



SHADOW
CREEK
RANCH

Village of Diamond Bay

Members Annual Meeting

Wednesday, October 13, 2021 at 6:30 PM

URL Location: <https://zoom.us/j/86256602641>



SHADOW
CREEK
RANCH

2021 Annual Meeting of the Members

Agenda

- I. Call to Order · Introduction
- II. Guest Speaker
- II. Approval of the 2020 Annual Meeting Minutes
- III. President's Report
- IV. Financial Status
- V. Election Introduction of Candidates
- VI. Community Updates
- VII. Adjournment
- VIII. Member Forum

VILLAGE OF DIAMOND BAY

Board of Directors



Sara Riggins
President



Sarom In
Homeowner Director



Torrey Cardinalli
Vice President

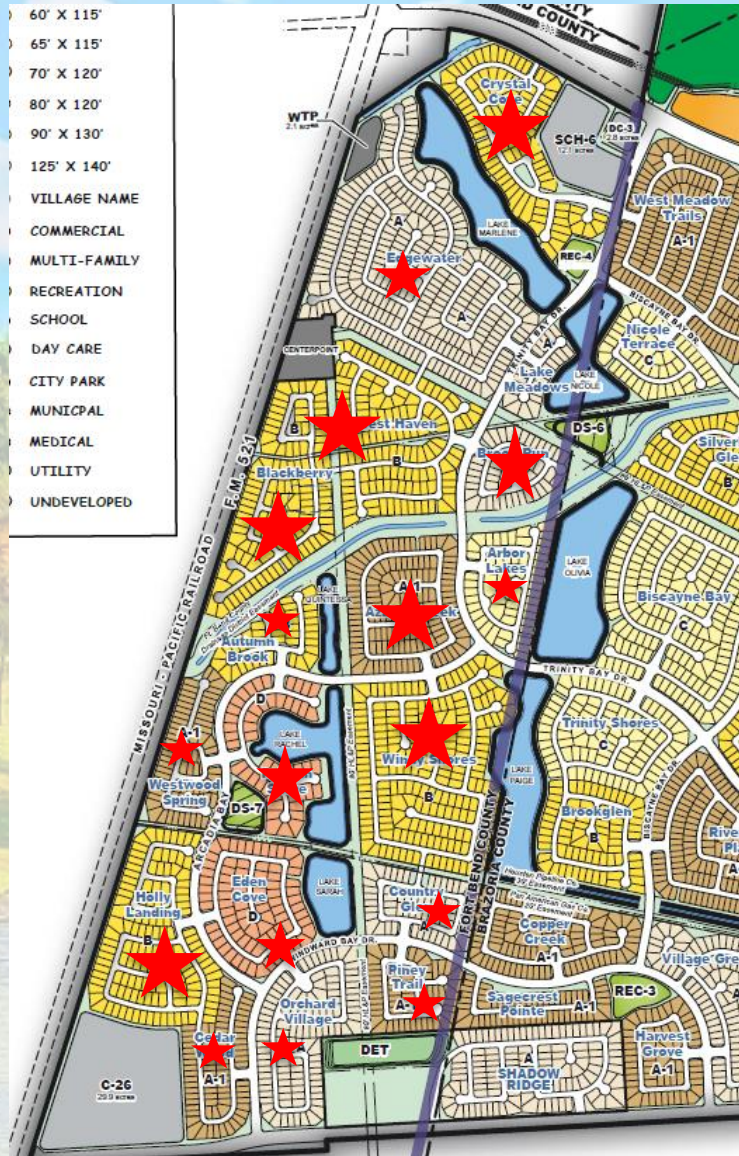


Drucilla Curry
Secretary



Mariam Abdelmalak
Treasurer

Where is the Village of Diamond Bay?



Arbor Lakes
Autumn Brook
Azelea Creek
Blackberry Crossing
Brook Run
Cedarwood
Country Glen
Crystal Cove
Eden Cove
Edgewater
Holly Landing
Lake Meadows
Orchid Village
Pelican Shores
Piney Trails
West Haven
Westwood Spring
Windy Shores
TOTAL UNITS: 1684

RELATIONSHIP BETWEEN SHADOW CREEK RANCH MAINTENANCE ASSOCIATION & VILLAGE OF DIAMOND BAY

SHADOW CREEK RANCH
MAINTENANCE ASSOCIATION

COMMERCIAL
OWNERS
ASSOCIATION

VILLAGE OF
REFLECTION BAY

VILLAGE OF
BISCAYNE BAY

**VILLAGE OF
DIAMOND BAY**

VILLAGE OF
EMERALD BAY

Assessments · Rec Centers/ Pools · Common Area ·
ARC Guidelines · Governing Documents

Chris Williams
General Manager

Javier Ortiz
Operations Manager

Cherish Dunford
Assistant GM



Zach McWilliams
Property Administrator

Eva Mariduen
Property Administrator

Brittany Liescheski
Property Administrator

Guest Speaker

Officer N. Lucas

Pearland Police Department



Guest Speaker



Martin Griggs, AICP
City of Pearland Planning Manager





SHADOW
CREEK
RANCH

2020 Annual Meeting of the Members Meeting Minutes



THE MEETING MINUTES OF THE ANNUAL MEETING OF THE MEMBERS FOR THE VILLAGE OF DIAMOND BAY HOMEOWNERS ASSOCIATION, INC. HELD WEDNESDAY, OCTOBER 21, 2020 AT 7:00 PM VIA VIDEO CONFERENCING

BOARD OF DIRECTORS

Justin Hernandez, President
Torrey Cardinalli, Vice President
Drucilla Curry, Treasurer
Sara Riggins, Secretary
Sarom In, Homeowner Director

IN ATTENDANCE

Chris Williams, Javier Ortiz and Raquel Rodriguez representing the managing agent, FirstService Residential, Inc.

CALL TO ORDER

The annual meeting of the members was called to order at 7:03 PM.

In accordance with Article V. Section 5.2 of the Bylaws of the Village of Diamond Bay Homeowners Association, Inc., as amended, at the annual meeting of the Members of the Association the Members shall elect three (3) directors with the current Director positions held by Heather Zayas and Justin Hernandez continuing and set to expire at the annual meeting of the Members in 2020. Accordingly, at the July 29, 2019 meeting, the Members shall elect three (3) directors with the director candidates receiving the first and second most votes being elected for terms of three (3) years each and the director candidate receiving the third most votes being elected for a term of two (2) years. At each annual meeting thereafter, the Members shall elect one (1) or more directors, as the case may be, for a term of three (3) years to fill each expiring term.

President Hernandez announced that an important part of the Annual Meeting will be an election of TWO (2) Members to serve on the Board. This year, in an effort to increase participation in a safe and efficient method while saving both time and money, the Board has added the option to vote electronically using a third-party representative.

Accordingly, this evening, the elected two (2) directors with the director candidates receiving the most votes will serve a term of THREE (3) years each.

