

# Birch Creek Village Properties, Inc.

## Board Meeting Minutes

August 28, 2021

**Board Members Present** – Janet Hancock, Pam Kubiak, Carla Craig, Bryan Patton, Danna Anders

**Officers Present** – Billy Hancock, Wayne Wheeler, Karla Dobbs

**Property Owners Present** – Gary and Susan Lee, Anthony Ducoin, David Uptagrafft, Deanna Mesecke, Sonia Lummus, Murl and Jackie Beck

- A. Meeting called to order at 2:04 pm – pledge and prayer was done at the Annual Meeting held right before this meeting.
- B. Welcomed the returning Board Members (Janet Hancock and Carla Craig). Also discussed what is needed from current Board Members, playing an active role and assisting other Board Members with HOA activities. It is apparent that some Board Members do not have the time to spare to actively participate and share duties that need to be performed for the HOA. Even after this discussion some did not make a firm commitment to share the responsibilities.
- C. Discuss outcome of voting results from Annual Meeting.
  - Discussed the results of the Annual Meeting time change which did not pass. No one was surprised by this outcome.
  - The vote to raise HOA fees did not pass. The votes were 34 yes and 42 no.
- D. Treasurer's report – see annual meeting minutes.
  - a. List of Administrative Fees – Attachment #1 motion to approve Bryan Patton, 2<sup>nd</sup> by Danna Anders, all approve.
- E. Approval of Board Meeting Minutes for 6/12/2021 – (only copy for binder will include attachments) - (Karla Dobbs) motion to approve Carla Craig, 2<sup>nd</sup> by Bryan Patton, all approve.

**F. Topics for discussion:**

1. Discuss camera repair for pool/clubhouse. Wayne Wheeler to provide updates. This topic has been tabled again.
2. Review BCV Yearly Task Checklist (Karla Dobbs). Attachment #2
3. Discuss the Deed Restriction Violation process and next steps for filing legal action for property owners not correcting violations. Pam Kubiak and Janet Hancock to provide information. Pam and Janet addressed this in the Annual meeting.
  - a. Develop and document a process along with an example of forms that require completion to move forward with legal action.
4. Discuss the Foreclosure process and what is the timing to begin foreclosures for non-payment of maintenance fees? Carla Craig to provide updates. This was addressed in the Annual Meeting.
5. Check with the bank or Quickbooks to see if an online payment method can be set up for maintenance fees. Pam Kubiak and Carla Craig have done some research and the HOA bank does not have anything to support our request. Additional research for Quickbooks and other pay online applications required.
6. Review the submitted bids for the Grounds Maintenance position. Attachment #3. Contract awarded to Kenny/Alice Schaffer for the 2021/2022 year.

Review the submitted bids for bath house shower repairs. Attachment #4  
Board Members need more information and will review and respond via email.
7. Any other items for discussion?

Board meeting motion to adjourn at 3:15 pm, by Carla Craig  
2<sup>nd</sup> by Janet Hancock, all approve.

Karla Dobbs  
Secretary


11-13-2021  
Date

Birch Creek Village Properties Inc.

**List of Administrative Fees Charged:**

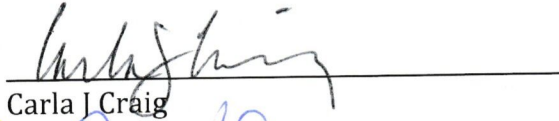
<b>Late Fee (Invoicing)</b>	<b>\$20</b>
<b>Fee to File Lien</b>	<b>\$25</b>
<b>Fee to Release Lien</b>	<b>\$25</b>
<b>Returned Check for Insufficient Funds</b>	<b>\$35</b>
<b>Property Transfer Fee</b>	<b>\$25</b>
<b>Pool Key - 1<sup>st</sup> pool key</b>	<b>free</b>
<b>2<sup>nd</sup> Key</b>	<b>\$25</b>
<b>3<sup>rd</sup> Key</b>	<b>\$50</b>

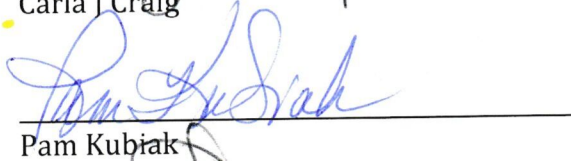
**Approved and Adopted** by the Board of Directors of Birch Creek Village Properties Inc. on August 28, 2021 to be effective September 1, 2021:

