

Shadow Creek Ranch Village of Diamond Bay

Members Annual Meeting

Wednesday, October 12, 2022 at 6:00 PM

URL Location: <https://zoom.us/j/88648187656>

Member Roll Call

*First name, Last Name, and Property
Address*

2022 Annual Meeting of the Members

Agenda

- I. Call to Order – Introduction
- II. Guest Speaker
- III. Approval of the 2021 Annual Meeting Minutes
- IV. President's Report
- V. Community Updates
- VI. Management Report
- VII. Financial Report
 - a. Prior Year 2021
 - b. Current Year
 - c. 2023 Budget
- VIII. Introduction of Candidates for Board of Directors
- IX. Adjournment
- X. Member Forum

Guest Speaker



Clay Pearson

City Manager



Guest Speaker



Matt Buchanan

President, PEDC



Disposition of the 2021 Annual Meeting Minutes

THE MEETING MINUTES OF THE ANNUAL MEETING OF THE MEMBERS FOR THE VILLAGE OF DIAMOND BAY HOMEOWNERS ASSOCIATION, INC. HELD WEDNESDAY, OCTOBER 13, 2021 AT 7:00 PM VIA VIDEO CONFERNING

BOARD OF DIRECTORS

Sara Riggins	President
Torrey Cardinali	Vice President
Mariam Abdelmalak	Treasurer
Drucilla Curry	Secretary
Sarom In	Homeowner Director

IN ATTENDANCE

Chris Williams, Javier Ortiz and Cherish Dunford representing the managing agent, FirstService Residential, Inc.

CALL TO ORDER & INTRODUCTION

The annual meeting of the members was called to order at 6:32 PM. The General Manager, Christopher Williams, introduced the Board of Directors and management team.

GUEST SPEAKER

The first guest speaker on the agenda was Officer Natasha Lucas with PPD (Pearland Police Department) she shared community updates, and tips for crime in the upcoming holiday season.

Martin Griggs, City of Pearland Planning Manager attended the meeting and shared a Comprehensive Plan for the City of Pearland. He shared that the feedback from homeowners helps the City strategically plan for improvements around the City. The areas in which they will focus include water, wastewater, drainage, thoroughfare, multimodal Plan, Parks and Recreation, and lastly the prosperity of Pearland. He provided all in attendance a website to submit a survey to assist the City with gathering the necessary information needed.

APPROVAL OF THE MEETING MINUTES

The annual member meeting minutes for October 21, 2020 were approved as presented.

PRESIDENT'S REPORT

President Sara Riggins shared the following 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

FINANCIAL STATUS

Mr. Williams provided the Associations ending Reserve Fund balance for 2020 at \$46,222, which decreased from the start of 2020 due to a \$15K landscape renovation project. He also noted that the annual reserve contribution for 2020 was \$5K.

He shared the financial results for 2020 actuals vs budget, which explained that the income for 2020 was over budget \$22K due to cap fees, and finance charges. The Operating Expense was under budget \$30K due to bad debt expense.

He shared that Year to date as of August 31, 2021 that the Operating Income was over budget \$20K due to cap fees, and the land sale to TXDot. For the same time period the Operating expenses are under budget \$27K due to legal expense.

The General Manager provided a visual to the 2021 Income and Expenses.

Mr. Williams also shared the 2022 budget assessment rate of \$999, with no increase to the assessment from prior year. He shared a visual to show what the \$999 pays for in the community. (*Exhibit A*)

Lastly, he provided a visual for cost comparisons to other master plan communities in size, and other communities in our area.

ELECTION INTRODUCTION OF CANDIDATES

The Village of Diamond Bay Homeowners Association Board of Directors and members of the community welcomed one candidate, Sara Riggins current village President, the opportunity to address the board.

COMMUNITY UPDATES

The managing agent reported the Village of Diamond Bay YTD had 1,105 Non-Compliance Violations, 71 ARC applications and 972 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.

The following community updates were given:

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.

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 7:19 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.

Sincerely,

Secretary
Village of Diamond Bay Homeowners Association, Inc.

PRESIDENT'S REPORT

2022 Community Highlights

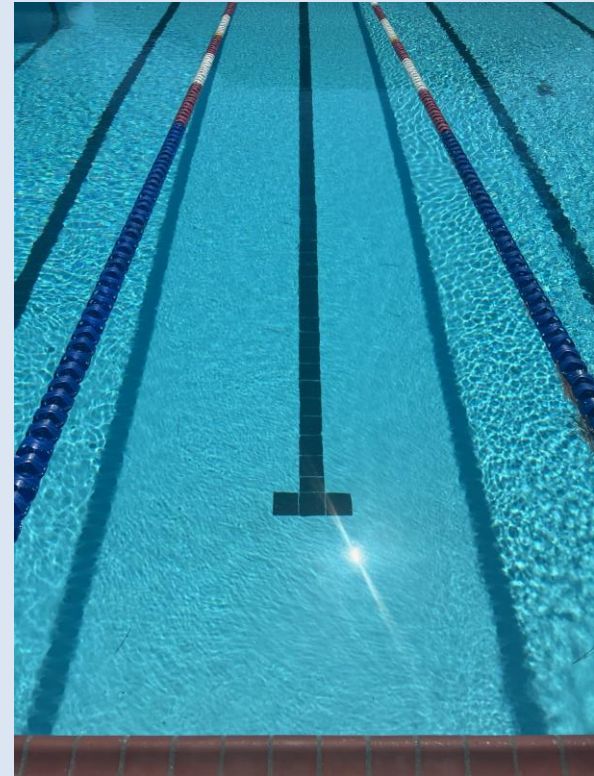
The following community projects and initiatives took place in 2022:

- Reflection Bay Pool (including replaster, retile, removal of diving board, perimeter fencing)
- Emerald Bay Tennis Court perimeter fencing
- Completed Reserve Study for Common areas and Shared Rec
- Bearfoot Pool Management company three-year contract
- Extension of Silversand contract for two years
- Horticulturist Dr. Moon one year contract
- Phase II of Well rehabilitation
- Masonry wall repairs
- Common area iron fencing repair
- Pedestrian bridge at Lake Haley
- Dr. Moon seminar
- Community Events