President Hernandez announced that the Village of Diamond Bay is the newest Village Association within Shadow Creek Ranch, the master association – where there are three other Village Associations: Emerald, Biscayne and Reflection. The Village of Diamond Bay has 1,684 homes and Shadow Creek Ranch as a whole, has 6,279 homes.

First Service Residential is the management company for the association and the HOA office is located at 12234 Shadow Creek Pkwy Suite 3112, Pearland TX 77584 (behind Sherwin Williams).

ADOPTION OF THE AGENDA

Upon a motion duly made, seconded and carried the agenda was adopted as presented.

APPROVAL OF THE 2019 ANNUAL MEETING MINUTES

Upon a motion duly made, seconded and carried the meeting minutes of the Annual Meeting of the Members for the Village of Diamond Bay Homeowners Association held July 29, 2019 were approved as presented.

PRESIDENT REPORT

President Hernandez during the President’s Report introduced himself by saying he has served on the board for the past 2 years, was serving with the Developer and part of the transitioning from the Developer Controlled Board to the Resident Controlled Board that occurred last year. He announced his term on the Board expires this year and he did not run for re-election.

President Hernandez shared some of the community’s successes, which included the following:

The Swimming Pool Season and “Swim at Your Own Risk” pool hours at the Emerald Bay Lap Pool operated as scheduled, despite the COVID-19 Pandemic.

The Landscape Renovation Project to improve the monument sites within the Village of Diamond Bay were approved and are currently underway. The installation of the Verizon 5g Cell Towers throughout the community that will help improve the cell phone service usage for Verizon customers.

The Lake Edge Irrigation and Well Pump Projects were approved with the support received from both, Brazoria County Municipal Utility District 26 & Brazoria Fort Bend County Municipal Utility District 1.

SCRMA approved a 3 year term power washing agreement with JAK Environmental. The agreement includes the power washing of the masonry walls and recreation centers as well as porter services and the recreation center parking lot restriping.

FINANCIAL STATUS

Mr. Williams provided the Association's financial results, 2020's annual budget, , 2021' budget, annual assessment rates since 2009 and prepayment options available to the community.

The One-SCR Approach which aims to have the residents from all four Shadow Creek Ranch HOA Villages pay the same annual assessment was introduced. Mr. Williams explained that conversations with the attorney who drew up the original Village by-laws shared that this was the original intent. The base concept is to move most expenses from each Village to be pooled, basically equalizing spend across all Shadow Creek Ranch residents.

The annual budget process for Shadow Creek Ranch involves five (5) separate Village budgets, each interconnected. A change to one budget may have a waterfall effect on the others and results in four (4) different Village assessments and significant disparity in the financial solvency of each Village.

This year, your HOA directors decided to do something different by establishing one assessment for all residents, simplifying the process, making the budget more transparent, and bring SCR together.

Simply stated, we took the total cost to operate the property and divided it by the total number of homes. The result is we can announce that we anticipate our 2021 HOA assessment to be **\$999** for every home in Shadow Creek Ranch (gated homes will have an additional fee).

This assessment includes all the usual costs necessary to manage the property and also contains funding for projects such as:

- Replace aging security cameras
- Replaster Biscayne Bay pool
- Replace aging pool furniture
- Replace aging and non-operating lake fountains
- Repair deteriorating edges around retention lakes
- Continue prioritizing the replacement of damaged brick walls
- Continue prioritizing the replacement of damaged walking trails
- and much more

The Village of Diamond Bay Homeowners Association Board of Directors and members of the community congratulated Ms. Mariam Abdelmalak and incumbent Director, Torrey Cardinalli as the newly elected Directors. Ms. Mariam Abdelmalak and Mr. Torrey Cardinalli introduced themselves to the members, while the Board expressed their gratitude for their willingness to serve and their contribution on the Board.

COMMUNITY UPDATES

The managing agent reported the Village of Diamond Bay YTD had 1,166 Non-Compliance Violations, 65 ARC applications and 1,047 resident calls. One of the focuses for the community this year is improving Non- Compliance Deed Violations, which means that repeat offenders could be turned over to legal and be responsible for the costs incurred.

A directory list of city and county officials to contact was provided to the members and available at www.shadowcreekranchhoa.com.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:54 PM and was opened for the Member's Forum. The Board welcomed questions and suggestions that would help support and improve the community while referring residents to visit the Shadow Creek Ranch website at www.shadowcreekranchhoa.com where they can obtain the latest community updates, Board meeting schedules and important links.

The Board thanked the community for the opportunity to serve and their continued support.



President's Report

Sara Riggins

2021 Community Highlights

SCRMA has been working with the Brazoria-Fort Bend County Municipal Utility District No. 1, (“BFBCMUD 1”) and the Brazoria Municipal Utility District No. 26 (“BCMUD 26”) Boards on project improvements throughout the community. The Playground refurbishment is anticipated to be completed by the end of October and Walking Trail refurbishment has been complete as of May 2021.

The winter freeze brought significant damage to SCR landscaping. As a result, the estimated cost of damage was 2.7M. The horticulturist for SCR Dr Robert E Moon advised the SCRMA board to start removing landscaping after the summer months. The tree removal process has currently started and is anticipated to be completed throughout the end of the year.

The following community updates took place in 2021:

- Biscayne Bay Pool Replaster
- Pool furniture refurbishment
- Diamond Bay slide and slide structure refurbishment
- New holiday Decor

