



SHADOW  
CREEK  
RANCH

**Shadow Creek Ranch**  
**Village of Biscayne Bay**  
**Members Annual Meeting**

**Wednesday, November 3, 2021 at 6:30 PM**

URL Location: <https://zoom.us/j/84478937359>



# **2021 Annual Meeting of the Members**

## **Agenda**

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

# VILLAGE OF BISCAYNE BAY

## Board of Directors



Jennifer Doest  
President



Jorge Leon  
Vice President



Rebecca Kern  
Homeowner  
Director



# **RELATIONSHIP BETWEEN SHADOW CREEK RANCH MAINTENANCE ASSOCIATION & VILLAGE OF BISCAYNE BAY**

## **SHADOW CREEK RANCH MAINTENANCE ASSOCIATION**

**COMMERCIAL  
OWNERS  
ASSOCIATION**

**VILLAGE OF  
REFLECTION BAY**

**VILLAGE OF  
BISCAYNE BAY**

**VILLAGE OF  
Biscayne BAY**

**VILLAGE OF  
EMERALD BAY**

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



# Where is the Village of Biscayne Bay?

1. West Meadows Trails
2. East Meadows Trails
3. Nicole Terrace
4. Creekside Meadows
5. Silverleaf Glen
6. Biscayne Bay
7. Regents Glen
8. North Briarwood
9. South Briarwood
10. Trinity Shores
11. Brookglen
12. Riverside Place
13. Copper Creek
14. Village Green
15. Seacrest Pointe
16. Harvest Grove
17. Shadow Ridge



**HOMES  
1943**

# Guest Speaker



**Mayor Kevin Cole**

**City of Pearland**

# Guest Speaker



**Martin Griggs, AICP**

**City of Pearland Planning Manager**





# **Approval of the 2020 Annual Meeting Minutes**

## **2020 Annual Meeting of the Members Meeting Minutes**

# **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 and Walking Trail refurbishment that was completed late September 2021.

The winter freeze brought damage to SCR landscaping, estimating at \$2.7M which eighty (80) percent was due to the winter freeze. The horticulturist for SCR Dr Robert E Moon advised for 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.

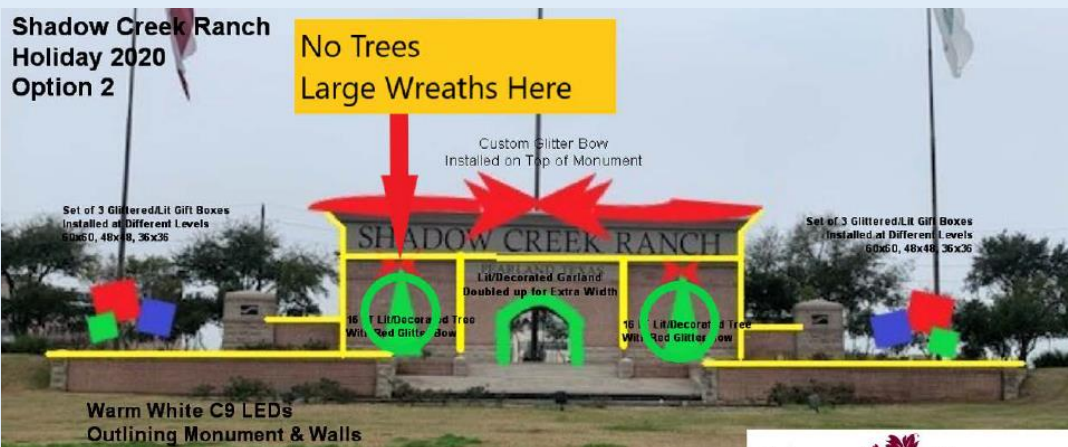
The following community updates took place in 2021:

- Biscayne Bay Pool Replaster

- Pool furniture refurbishment

- Diamond Bay slide and slide structure refurbishment

# New Holiday 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

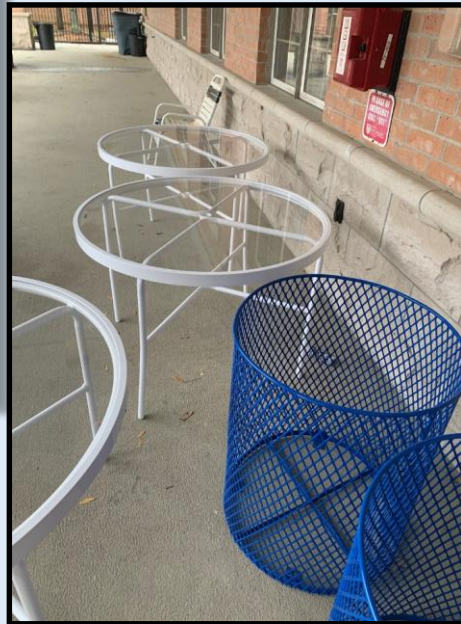
## Combination 2

Green Box with Silver Bow  
Gold Box with Red Bow

## Combination 4

Green Box with Gold Bow  
Silver Box with Red Bow

# Pool Furniture



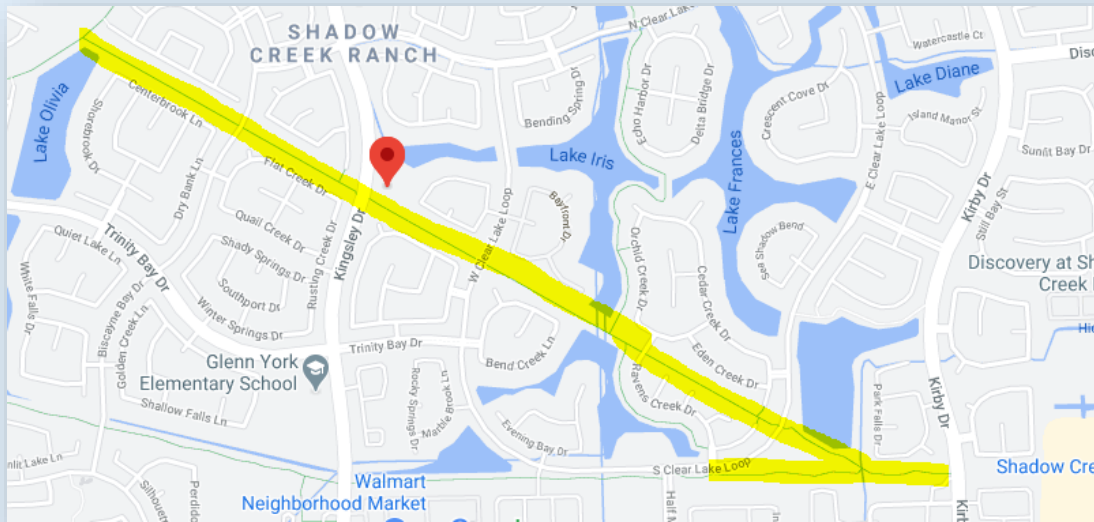


# Project Photos





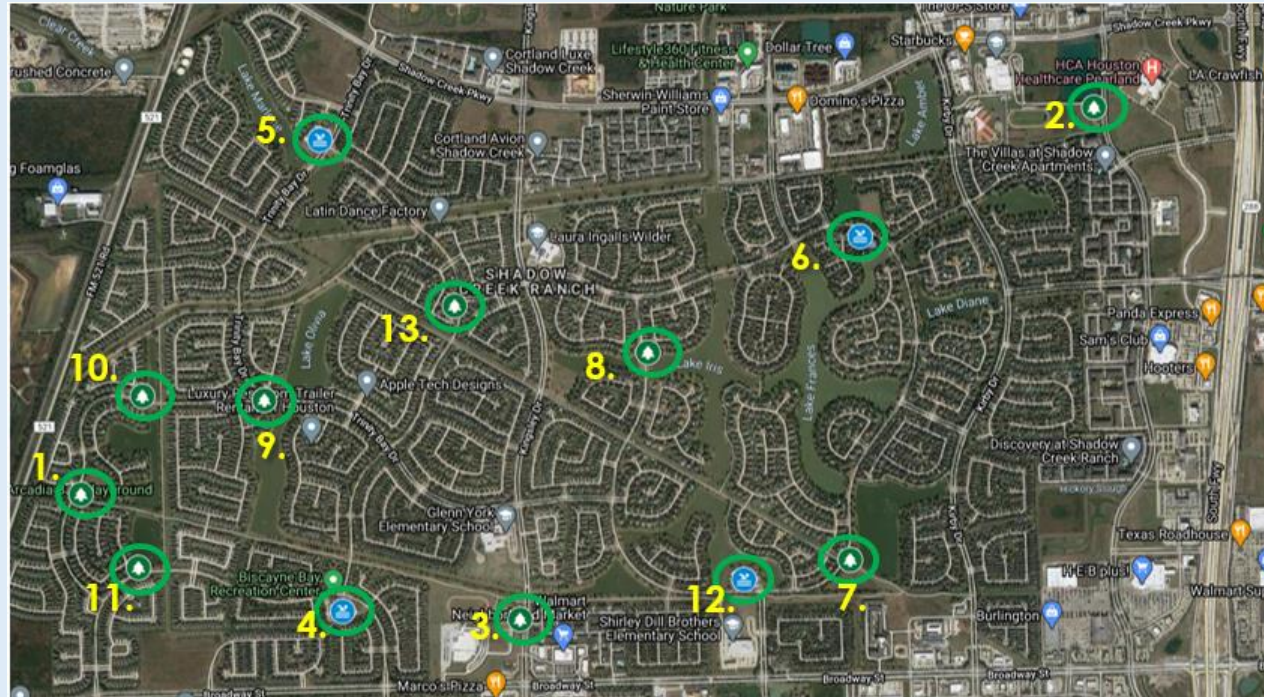
# Walking Trails



# 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**

**2020 Operations**

**2021 YTD Income & Expense**

**2022 Budget**

# 2020 Financial Results

## Reserve Account

Start of 2020	\$36,754
End of 2020	\$41,787
Increase	\$5,033 (annual contribution plus interest)

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

# 2020 Village Financial Results

Year End OPERATING PERFORMANCE	
Income	(\$9,755)
Expenses	\$121,828
Surplus/(Deficit)	\$112,073

- **IN 2020 OPERATING INCOME WAS UNDER BUDGET \$10K**  
DUE TO FINANCE CHARGES AND LATE FEES
- **2020 OPERATING EXPENSES UNDER BUDGET \$122K**  
DUE TO BAD DEBT, SEASONAL COLOR, AND LEGAL EXPENSE