Other projects throughout Shadow Creek Ranch:

- Wireless Water Meter readers
- 5G Verizon towers
- Sidewalk Extensions
- ATT Fiber Installation

Reflection Bay Rec Center



Emerald Bay Tennis Court – Perimeter Fencing



BEFORE



AFTER

2023 & Beyond

The following community updates will take place in 2023:

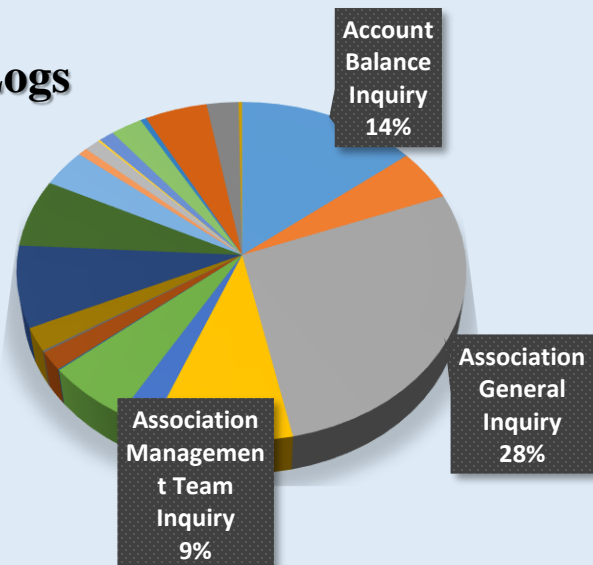
- Shadow Creek Ranch Landscape Renovation Project
- City of Pearland - Shadow Creek Parkway
 - Sidewalk, street lighting and landscaping project
- Expand scope of masonry brick wall and metal fencing repair
- Review of pool operating hours
- Dr. Moon seminar (2)
- Community Events (January – December 2023)

PROPERTY FACILITY REPORT

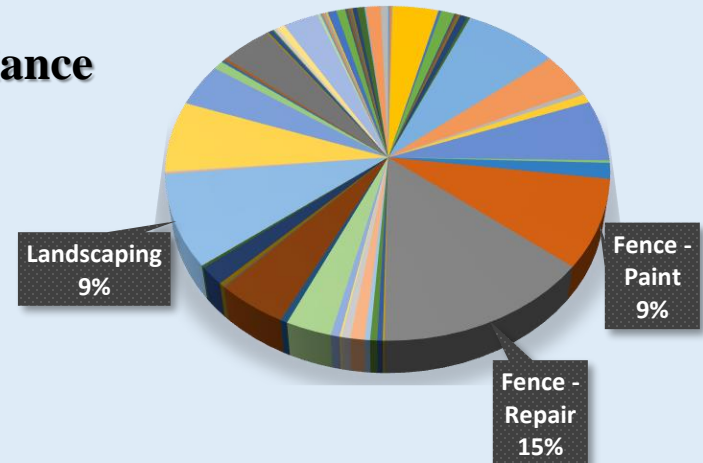
YTD the Village of Diamond Bay had 850 Non-Compliance Violations, 85 ARC applications and 1,079 resident calls.

One of the focuses for our community this year has been enhancing awareness of deed restrictions and working with homeowners to cure violations in a timely manner.

Call Logs



Non-Compliance



Dan Westman
General Manager

Cherish Dunford
Assistant General
Manager

Javier Ortiz
Operations Manager



FIRSTSERVICE RESIDENTIAL
ONSITE SUPPORT TEAM

Audra Riley
Facility Management
Assistant

Open Position
Community
Administrator

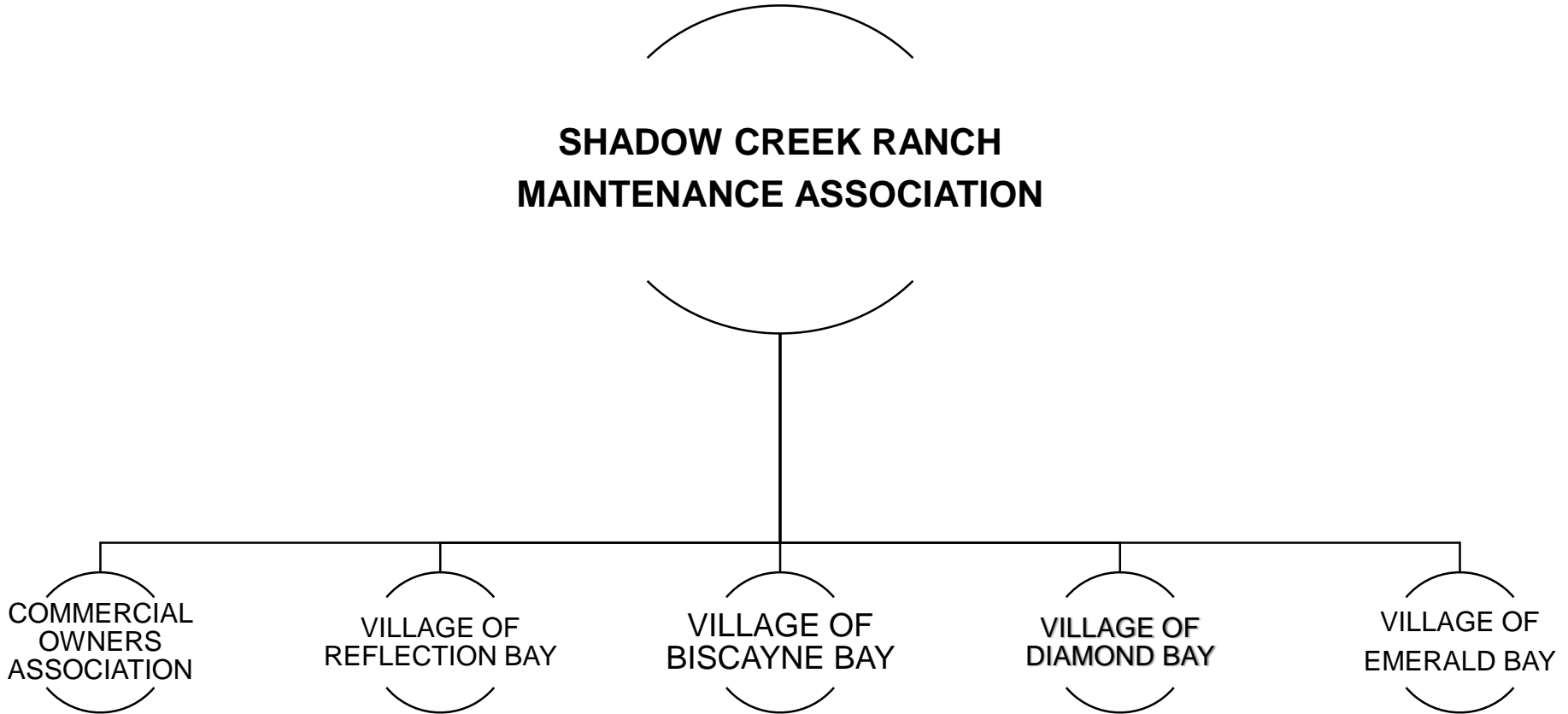
Brittany
Liescheski
Community
Administrative
Assistant-Events