New Holiday Décor



Combination 1

Red box with Silver Bow
Gold box with Green Bow

Combination 3

Red box with Gold Bow
Silver box with Green bow

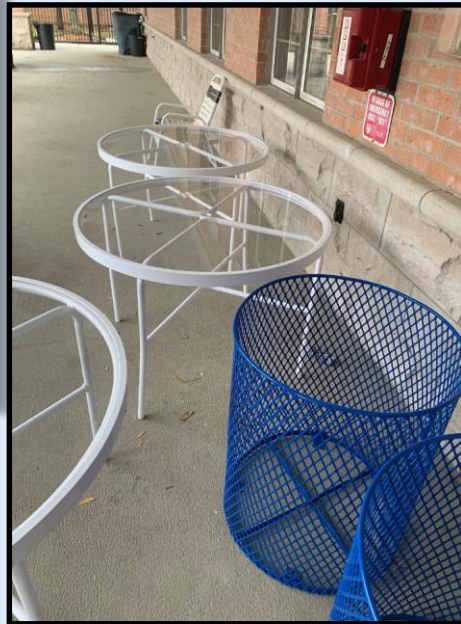
Combination 2

Green Box with Silver Bow
Gold Box with Red Bow

Combination 4

Green Box with Gold Bow
Silver Box with Red Bow

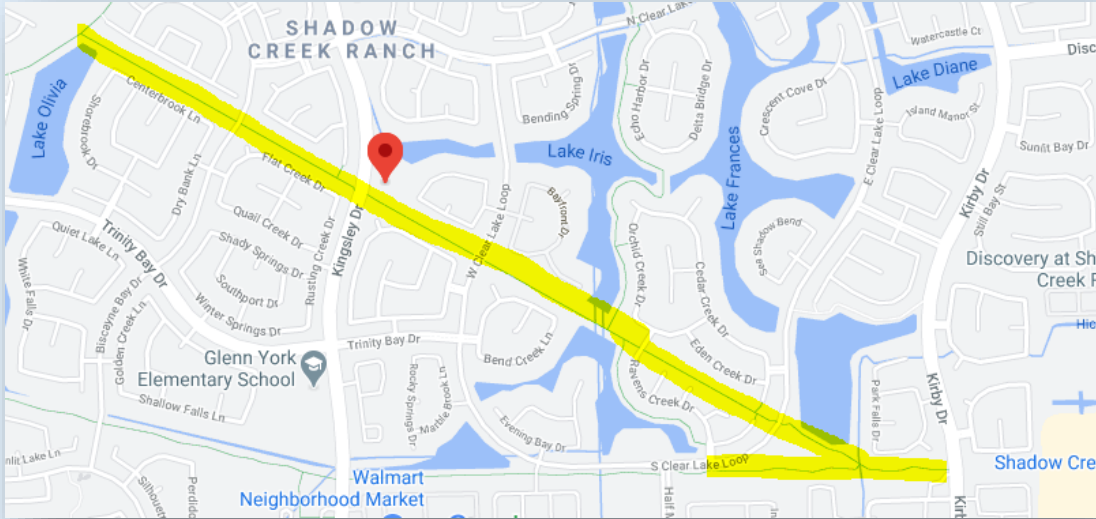
Pool Furniture



Project Photos



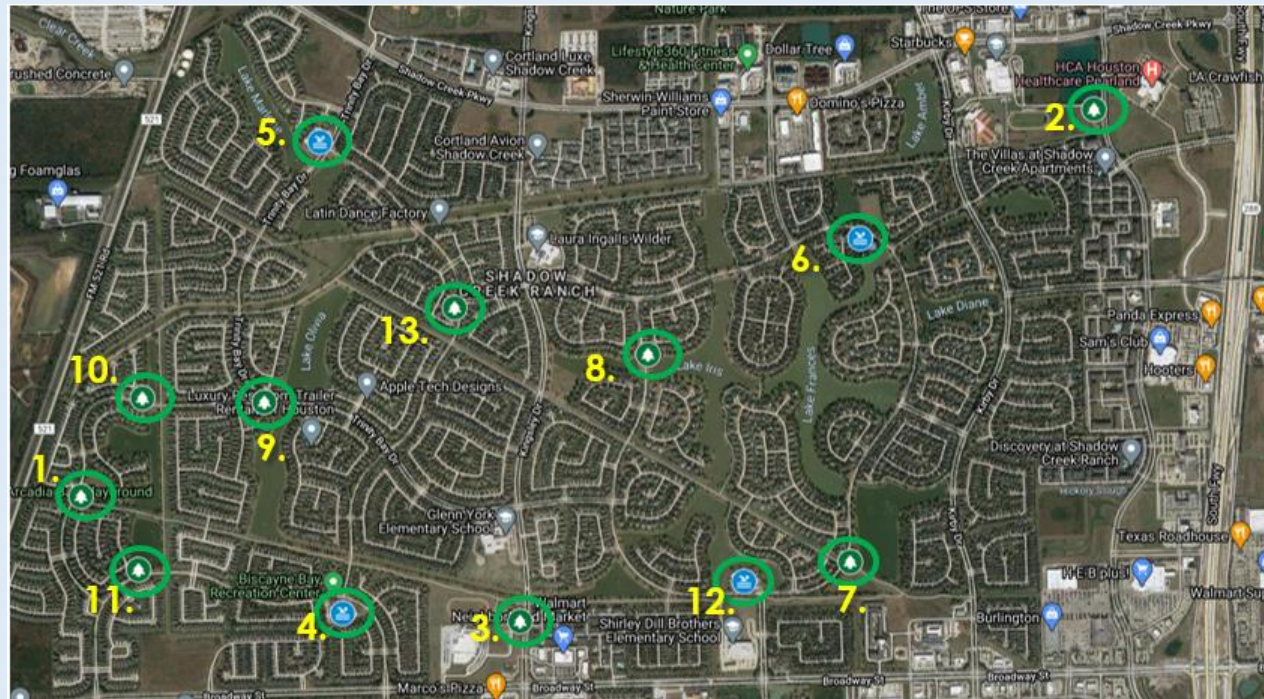
Walking Trails



Parks within Shadow Creek Ranch

Identifying Names:

1. 1400 Arcadia Bay
2. 2000 Business Center
3. 2900 Kingsley
4. Biscayne Bay Rec Center
5. Diamond Bay Rec Center
6. Emerald Bay Rec Center
7. Lake Erin
8. Lake Iris & Jasmine
9. Lake Paige
10. Lake Quintessa
11. Lake Sarah
12. Reflection Bay Rec Center
13. Regents Bay & Biscayne Bay Dr



Biscayne Bay Rec Center



Diamond Bay Rec Center



Emerald Bay Rec Center



Reflection Bay Rec Center



Reflection Bay Fitness Area

Pocket Parks

Pocket Park Locations:

1. 1400 Arcadia Bay
2. 2000 Business Center
3. 2900 Kingsley
4. Lake Erin
5. Lake Iris & Jasmine
6. Lake Paige
7. Lake Quintessa
8. Lake Sarah
9. Regents Bay & Biscayne Bay Dr



FINANCIAL STATUS



Reserve Fund

2020 Income & Expense

2021 YTD Income & Expense

2022 Budget

2020 Financial Results Reserve Account

Start of 2020	\$56,701
End of 2020	\$46,222
Decrease	(\$10,479) (due to \$15K landscape renovation project)

Annual Reserve Contribution of \$5,000 in 2020.

