



Creekshaw Owners Association, Inc. 2023 Annual Meeting

November 9th, 2023

6:30PM -7:30PM

Agenda

- Call Meeting to Order
 - a. Establish Quorum – Must have 50% of 276 homes
 - b. Proof of Notice – Meeting Notice mailed on October 31st
 - c. Approval of Meeting Minute
- Welcome & Introductions
- Financial Report
- Community Update
- Adjournment
- Open Forum: Questions & Answers

2022 Annual Meeting Minutes

CREEKSHAW OWNERS ASSOCIATION, INC.

Annual Meeting

Minutes

Date: Wednesday, November 9, 2022

Time: 5:30 PM

Location: Zoom.us

Attending: Kate Carpenter and Beverly Coghlan of NMI, Melissa Zubik, Cindy O'Brien, and Frank Murphy (Board of Directors), and homeowners of Creekshaw

Call to Order – 5:36 PM

Introductions

- Kate Carpenter – Community Manager
- Beverly Coghlan – President of NMI
- Dina Golightly – Administrative
- Melissa Zubik – President BoD
- Cindy O'Brien – Secretary BoD
- Frank Murphy – Treasurer BoD

Association Information

1. What is an association?

- Your community is a not-for-profit business.
- Subject to Governing Documents establishing community.
- All owners automatically become members.
- Established to maintain the common elements of the community, therefore, enhancing and protecting the value of the homes.
- At 75% build out (566 owners), one (1) homeowner will be elected to serve on the Board of Directors. At 100% build out (approx. 755 owners), all Board seats will be handed over to owner control. Creekshaw is currently at 72 owners or 10%.
- The Board of Directors is currently the Declarant.
- Directed by your Board, NMI enforces the community documents that you abide by to when purchasing a home in the community.
- Policy established by the Board of Directors.
- Progressive system tracks violations.
- All ACC submissions are tracked using the same progressive system, including a possible on-site review prior to Committee approval.

2022 Annual Meeting Minutes

- NMI does nothing without the express approval of the Board of Directors and operates under the Governing Documents of the Association.
2. Kate showed what an ACC is and how to fill it out.
 3. Kate showed how to access the Portal and navigate.

Community Updates

1. Pool Committee
 - a. More Volunteers Needed!
2. Social Committee
 - a. Volunteers needed to plan events for 2023
3. Community Landscape
4. Holiday Decorations for HOA
5. Increase from \$575 Annually (\$287.50 semi-annually) to \$600 Annually (\$300 semi-annually) to begin 2023
6. Street Lights – Oncor (<https://www.oncor.com/us/en/home/outage-weather.html>)
 - a. Kate walked through how to report an out streetlight

Community Reminders

- Holiday Décor – two months prior and one month after
- Trash Cans – located or screened out of sight
- Landscape
 - Weeds/Grass in Beds
 - Mowing
 - Dead Plant Replacement
- Sheds
- Bulk Items – kept off porch, driveway, and side of home.
- ACC
 - Landscape borders
 - Sheds
 - changes to the exterior of the home itself
 - landscaping changes (including shrubs, trees, mulch → stone, etc.)
 - Playscapes, jungle gyms, permanent basketball hoops, etc.
 - Fence changes
 - Patio extensions
 - Pool
 - Driveway expansions

Please ask if you are not sure!

2022 Annual Meeting Minutes

- Rental Policy – Exhibit "E" CCRs – may not lease the unit for 24 months after close date
- Home Businesses – Article XII, Section 25 CCRs (includes no garage/moving/rummage sales)

Financial Overview

- The 2022 Year to Date financials were reviewed through 11/9/2022.

Open Forum

1. If there is a show of interest in participation prior to the 75% election, the Board of Directors would be more than happy to discuss adding a person (people) to the Board of Directors earlier.
2. The next phase of lots is under development (and is the final phase).
 - a. Currently grading the next phase and lots should be done and ready for builders end of 2023/early 2024.

Adjournment – The meeting was adjourned at 6:12 PM

Legacy
Southwest
Team



- Ivori Moore – Community Manager

ivori@legacysouthwestpm.com

214-705-1615 Option 8

- Ryan Smith – Director of Association Management

ryan@legacysouthwestpm.com

- Chase Smith – Compliance Manager

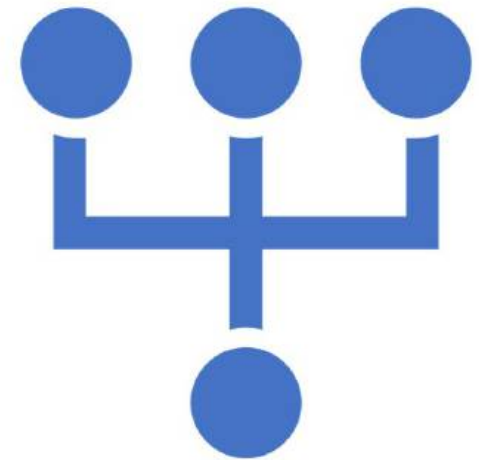
chase@legacysouthwestpm.com

Board of Directors

- President – Melissa Zubik
- Secretary – Cindy O'Brien
- Treasurer – Frank Murphy