Hilary Wall
Receptionist



Kehinde Oyekan
Compliance Liaison

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



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

COME JOIN OUR COMMITTEE!



The Architectural Review Committee (ARC) is a team of Shadow Creek Ranch residents who generously volunteer their time to review resident maintenance and enhancement projects. The purpose of the Architectural Review Committee is to ensure specific design criteria is followed. The Architectural Review Committee uses Architectural Guidelines in reviewing each proposal to ensure conformance with overall community design objectives.

INTERESTED?

Fill out a Shadow Creek Ranch Committee application form and submit it to the HOA office at:

- 12234 Shadow Creek Pkwy, Suite 3112, Pearland TX 77584 or
- email to committees@shadowcreekranchhoa.com.

For more information, contact Shadow Creek Ranch community management at help@shadowcreekranchhoa.com | (713)436-4563

WE NEED YOU!

A flyer for a pumpkin painting event at Shadow Creek Ranch. The background is light yellow with decorative autumn leaves and pumpkins. The text is in various colors and fonts, including blue, orange, and black. The event is on Saturday, October 15, 2022, at the Biscayne Bay Rec. Center. There are two time slots available, and sign-up is required. The flyer also includes a warning that acrylic paint will stain clothing.

SHADOW CREEK RANCH

PUMPKIN PAINTING

PUMPKINS, PAINTING SUPPLIES, AND REFRESHMENTS PROVIDED

SATURDAY OCTOBER 15, 2022	BISCAYNE BAY REC. CENTER 13210 WINDWARD BAY DR.	2 TIME SLOTS AVAILABLE, SIGN-UP REQUIRED GROUP A 11:00AM-1:00PM GROUP B 1:30PM-3:30PM
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● **CHOOSE YOUR TIME BY EMAILING YOUR PREFERRED GROUP TO SCRSOCIAL@SHADOWCREEKRANCHHOA.COM** ●

****THE ACRYLIC PAINT WILL STAIN CLOTHING, PLAN ACCORDINGLY****

<https://forms.gle/jZpKsm24oT8YRH7A>

FINANCIAL REPORT

- 2021 Year End
- Current Year-to-Date
- 2023 Budget

2021 Year End- RESERVE ACCOUNT

Start of 2021	\$51,223
End of 2021	\$105,798
Increase	\$54,575 (annual contribution + plus interest - expenses)

2021 Year End– OPERATING ACCOUNT

Year End	
Income	\$1,790,649
Expenses	\$1,603,359
Surplus/(Deficit)	\$187,290

- **OPERATING INCOME SURPLUS TO BUDGET OF \$16,687**
DUE TO RESALE CAP FEES AND ARC REVIEW FEES
- **OPERATING EXPENSE SURPLUS TO BUDGET OF \$38,354**
DUE TO LEGAL / LEGAL COLLECTIONS

Balance Sheet – ending August 31, 2022

	PRIOR MONTH	CURRENT MONTH	VARIANCE	
ASSETS				
OPERATING FUND				
10001 105	Operating Account Cap One 0106	676,216.30	606,194.59	(70,021.71)
10010 105	Operating Account VODB-0582	<u>977.60</u>	<u>977.60</u>	<u>0.00</u>
	TOTAL OPERATING FUND	677,193.90	607,172.19	(70,021.71)
ACCOUNTS RECEIVABLE				
12100	A/R Assessment	85,754.76	80,787.35	(4,967.41)
12300	A/R Late Fees/ F.C.	37,466.76	36,702.57	(764.19)
12310	A/R Admin Fee	8,982.73	8,323.28	(659.45)
12320	A/R Bank Charges	481.65	421.65	(60.00)
12330	A/R Billing/Violations	100.00	100.00	0.00
12340	A/R Closing Contribution	10,270.15	10,270.15	0.00
12345	A/R Mowing Fee	230.00	230.00	0.00
12360	A/R Legal Fees	68,956.61	66,456.30	(2,500.31)
12365	A/R Maintenance	973.14	943.13	(30.01)
12385	A/R Transfer Fee	1,775.00	2,050.00	275.00
12500 000	Allowance-Doubtful	<u>(30,951.90)</u>	<u>(30,951.90)</u>	<u>0.00</u>
	TOTAL ACCOUNTS RECEIVABLE	184,038.90	175,332.53	(8,706.37)
REPLACEMENT FUND				
15001 105	Reserve Account Cap One 5855	<u>105,975.53</u>	<u>106,065.57</u>	<u>90.04</u>
	TOTAL REPLACEMENT FUND	105,975.53	106,065.57	90.04
	TOTAL ASSETS	<u>967,208.33</u>	<u>888,570.29</u>	<u>(78,638.04)</u>