2020 Financial Results

Actual vs Budget

Income	\$21,939
Expenses	\$29,718
Surplus/(Deficit)	\$51,658

INCOME WAS OVER BUDGET \$22K
DUE TO CAP FEE SCRMA, AND FINANCE CHARGES

OPERATING EXPENSES UNDER BUDGET \$30K
DUE TO BAD DEBT EXPENSE

2021 Financial Results

YTD OPERATING as of 8.31.2021

Income	\$19,829
Expenses	\$26,887
Surplus/(Deficit)	\$46,716

OPERATING INCOME WAS OVER BUDGET \$20K DUE TO CAP FEE AND LAND SALE TO TXDOT

IN 2021 OPERATING EXPENSES UNDER BUDGET \$27K DUE TO LEGAL EXPENSE

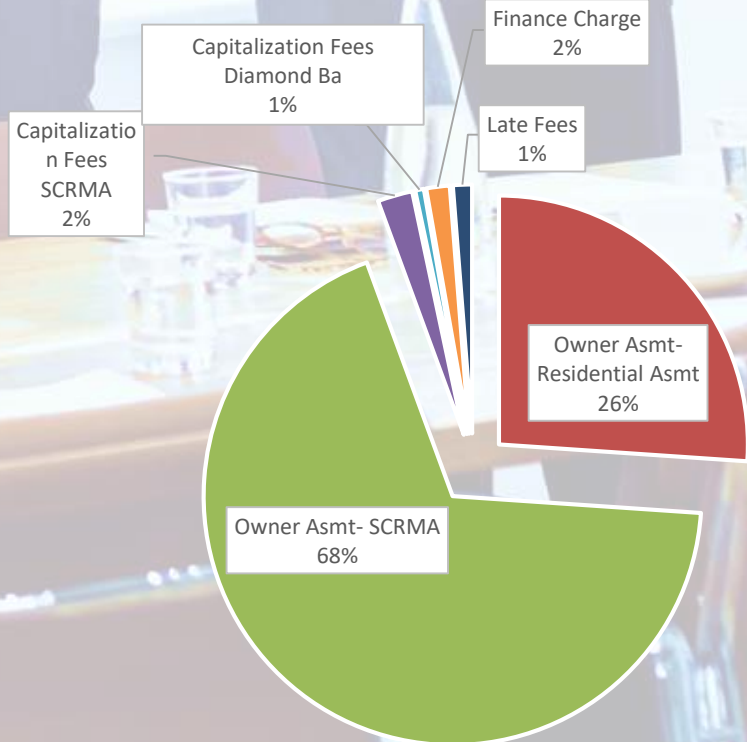
VILLAGE OF DIAMOND BAY 2021 INCOME

INCOME

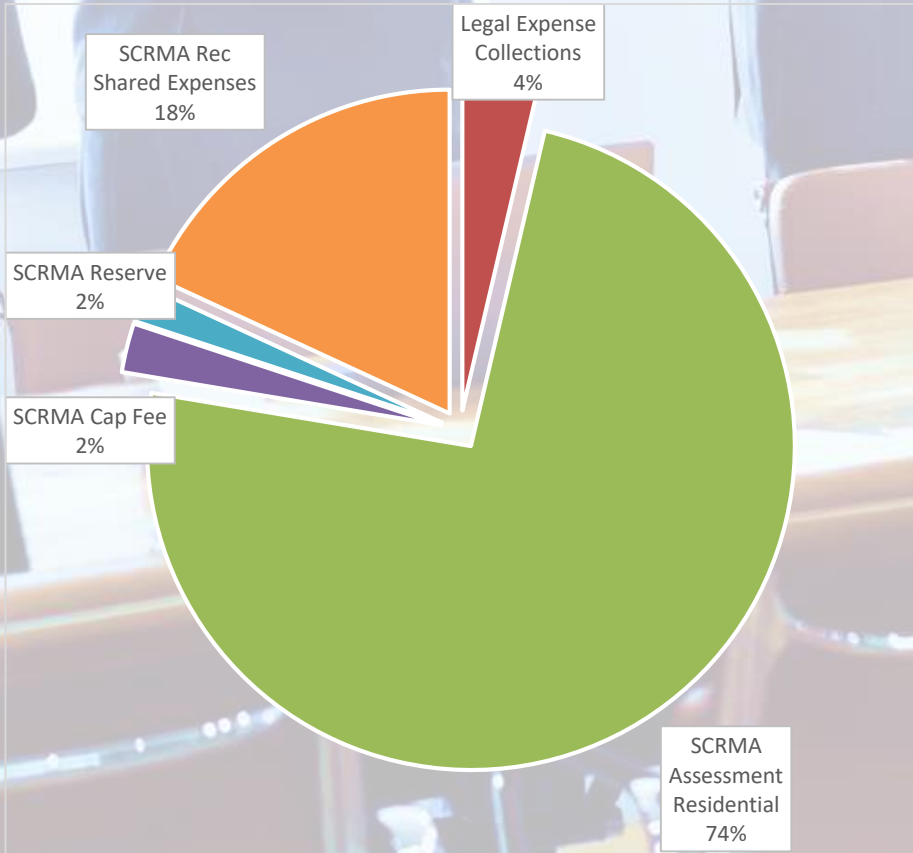
Owner Asmt- Residential Asmt	\$462,024
Owner Asmt- SCRMA	\$1,210,302
Capitalization Fees SCRMA	\$40,176
Capitalization Fees Diamond Ba	\$10,044
Fines - Owners	\$100
Finance Charge	\$27,000
Late Fees	\$22,000
Other Fees ARC Review	\$1,350
Other Owner Incm Access Cards	\$1,000

TOTAL INCOME

1,773,996



VILLAGE OF DIAMOND BAY 2021 EXPENSES



EXPENSES

Administrative Exp. Other	\$2,000
Bad Debt Expense	\$3,000
Bank Charges	\$300
Legal Expense Collections	\$60,000
Legal Expense Corporate	\$1,000
Reserve Contribution	\$5,000
SCRMA Assessment Residential	\$1,210,302
SCRMA Cap Fee	\$40,176
SCRMA Reserve	\$29,630
SCRMA Rec Shared Expenses	\$296,298
TOTAL OPERATING EXPENSES	\$1,647,706

