



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

**Wednesday, October 21, 2020 at 7:00 PM**

URL Location: <https://zoom.us/j/92721667507>

# VILLAGE OF DIAMOND BAY

## Board of Directors



Justin Hernandez  
President



Sarom In  
Homeowner Director



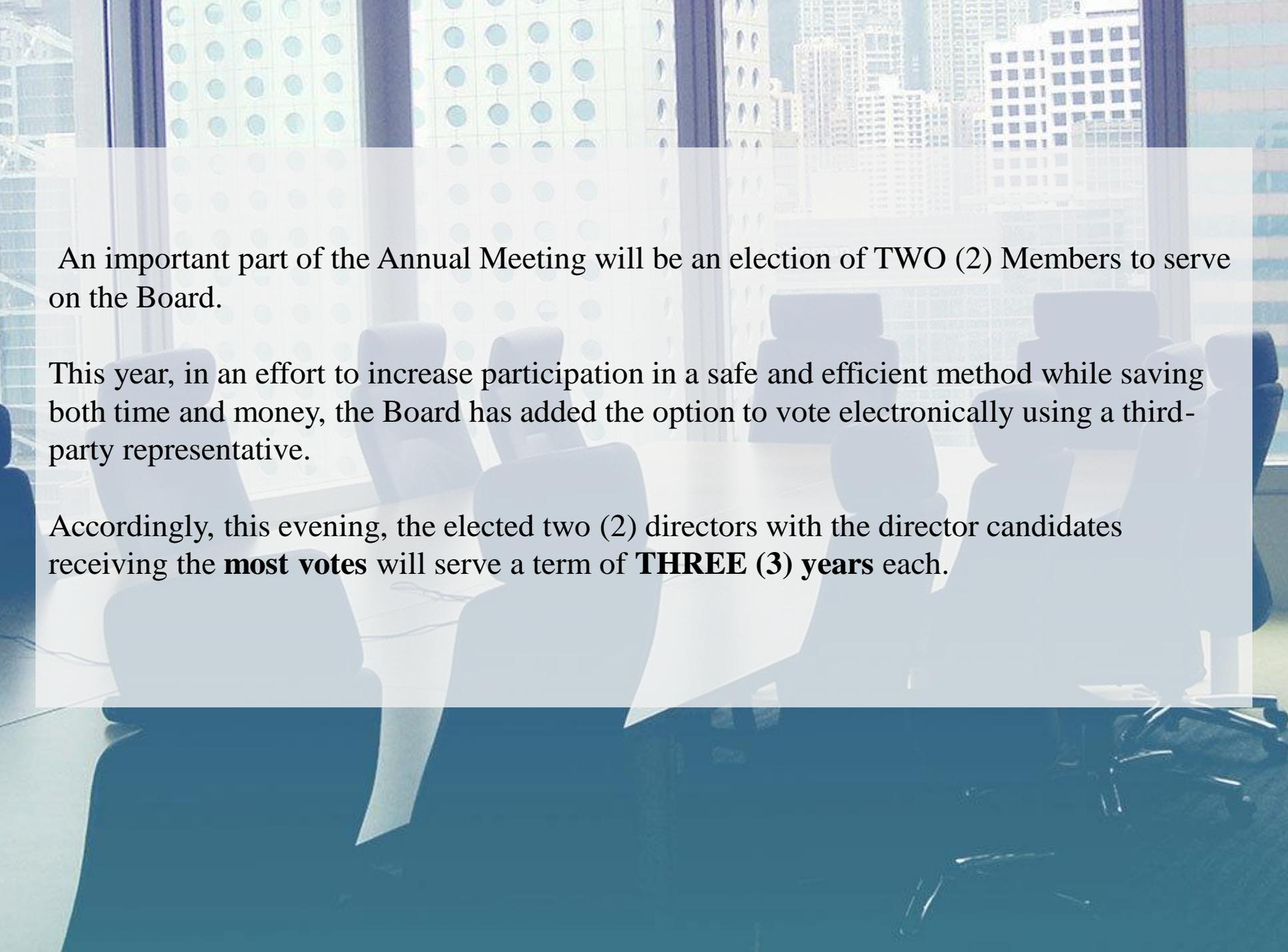
Torrey Cardinalli  
Vice President



Sara Riggins  
Secretary



Drucilla Curry  
Treasurer



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.

