

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	MD 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	MD 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		



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.

Thank you,
Alice & Kenneth Shaffer

Apphone

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 Kenneth Shaffer

Date: 8-26-23

K. Shaffer

Date: 8-26-23

BCV Board Signature