Assets

Total Operating Fund
\$607,172

**Total Accounts
Receivable**
\$175,333

**Total Replacement
Fund**
\$106,065

Total Assets
\$888,570

Balance Sheet – ending August 31, 2022

	PRIOR MONTH	CURRENT MONTH	VARIANCE	
LIABILITIES				
ACCOUNTS PAYABLE				
21000	Accounts Payable PY	4,733.90	4,733.90	0.00
22000	Accounts Payable CY	4,275.75	3,364.75	(911.00)
22100 005	Other Payables - FSR Transfer Fee	275.00	0.00	(275.00)
22100 025	Other Payables - Management Company	(265.00)	(175.00)	90.00
22100 450	Other Payables - Unidentified Deposit	895.00	895.00	0.00
22360 000	Prepaid Assessment	84,922.95	81,784.67	(3,138.28)
22380 010	Refundable Deposits Pool Deposit	1,000.00	1,000.00	0.00
22380 020	Refundable Deposits Clubhouse Deposit	150.00	150.00	0.00
22420	Unearned Assessment	192,510.00	154,008.00	(38,502.00)
24000 000	Loan From Reserve	24,000.00	24,000.00	0.00
	TOTAL ACCOUNTS PAYABLE	312,497.60	269,761.32	(42,736.28)
TO/FROM AFFILIATES				
26000 300	Due To/From SCRMA	167,277.34	83,638.68	(83,638.66)
	TOTAL TO/FROM AFFILIATES	167,277.34	83,638.68	(83,638.66)
	TOTAL LIABILITIES	479,774.94	353,400.00	(126,374.94)
REPLACEMENT RESERVE				
31100 000	P/Y Reserve	129,798.27	129,798.27	0.00
31250 000	Rsrv Interest Income	177.26	267.30	90.04
31400 000	Loan To Operating	(24,000.00)	(24,000.00)	0.00
	TOTAL REPLACEMENT RESERVES INCOME	105,975.53	106,065.57	90.04
	TOTAL REPLACEMENT RESERVES	105,975.53	106,065.57	90.04
	REPLACEMENT RESERVE GRAND TOTAL	105,975.53	106,065.57	90.04
FUND BALANCE				
38000	Accumulated Oper Surplus/Deficit	378,504.63	378,504.63	0.00
	Current Year Surplus (Deficit)	2,953.23	50,600.09	47,646.86
	TOTAL FUND BALANCE	381,457.86	429,104.72	47,646.86
	TOTAL EQUITY	487,433.39	535,170.29	47,736.90
	TOTAL LIABILITIES & EQUITY	967,208.33	888,570.29	(78,638.04)

Liabilities

Accounts Payable
\$269,761

To/From Affiliates
\$83,639

Total Liabilities
\$353,400

Replacement Reserves
\$106,065

Fund Balance
\$429,105

Total Equity
\$535,170

Total Liabilities & Equity
\$888,570

Income & Expense – ending 8.31.22

	M-T-D ACTUAL	M-T-D BUDGET	VARIANCE	Comments M-T-D	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	Comments Y-T-D
OPERATING INCOME								
Owner Asmt- Residential Asmt	38,502.00	38,502.00	0.00		308,016.00	308,016.00	0.00	
Owner Asmt- SCRMA	0.00	0.00	0.00		1,210,302.00	1,210,302.00	0.00	
Capitalization Fees SCRMA	4,000.00	3,348.00	652.00		25,200.00	26,784.00	(1,584.00)	Resales down
Capitalization Fees Diamond Ba	1,000.00	1,256.00	(256.00)		6,900.00	10,048.00	(3,148.00)	Should mirror SCRMA by one quarter/budget issue
Fines - Owners	0.00	8.00	(8.00)		0.00	64.00	(64.00)	
Finance Charge	721.46	2,250.00	(1,528.54)	Delinquencies down	12,458.78	18,000.00	(5,541.22)	Delinquencies down
Late Fees	0.00	1,833.00	(1,833.00)	Late fees post in January	17,714.99	14,664.00	3,050.99	Late fees posted Jan/will close yr under-budget
Other Fees ARC Review	0.00	113.00	(113.00)	Future income to SCRMA	2,675.00	904.00	1,771.00	Future income to SCRMA
Other Owner Incm Access Cards	100.00	83.00	17.00		100.00	664.00	(564.00)	
	-----	-----	-----		-----	-----	-----	
	\$44,323.46	\$47,393.00	(\$3,069.54)	Delinquency fees	\$1,583,366.77	\$1,589,446.00	(\$6,079.23)	Delinquency fees/ARC
EXPENSES								
Administrative Exp. Other	0.00	167.00	167.00		503.04	1,336.00	832.96	
Bad Debt Expense	(8,288.12)	250.00	8,538.12	Posting corrections	4,933.80	2,000.00	(2,933.80)	Foreclosure
Bank Charges	26.65	25.00	(1.65)		156.60	200.00	43.40	
Legal Expense	(14,811.36)	0.00	14,811.36	Collections bill back to owners	(68,471.22)	0.00	68,471.22	Collections bill back to owners
Legal Expense Collections	14,811.36	5,000.00	(9,811.36)	Collections legal fees/over-budgeted	71,215.92	40,000.00	(31,215.92)	Collections legal fees/over-budgeted
Legal Expense Corporate	940.11	833.00	(107.11)		7,582.19	6,664.00	(918.19)	
Office Supplies-	(2.04)	0.00	2.04		116.35	0.00	(116.35)	
SCRMA Assmnt Residential	0.00	0.00	0.00		1,210,302.00	1,210,302.00	0.00	
SCRMA Cap Fee	4,000.00	3,348.00	(652.00)		25,200.00	26,784.00	1,584.00	Resales down
SCRMA Reserve	0.00	0.00	0.00		30,312.00	30,312.00	0.00	
SCRMA Rec Shared Expenses	0.00	0.00	0.00		250,916.00	250,916.00	0.00	
	-----	-----	-----		-----	-----	-----	
TOTAL EXPENSES	(\$3,323.40)	\$9,623.00	\$12,946.40	Bad Debt posting corrections/collections bill backs	\$1,532,766.68	\$1,568,514.00	\$35,747.32	Collections bill backs
	-----	-----	-----		-----	-----	-----	
SURPLUS/(DEFICIT)	\$47,646.86	\$37,770.00	\$9,876.86		\$50,600.09	\$20,932.00	\$29,668.09	

