	24,252.39
12/4/2023			Deposit		2,448.00	26,700.39
12/4/2023			Deposit		420.05	27,120.44
12/4/2023	3083	Burleson County Clerk	Mgmt Certificate filing fee	30.00		27,090.44
12/5/2023			Deposit		115.01	27,205.45
12/5/2023	DBT	M D Pool Services	Inv. 4542	617.63		26,587.82
12/6/2023			Deposit		115.01	26,702.83
12/7/2023	ACH	Citizens State Bank	loan pymt	711.93		25,990.90
12/8/2023	CREDIT	Sam's Club	return window env		32.54	26,023.44
12/12/2023			Deposit		3,636.00	29,659.44
12/13/2023			Deposit		115.01	29,774.45
12/19/2023			Deposit		1,375.00	31,149.45
12/19/2023			Deposit		250.02	31,399.47
12/27/2023			Deposit		1,608.00	33,007.47
12/28/2023			Deposit		350.03	33,357.50
12/28/2023	ACH	Bluebonnet	Electric	515.16		32,842.34

12/30/2023	3084	Kenneth Shaffer	Dec grounds	250.00		32,592.34
1/2/2024			Deposit		230.02	32,822.36
1/2/2024	ACH	State Farm	Liability	224.50		32,597.86
1/3/2024			Deposit		385.03	32,982.89
1/4/2024			Deposit		270.02	33,252.91
1/8/2024			Deposit		115.01	33,367.92
1/8/2024	ACH	Citizens State Bank	loan pymt	711.93		32,655.99
1/8/2024			Deposit		2,630.00	35,285.99
1/9/2024			Deposit		155.01	35,441.00
1/10/2024			Deposit			35,405.21
1/10/2024	DBT	FormSwift	prep & filing of 1099	35.79		35,405.21
1/11/2024	DBT	M D Pool Services	Inv. 4651	213.50		35,191.71
1/12/2024			Deposit		115.01	35,306.72
1/16/2024			Deposit		310.02	35,616.74
1/17/2024	3085	Carla Craig	Norton Antivirus renewal	101.40		35,515.34
1/18/2024			Deposit		1,520.00	37,035.34
1/22/2024			Deposit		115.01	37,150.35
1/23/2024			Deposit		230.02	37,380.37
1/24/2024			Deposit		2,175.00	39,555.37
1/29/2024	ACH	Bluebonnet	Electric	541.60		39,013.77
1/30/2024			Deposit		770.00	39,783.77
1/30/2024			Deposit		155.01	39,938.78
1/30/2024	3086	Kenneth Shaffer	Jan grounds	250.00		39,688.78
1/30/2024	3087	Burleson County Tax Office	2024 Property Taxes	261.40		39,427.38
1/31/2024			Deposit		429.04	39,856.42
1/31/2024			Deposit		500.04	40,356.46
1/31/2024	ACH	State Farm	Liability	224.50		40,131.96
1/31/2024			Deposit		385.03	40,516.99
2/1/2024			Inv. 4702	213.50		40,303.49
2/2/2024	DBT	M D Pool Services	Deposit		505.04	40,808.53
2/4/2024			Deposit		1,620.00	42,428.53
2/6/2024			Deposit		510.05	42,938.58
2/6/2024			Deposit		1,140.11	44,078.69
2/7/2024			Deposit			43,366.76
2/7/2024	DBT	Citizens State Bank	loan pymt	711.93		43,366.76
2/8/2024			Deposit		275.03	43,641.79
				<u>7,120.10</u>	<u>25,764.21</u>	

Dedicated Pool Account

Sept-Aug	Amt Contributed	Balance
2018-2019	\$ 3,784.00	\$ 7,626.00
2019-2020	\$ 3,842.00	\$ 11,880.00
2020-2021	\$ 4,254.00	\$ 16,328.00
2021-2022	\$ 4,448.00	\$ 20,607.00
2022-2023	\$ 4,279.00	\$ 24,104.00
2023-2024	\$ 3,497.00	

CSB Loan

	Collected from Maint. Fees	Monthly Note Pymts Made
Loan Amt \$34,500.00		
July 2023-Present	\$ 5,176.00	\$ 4,271.58