2022 BUDGET

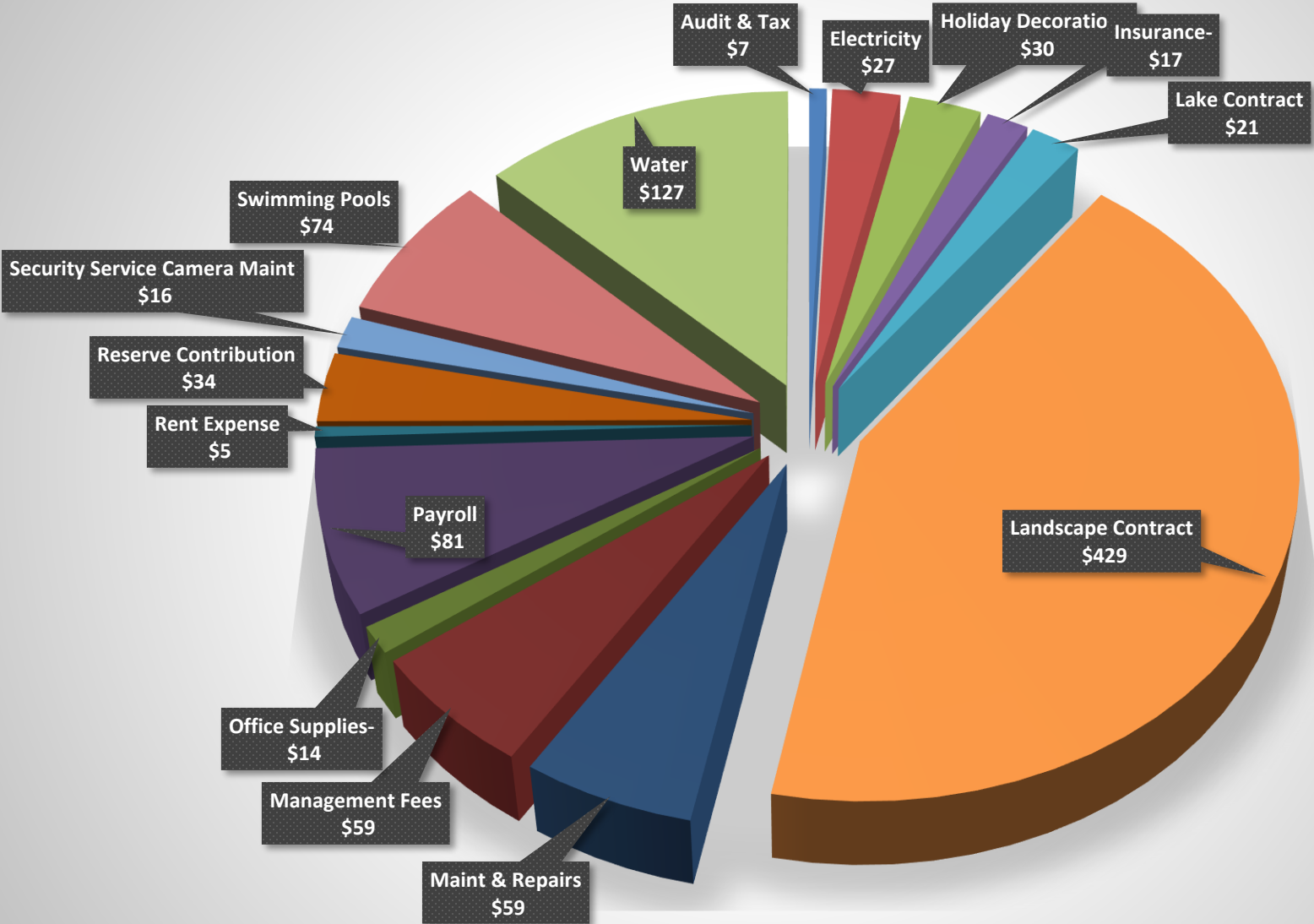
INCOME

Owner Asmt- Residential Asmt	\$	535,992
Owner Asmt- SCRMA	\$	1,404,066
Capitalization Fees SCRMA	\$	46,608
Capitalization Fees Diamond Ba	\$	17,478
Other – Asmt ARC Rvw	\$	250
Fines - Owners	\$	100
Finance Charge	\$	15,000
Late Fees	\$	21,000
Other Fees ARC Review	\$	3,000
Other Owner Incm Access Cards	\$	1,000
Non-Owner Incm Interest	\$	1,700
TOTAL INCOME		\$2,046,294

EXPENSES

Administrative Exp. Other	\$	3,000
Bad Debt Expense	\$	3,000
Bank Charges	\$	350
Legal Expense Collections	\$	68,000
Legal Expense Corporate	\$	30,000
Reserve Contribution	\$	5,000
SCRMA Assessment Residential	\$	1,404,066
SCRMA Cap Fee	\$	46,608
SCRMA Reserve	\$	34,956
SCRMA Rec Shared Expenses	\$	289,358
TOTAL OPERATING EXPENSES		\$1,879,338

What does \$999 pay for?