		PRIOR MONTH	CURRENT MONTH	VARIANCE
	<b>ASSETS</b>			
	OPERATING FUND			
10001 107	Operating Account Cap One 0130	642,967.94	531,801.22	(111,166.72)
10010 107	Operating Account VOBB-0590	416.21	416.21	0.00
10051 107	Operating MM FVC 0525	<u>201,987.69</u>	<u>202,054.11</u>	<u>66.42</u>
	TOTAL OPERATING FUND	845,371.84	734,271.54	(111,100.30)
	ACCOUNTS RECEIVABLE			
12005	A/R Beginning Balances	411.52	411.52	0.00
12100	A/R Assessment	124,783.04	119,521.31	(5,261.73)
12300	A/R Late Fees/ F.C.	30,323.81	29,811.68	(512.13)
12310	A/R Admin Fee	9,237.67	8,817.99	(419.68)
12320	A/R Bank Charges	524.92	524.92	0.00
12330	A/R Billing/Violations	100.00	100.00	0.00
12340	A/R Closing Contribution	8,234.26	7,734.26	(500.00)
12345	A/R Mowing Fee	815.00	815.00	0.00
12360	A/R Legal Fees	56,032.78	58,253.59	2,220.81
12365	A/R Maintenance	1,010.50	995.73	(14.77)
12385	A/R Transfer Fee	476.50	226.50	(250.00)
12500 000	Allowance-Doubtful	<u>(72,264.56)</u>	<u>(72,264.56)</u>	<u>0.00</u>
	TOTAL ACCOUNTS RECEIVABLE	159,685.44	154,947.94	(4,737.50)
	REPLACEMENT FUND			
15001 107	Reserve Account Cap One 5863	<u>46,790.42</u>	<u>46,790.80</u>	<u>0.38</u>
	TOTAL REPLACEMENT FUND	46,790.42	46,790.80	0.38
	TOTAL ASSETS	<u>1,051,847.70</u>	<u>936,010.28</u>	<u>(115,837.42)</u>

Financials are as of 9.30.2021

		PRIOR MONTH	CURRENT MONTH	VARIANCE
	<b>LIABILITIES</b>			
	ACCOUNTS PAYABLE			
22000	Accounts Payable CY	1,515.00	9,316.97	7,801.97
22100 025	Other Payables - Management Company	395.99	195.99	(200.00)
22100 035	Other Payables - FSR WelcomePacket	0.00	26.50	26.50
22360 000	Prepaid Assessment	155,038.25	162,381.44	7,343.19
22380 010	Refundable Deposits Pool Deposit	2,500.00	2,500.00	0.00
22380 020	Refundable Deposits Clubhouse Deposit	150.00	150.00	0.00
22380 105	Refundable Deposits ACC Deposit	125.00	125.00	0.00
22420	Unearned Assessment	177,089.34	132,817.00	(44,272.34)
	TOTAL ACCOUNTS PAYABLE	336,813.58	307,512.90	(29,300.68)
	TO/FROM AFFILIATES			
26000 300	Due To/From SCRMA	115,183.00	0.00	(115,183.00)
	TOTAL TO/FROM AFFILIATES	115,183.00	0.00	(115,183.00)
	TOTAL LIABILITIES	451,996.58	307,512.90	(144,483.68)
	REPLACEMENT RESERVE			
31100 000	P/Y Reserve	41,787.34	41,787.34	0.00
31200 000	C/Y Contribution	5,000.00	5,000.00	0.00
31250 000	Rsrv Interest Income	3.08	3.46	0.38
	TOTAL REPLACEMENT RESERVES INCOME	46,790.42	46,790.80	0.38
	TOTAL REPLACEMENT RESERVES	46,790.42	46,790.80	0.38
	REPLACEMENT RESERVE GRAND TOTAL	46,790.42	46,790.80	0.38
	FUND BALANCE			
38000	Accumulated Oper Surplus/Deficit	551,337.76	551,337.76	0.00
	Current Year Surplus (Deficit)	1,722.94	30,368.82	28,645.88
	TOTAL FUND BALANCE	553,060.70	581,706.58	28,645.88
	TOTAL EQUITY	599,851.12	628,497.38	28,646.26
	TOTAL LIABILITIES & EQUITY	1,051,847.70	936,010.28	(115,837.42)

Financials are as of 9.30.2021

# Financial Status as of 9.30.2021

	M-T-D ACTUAL	M-T-D BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING	
OPERATING INCOME									
40000 01 Owner Asmt- Residential Asmt	44,272	44,272	0	359,179	359,176	3	536,264	(177,085)	
40000 30 Owner Asmt- SCRMA	0	0	0	1,404,789	1,404,066	723	1,404,066	723	
42100 30 Capitalization Fees SCRMA	8,800	3,886	4,914	40,800	31,088	9,712	46,632	(5,832)	22 closings in the period YTD +24
42100 31 Capitalization Fees Biscayne B	2,200	972	1,228	10,200	7,776	2,424	11,664	(1,464)	
43000 04 Other Asmt- ARC Rww-Pool Appl	0	21	(21)	0	168	(168)	252	(252)	
43060 00 Fines - Owners	0	8	(8)	0	64	(64)	96	(96)	
43080 00 Finance Charge	448	1,250	(803)	7,932	10,000	(2,068)	15,000	(7,068)	448/ 015=29,866 OR 98.5% collected
43100 00 Late Fees	0	1,750	(1,750)	14,201	14,000	201	21,000	(6,799)	
43260 06 Other Fees ARC Review	525	250	275	4,150	2,000	2,150	3,000	1,150	
43320 01 Other Owner Incm ARC Complianc	0	8	(8)	0	64	(64)	96	(96)	
43320 01 Other Owner Incm Access Cards	0	83	(83)	0	664	(664)	996	(996)	
45000 07 Non-Owner Incm Interest Income	69	142	(73)	537	1,136	(599)	1,700	(1,163)	
	56,313	52,642	3,671	1,841,787	1,830,202	11,585	2,040,766	(198,979)	\$12K due to Cap fees
EXPENSES									
51400 05 Administrative Exp. Other	0	250	250	689	2,000	1,311	3,000	2,311	
52800 00 Bad Debt Expense	0	250	250	303	2,000	1,698	3,000	2,698	
53000 00 Bank Charges	25	29	4	102	232	130	348	246	
60000 00 Insurance-	0	0	0	(1,491)	0	1,491	0	1,491	
61200 00 Legal Expense	(8,915)	0	8,915	(47,116)	0	47,116	0	47,116	owner bill backs from paid invoices
61200 01 Legal Expense Collections	8,415	4,583	(3,832)	41,107	36,664	(4,443)	54,996	13,890	collections related legal fees paid in period
61200 02 Legal Expense Corporate	0	83	83	18,086	664	(17,422)	996	(17,090)	DCCR matters and board business
62600 01 Meeting Expenses- Board	46	0	(46)	115	0	(115)	0	(115)	
64000 05 Office Supplies- Postage	0	0	0	(427)	0	427	0	427	
66300 00 Reserve Contribution	0	0	0	5,000	5,000	0	5,000	0	
66520 30 SCRMA Assmnt Residential	0	0	0	1,404,789	1,404,066	(723)	1,404,066	(723)	
66520 30 SCRMA Cap Fee	8,800	3,884	(4,916)	40,800	31,072	(9,728)	46,608	5,808	22 closings in the period YTD +24
66520 30 SCRMA Reserve	0	0	0	34,373	34,373	0	34,373	0	
66520 30 SCRMA Rec Shared Expenses	0	0	0	343,734	343,734	0	343,734	0	
68000 03 Taxes Property	0	0	0	1	0	(1)	0	(1)	
TOTAL EXPENSES	8,371	9,079	708	1,840,065	1,859,805	19,740	1,896,121	56,056	\$20K due to legal expense
SURPLUS/(DEFICIT)	47,943	43,563	4,380	1,723	(29,603)	31,326	144,645	(142,922)	