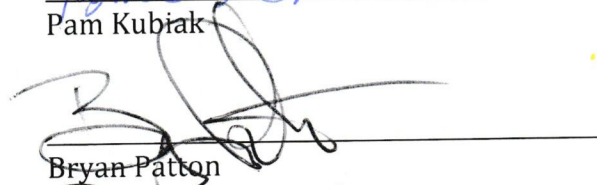
By:   
Billy Hancock, President

**BOARD MEMBERS:**

  
Janet Hancock

  
Carla J Craig

  
Pam Kubiak

  
Bryan Patton

  
Danna Anders

**Attest:**

  
Karla Dobbs, Secretary

SEAL



Birch Creek Village Properties, Inc.  
 Yearly Checklist of Tasks Required  
 Fiscal Year September 1, 2021 to August 31, 2022

TASKS	Responsibility	DATE DUE	DATE COMPLETED	COMMENTS
Mail Maintenance fee Statements and Newsletter	Treasurer/Secretary	11/30/2021		
HOA Tax Return - Form 1120-H for year 09-2019 to 08-2020	Treasurer	12/31/2021		
Property Taxes due by 1/31/2021 if owed	Treasurer	1/31/2022		
Mail Maintenance fee Statements for delinquent payments	Treasurer	3/1/2022		
Texas Franchise Tax No Tax Due Forms 05-163 and 05-102	Treasurer	5/17/2022		
Review and shop for Liability Insurance	Treasurer	6/1/2022		
Mail Newsletter and Ballots	Secretary	7/15/2022		
Annual Properties Owner Meeting document preparation	Treasurer/Secretary	8/20/2022		
HOA Liability Ins. Policy Due	Treasurer	8/31/2022		
HOA Tax Return - Form 1120-H for year 09-2020 to 08-2021	Treasurer	11/15/2022		
Refile Deed Restrictions every 10 Years from last amendment	Secretary	10/31/2028		
Periodic Nonprofit Corp - Form 802 Due every 4 years	Treasurer	11/10/2022		

Birch Creek Village Properties, Inc.  
 Yearly Checklist of Tasks Required  
 Fiscal Year September 1, 2020 to August 31, 2021

TASKS	Responsibility	DATE DUE	DATE COMPLETED	COMMENTS
Mail Maintenance fee Statements and Newsletter	Treasurer/Secretary	11/30/2020	11/30/2020	Newsletter sent 03/05/2021
HOA Tax Return - Form 1120-H for year 09-2019 to 08-2020	Treasurer	12/31/2020	6/10/2021	
Property Taxes due by 1/31/2021 if owed	Treasurer	1/31/2021	2/16/2021	
Mail Maintenance fee Statements for delinquent payments	Treasurer	3/1/2021	3/5/2021	
Texas Franchise Tax No Tax Due Forms 05-163 and 05-102	Treasurer	5/17/2021		Remain with State Farm.
Review and shop for Liability Insurance	Treasurer	6/1/2021	6/12/2021	
Mail Newsletter and Ballots	Secretary	7/15/2021	7/10/2021	
Annual Properties Owner Meeting document preparation	Treasurer/Secretary	8/25/2021	8/18/2021	emailed to Board Members for review
HOA Liability Ins. Policy Due	Treasurer	8/31/2021	6/12/2021	Remain with State Farm.
HOA Tax Return - Form 1120-H for year 09-2020 to 08-2021	Treasurer	11/15/2021		
Refile Deed Restrictions every 10 Years from last amendment	Secretary	10/31/2028		
Periodic Nonprofit Corp - Form 802 Due every 4 years	Treasurer	11/10/2022		

Attachment #3



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

**Bid for grounds maintenance**

Alice Shaffer <aliceshaffer2014@gmail.com>  
To: birchcreekvillageproperties@gmail.com

Mon, Aug 2, 2021 at 4:47 PM

We are submitting our bid for grounds maintenance for time period of 09/01/2021 thru 08/31/2022 - Will do for \$225.00 per month and agree to the terms of the contract with the exception that we will not be responsible for opening and closing the pool during the summer months. If opening and closing the pool is a condition to get the job then we will respectively decline.