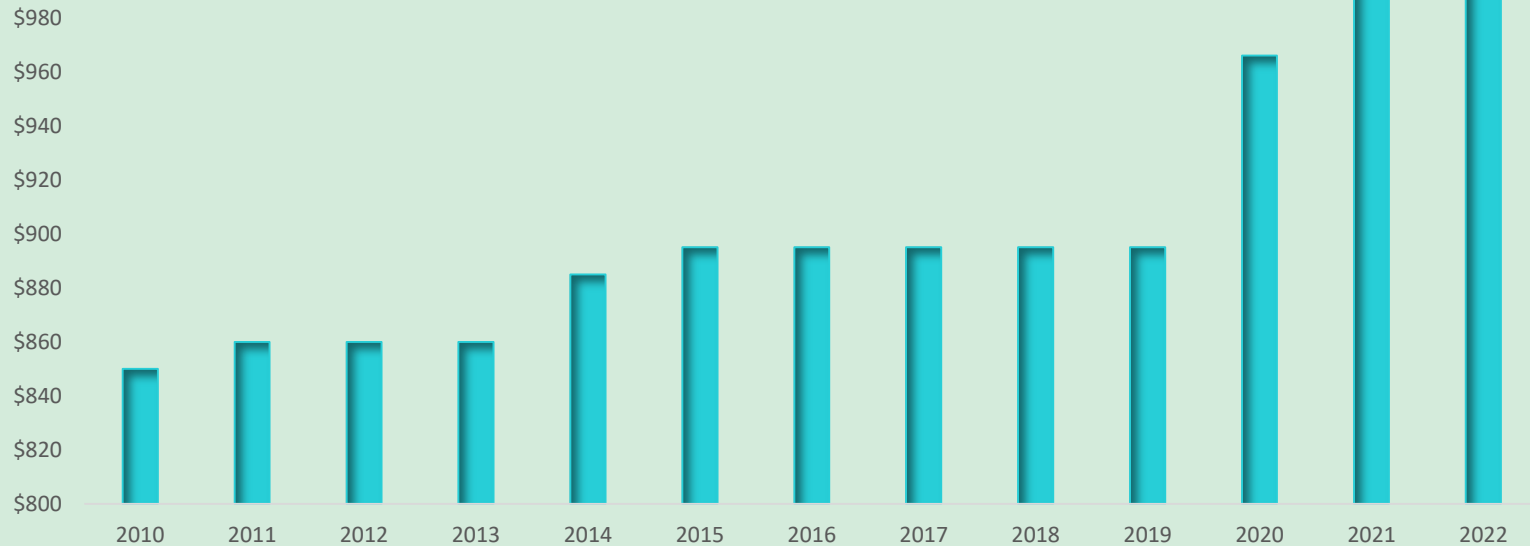


VILLAGE OF DIAMOND BAY HOA

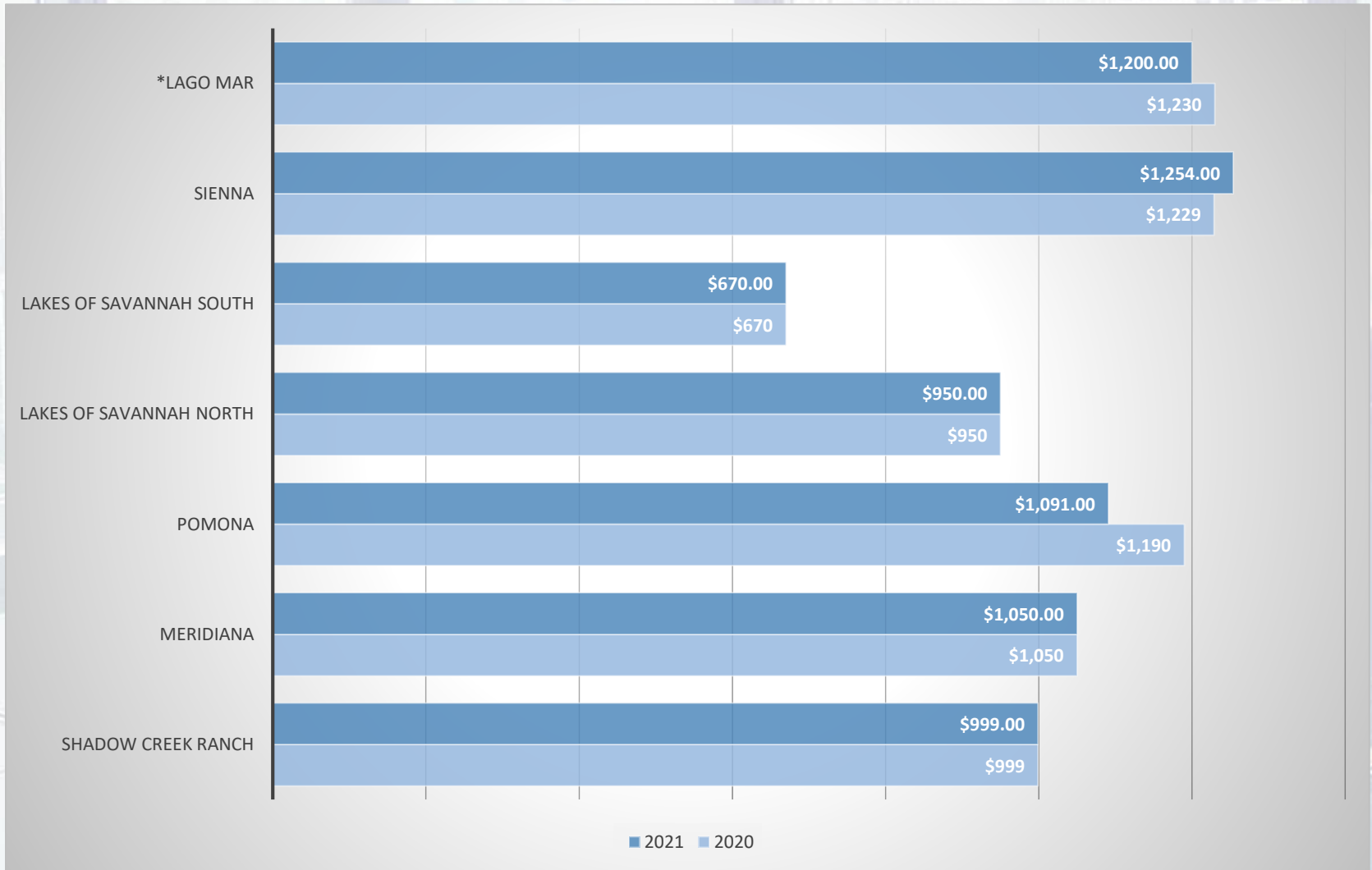
Historical & Future

Assessment Dues

2010- 2022



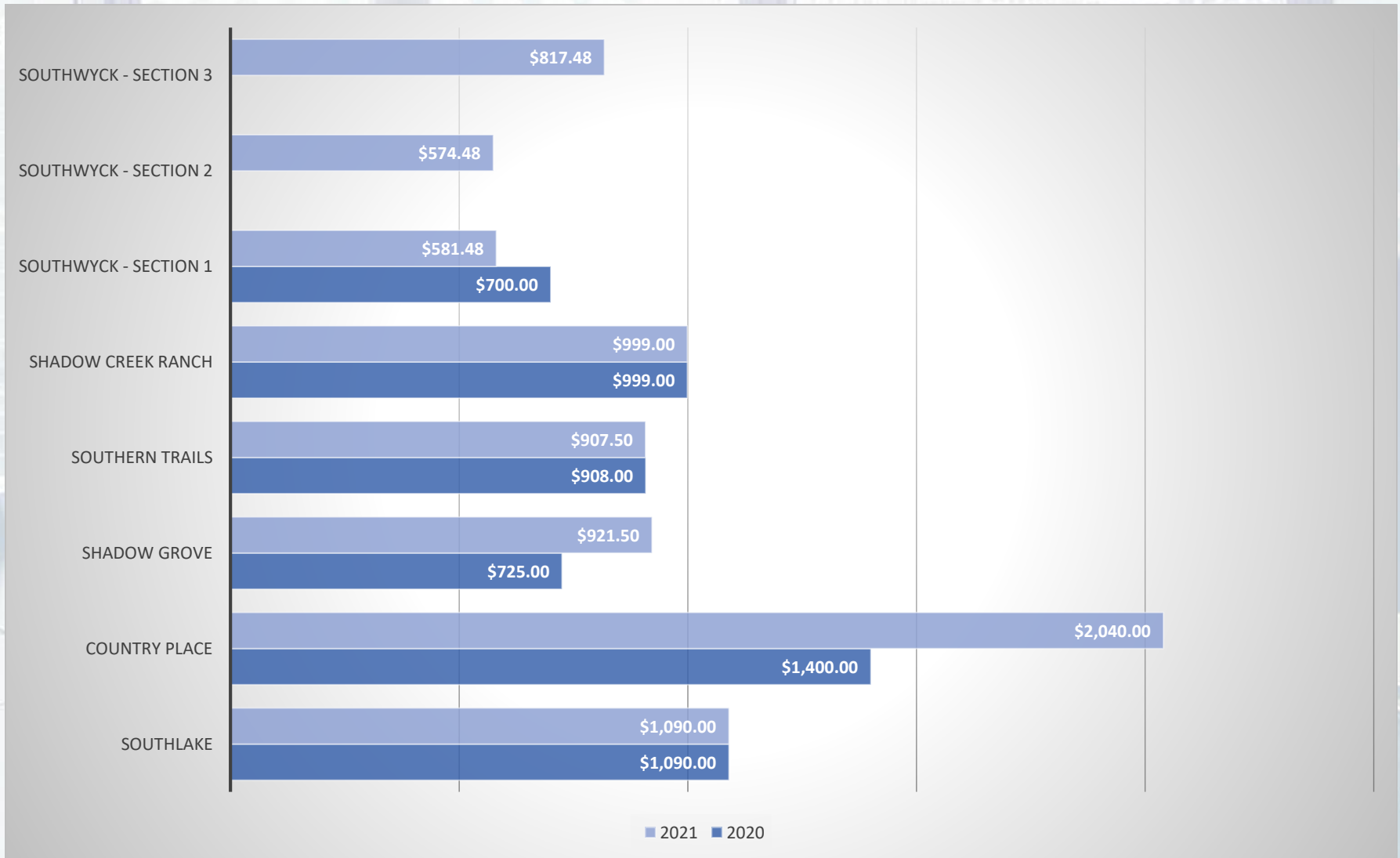
COMPARISON TO OTHER MASTER PLAN COMMUNITIES IN SIZE



**Annual gated maintenance fee (after section reaches 85% completion) will increase \$200*



COMPARISON TO OTHER MASTER PLAN COMMUNITIES IN AREA



Assessment Pre-payment Option

The 2022 assessment dues of \$999.00 for your community is due in full on January 1, 2022 and becomes delinquent on January 31, 2022. Payment received after January 31, 2022 will incur a late fee of One Hundred Dollars (\$100.00) and a monthly interest finance charge of 18% per annum until paid in full.