Financials are as of 9.30.2021

# Financial Status – 2021 Collections

October 15, 2021					
VILLAGE UNIT NO.	RAT E	Accounts at a Zero Balance	Accounts Less than \$400.00	Balance Greater than \$400.00	COLLECTE D
EMERALD 1508	\$999	1363	119 \$8,977.41	26 \$44,587.91	90%
REFLECTION 1144	\$999	1039	88 \$8,312.29	17 \$37,872.10	91%
BISCAYNE 1942	\$999	1791	115 \$10,642.66	36 \$83,114.67	92%
DIAMOND 1705	\$999	1591	75 \$6,270.06	39 \$144,274.15	93%

# 2022 BUDGET

## INCOME

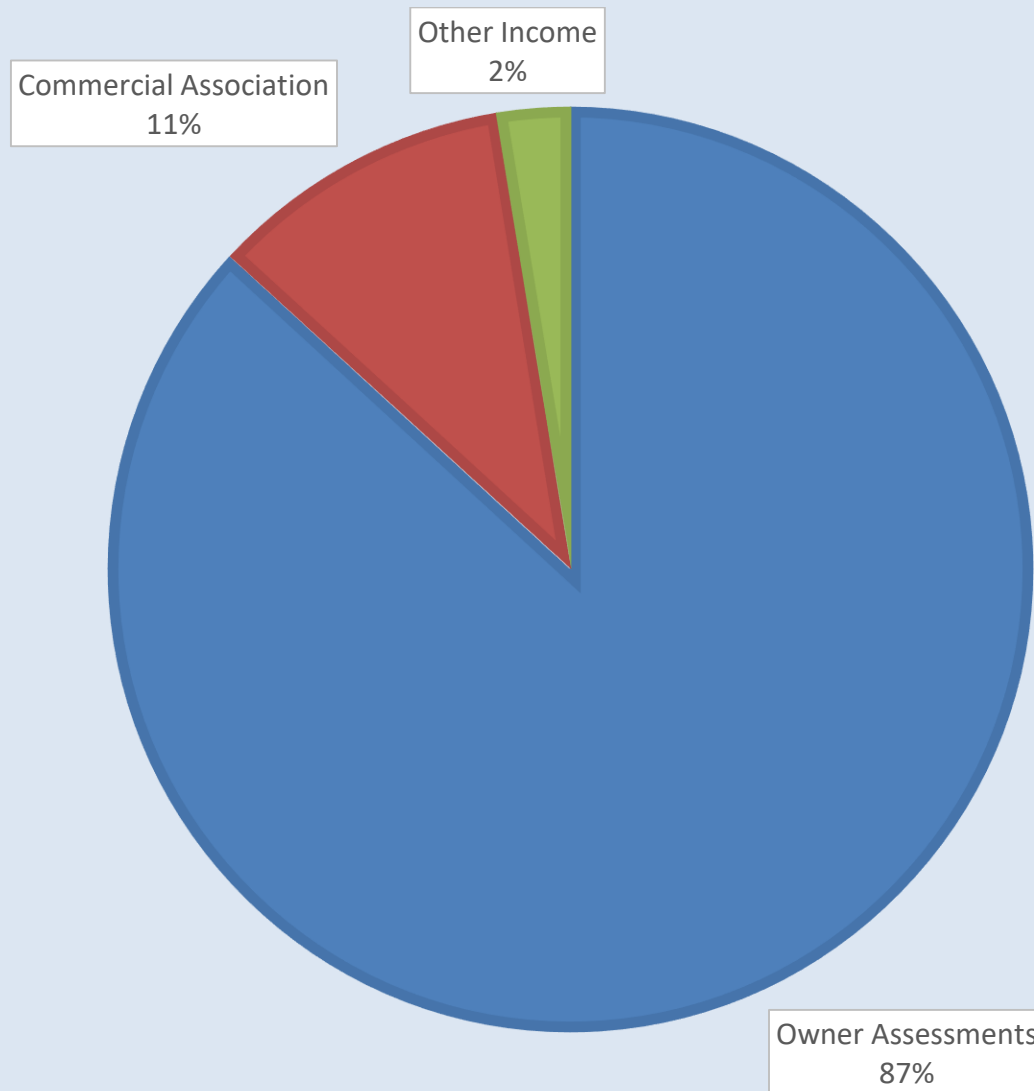
Owner Asmt- Residential Asmt	\$535,992
Owner Asmt- SCRMA	\$1,404,066
Capitalization Fees SCRMA	\$46,608
Capitalization Fees Biscayne B	\$17,478
Other - Asmt ARC Rvw - Pool Appl	\$250
Facilities Club House Rental	0
Fines - Owners	\$100
Finance Charge	\$15,000
Late Fees	\$21,000
Other Fees Transfer Fees	0
Other Fees ARC Review	\$3,000
Other Owner Incm ARC	\$100
Other Owner Incm Access	\$1,000
Non-Owner Incm Interest Income	\$1,700
<b>TOTAL INCOME</b>	<b>\$2,046,294</b>