# Where is the Village of Diamond Bay?



Arbor Lakes  
Autumn Brook  
Azalea 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

Raquel Rodriguez  
Communications GM



Phoebe Rocha  
Property Administrator

Lori Ewing  
Property Administrator

Cherish Dunford  
Property Administrator



SHADOW  
CREEK  
RANCH

# **2020 Annual Meeting of the Members**

## **Agenda**

- I. Call to Order · Introduction
- II. Approval of the 2019 Annual Meeting Minutes
- III. President's Report
- IV. Financial Status
- V. Election Results and Introduction
- VI. Community Updates
- VII. Adjournment
- VIII. Member Forum



SHADOW  
CREEK  
RANCH

# **2019 Annual Meeting of the Members Meeting Minutes**



**THE VILLAGE OF DIAMOND BAY HOMEOWNERS ASSOCIATION, INC.  
2019 ANNUAL MEETING OF MEMBERS**

THE MEETING MINUTES OF THE ANNUAL MEETING OF THE MEMBERS FOR THE VILLAGE OF DIAMOND BAY HOMEOWNERS ASSOCIATION, INC. HELD MONDAY, JULY 29, 2019 AT 7:00 PM AT THE HILTON GARDEN INN, PEARLAND TX 77584.

**BOARD OF DIRECTORS**

Heather Zayas, President

Brad Todes, Vice President

Justin Hernandez, Treasurer

Mike Sharp, Director

Taylor Gunn, 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 7:00 PM. In accordance to Article X, Section 10.4 of the Association's By-Laws this proxy/ballot will be good for period of up to 120 days after the date of this meeting in the event that quorum is not reached, and the meeting needs to be reconvened for Association Business OTHER than Board of Director Elections. If the required quorum is not present or represented, either in person or by proxy, at such meeting, a subsequent meeting ("First Subsequent Meeting") may be called subject to the same notice requirement and the required quorum, either in person or by proxy, at the First Subsequent Meeting shall be five percent (5%) of all the votes of the Members of the Association. If the required quorum is still not present or represented, either in person or by proxy, at a First Subsequent Meeting, a second subsequent meeting ("Second Subsequent Meeting") may be called subject to the same notice requirement and the required quorum, either in person or by proxy, at the Second Subsequent Meeting shall be one percent (1%) of all the votes of the Members of the Association. The First Subsequent Meeting, if any, must be held within sixty (60) days following the preceding meeting, and the Second Subsequent Meeting, if any, must be held within sixty (60) days following the First Subsequent Meeting. Notwithstanding anything to the contrary, the presence of Members, either in person or by proxy, entitled to cast one-half of one percent (1/2%) of all the votes of the Members of the Association shall constitute a quorum for all purposes at the first annual or special meeting of the Members held after the termination of the Class B voting status of Declarant. ”

## **PRESIDENT'S REPORT**

President Zayas announced that an important part of this meeting will be the transition of the Association from Declarant to a Resident Controlled Board with an election of three(3) members to serve on the Board. 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, 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.

## **COMMUNITY SUCCESSES**

During the meeting, Village of Diamond Bay members received reports of the community's successes, which included:

- With the support of the Ad hoc Pool Committee, SCR appointed the new Pool Lifeguard company, BEARFOOT
- Introduced "Swim at Your Own Risk" pool hours at the Emerald Bay Lap Pool extending the Pool Season.
- Transferred Energy provider to Constellation (StarTex ) lowering the rate for a substantial cost savings to SCRMA and the Village Associations.
- Shadow Creek Ranch has been recognized for its contribution to Living Water International, a faith based non-profit organization that helps communities in developing countries to create sustainable water, sanitation and hygiene programs in response to the global water crisis. The smart irrigation control meters installed throughout the community at the end of 2017 by Silversand Services have resulted in a 100 million gallons of water savings consumption which help contribute to building a well in Zambia in 2018.
- Landscape Seasonal Color was reduced from three to two installations this year for a cost savings to the community.

## **FINANCIAL STATUS**

Director Hernandez provided the Association's financial results, 2019's annual budget, annual assessment rates since 2009, collection trends, prepayment options that are available to the community and proposed projections.