Creekshaw Owners Association

- Each owner of a Lot is mandatory Member of the Association.
- The affairs of the association are governed by the Board of Directors.
- The Board of Directors is currently the Declarant of the community.
- At 75% build out (566 owners), one (1) homeowner will be elected to serve on the Board of Directors. At 100% build out (approx. 755 owners), all Board seats will be handed over to owner control.
- The assessments of the community are currently \$600 due semiannually in the amount of \$300. (Jan 1st & July 1st)





Role of the Board of Directors

- Protecting homeowner values.
- Supervision of association business. – Contracts, insurance, AR and AP, financial management, collections
- Governance of association. – Developing policy to manage association & daily operations
- Fostering community. – Oversight of facilities & activities to promote member interaction



Role of the Management Company

- Homeowners' association management companies essentially act as advisors, not leaders.
- HOA management company duties include assisting with administrative work, executive board decisions, and communicating with residents. When it comes to creating policies and fine schedules, the board handles that.
- Essentially, the role of the management company is to offer a helping hand, the board still retains all decision-making tasks.

Creekshaw HOA Website

Access to:

- Governing Documents
- Budget information
- “What My Assessments Pay For” Info Sheet
- ACC Form to Submit an ACC Request
- View community financials
- Link to pay your HOA Dues
- Submit a payment plan
- Submit a general question
- Community News & Events
- You do not need an account number to register

2022 Financial Report

As of 12/31/2022

Total Year End Income -
\$261,777.34

Total Budgeted Year End
Income – \$197,613.00

2022 Year End Financial Performance

- You may view the financials on the community website for a breakdown of each category

2022 Year End Financial Summary as of 12/31/22	Actual	Budgeted
Income	\$261,777.34	\$197,613.00
Utilities	\$150,888.60	\$56,580.00
Landscaping	\$56,082.58	\$60,500.00
General & Administrative	\$14,705.47	\$18,270.00
Insurance	\$5,527.20	\$10,250.00
Infrastructure & Maintenance	\$ 14,029.20	\$ 3,100.00
Pool & Amenity Center	\$7,638.13	\$23,710.00
Pond	\$5,032.63	\$6,700.00

2023 Financial Report

As of 09/30/2023

Total Income -
\$217,175.00

Total Budgeted
Income - \$201,600.00

***Please note the numbers are based on Accrual Accounting.**

2023 Financial Performance

- *Please note the numbers are based on Accrual Accounting

2023 Financial Summary as of 09/30/23	Actual	Budgeted
Income	\$217,175.00	\$201,600.00
Utilities	\$58,156.87	\$82,500.00
Landscaping	\$43,611.80	\$76,097.48
General & Administrative	\$18,033.24	\$18,770.00
Insurance	\$6,747.00	\$12,600.00
Infrastructure & Maintenance	\$ 6,261.58	\$ 9,362.00
Pool & Amenity Center	\$26,010.29	\$21,760.00
Pond	\$3,612.69	\$6,300.00

You may view the financials on the community website for a breakdown of each category.



2022/2023 Financial Performance

- Financials will be posted on the upcoming community website.
- If you have any questions about a certain category or would like a copy of the most recent community financials, please email ivori@legacysouthwestpm.com

Community Update

- Currently: 276 Lots
- Total Lots at Build Out: 755
- Holiday Decorations will be completed by the week of Thanksgiving.
- Community Website Coming Soon



Community Friendly Reminders

- **Holiday Décor** – Put up two months prior and removed one month after

- **Trash Cans** – located or screened out of sight

- **Bulk Items** – kept off porch, driveway, and side of home.

- **ACC Requests** -

Landscape borders

Sheds

Changes to the exterior of the home itself

Landscaping changes (including shrubs, trees, mulch → stone, etc.)

Playscapes, jungle gyms, permanent basketball hoops, etc.

Fence changes

Patio extensions

Pool

Driveway expansions

- **Rental Policy** – Exhibit “E” CCRs – may not lease the unit for 24 months after close date

- **Home Businesses** – Article XII, Section 25 CCRs (includes no garage/moving/rummage sales)



2024 Goals

- Promote more community engagement.
- Establish Committees – The community is looking to start a Social Committee, ACC Committee, and Pool Committee.

Adjournment

Thank you for joining us. If you have any questions or concerns that were not covered in tonight's meeting, please email ivori@legacysouthwestpm.com

THANK YOU!

SEE YOU NEXT YEAR!

Open Forum

- Ideas for the community and questions.
- Please limit comments to 2 minutes.
- During this time, we ask that everyone adhere to one conversation and allow the other party to finish speaking. We also ask that you be respectful and keep the conversation constructive.
- If you have an account or personal related question, please email ivori@legacysouthwestpm.com or ryan@legacysouthwestpm.com