2023 Budget

2023 Assessment

SCRMA - \$878.00

Village - \$172.00

Total - \$1050.00 per rooftop

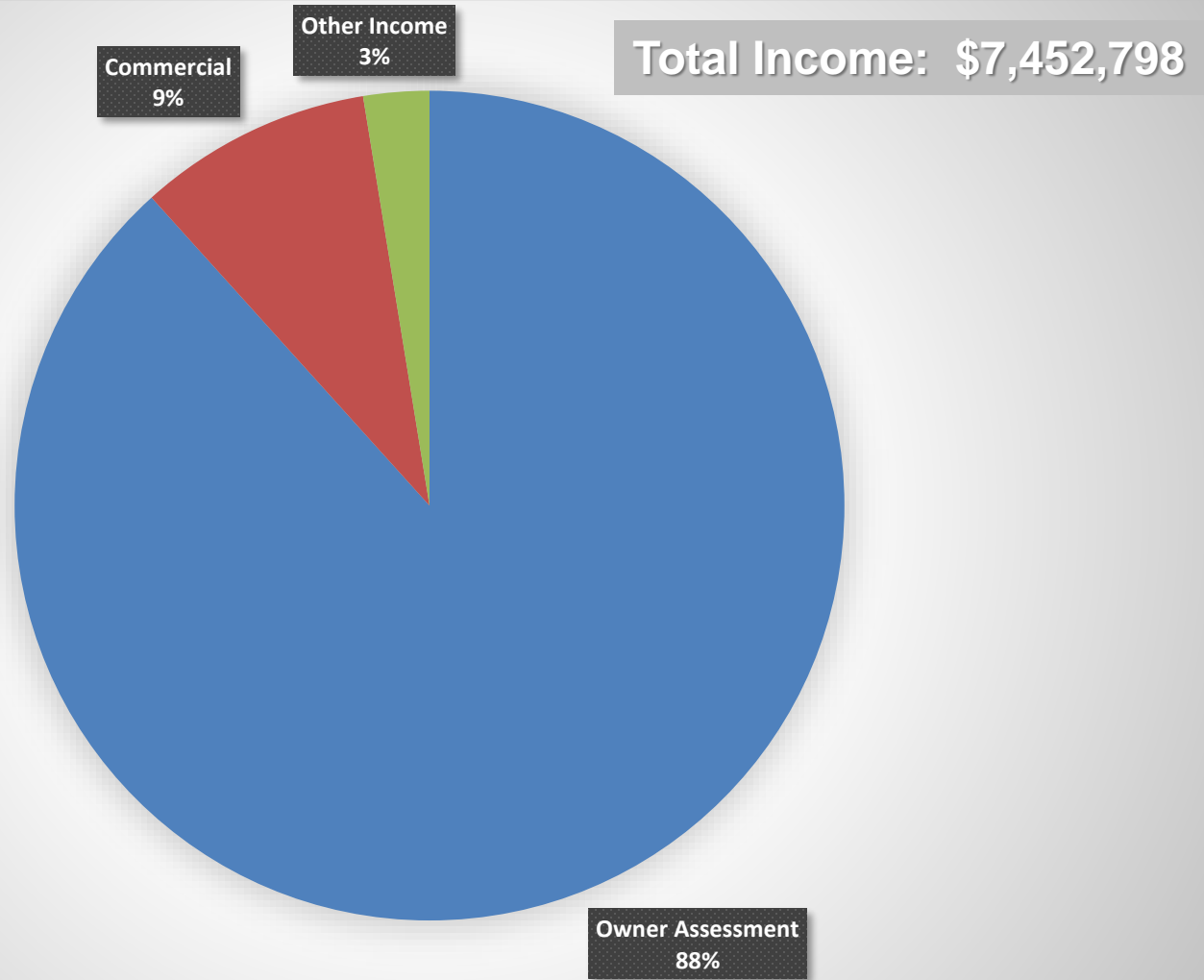
INCOME

Owner Asmt- Residential Asmt	\$287,928
Owner Asmt- SCRMA	\$1,469,772
Capitalization Fees SCRMA	\$40,176
Capitalization Fees Diamond Ba	\$10,044
Finance Charge	\$11,400
Late Fees	\$12,000
TOTAL INCOME	\$1,831,320