## **ELECTION OF DIRECTORS**

The Village of Diamond Bay Homeowners Association Board of Directors and members of the community congratulated Druicilla Curry, Sarom In and Sara Riggins as the newly elected Directors. The Board expressed their gratitude for their willingness to serve and look forward to their contribution on the Board.

Director Zayas expressed her appreciation to the three (3) Developers who have led the Association since the foundation: Brad Todes, Mike Sharp and Taylor Gunn stating the community is grateful for their time, talents and the knowledge they have generously shared during their time served.

The Board thanked those who submitted their nominations for a position on the Board, encouraging them to join committees and become more involved in promoting the well-being and prosperity of the community. Committee applications are available on the Shadow Creek Ranch website at [www.shadowcreekranchhoa.com](http://www.shadowcreekranchhoa.com).

## **COMMUNITY UPDATES**

The managing agent reported the Village of Diamond Bay had 1,074 Non Compliance Deed Violations, 71 ARC applications and 1,266 resident calls in 2018, and one of the primary focuses for the community in 2019 has been to improve Non Compliance Deed Violations. As a result, repeat offenders who refuse to comply could be referred to the Association's legal firm and held responsible for the costs incurred.

Achievements, opportunities and challenges of the Village Association were presented and the meeting concluded with guest speaker, Derrick Reed, City of Pearland Councilmen who presented developments for the City of Pearland.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:24 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](http://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,

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Secretary

Village of Diamond Bay Homeowners Association, Inc.



## **President's Report**

# **Justin Hernandez**

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

The Landscape Renovation Project to improve the monument sites within the Village of Diamond Bay were approved and are currently underway.

Verizon Cell Towers will be installed throughout the community, improving 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**

**Operating Expenses**

**Reserve Fund Account**

**2021 Budget**

# 2019 Financial Results

## YTD OPERATING

|                   |            |
|-------------------|------------|
| Income            | \$24,503   |
| Expenses          | (\$37,591) |
| Surplus/(Deficit) | (\$13,088) |

- **IN 2019 OPERATING INCOME WAS OVER BUDGET \$24,503**  
DUE TO CAP FEE SCRMA, FINANCE CHARGES AND LATE FEES
- **2019 OPERATING EXPENSES OVER BUDGET \$37,591**  
DUE TO WATER, LEGAL EXPENSE CORPORATE & BAD DEBT

# 2019 Financial Results Reserve Account

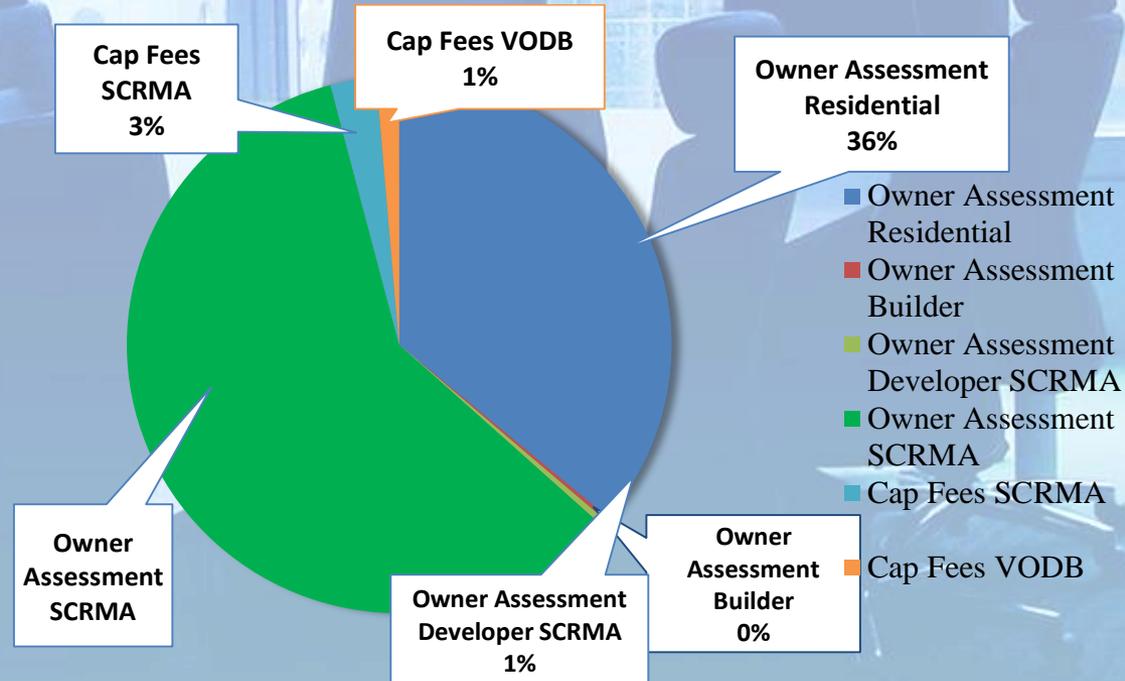
|               |  |
|---------------|--|
| Start of 2019 | \$47,942                                       |
| End of 2019   | \$56,701                                       |
| Increase      | \$8,759<br>(annual contribution plus interest) |