Using the Pre-payment Plan option to pay your HOA dues offers many benefits.

1. Your dues are split up into more manageable, monthly payments.
2. Avoid receiving one large statement during the holidays.
3. The earlier you sign up, the lower the monthly payment. Therefore, by the time 2022's bill is due you will only owe a small amount, for any increase in the new year's fees.

No matter how you look at it, it is a wise choice to make. So simply go to www.shadowcreekbranchhoa.com , login to the Pay Online tab using ClickPay, then look for the "Auto Pay" option and follow the prompts.



VILLAGE OF DIAMOND BAY

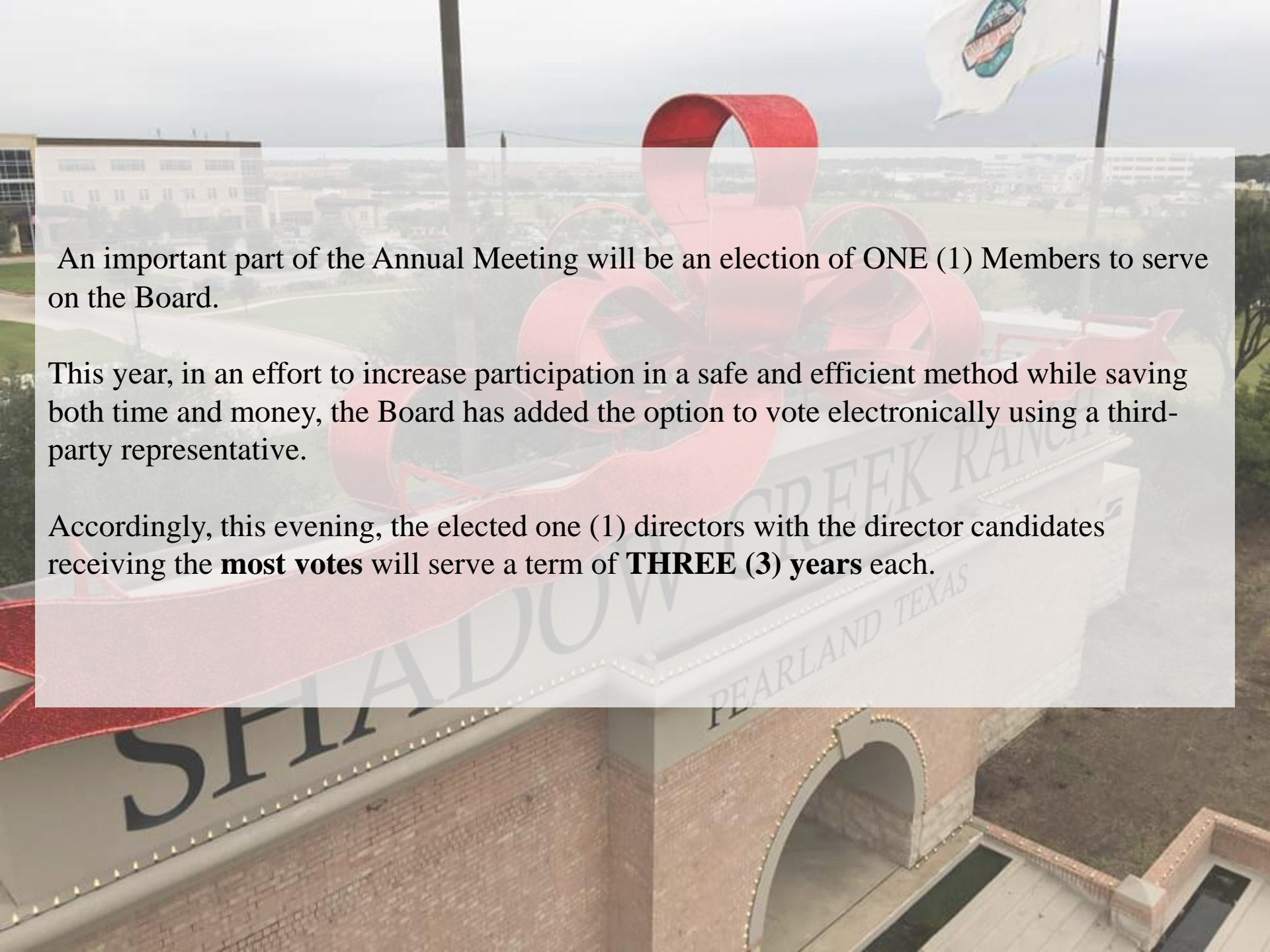
Election of Directors

The director(s) candidates receiving the most votes will serve terms of three (3) years each.

Section 10.4.(A). Quorum for Election of Directors. For a meeting of the Members at which a Director or Directors will be elected, the Members present in person or by proxy, absentee ballot, electronic ballot, or any other method of representative or delegated voting, shall constitute quorum for the purpose of conducting elections. The nominees or candidates who receive the greatest number of votes shall be elected to the open positions on the Board of Directors.



Election Introduction of Candidates

The background image shows a brick building with a large, stylized red ribbon sculpture in the foreground. A flag is visible on a pole to the right. The building has a sign that reads "SHADOW CREEK RANCH" and "PEARLAND TEXAS".

An important part of the Annual Meeting will be an election of ONE (1) Members to serve on the Board.

This year, in an effort to increase participation in a safe and efficient method while saving both time and money, the Board has added the option to vote electronically using a third-party representative.

Accordingly, this evening, the elected one (1) directors with the director candidates receiving the **most votes** will serve a term of **THREE (3) years** each.



Sarah Riggins



SHADOW
CREEK
RANCH

Community Updates

Holiday Decorations will be installed beginning November 1st , lighting will commence December 1st.

The SCRMA Board of Directors has approved a trial run of a Winter S.A.Y.O.R (Swim At Your Own Risk) season. The anticipated dates for this winter season are from November 8 to January 31st. As the SCRMA board has the opportunity to evaluate the traffic this season will help determine if the Winter S.A.Y.O.R will be available to homeowners every year moving forward.