Customize

\$305⁹⁵FREE delivery February 14 - 20. [Details](#)

Qty: 1

Add to cart

Custom

[^ See less](#)

* WIDTH (LONGEST SIDE) IN INCHES

Choose Up To 68 INCHES

40"

FRACTIONAL WIDTH (Optional)

Select

* HEIGHT (SHORTEST SIDE) IN INCHES

Choose Up To 50 INCHES

30"

FRACTIONAL HEIGHT (Optional)

1/8"

* EDGE OPTIONS (SEAMED OR POLISHED)

- Choose Seamed if your glass will be installed into a

Note: Display is an approximate preview.

Introducing the Artistry of Custom

Crafted with precision and designed to you of your home or business. Whether you're s piece, our mastery in creating bespoke glas meets craftsmanship, and let your surround



Personalized Precision

Experience the luxury of tailor-made glass that fits your exact specifications. Whether it's a unique shape, a specific size, or intricate designs, custom cut glass ensures a perfect fit, transforming your vision into a tangible reality.

End

Unleash the power of custom glass. Our innovative designs and precision craftsmanship ensure your vision is brought to life with personalized precision.

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

- 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	

Attach # 6

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

PRICE

SHIP TO		Arturo Andrade	
ADDRESS		5499 Bridle Creek LN	
CITY, STATE, ZIP		Breatham TX	
SHIP DATE	SHIP VIA		
SHIP NO.	SOLD BY	TERMS	F.O.B.
112 Cowboys DR		Somer ville TX	
QUANTITY	DESCRIPTION	PRICE	UNIT
	Concrete work	Concrete 4" bars 3/8 16" ct.	
	Labor & material	2106 SF	
		X 6.50 SF.	= \$ 13,689
	removal concrete		\$ 2500
			\$ 16,189
Arturo Andrade		Total 16,189	
979 451 1472 Thank			
		TAX	
		TOTAL	

KEEP THIS SLIP FOR REFERENCE

PROPOSAL
MEL CONCRETE.

112 Cowboys
Dr. Somerville,
TX 77879

ask about
~~3500 PSI~~

3500 PSI

AS 1st JH 2nd

Clean Up:

Daily and Upon Completion

All Labor & Materials: \$15,000

Work to be Completed:

Concrete decking/patio 2,027sqft will be using 3/8s rebar and 3000psi concrete with 4" thickness and will provide lumiber rebar and labor with a 3 1/2" keyway expansion joints.

Job will be complete in approximate in 1 day. Will remove existing concrete approx 1200sqft of demo. Will not haul off demo concrete customer will have dumpster at job site for the old concrete.

- Decking will be tied to existing pool with 3/8s dowels
- Decking will be level to top level with pool.
- Decking will have a slope away from the pool.
- Patios will have peers 12"-18" deep thats included in price.
- Finish concrete will be light broom finish.

Half the payment require when breaking ground.

Balance Payment is due upon completion of job: Cash, certified check or personal checks will work, checks to be paid to Melchor A Gonzalez total price.

Contractor's Acceptance:

Date

Antonio Gonzalez

BIRCH CREEK VILLAGE PROPERTIES, INC.
RECORDS RETENTION POLICY

<u>RECORD</u>	<u>RETENTION PERIOD</u>
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Formation, Article of Incorporation, Bylaws,

Restrictive Covenants,

And amendments of the above documents

PERMANENT

Association Tax Returns & Audits

SEVEN (7) YEARS

Financial Books & Records

PERMANENT

Account Records of Current Owners

SEVEN (7) YEARS

Contracts (following expiration of contract)

FOUR (4) YEARS

Minutes of Member & Board Meetings

PERMANENT

RECORDS NOT LISTED ARE NOT SUBJECT TO RETENTION. Upon expiration of the retention date, applicable records will be considered not maintained as part of the Corporation's books and records.

CERTIFICATION

"I, the undersigned, being President of the Board of Directors of Birch Creek Village Properties, Inc., hereby certify that the foregoing Policy was approved by a majority of the Board November 14, 2015."