EXPENSES

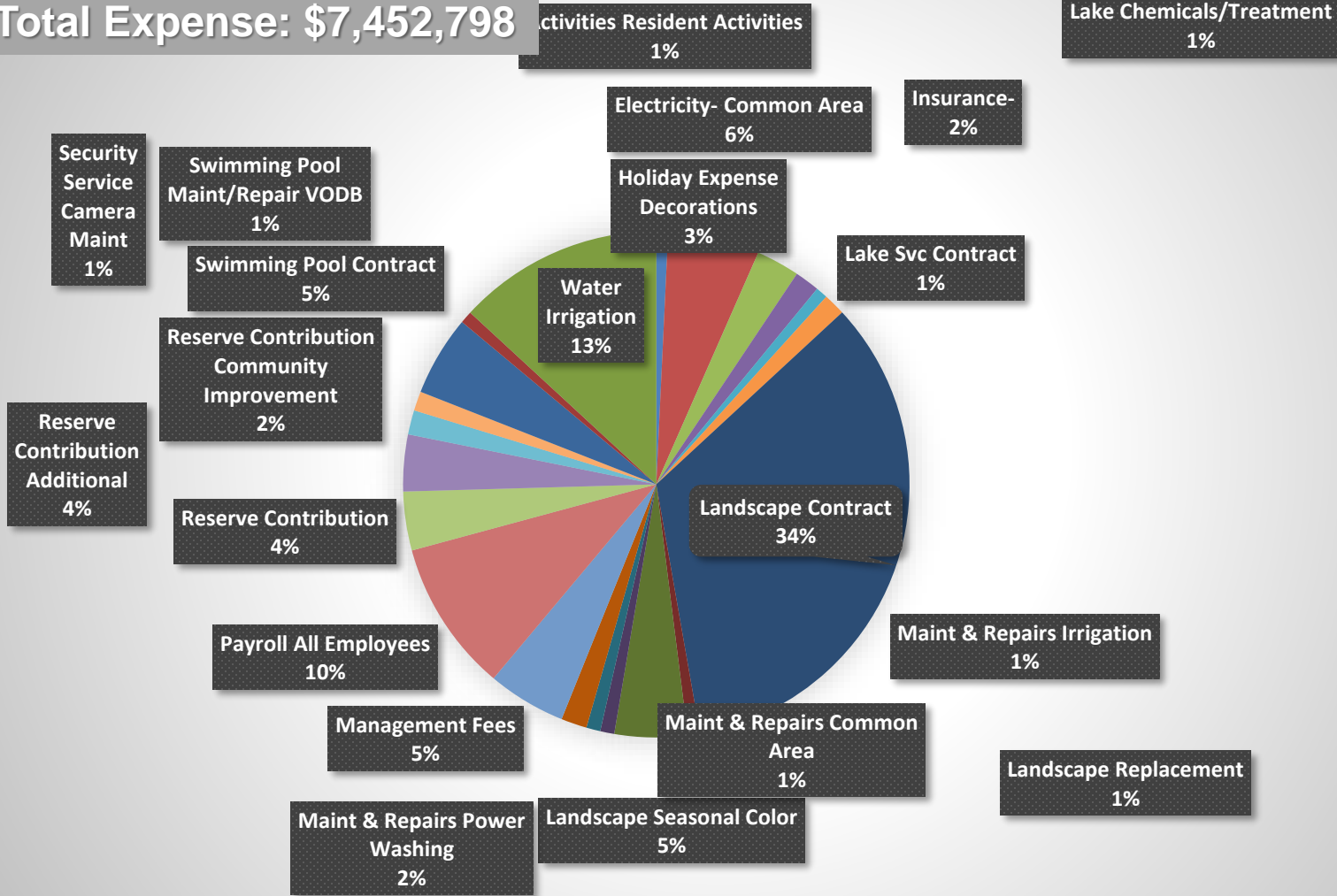
Administrative Exp. Other	\$1,200
Bad Debt Expense	\$4,800
Bank Charges	\$360
Legal Expense Collections	\$6,000
Legal Expense Corporate	\$21,000
SCRMA Assessment Residential	\$1,469,772
SCRMA Cap Fee	\$40,176
SCRMA Reserve	\$38,529
SCRMA Rec Shared Expenses	\$249,426
TOTAL EXPENSES	\$1,831,263