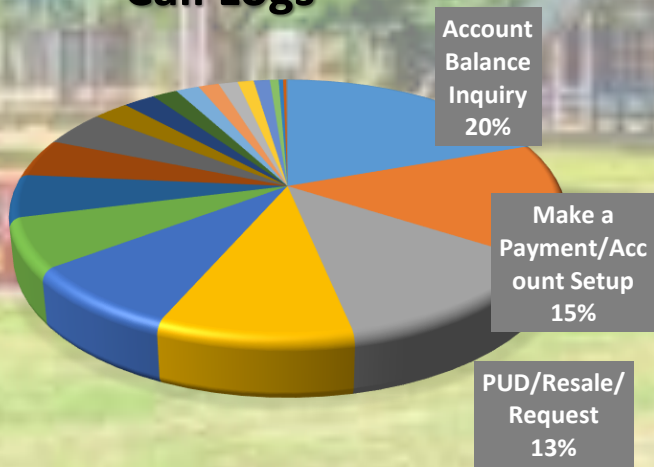
The landscaping company will be removing dead landscaping through the end of 2021 throughout the community as a result of Tropical Storm Nicholas and the winter freeze.

PROPERTY FACILITY REPORT

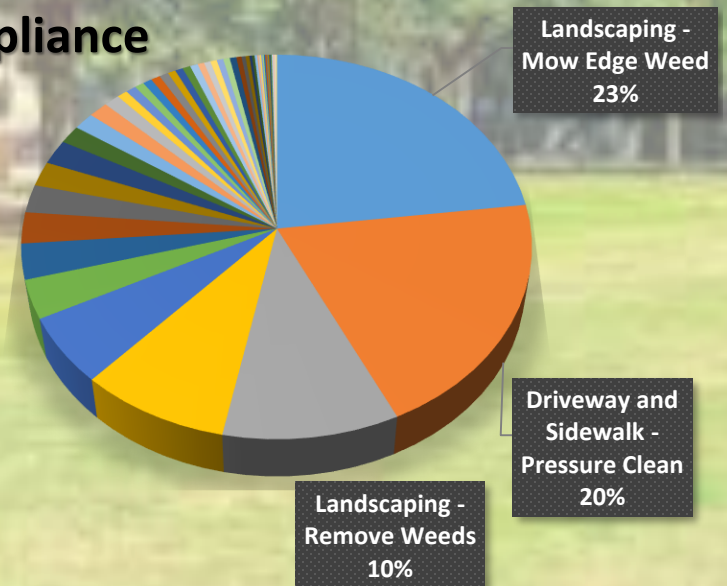
YTD the Village of Diamond Bay had 1,105 Non-Compliance Violations, 71 ARC applications and 972 resident calls.

One of the focuses for our community this year is improving Non-Compliance Deed Violations which means that repeat offenders could be turned over to legal and be responsible for the costs incurred.

Call Logs



Non - Compliance





WHO TO CONTACT?

The Village of Diamond Bay HOA offers a web-based service that utilizes proprietary software to give you real-time information about your community and your homeowner account. By logging on to <https://villageofdiamondbay.connectresident.com/> you will be able to, when available:

- View your account balance and history
- Be the first to know the latest news in your neighborhood
- See your community calendar
- Access the governing documents for your association
- Search frequently asked questions
- Read current and archived newsletters
- View account information, such as mailing address, phone numbers and email addresses registered to your account

CLUBHOUSE:

The Village of Emerald Bay Clubhouse is located at: 11814 N. Clear Lake Loop.

Deposit is \$130.00

Contact the HOA office at 713.436.4563 or Help@shadowcreekranchhoa.com for reservation availability

COMMUNITY LIGHTING:

Report streetlight outages to <https://slo.centerpointenergy.com/>

Monument light outages should be reported to the HOA by submitting a work order through the portal or emailing Help@shadowcreekranchhoa.com or calling 713.436.4563

MOSQUITO CONTROL: (Handled by counties)

Brazoria: 979.864.1532 · Fort Bend: 281.342.0508

DOGGIE BUSINESS:

Attention dog owners: Please make sure your pet does its "business" in the privacy of its own home and not in your neighbor's yard. Pets must always be restrained.

REGISTER YOUR PET All residents who reside in the city limits must register their pets with the City of Pearland. Only five pets are allowed per household. There is an annual fee of \$10 if your animal is sterilized and \$30 if your animal is not sterilized. Proof of current rabies vaccination must be provided. The licensing documents (to register your pet) can be found at all local veterinarian offices or the Animal Control office or you can register your pet online.

PEARLAND ANIMAL CONTROL

2002 Old Alvin Rd. Pearland, Texas 77584

IS IT BROKEN?

Please report Common Area Work Orders to the HOA by visiting the website at:

www.ShadowCreekRanchHOA.com (log-in required) or contacting the HOA office by calling 713.436.4563 or by email Help@shadowcreekranchoa.com

ARC REQUIREMENTS:

All exterior change requests must be submitted to the Architectural Review Committee for review and written approval must be obtained prior to commencement of work.

There is a \$25.00 administrative fee and \$25.00 post inspection for each application made payable by check or money order to the FirstService Residential.

Pool applications must be accompanied by an administrative fee of \$125.00 for each application made payable by check or money order to the FirstService Residential.

A copy of the lot survey is required for any home modifications excluding paint, in which case paint samples are required at the time of application. Include a building list of materials, color/paint samples, and (if applicable) drawings.

CHANGE OF ADDRESS?

Remember to notify the Homeowners Association office in writing of address changes. If you are leasing your home, the HOA needs to know. The HOA mails important information to the address on record unless notified otherwise.

STREET PARKING:

For the safety of our children and neighbors, if you have multiple vehicles, please park them in your driveway. Street Parking is not prohibited in Shadow Creek Ranch or the City of Pearland.

Report illegal parking or safety issues to:

Pearland Police Dept. Non-Emergency **281.997-4100**

City of Pearland Code of Compliance **281.652.1766**

BRAZORIA-FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT 1

<http://www.bfbcmud1.com/>

The District generally meets on the first Friday of the month at 12:00 p.m. at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas 77027. In addition to the website, agendas for each meeting are posted at the Recreation Center at 14210 Windward Bay Drive, Pearland, TX 77584, and at the Brazoria and Fort Bend County Courthouses at least 72 hours before every meeting, and the Board of Directors invites all members of the public to attend its meetings. Please contact the District through the Contact Us page if you need confirmation of a Board meeting.

As a reminder, the City of Pearland operates our water and sewer system and provides garbage collection services. If you have any questions about your service, please call the City of Pearland at (281) 652-1603 or visit the following link: <https://www.pearlandtx.gov/departments/public-works/water-production>



Thank you for your continued support!

Meeting Adjourned

MEMBER FORUM

The Board values the insight and input of all owners, to ensure that everyone has the opportunity for resolution, please email QUESTIONS & SUGGESTIONS to the HOA at:

EMAIL: help@shadowcreekranchhoa.com