By: _____

Carl Cummins

Print Name: _____

CARL CUMMINS

BIRCH CREEK VILLAGE PROPERTIES, INC. RECORDS MANAGEMENT POLICY

The Association (herein referred to as BCVP, Inc.) shall make the books and records of BCVP, Inc. open to and reasonably available for examination by an owner, or person designated in writing by an owner as an owner's agent, attorney, or certified public accountant, in accordance with this policy. An owner is entitled to obtain from BCVP, Inc. copies of information contained in these books and records. BCVP, Inc. attorney's files and records, excluding invoices, are not records of BCVP, Inc. and not subject to inspection or production in a legal proceeding. A copy of a document that constitutes attorney work product or that is privileged as attorney-client communication is not required (or permitted) by this policy. An owner, or the owners authorized representative, must submit a written request for access or copy of information on a Request for Information form, provided by BCVP, Inc. All requests must be submitted by certified mail, with sufficient detail describing BCVP, Inc. books and records requested, and sent to the address provided on the form. The request must state if it is to inspect the document(s) before obtaining copies or to have BCVP, Inc. forward copies of the document(s). If an inspection is requested, BCVP, Inc., on or before the tenth (10th) business day after the date BCVP, Inc. received the request, shall send written notice of dates and times (during regular business hours) that the owner may inspect these documents to the extent those documents are in the possession, custody, or control of BCVP, Inc. If copies of identified documents are requested, BCVP, Inc. shall, to the extent these documents are in the possession, custody, or control of BCVP, Inc., produce the requested copies for the requesting party on or before the (10th) business day after the date BCVP, Inc. receives the request. If BCVP, Inc. is unable to produce documents requested on or before the tenth (10th) business day after the date BCVP, Inc. receives the request, BCVP, Inc. shall provide to the requestor written notice that informs the requestor that BCVP, Inc. is unable to produce the information on or before the tenth (10th) business day after the request was received and state a date on which the information will be sent or available for inspection to the requesting party that is not later than the fifteenth (15th) business day after the date that notice is sent to the requestor. BCVP, Inc. has the choice of how it may produce the requested documents. (By any format reasonably available to BCVP, Inc.). BCVP, Inc. reserves the right to protect certain original documents, ie. Minutes etc., by making them available by copy only. Any copies requested shall be provided by BCVP, Inc. by hard copy only to protect against and eliminate the possibility for errors, fragmentation and/or alteration.

CERTIFICATION

"I, the undersigned, being President of the Board of Directors of Birch Creek Village Properties, Inc., hereby certify that the foregoing Policy was approved by a majority of the Board November 14, 2015."

By: Carl Cummins Print Name: CARL CUMMINS

BIRCH CREEK VILLAGE PROPERTIES, INC.

OPEN RECORDS POLICY

PRODUCTION AND COPYING POLICY

This Policy shall prescribe the costs the Association (herein described as BCVP, Inc.) will charge for the compilation, production and reproduction of information requested. (All requests are to be submitted by certified mail on the Request for Information form provided by BCVP, Inc.) The prescribed charges include all costs of material, labor, etc. The owner making the written request is responsible for all costs of compilation, production, reproduction, etc. BCVP, Inc. requires advance payment of estimated costs of \$25.00 for the first page and \$1.00 per each page following for documents to be copied. Additional charges may be estimated on a by-request- basis depending on the documents requested and what is entailed in compilation, production, reproduction etc. If final costs accessed are greater or lesser than costs paid in advance, BCVP, Inc. will submit a final invoice to the owner on or before the thirtieth (30th) business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner the amounts shall be remitted to BCVP, Inc. no later than the thirtieth (30th) business day after the date of the invoice is sent to the owner. If not remitted to BCVP, Inc. the invoiced amount shall be added to the owners account as an assessment. If costs paid in advance exceed the invoice amount, the owner is entitled to a refund. Such refund shall be issued to the owner not later than the thirtieth (30th) business day after the invoice is sent. All records are subject to the Document Retention Policy of Birch Creek Village Properties, Inc.

CERTIFICATION

"I, the undersigned, being President of the Board of Directors of Birch Creek Village Properties, Inc., hereby certify that the foregoing Policy was approved by a majority of the Board November 14, 2015."

By: Carl Cummins Print Name: CARL CUMMINS