## EXPENSES

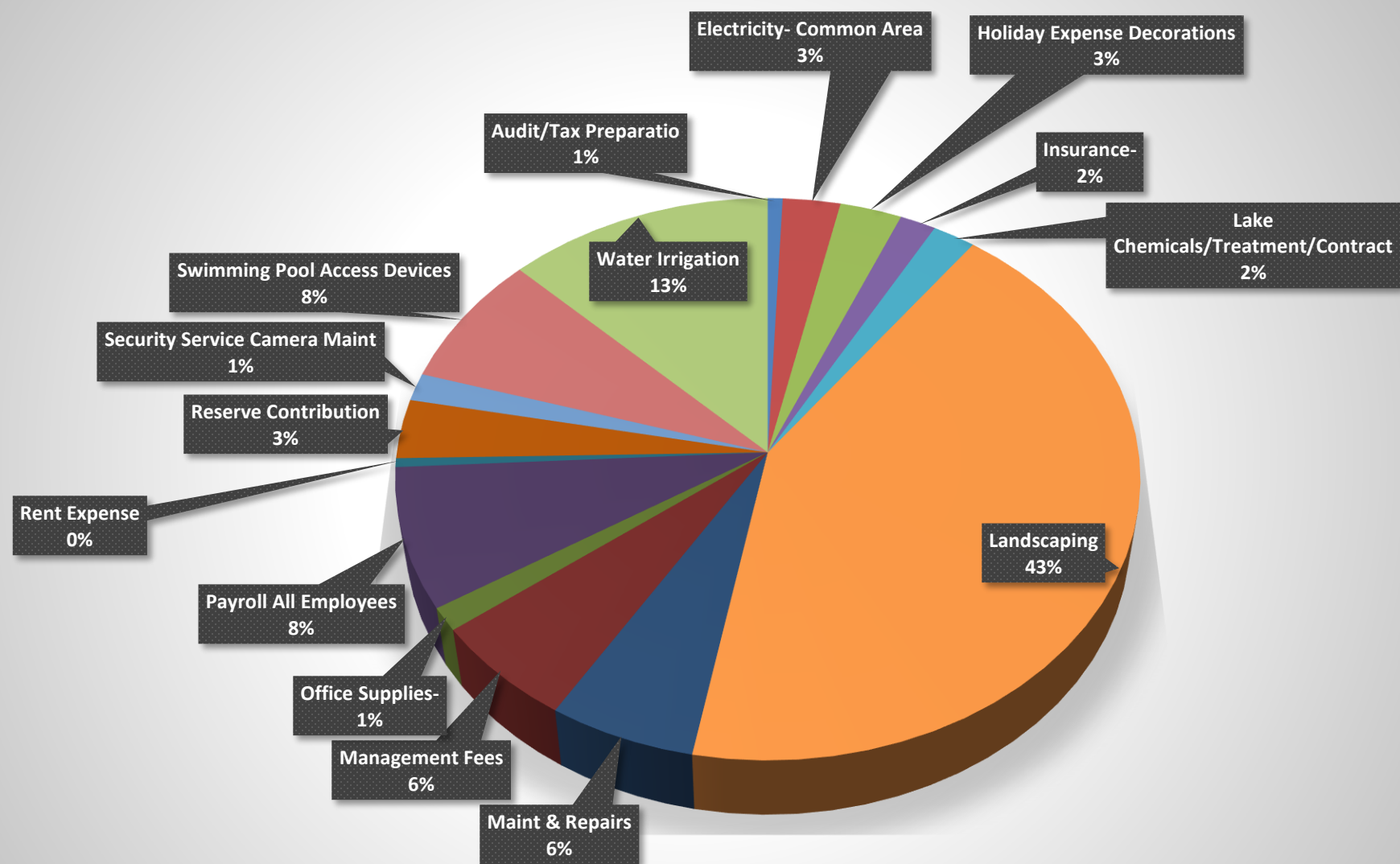
Administrative Exp. Other	\$3,000
Bad Debt Expense	\$3,000
Bank Charges	\$350
Legal Expense Collections	\$68,000
Legal Expense Corporate	\$30,000
SCRMA Assmnt Residential	\$1,404,066
SCRMA Cap Fee	\$46,608
SCRMA Reserve	\$34,956
SCRMA Rec Shared Expenses	\$289,358
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,879,338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



