

Birch Creek Village Properties, Inc.

Board Meeting Minutes

June 12, 2021

Board Members Present – Janet Hancock; Carla Craig; Pam Kubiak

Officers Present – Billy Hancock; Karla Dobbs

Property Owners Present – Gary and Susan Lee; Pat Kringle; Richard Ducoin,
Wayne Wheeler

Meeting Content

- A. Meeting called to order at 9:00 by Billy Hancock (President)
- B. Pledge and prayer – by Billy Hancock
- C. Board voted to accept Wayne Wheeler as new Vice President. Motion to approve by Carla Craig and 2nd by Janet Hancock, all approve.
- D. Treasurer report (attachment #1) along with budget target report (attachment #2) and discussion of property owners who have paid as a result of due diligence by Carla Craig in sending additional letters/statements. Motion to approve treasurer report Pam Kubiak and 2nd by Janet Hancock, all approve.
- E. Board created a Budget Committee to prepare 2021-2022 Budget which is presented at the Annual Meeting. This committee consist of Pam Kubiak, Carla Craig and Susan Lee. Motion to approve by Karla Dobbs and 2nd by Wayne Wheeler.
- F. Approval of Board Meeting Minutes for 4/10/2021 – motion to approve by Carla Craig, 2nd by Pam Kubiak, all approve.

Topics for discussion:

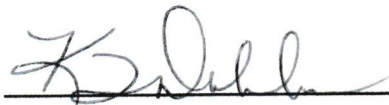
- 1. Release of Restrictive Covenants for 104 Chargers Lane. Danna Anders researched and contacted seller/title company and was told no action

- required by the Birch Creek Village HOA Board. This was discussed at last Board Meeting.
2. The Multiport Valve for the pool sand filter has been installed and is working properly. See the 4/10/2021 Board Meeting Minutes for Board approval documents. Thank you Janet Hancock for your work in getting this repaired.
 3. New pool area signs have been purchased and installed. (see the 4-10-2021 Board Meeting Minutes for Board approval documents). Thank you Danna Anders for doing the research and purchasing, also thank you to Billy and Janet for installing the signs.
 4. Update on the 2020 IRS filings – Carla Craig filed on June 10, 2021. Carla Craig will also file the Franchise Tax Report due this month.
 5. Liability Insurance –Carla Craig to provided information from agent indicating any increase would be very small. At this time HOA will stay with current insurance. Carla also indicated that BCV has a 1 million dollar liability policy in case any injuries that might occur on HOA property. If injury occurs due to the persons neglect or not obeying posted signs the insurance company would pursue legal matters that arise as a result of that situation.
 6. Wayne Wheeler has volunteered to look into our current camera repair issue for pool/clubhouse.
 7. Pool Bath house siding replaced and painting completed – thank you ladies (Janet, Alice, Karla, Danna, Pam) also thank you Kenny Shaffer and Billy Hancock for repairing the siding and trim. It was also mentioned the showers in the bath house need repair. Estimates need to be obtained and presented to the Board.
 8. Pool sun shade sail poles have been set and shade sail installed. Thank you to Larry Coker, Mike and Dusty Dobbs for their work on this project.
 9. Pam Kubiak/Janet Hancock to provide updates regarding Deed Restriction Violation letters and next steps for filing legal action for property owners not correcting violations.
 - a. Pam Kubiak made arrangements for Robbie Myers from the Burleson County EPA to speak at this Board Meeting. He was able to provide information regarding assistance he could provide to help with some of our Deed Restriction issues which would be EPA related (dumping trash, non compliant septic systems, non running vehicles, etc...

