

# Creekshaw Owners Association, Inc. 2024 Annual Meeting

- October 29<sup>th</sup> , 2024
- 6:30PM -7:30PM



# Agenda

- Call Meeting to Order
  - a. Establish Quorum – Must have 50% of 755 lots
  - b. Proof of Notice – Meeting Notice mailed on October 11<sup>th</sup>
  - c. Approval of Meeting Minute
- Welcome & Introductions
- Financial Report
- Community Update
- Adjournment
- Open Forum: Questions & Answers

# 2023 Annual Meeting Minutes

## CREEKSHAW OWNERS ASSOCIATION, INC.

2023 Annual Meeting

### **Minutes**

DATE: Thursday, November 9, 2023

TIME: 6:30 PM

LOCATION: Go To Meeting

ATTENDING: Ivori Moore of Legacy Southwest Property Management, Melissa Zubik (Board of Directors), and homeowners of Creekshaw

CALL TO ORDER– 6:30 PM

Establish Quorum

Proof of Notice

Approval of the 2022 Meeting Minutes

### INTRODUCTIONS

- Ivori Moore – Community Manager (Legacy Southwest Property Management)
- Creekshaw Board of Directors -  
Melissa Zubik – President BoD  
Cindy O'Brien – Secretary BoD  
Frank Murphy – Treasurer BoD

### ASSOCIATION UPDATES

Homeowners were provided information on what exactly the HOA is and how it is established, the community website, and the current HOA assessment amount. Homeowners were also provided with the roles of the Board of Directors as well as the management company.

### FINANCIALS:

A financial recap of the year-end financial report for 1/31/22 was presented to the homeowners as well as the most recent financial report ending in 09/30/23

### COMMUNITY UPDATES

The community development update was provided to the homeowners.

### COMMUNITY REMINDERS

Homeowners were provided with a few community reminders for Creekshaw HOA.

ADJOURNMENT – At 6:50pm, a motion was made to adjourn the meeting. All were in favor and the motion was carried out

### OPEN FORUM

The floor was open for homeowner questions and concerns.

# Legacy Southwest Team



- Ivori Moore – Community Manager

[ivori@legacysouthwestpm.com](mailto:ivori@legacysouthwestpm.com)

214-705-1615 Option 8

- Ryan Smith – Director of Association Management

[ryan@legacysouthwestpm.com](mailto:ryan@legacysouthwestpm.com)

- Chase Smith – Compliance Manager

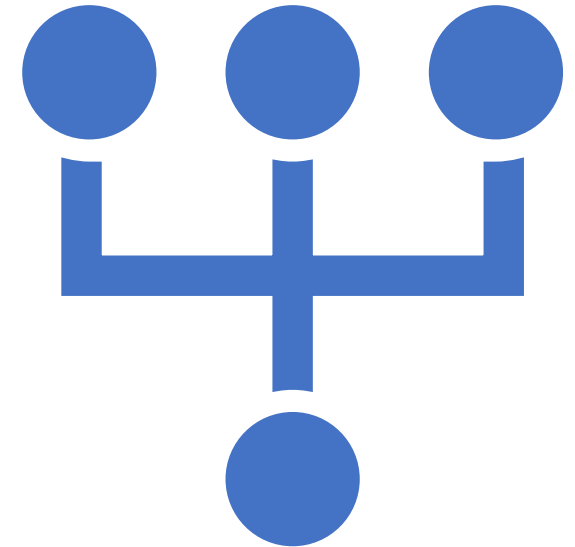
[chase@legacysouthwestpm.com](mailto:chase@legacysouthwestpm.com)

# 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 1<sup>st</sup> & July 1<sup>st</sup>)



# 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

# 2023 Financial Report

As of 12/31/2023

Total Year End Income -  
\$233,807.28

Total Budgeted Year End  
Income – \$201,600.00

# 2023 Year End Financial Performance

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

<b>2023 Year End Financial Summary as of 12/31/23</b>	<b>Actual</b>	<b>Budgeted</b>
<b>Income</b>	<b>\$233,807.28</b>	<b>\$201,600.00</b>
<b>Utilities</b>	<b>\$88,597.18</b>	<b>\$82,500.00</b>
<b>Landscaping</b>	<b>\$60,397.69</b>	<b>\$73,097.48</b>
<b>General &amp; Administrative</b>	<b>\$27,040.70</b>	<b>\$21,770.00</b>
<b>Insurance &amp; Taxes</b>	<b>\$13,071.20</b>	<b>\$12,900.00</b>
<b>Pool</b>	<b>\$29,460.50</b>	<b>\$21,760.00</b>
<b>Maintenance &amp; Repairs</b>	<b>\$17,766.84</b>	<b>\$15,662.00</b>

# 2024 Financial Report

As of 09/30/2024

Total Income -  
\$416,768.38

Total Budgeted  
Income - \$471,799.50

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

# 2024 Financial Performance

- \*Please note the numbers are based on Accrual Accounting

<b>2024 Year End Financial Summary as of 09/30/24</b>	<b>Actual</b>	<b>Budgeted</b>
<b>Income</b>	<b>\$416,768.38</b>	<b>\$471,799.50</b>
<b>Utilities</b>	<b>\$28,950.33</b>	<b>\$136,371.09</b>
<b>Landscaping</b>	<b>\$62,584.16</b>	<b>\$158,700.00</b>
<b>General &amp; Administrative</b>	<b>\$34,586.43</b>	<b>\$29,870.00</b>
<b>Insurance &amp; Taxes</b>	<b>\$12,368.00</b>	<b>\$34,903.73</b>
<b>Pool</b>	<b>\$41,898.32</b>	<b>\$42,855.68</b>
<b>Maintenance &amp; Repairs</b>	<b>\$9,654.45</b>	<b>\$28,575.00</b>

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

# 2023/2024 Financial Performance

- Financials are posted on the community website.
- The 2024 financials actuals to budget income/expense discrepancy is so high due to projected Phase 2 lot completion being 5 months behind original projections.
- 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](mailto:ivori@legacysouthwestpm.com)

# 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)

# Community Update

- Currently: 755 lots
- Completed Homes: 267
- Holiday Decorations will be completed by the week of Thanksgiving.
- Needing Volunteers for the Modifications Committee – Sign up sheet located on community website.
- HOA Social Event – October 31<sup>st</sup> Halloween Grab and Go Treats







## 2025 Goals

- Promote more community engagement.
- Community Newsletter
- Strengthen current and establish more homeowner committees.

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](mailto:ivori@legacysouthwestpm.com)

**THANK YOU!**

**SEE YOU NEXT YEAR!**

# 15 Minute 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](mailto:ivori@legacysouthwestpm.com) or [ryan@legacysouthwestpm.com](mailto:ryan@legacysouthwestpm.com)