The Village of Diamond Bay had Reserve Expenditures of \$24,000 in 2019.

## INCOME

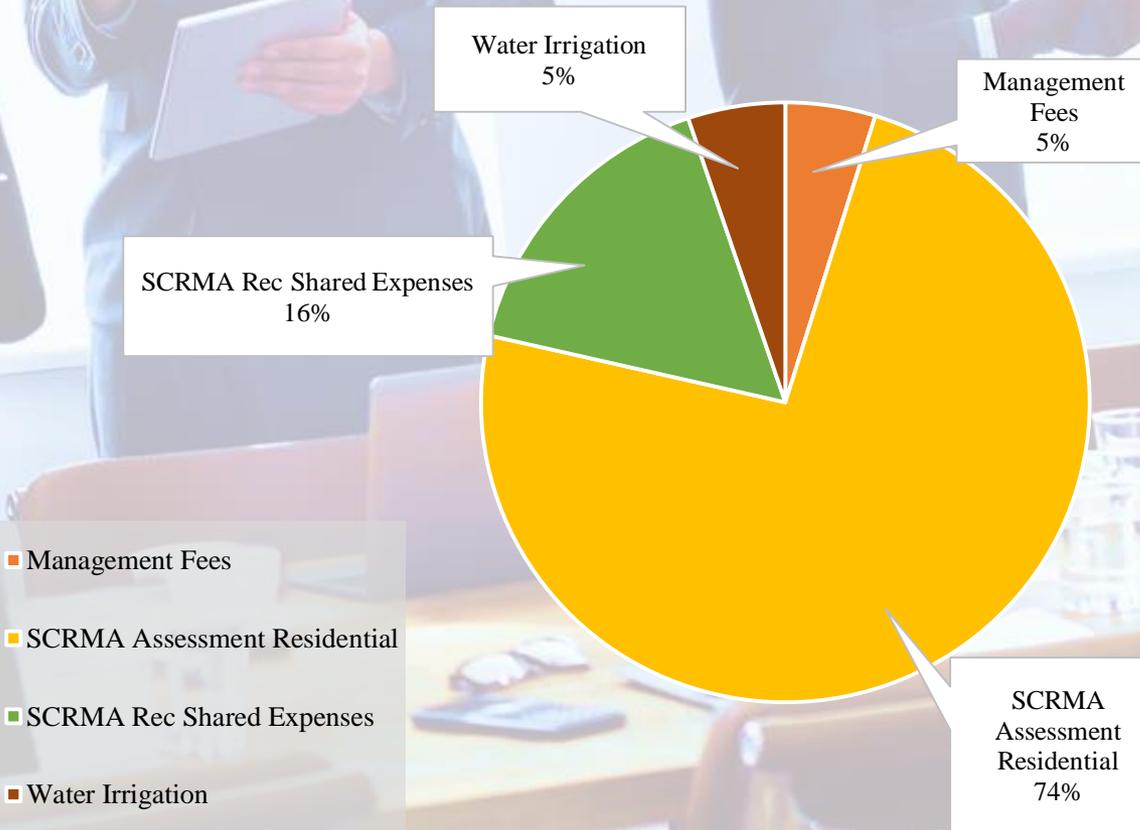
|                                 |                     |
|---------------------------------|---------------------|
| Owner Asmt- Residential Asmt    | \$ 647,184          |
| Owner Asmt- Builder             | \$ 1,164            |
| Owner Asmt- Builder - SCRMA     | \$ 1,734            |
| Owner Asmt- SCRMA               | \$ 964,504          |
| Capitalization Fees SCRMA       | \$ 40,032           |
| Capitalization Fees Diamond Bay | \$ 10,008           |
| Facilities Club House Rental    | \$ 100              |
| Fines - Owners                  | \$ 100              |
| Finance Charge                  | \$ 11,474           |
| Late Fees                       | \$ 23,000           |
| <b>TOTAL INCOME</b>             | <b>\$ 1,699,300</b> |