- b. The Board is required to send 3 certified letters (refusal to sign by property owner is the same as property owner receiving notification).
 - c. 24 – 1st Deed Restriction Letters were mailed on May 5, 2021
 - d. List attached w/violation and correction updates. (only provided to Board Members).
 - e. 2nd letters to be mailed June 15, 2021 and 3rd letters to be mailed July 15, 2021.
 - f. Pam Kubiak/Janet Hancock will develop and document a process along with an example of forms that require completion to move forward with legal action.
 - g. Board to discuss which properties to start legal action against after the number of required notices have been sent. (Discussion held in Executive Session).
10. Carla Craig tabled the discussion about the Boards position on the Foreclosure process for non payment of Maintenance Fees until after the 2021 Annual Meeting in August.
11. The Board Members discussed adding the following to the Annual Meeting 2021 Ballot: Raising maintenance fees so that all lots are the same amount. For example all lots are \$80.00 each (no discount for property owners with multiple lots). Motion to approve made by Janet Hancock and 2nd by Pam Kubiak.
- a. This will require a property owner vote (majority of votes received – according to Restrictive Covenants page 4 under Maintenance Charge, “...Maintenance Fees may be revised as deemed necessary by a majority vote of the property owners both by proxy vote and those in attendance at the Annual Meeting held in August of each year...”).
 - b. It would be beneficial for us to prepare for the future. All of our buildings are in need of some type of repair and of course everyone knows our pool is long overdue for some attention.
 - c. Do we want to add an increase to Maintenance Fees vote on the ballot this year? Motion to approve made by Janet Hancock and 2nd by Pam Kubiak.

12. Check with the bank to see if an online payment method can be set up for maintenance fees. Pam Kubiak will check with the Bank to see if they can assist us in providing our property owners another way to pay the Maintenance Fees - electronically.
13. The following 2 Board Member positions expire this year (a note will be added to the entry bulletin board and in the July Newsletter asking for any nominees:
 - a. Carla Craig
 - b. Janet HancockCarla Craig mentioned sending the Ballot to the HOA Attorney for approval. Karla Dobbs will prepare ballot by June 14, 2021 and send to Carla Craig (with the understanding we may have more nominees before sending out the ballot on July 10, 2021).
14. July 2021 Newsletter and voting ballot to be mailed to property owners by 7/10/2021. Draft will be sent to Board Members for approval later this month.
15. Any other items for discussion? No other items mentioned for discussion
16. Annual Meeting is August 28, 2021 at 1:00 pm. It was previously mentioned to change the time for this meeting to 10:00 am. However that requires a majority vote of property owners (meaning we need more than ½ of property owners to say yes – so about 109 votes). Is this something the Board would like to pursue at this time? Board voted to add this item to the Annual Meeting Ballot. Motion to approve by Wayne Wheeler and 2nd Carla Craig, all approve.

Motion to adjourn at 10:23 am, by Karla Dobbs and 2nd by Carla Craig.





Date Approved

Attachment #1

Birch Creek Village Properties, Inc.
Transactions by Account
 As of June 12, 2021

1000 · Unrestricted Funds-Cash
 1015 · Citizen State Bank #206970
 Total 1015 · Citizen State Bank #206970
 1050 · Dedicated Pool Account
 Total 1050 · Dedicated Pool Account
 1000 · Unrestricted Funds-Cash - Other