# 2022 One-SCR Budget Total Income \$6,427,776

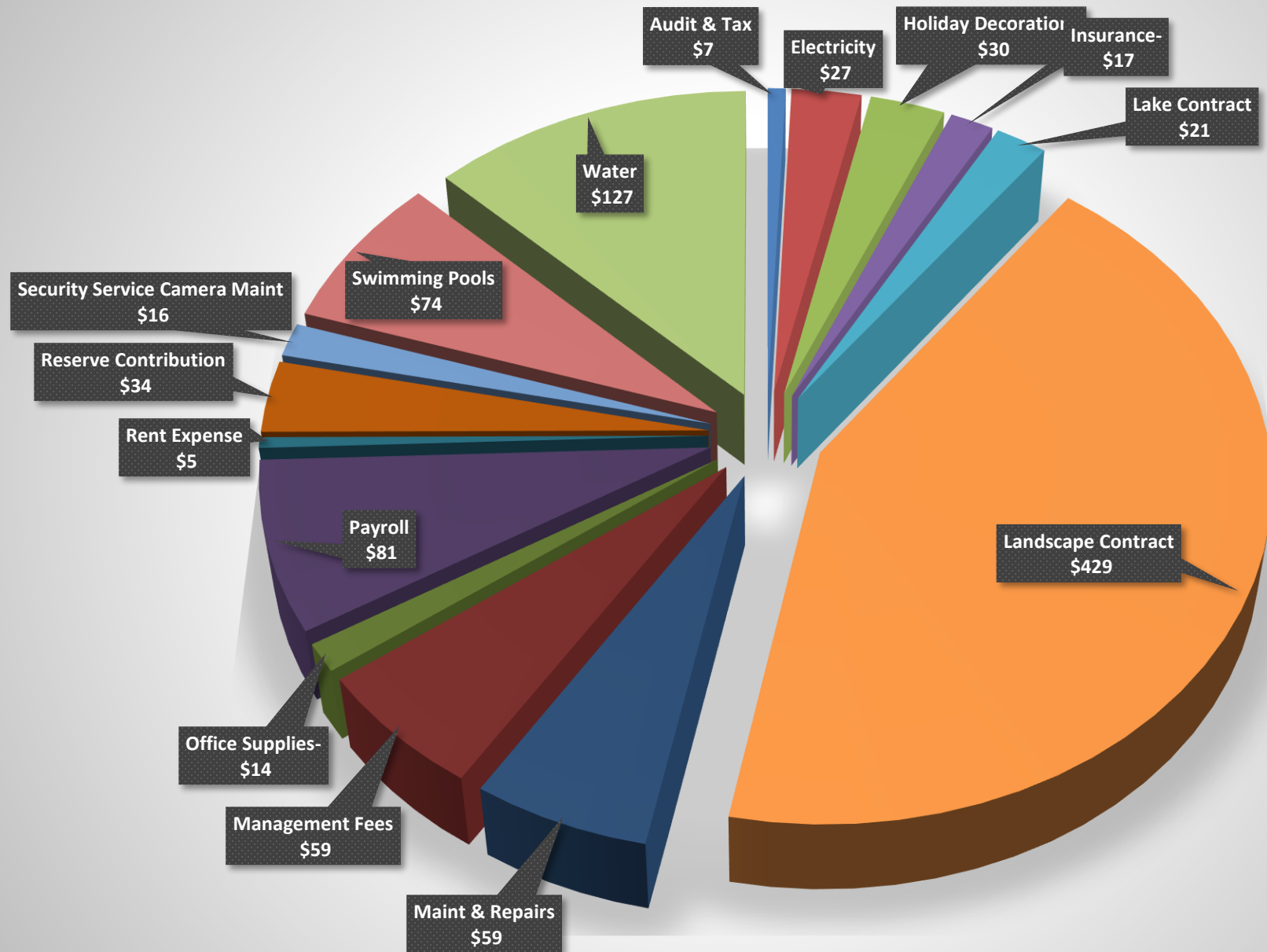


# 2022 One-SCR Budget Total Expense 6,418,731

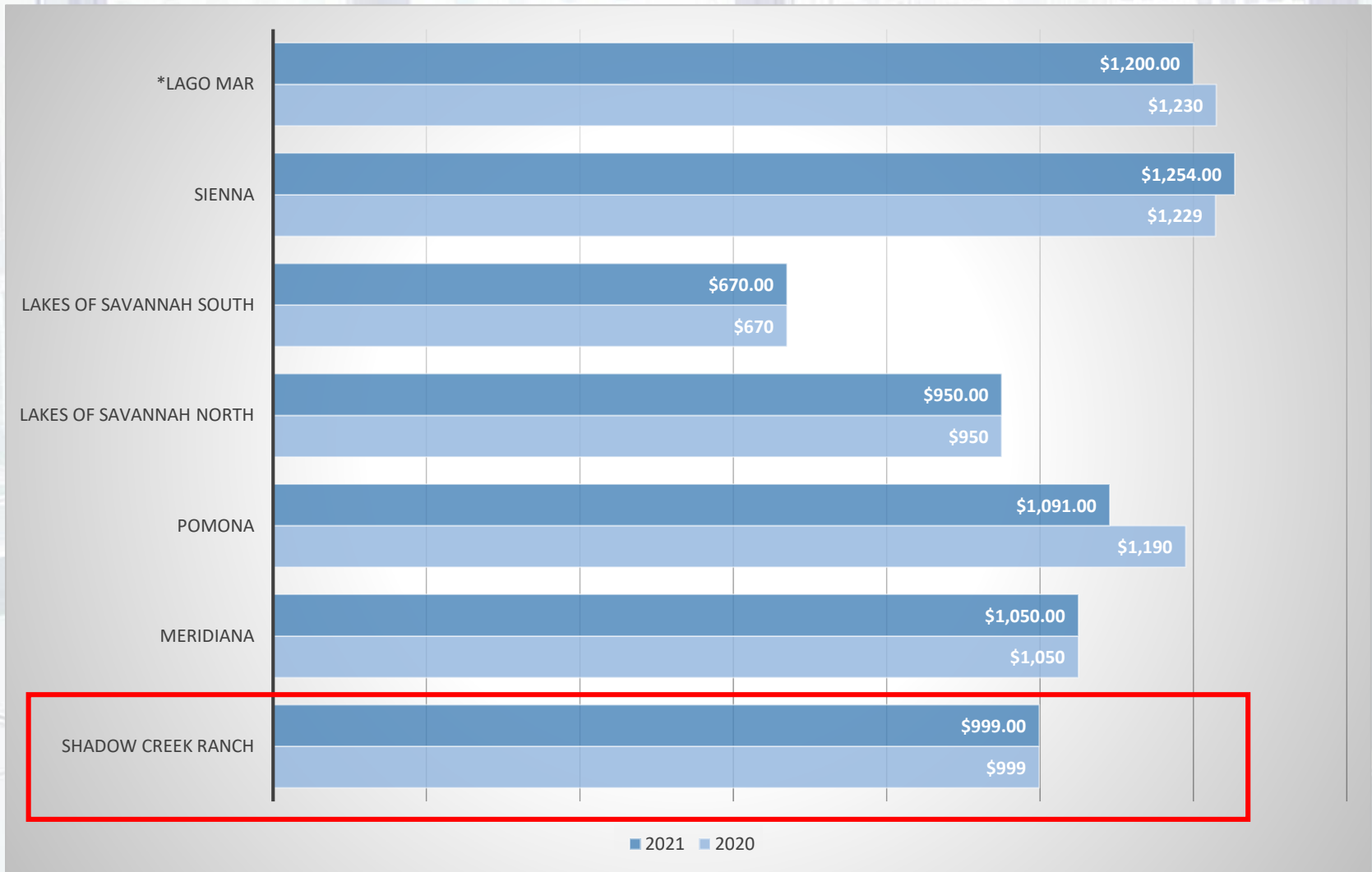


*Minimum of 20K line items contained in graph*

# WHAT DOES \$999 PAY FOR?



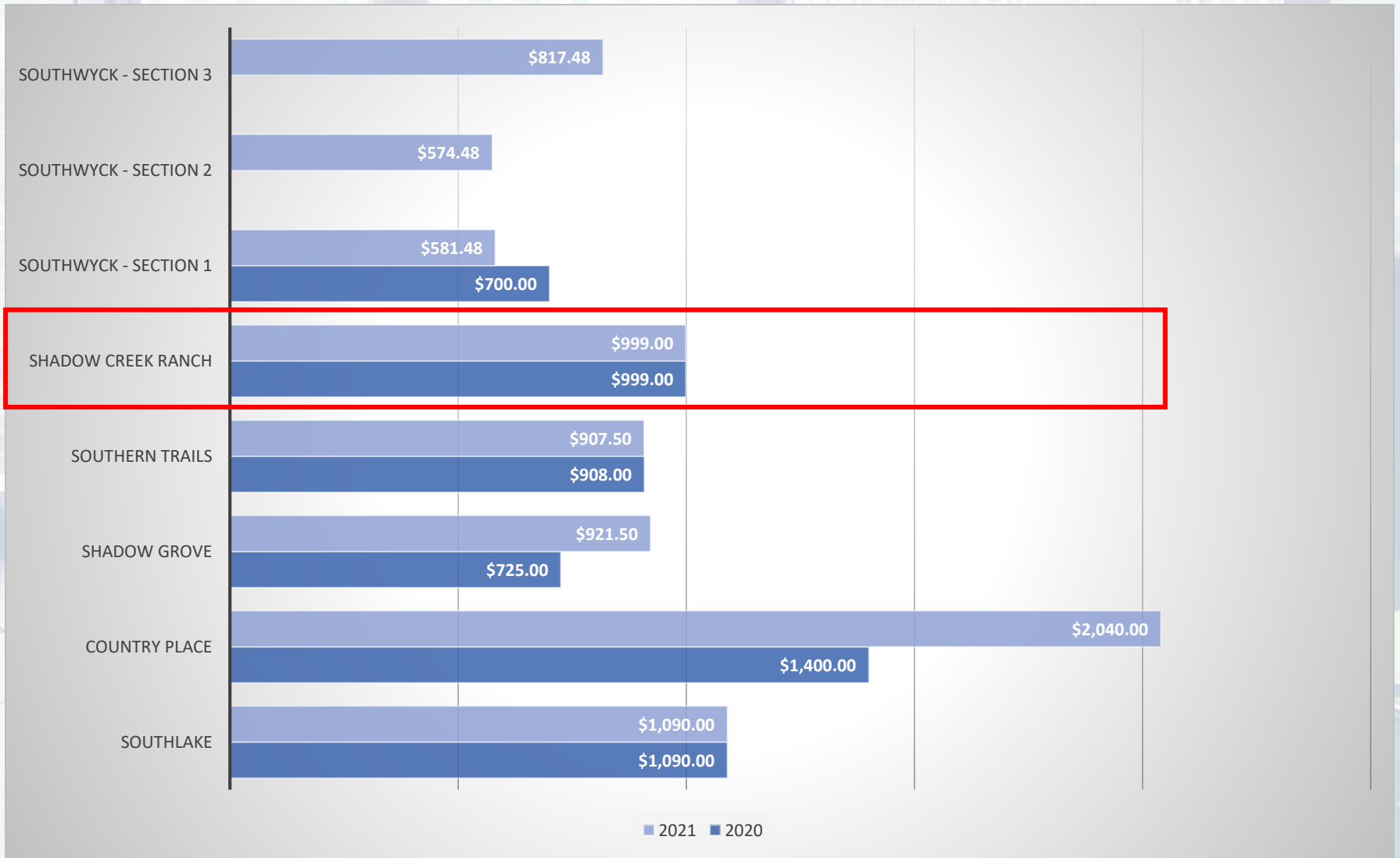
# COMPARISON TO OTHER MASTER PLAN COMMUNITIES IN SIZE



*\*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](http://www.shadowcreekbranchhoa.com) , login to the Pay Online tab using ClickPay, then look for the "Auto Pay" option and follow the prompts.