# 2020 BUDGET VILLAGE OF DIAMOND BAY



# VILLAGE OF DIAMOND BAY

## 2020 EXPENSES



### EXPENSES

|                                |               |
|--------------------------------|---------------|
| Administrative Exp. Other      | \$ 2,000.00   |
| Audit/Tax Preparatio           | \$ 8,175.00   |
| Bad Debt Expense               | \$ 22,000.00  |
| Bank Charges                   | \$ 500.00     |
| Electricity- Common Area       | \$ 17,000.00  |
| Holiday Expense Decorations    | \$ 15,000.00  |
| Insurance-                     | \$ 10,698.61  |
| Landscape Contract             | \$ 90,132.00  |
| Landscape Replacement          | \$ 5,000.00   |
| Landscape Seasonal Color       | \$ 25,200.00  |
| Legal Expense Collections      | \$ 20,000.00  |
| Legal Expense Corporate        | \$ 4,000.00   |
| Maint & Repairs General        | \$ 1,000.00   |
| Maint & Repairs Irrigation     | \$ 4,766.18   |
| Maint & Repairs Lighting Repla | \$ 1,000.00   |
| Management Fees                | \$ 60,003.00  |
| Meeting Expense Board/Owner    | \$ 1,000.00   |
| Office Supplies - Copies       | \$ 6,000.00   |
| Office Supplies- Postage       | \$ 4,000.00   |
| Office Supplies- Coupons       | \$ 5,000.00   |
| Reserve Contribution           | \$ 5,000.00   |
| SCRMA Assessment Residential   | \$ 964,504.32 |
| SCRMA Cap Fee                  | \$ 40,032.00  |
| SCRMA Reserve                  | \$ 10,000.00  |
| SCRMA Rec Shared Expenses      | \$ 203,913.00 |
| Property Taxes                 | \$ 500.00     |
| Water Irrigation               | \$ 50,000.00  |

**TOTAL OPERATING EXPENSES \$ 1,576,424.11**

# 2021 BUDGET

## INCOME

|                                 |           |                  |
|---------------------------------|-----------|------------------|
| Owner Asmt- Residential Asmt    | \$        | 461,748          |
| Owner Asmt- SCRMA               | \$        | 1,209,579        |
| Capitalization Fees SCRMA       | \$        | 40,152           |
| Capitalization Fees Diamond Bay | \$        | 10,038           |
| Fines - Owners                  | \$        | 100              |
| Finance Charge                  | \$        | 27,000           |
| Late Fees                       | \$        | 22,000           |
| Other Fees ARC Review           | \$        | 1,350            |
| Other Owner Incm Access Cards   | \$        | 1,000            |
| <b>TOTAL INCOME</b>             | <b>\$</b> | <b>1,772,967</b> |

## 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    | \$        | 1,209,579        |
| SCRMA Cap Fee                   | \$        | 40,152           |
| SCRMA Reserve                   | \$        | 29,630           |
| SCRMA Rec Shared Expenses       | \$        | 296,298          |
| <b>TOTAL OPERATING EXPENSES</b> | <b>\$</b> | <b>1,646,959</b> |



## The **ONE-SCR** Approach

*A smarter way to manage our community*

### **- Objective**

The One-SCR Approach aims to have the residents from all four Shadow Creek Ranch HOA Villages pay the same annual assessment.

Conversations with the attorney who drew up the original Village by-laws shared 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 **ONE-SCR** Approach

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.