2023 SCRMA / OneSCR Budget



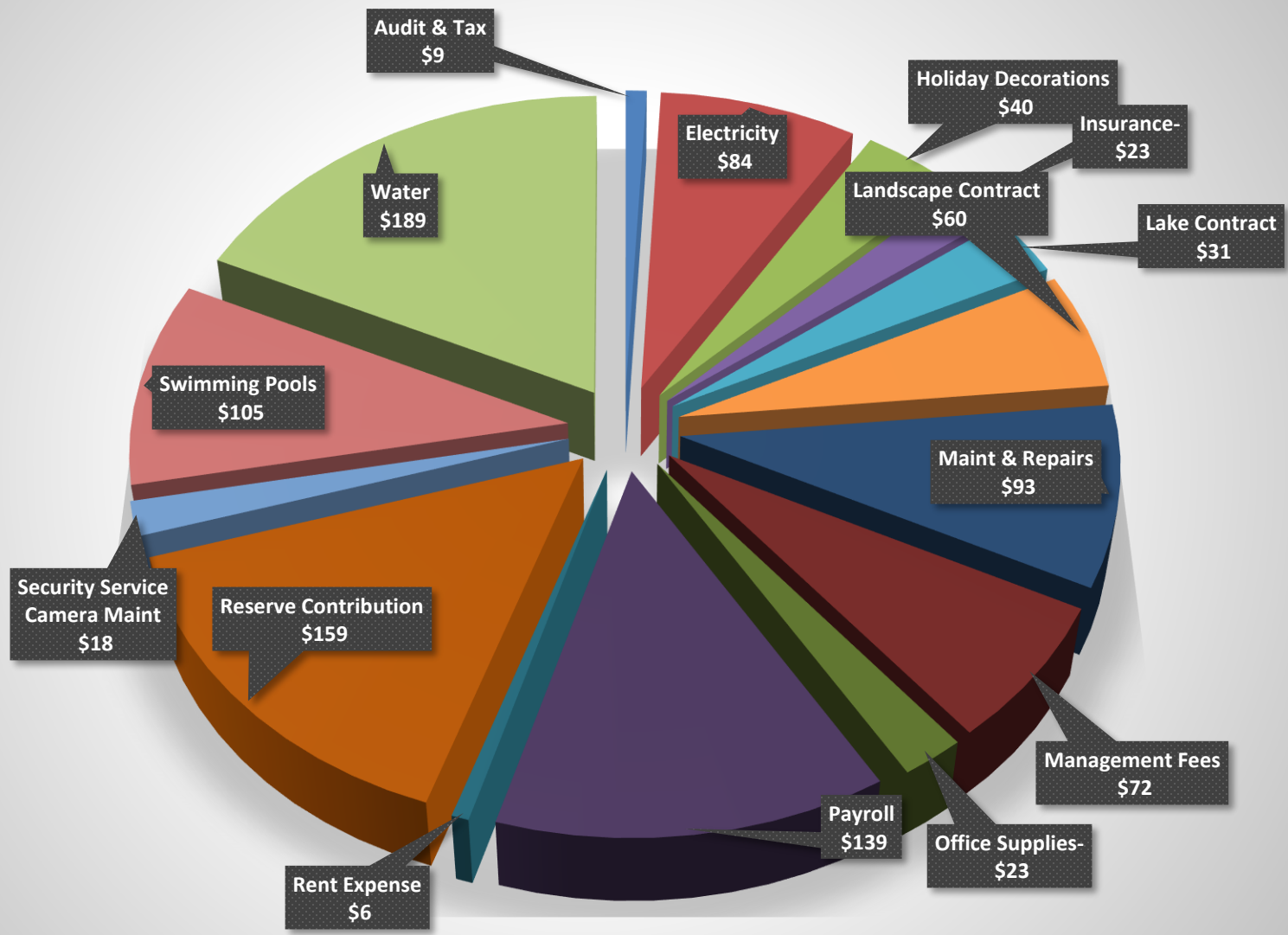
2023 SCRMA / OneSCR Budget

Total Expense: \$7,452,798

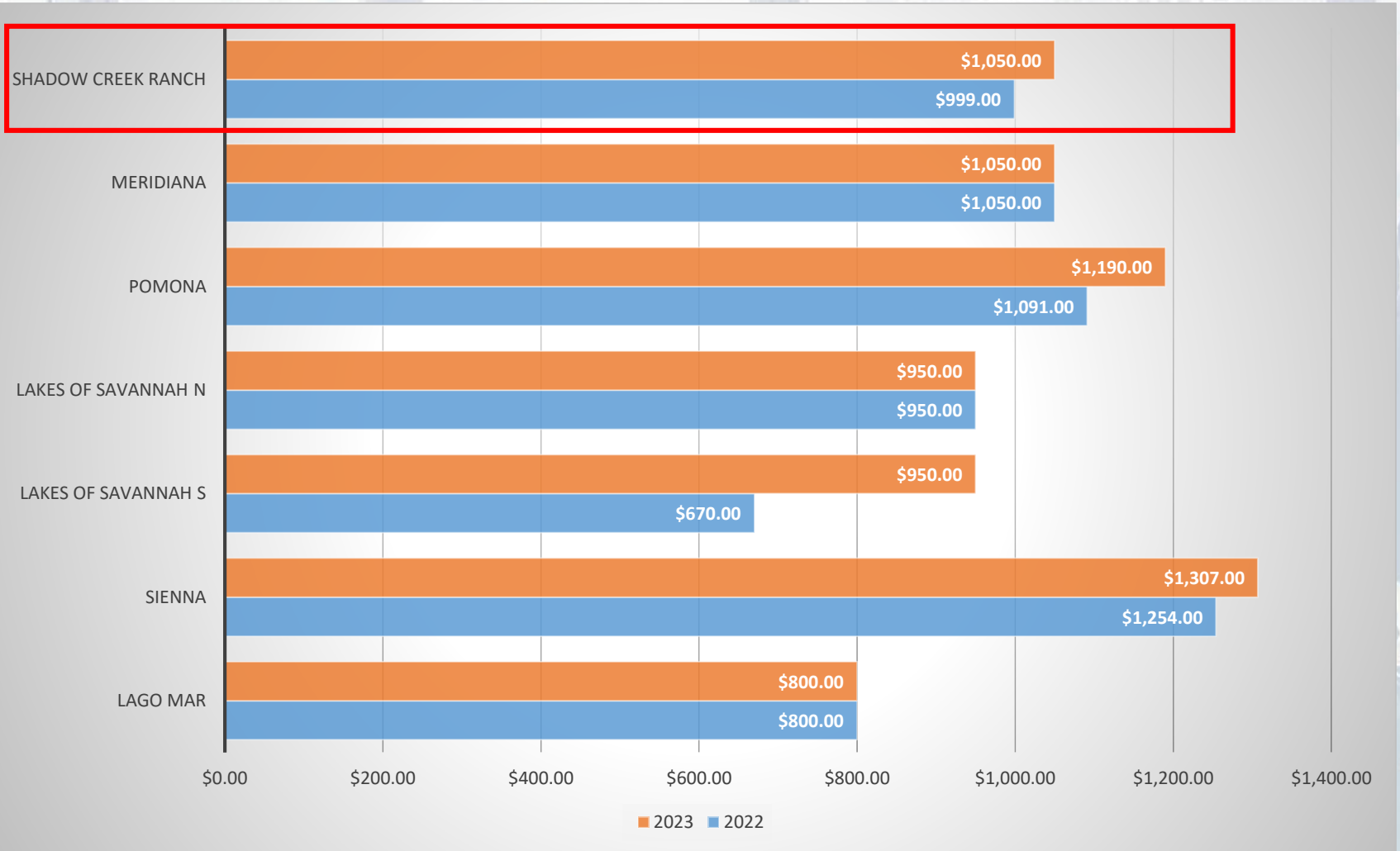


Minimum of 50K line items contained in graph

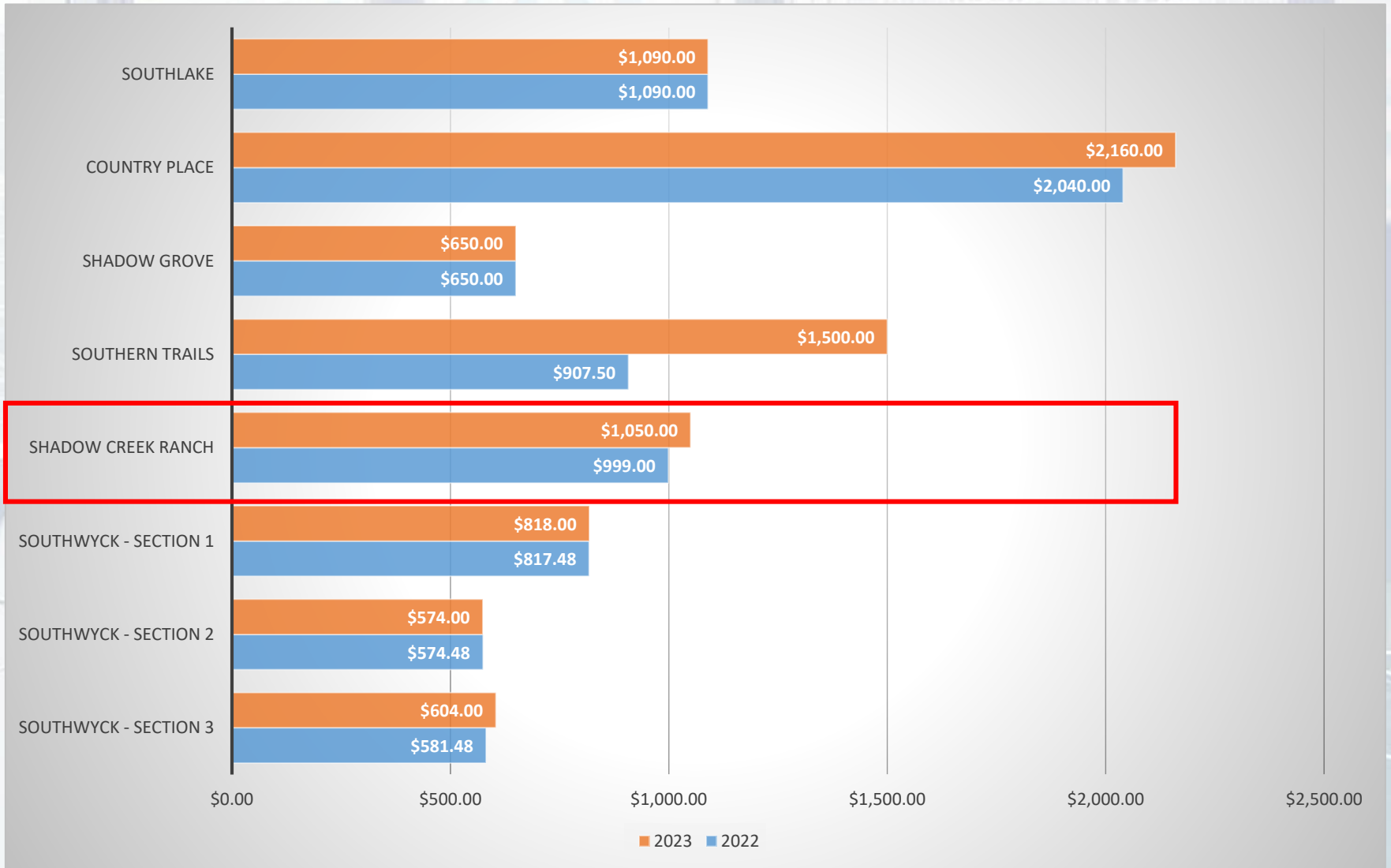
What does your \$1050 assessment pay for?



COMPARISON TO SIMILAR MASTER PLANNED COMMUNITIES



COMPARISON TO OTHER MASTER PLANNED COMMUNITIES IN AREA



2023 Annual Assessment Payment

The 2023 assessment of \$1050.00 is due in full on January 1, 2023 and becomes delinquent on January 31, 2023. Payment received after January 31, 2023 will incur a late fee of \$100.00 plus a monthly finance charge of 1.5% per month until paid in full based on the outstanding assessment balance.

Payment plans for current year assessments are available upon request by contacting the Community Management Office.

Advance payment on assessments can be made at any time.



Manage & Pay Your Charges Online

As the **preferred way** of accepting payments, we request that you create an account online with our provider, **ClickPay**. Through this convenient platform, you can view your balance due and make individual or automatic recurring payments from your smartphone, tablet or other media device.

Payments can be made online by e-check (ACH) from a bank account at no cost to you or by credit or debit card for a nominal fee. Get started by visiting the web address below and following the instructions listed:

www.ClickPay.com/FirstService

- ① Click **Register** and create your online profile with **ClickPay**
- ② **Connect Your Home** using the account number found on your coupon or statement
- ③ Set up **Automatic Payments** or click **Pay Now** to make one-time payments

For help with your account or setting up payments online, please contact **ClickPay** through their online help center at www.ClickPay.com/GetHelp.

Mailing Address for Payments

If you choose to submit your payments by paper check, money order or through your bank's Online Bill Pay feature, please mail your payments to the address listed below.

Association Name
c/o FirstService Residential
P.O. Box 30419
Tampa, FL 33630-3419

Community Portal - Connect