Thank you,  
Alice and Kenneth Shaffer

1st - BP  
CC - 2nd



Buy in bulk

Feed Stores - Alice Shaffer

~~50.00 per month~~

Timed lock - Call Locksmith

Harla



ACE HOME IMPROVEMENT  
PO BOX 103  
SOMERVILLE, TEXAS 77879  
979 200 0434

Sold To <i>Birch Creek Village</i>		Location of Work Performed <i>Community Swimming Pool</i>	
Date Invoiced Proposal		Price	Amount
<i>Install Two Fiberglass Showers Fixtures Included Re-attach Sinks @ Both Restrooms Total Material &amp; Supplies : \$1,500.00 Labor : 1,150.00 Complete Job : \$2,650.00</i>			
		Invoice TOTAL	<i>\$2,650.00</i>

\_\_\_\_\_  
Signature



**Dynamic Drains Plumbing & Drain Experts, LLC**

Burch Creek Village Properties  
 112 Cowboys Dr  
 Somerville, TX 77879

☎ (281) 546-6402  
 ✉ burchcreekvillageproperties@gmail.com

ESTIMATE	#2760
ESTIMATE DATE	Aug 27, 2021
SCHEDULED DATE	Thu Aug 26, 2021 8:00am
<b>TOTAL</b>	<b>\$6,267.68</b>

CONTACT US  
 PO Box 2332  
 Brenham, TX 77834

☎ (979) 530-5256  
 ✉ office@dynamicdrainstx.com

ESTIMATE

Services	qty	unit price	amount
<b>Misc Plumbing Items</b> Installing customer provided stand up shower kits in a properly framed up area with all new drain equipment. Price does not include demo or carpentry work. Price includes installing 2 sets for men's and women's side up to code. Price may vary depending on variables unknown during demo. (price may vary.). Work would come with a 2 year warranty on parts and workmanship. No parts warranty on provided shower stalls. Contractor will have to be brought into job before plumbing starts to confirm wall repairs and frame work is correct. extra cost to put provided contractor. would be gathered upon starting the job.	1.0	\$3,500.00	\$3,500.00
<b>NEW TUB/SHOWER FAUCET</b> Remove old tub/shower faucet and install new Delta Single handle tub/shower faucet 1400 series Monitor with chrome trim or Price Pfister 3 handle faucet. Price includes reconnecting to existing hot and cold lines and shower riser with new fittings. Access in wall behind faucet is required and a new access panel is included for covering hole in wall. Any additional work needed in order to perform this task is additional. All work comes with a 5 year warranty on parts and workmanship.	2.0	\$745.00	\$1,490.00
<b>Misc Plumbing Items</b> Charge for miscellaneous repairs. Removing 2 wall hung sinks in bathrooms and reinstalling securely to wall. Also price may vary depending on bracket quality. Brackets may have to be ordered and walls may have to be cut to install properly. Price would include installing new pop-up assemblies on existing bowls. Work would come with a 2 year warranty on parts and workmanship.	1.0	\$800.00	\$800.00
<b>Subtotal</b>			\$5,790.00
<b>Tax (Sales Tax 8.25%)</b>			\$477.68
<b>Total</b>			<b>\$6,267.68</b>

Payment due in full immediately upon receipt of invoice unless otherwise stated.

By signing, the customer agrees to pay, in full, the total amount specified and that the work performed was satisfactory. The customer will notify Dynamic Drains Plumbing & Drain Experts, LLC (the company) by phone or email of any warranty work that is necessary after the work is completed and discuss with the company what necessary actions need to be taken prior to any legal actions towards the company by the customer. The company will be allowed to address any necessary corrections in a timely fashion.

All estimates are good for 30 days from the date on this estimate unless otherwise specified. By signing this document, the customer agrees to the proposed work and to pay in full after the proposed work is completed unless otherwise specified. Payment is due upon receipt of final invoice. Prior to performing the proposed work there are limitations as to what can be seen and thus the scope of the work and price are subject to change after proposed work has started. Any necessary changes in the scope of the work or price in order to complete proposed work will be discussed and approved by the client prior to going forward with any changes.

Master Plumber License #40546



Dahlquist Plumbing  
 Plumbing That Works, Inc.  
 5431 Hillside Lane  
 Brenham, TX 77833-6811

# Estimate

Date	Estimate #
8/20/2021	#1

Name / Address
Birch creek Village Attention: Carla Craig

			Project
Description	Qty	Cost	Total
Pool house Restrooms			
Demo showers and Lavatories			
Replace showers			
New Delta Shower valves			
Wall hung Lavatories with chrome Faucets			
Connect to existing Drains and Water piping			
Labor, Materials and Equipment		3,400.00	3,400.00
Sales Tax		8.25%	0.00
		<b>Total</b>	<b>\$3,400.00</b>

Customer Signature \_\_\_\_\_