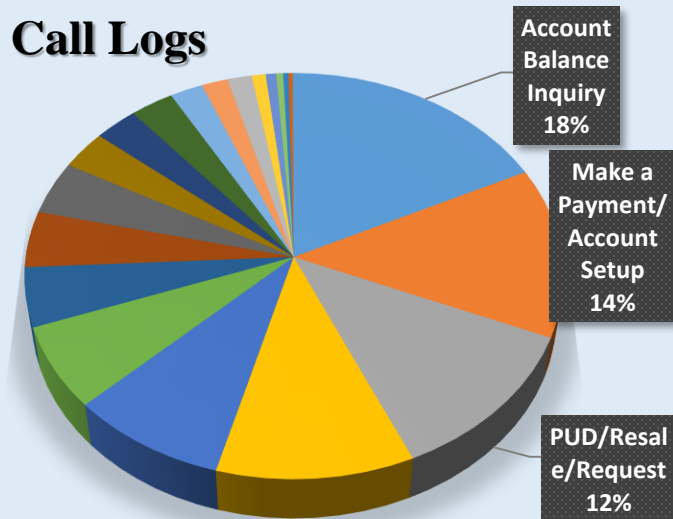


# PROPERTY FACILITY REPORT

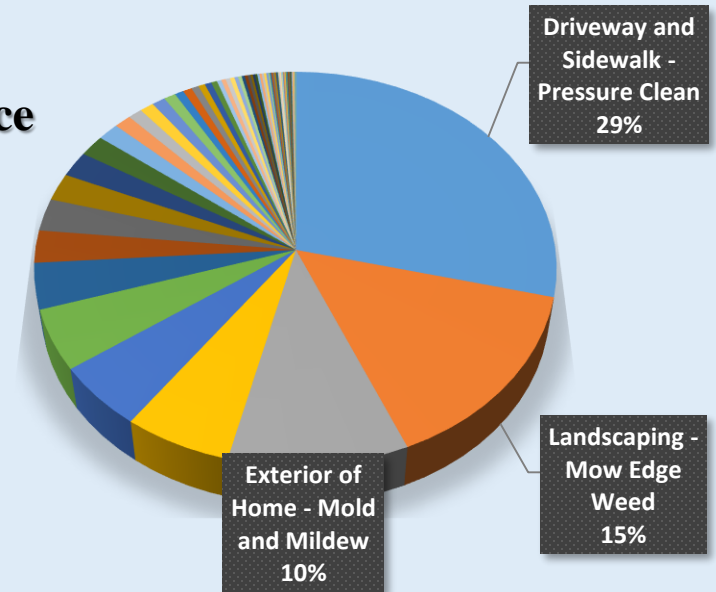
YTD the Village of Biscayne Bay had 1,992 Non-Compliance Violations, 116 ARC applications and 872 resident calls.

One of the focuses for our community this year has been and will continue to be 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**



# **VILLAGE OF BISCAYNE BAY**

## **Election of Directors**

An important part of the Annual Meeting will be an election of FIVE (5) Members to service on the Board.

Elected board member terms will be set based on total vote count.

1. The TWO (2) candidates who receive the largest number of votes will receive a THREE (3) year term.
2. The TWO (2) candidates who receive the third and fourth largest number of votes will receive a TWO (2) year term.
3. The candidate who receives the fifth largest number of votes will receive a ONE (1) year term.

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.

\*Staggering the terms ensures that an election will occur each year in accordance with the Bylaws.



# Election Candidates & Introduction



Ian Baierlipp





Tara Black





Jai Daggett







**Jennifer Doest**



Rebecca Kern



**Jorge Leon, Jr.**



**Suchit Malhotra**





Panayiotis Melas



Tarah Taylor



# Community Updates

**Holiday Decorations will be installed through November 15th**

**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 31<sup>st</sup>. 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.**

# COME JOIN OUR COMMITTEE!



The Architectural Review Committee (ARC) is a team of Shadow Creek Ranch residents who generously volunteer their time to maintain and enhance our wonderful community. The purpose of the Architectural Review Committee is to insure specific design criteria is followed. The Architectural Review Committee uses Architectural Guidelines in reviewing each proposal to insure conformance with overall community design objectives. It is the intent of these Architectural Guidelines to establish a consistent architectural theme for Shadow Creek Ranch, while allowing for flexibility of design expression.

## INTERESTED?

Fill out a SCR Committee application form and submit it to the HOA office at 12234 Shadow Creek Pkwy. Suite 3112, Pearland TX 77584 or scan and email to [committees@shadowcreekranchhoa.com](mailto:committees@shadowcreekranchhoa.com).

For more information, contact Shadow Creek Ranch  
Email: [committees@shadowcreekranchhoa.com](mailto:committees@shadowcreekranchhoa.com) | Phone: 713.436.4563  
[www.shadowcreekranchhoa.com](http://www.shadowcreekranchhoa.com)





# WHO TO CONTACT?

The Village of Biscayne 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://villageofBiscaynebay.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@shadowcreekbranchhoa.com](mailto:Help@shadowcreekbranchhoa.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@shadowcreekbranchhoa.com](mailto:Help@shadowcreekbranchhoa.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](http://www.ShadowCreekRanchHOA.com) (log-in required) or contacting the HOA office by calling 713.436.4563 or by email [Help@shadowcreekranchhoa.com](mailto:Help@shadowcreekranchhoa.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 a \$25.00 post inspection fee for each application made payable by check or money order to the FirstService Residential.

Pool applications have an \$125.00 administrative fee 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 **281.652.1100**

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>

# Meeting Adjournment & 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@shadowcreekbranchhoa.com](mailto:help@shadowcreekbranchhoa.com)**