FirstService Residential Invites you to log into the Resident Portal. This community website through Connect, provides an easy and helpful way to access pertinent information about your community and your account. Your secure and fully-supported community website is available anywhere you have Internet access.

WHAT YOU HAVE ACCESS TO 24 HOURS A DAY, 7 DAYS A WEEK

- Work Order Submission Tracking
- Resident Directory
- Assessment Balance & History
- Online Payment Options
- Direct Online Contact with FirstService Residential

HOW TO GET STARTED

1. In your Internet browser, enter <https://VillageofDiamondBay.connectresident.com>. This is the public page of the website.
2. Select *Resident Access* at the upper right side of page.
3. Select Register option.
4. Enter the requested information and follow the on-screen prompts to complete your registration.
5. Once on the website, be sure to update your phone and email contact information so that you can receive important community updates. You may also want to take this time to designate which phone number(s) and/or email address you wish to appear in the resident directory.

VILLAGE OF DIAMOND BAY

Board of Directors

President – Sara Riggins

Vice President – Torrey Cardinalli

Treasurer – Mariam Abdelmalak

Secretary – Drucilla Curry

Directors – Sarom In

VILLAGE OF DIAMOND BAY

Election of Directors

2 positions open

If standard quorum is not established, the meeting shall be adjourned without notice other than announcement at the meeting, and immediately reconvened **for the sole purpose of election of directors.** At the reconvened meeting, quorum shall be all those members counted as present whether in person or by proxy, absentee ballot, electronic ballot, or any other method of representative or delegated voting. Directors shall be elected by a majority of those votes.

Member Roll Call

*First name, Last Name, and Property
Address*

Candidate Introductions



Elizabeth Byrd



Drucilla Curry



Sara Gogia



Village of Diamond Bay Voting Closed on 10/14/2021 @ 5pm

- Please check your email (including junk/spam) for voting emails from VoteHOA Now
- Return paper ballots by email or to the Management Office

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@shadowcreekranchhoa.com