TREASURER'S REPORT
 June 12, 2021 Board Meeting

Date	Num	Name	Memo	Split	Amount	Balance
						27,276.10
						2,260.48
						2,260.48
						7,940.00
						7,940.00
						32,955.62
						34,043.62
						33,588.90
						33,256.37
						33,031.37
						32,821.23
						32,757.81
						32,538.62
						32,483.62
						32,280.15
						32,241.40
						32,215.20
						32,009.54
						31,712.53
						31,337.53
						31,617.53
						31,602.02
						31,377.02
						30,937.85
						30,937.85
						25,258.33
						25,258.33
04/16/2021			Deposit	-SPLIT-	1,088.00	
04/27/2021	ACH	Bluebonnet	electric bill	20000 · Accounts Payable	-454.72	
04/29/2021	2842	Alice Shaffer	yard supplies	4020 · Pool Supplies	-332.53	
04/30/2021	2843	Alice Shaffer	yard maint	4010 · Pool Maintenance	-225.00	
04/30/2021	ACH	State Farm		20000 · Accounts Payable	-210.14	
05/03/2021	2844	Janet Hancock		4020 · Pool Supplies	-63.42	
05/03/2021	2846	M D Pool Services	Pool Maintenance & chemicals	-SPLIT-	-219.19	
05/06/2021	2845	US Postal Service	1 roll	4040 · Postage	-55.00	
05/11/2021	2847	Danna Anders	pool signs	4020 · Pool Supplies	-203.47	
05/11/2021	2848	Janet Hancock	printing	4065 · Printing and Reproduction	-38.75	
05/11/2021	2849	Karla Dobbs v	postage	4040 · Postage	-26.20	
05/18/2021	2850	Billy Hancock	pool supplies	4020 · Pool Supplies	-205.66	
05/24/2021	2851	M D Pool Services	Pentair multiport 2" sand, labor	4010 · Pool Maintenance	-297.01	
05/24/2021	2852	Hoelscher, Lipsey, Elmore Poole		4097 · Legal Fees	-375.00	
05/27/2021			Deposit	-SPLIT-	280.00	
05/29/2021	2853	Kenneth Shaffer	supplies	4020 · Pool Supplies	-15.51	
05/31/2021	2854	Kenneth Shaffer	May	4010 · Pool Maintenance	-225.00	
06/07/2021	2855	M D Pool Services	Pool Maintenance/Supplies	-SPLIT-	-439.17	
					-2,017.77	
					-2,017.77	
					-2,017.77	

12,148.00 Pool Account

Total 1000 · Unrestricted Funds-Cash - Other
 Total 1000 · Unrestricted Funds-Cash
TOTAL

Attachment # 2

Birch Creek Village Properties, Inc.

2021-2022

Budget Planning

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Actual	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Actual	2021-2022 Proposed BUDGET	YTD 2020-2021 Actual
INCOME											
Maintenance Fees Receivable	19,620	19,332	19,829	19,116	*1 19,224	*1 18,964	*1 19,063	24,130	24,600	24,600	-26,375
Actual Maintenance Fees	18,943	15,841	16,526	16,381	17,528	17,301	16,885	19,260	25,158	22,000	26,375
Pool Fund									-7,940	-3,900	
Fundraising Events									0	0	
Donations					3,050	0	200		0	0	
Miscellaneous (yard sale registration)									0	0	
TOTAL INCOME	19,632	15,841	16,526	16,381	20,578	17,301	17,085	19,260	17,218	18,100	26,375
EXPENSES											
Pool/Restroom/Daily Maintenance	5,450	7,005	6,220	5,380	*2 9,850	6,000	5,850	7,047	5,423	6,000	5,558
Pool Supplies	2,195	2,267	2,554	1,430	2,093	1,346	847	2,176	2,336	1,500	1,487
Maintenance (roads/property/equipment)		0	0	0	0	0	0		0	0	
Utilities (electric-street lighting/pool)	4,102	5,001	5,123	5,944	*3 6,149	6,081	** 6,205	6,123	6,015	6,300	4,629
Postage	267	135	364	321	376	291	246	205	396	400	348
Taxes & Fees (state franchise tax)	403	566	543	565	0	56	6	78	73	80	86
Association Supplies & Printing	312	289	730	568	711	230	*** 715	594	164	300	82
Collection and Attorney Fees	320	64	414	204	130	208	130	0	100	200	875
Fundraising Costs		0	0	0	0	0	0	0	0	0	
Capital Improvement Projects		1,923	1,911	0	401	0	0	0	0	0	
Termite Treatment for Clubhouse	0	0	0	0	0	0	0	0	0	120	
Miscellaneous	398	110	90	59	38	0	161	381	43	100	351
Donations	500	500	400	500	500	500	500	500	500	500	
Liability Insurance	1,040	1,719	1,719	1,719	688	3,251	3,182	3,152	2,659	2,600	1,681
TOTAL EXPENSES	14,987	19,579	20,068	17,055	20,936	17,963	17,844	20,254	17,709	18,100	15,097
SURPLUS/DEFICIT	4,645	-3,738	-3,542	-674	2,507	932	21	-994	-491	0	

Surplus Money