## The **ONE-SCR** Approach

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 **ONE-SCR** Approach

The board directors for all four (4) Village HOAs hope this communication will help you appreciate how we determined the 2021 assessment and provide you ample time to budget for this change.

Your Village directors continue to work diligently to maximize our dollars and continue to ensure Shadow Creek Ranch is a destination place to live.

To learn more please attend your next village meeting as they are open to all residents.

Thank you for your time and for continuing to be great Shadow Creek Ranch neighbors.

# 2021 Assessment Dues

## Pre-payment Plan Option

The 2021 assessment dues of \$999.00 for your community is due in full on January 1, 2021 and becomes delinquent on January 31, 2021. Payment received after January 31, 2021 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 2021's bill is due you will only owe a small amount, for any increase in the new year's fees.

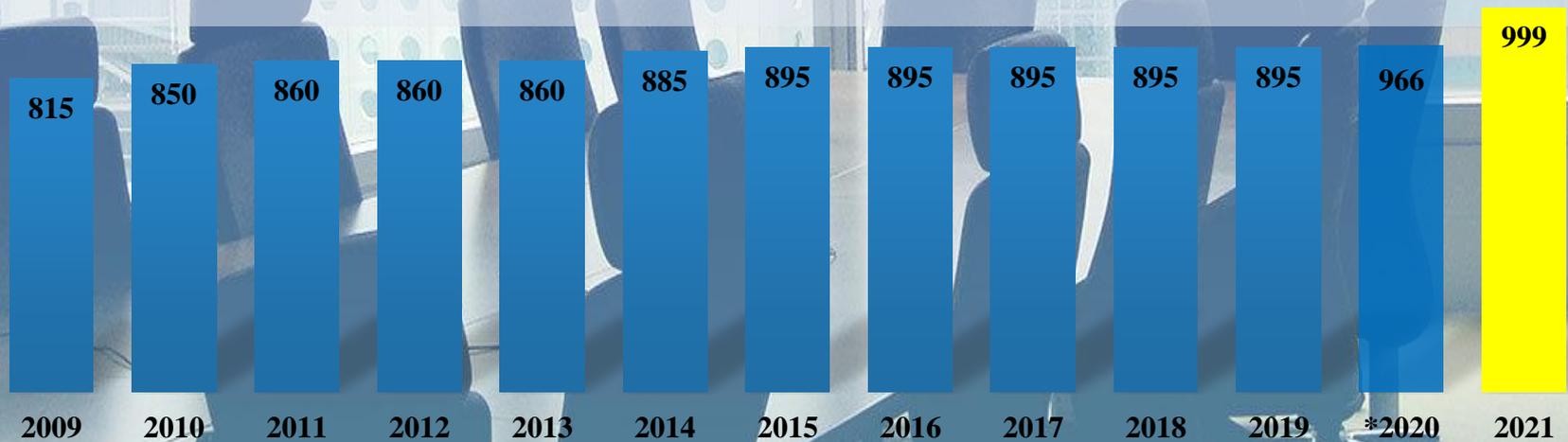
No matter how you look at it, it is a wise choice to make. So simply go to [www.shadowcreekbranchhoa.com](http://www.shadowcreekbranchhoa.com) , login to the Pay Online tab using ClickPay, then look for the "Auto Pay" option and follow the prompts.



# VILLAGE OF DIAMOND BAY HOA

## Historical & Future Assessment Dues

### 2009- 2021



*\*In 2020 the VODB became a resident controlled board and lost the benefit of the developer subsidizing any financial shortages*

# **VILLAGE OF DIAMOND BAY**

## **Election of Directors**

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

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.

# Election Results

A scenic view of a golf course. In the foreground, there is a lush green lawn. A pond occupies the middle ground, with a fountain spraying water upwards from its center. The background features a line of trees and a large, dark-colored building with a chimney. The sky is clear and blue. The text "Election Results" is overlaid in a large, black, serif font across the center of the image.



Mariam G. Abdelmalak



SHADOW  
CREEK  
RANCH



Torrey Cardinali



SHADOW  
CREEK  
RANCH

# Community Updates

Holiday Decorations will be installed through November 15th

All baby pools located at the recreation centers in the community were re-plastered bringing the pool drain covers into compliance and ready for the 2021 pool season.

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 MUDs also agreed to consider proposals for park improvements and sidewalk repairs at the walking trails.

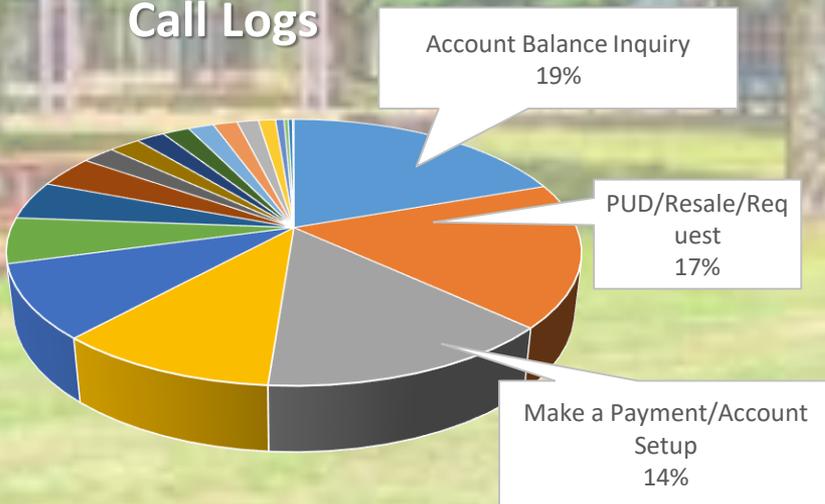
The SCRMA Board approved the 2020 proposal to cut the existing vegetation and treat “Woodly” vegetation regrowth w/ Herbicide as well as the 2021 plan to cut vegetation and treat “Woodly” vegetation regrowth w/ Herbicide twice a year of the Clear Creek Relief. A GL line item specifically for the Clear Creek Relief maintenance will be created, to ensure its cost is budgeted going forward.

# PROPERTY FACILITY REPORT

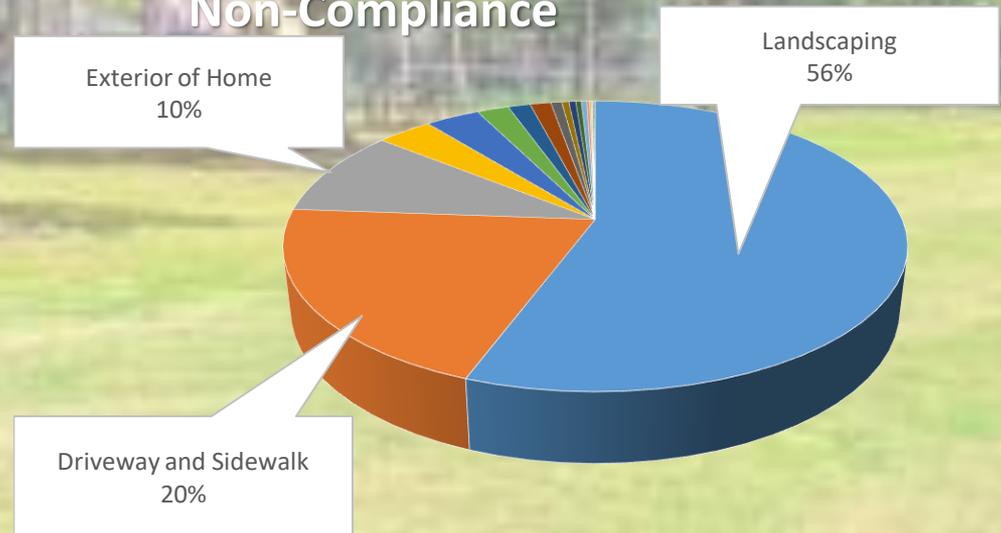
YTD the Village of Diamond Bay had 1,166 Non-Compliance Violations, 65 ARC applications and 1,047 resident calls.

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](mailto: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](mailto: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](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 for each application made payable by check or money order to the FirstService Residential.

Pool applications must be accompanied by an additional \$500.00 deposit and a \$125.00 (Pool) 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>

The background of the image is a soft-focus photograph of a park. It shows a paved path leading through a line of trees with green foliage. The lighting is bright and natural, suggesting a sunny day. The overall tone is peaceful and serene.

*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](mailto:help@shadowcreekranchhoa.com)**