



2022 Annual Meeting of the Members

Thursday, November 17, 2022, at 6:30 pm

Virtual Meeting

www.bearcreekbranchhoa.com

Electronic Meeting Conduct

- Meeting will be conducted in an orderly manner.
- Only one person should speak at a time.
- Raise your hand for questions or submit in writing through GOTO Webinar.
- Person or persons that are not conducting themselves in an appropriate manner will be muted.

Thank you for attending!
Let's make this a productive meeting!

Agenda

- Establish Quorum (10%)
- Call Meeting to Order
- Proof of Notice
- Introduction of Essex Association Management Representatives
 - Sean Corcoran, Director of Operations
 - Brendon Herrera, Community Association Manager
 - Essex Support Staff
- Approval of 2021 Annual Meeting Minutes Page 1
- Financial Review
 - 2021 Year End Income Summary Statement Page 2
 - 2022 September Balance Sheet & Income Statement Page 3 - 4
 - 2023 Budget & 10% Assessment Increase Information Page 5 - 6
- Community Updates
 - Completed Projects Page 7
 - Planned Projects Page 9
 - Developer Updates Page 10
- Other Reports
 - Compliance/Acc Page 11
 - Web Submissions Page 12
- Adjournment Page 15
- Homeowner Q & A Page 16

Proof of Notice



October 18, 2022

Essex Association Management
Bear Creek HOA



Notice of Virtual Annual Meeting

Thursday, November 17, 2022, at 6:30 p.m.

Registration URL:

<https://attendee.gotowebinar.com/register/9140514365230832652>

Webinar ID: 477-625-963

Dear Homeowner(s),

As the Managing Agent for **Bear Creek Ranch Community Association, Inc.**, we are pleased to announce that the Virtual Annual Meeting of the Members has been scheduled for **Thursday, November 17, 2022 at 6:30 p.m.** The purpose of this meeting is to discuss normal business of the Association and to present information on current Association affairs.

Enclosed in this packet you will find the Draft Agenda and a Proxy. Even if you plan on attending it is important that you return your proxy as unforeseen circumstances may occur, preventing you from being able to attend. The Annual Meeting cannot be held unless quorum requirements are met, either in person or by proxy in lieu of in-person meeting. If a meeting must be reconvened at a later date, the Association will incur additional costs for securing a venue, printing, and mailing a new Notice of Meeting. You may assign your proxy to a Member of the Board, or to a neighbor of your choice who will be in attendance.

You may dial in early or at any time during the meeting. We look forward to you joining us on **Thursday, November 17, 2022**. Proxies may be returned by mail, e-mail, fax or submitted through your Association's website at www.bearcreekranchhoa.com, however, they must be received in our office no later than 12:00 PM Wednesday, November 16th the day before the meeting in order to be counted for the meeting on **Thursday, November 17, 2022**. For any questions, please contact us via the "Contact Us" tab on the Association's website.

Sincerely,

Essex Association Management, L.P., Managing Agent
On Behalf of Bear Creek Ranch Community Association, Inc.

cc: Association File

Enclosures: Draft Agenda, Proxy

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030 Fax: (469) 342-8205
www.bearcreekranchhoa.com

Review of 2021 Meeting Minutes

Bear Creek Ranch Community Association, Inc. Minutes of Annual Election Meeting November 16, 2021

Minutes of the Annual Election meeting of the Bear Creek Ranch Community Associations, Inc., Lancaster, TX, held Virtually via Webinar on November 16, 2021 at 6:30 pm.

1. Meeting called to order at 6:35 pm

Verified all homeowners could hear and reply via webinar

2. Roll Call:

Board Members Present:

Brian Davis, Member 1

Essex Present:

Sean Corcoran, Director of Operations

Brandon Herrera, Community Association

Ashlyn Nader, Assistant Community Association Manager

Establish Quorum (10%) – 165 online votes and builder proxies

Introductions: Sean gave introductions of Essex Association Representatives. He opened up the meeting by informing the homeowners of the meeting conduct and explaining the Q/A and gave a quick overview of the agenda.

3. Proof of Notice – Mailed to all owners via USPS

4. 2020 Meeting Minutes

Sean went over the minutes and stated it will be posted to the association website. He also went over the action items.

5. Financial Review:

Sean reviewed the following:

- 2020 Year End Balance Sheet Report total assets and retained earnings.
- 2020 Year End Income Statement Summary with the community expenses, the averages, and high cost repairs.
- September 2021 Balance Sheet Report total assets in the operating account & reserve account. Also discussed the pool pump insurance repair.
- September 2021 Income Statement Summary explaining the CAP fee was exceeded due to DR Horton building & taking down lots.

6. Community Updates:

Sean reviewed the following:

- Completed Projects consisting of:
 - o Pool & Cabana Repairs
 - o Common Area
 - o Landscaping
 - o Streets

Sean explained that they have work out with the MUD and they will be paying for the sidewalks.

Projects in Progress consisting of:

- o Pool & Cabana
- o Landscaping
- o Common Area

- Developer Updates:

- o 605: Homeowners Lots, 187: Builder Lots, and 1,169 Total Planned Lots.

Max buildout may change as loop 9 is coming in.

7. Other Reports:

Sean gave the report as follows:

- Compliance:
 - o From January 2021 to November 2021 with a total of 541 violations with the top three as Lawn Maintenance, Landscaping, and Trash / Recycling Bins.
- Web Submissions:
 - o From January 2021 to November 2021 with a total of 195 submission with the top three questions as Compliance, Pool, and General Question.

8. Election Results

- Sean announced that Brian K. Davis has been re-elected.

9. With no other business to discuss, motion to adjourn 6:57 pm.

10. Homeowner Questions and Answers:

- Question 1: Homeowner states he wants to work with Brian to address wants work equity with all committee chairs.
- Question 2: Homeowner wants the pre-planting of the landscaping to happen so no issues happen like past years. Where is Phase 3 and 4?
 - o Answer: Phase 3 is at the end of Bradberry and Phase 4 is still undetermined but will be on the side off loop 9.
- Question 3: Will there be another entry or exit?
 - o Answer: We don't have any information yet.
- Question 5: How many renters in HOA?
 - o Answer: Do not have the numbers at this time.

Signature of Secretary or Secretary or Board President

Date

Minutes Prepared by: Ashlyn Nader, Essex Association Management, L.P.,
On behalf of Bear Creek Ranch Community Associations, Inc.

2021 Year End Income Statement

Income Statement Summary Bear Creek Ranch Homeowners

December 01, 2021 thru December 31, 2021

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	7,429.18	6,020.00	1,409.18	437,351.71	330,580.00	106,771.71	330,580.00
Total Income	7,429.18	6,020.00	1,409.18	437,351.71	330,580.00	106,771.71	330,580.00
Total General & Administrative	8,191.18	7,574.00	617.18	109,148.62	69,745.00	39,403.62	69,745.00
Total Taxes	0.00	12.00	(12.00)	6,266.23	150.00	6,116.23	150.00
Total Insurance	0.00	0.00	0.00	10,980.98	7,550.00	3,430.98	7,550.00
Total Utilities	1,965.68	2,390.00	(424.32)	18,800.83	28,680.00	(9,879.17)	28,680.00
Total Infrastructure & Maintenance	(60,066.15)	4,116.00	(64,182.15)	47,130.22	55,192.00	(8,061.78)	55,192.00
Total Pool	2,965.00	8,453.00	(5,488.00)	78,435.50	101,440.00	(23,004.50)	101,440.00
Total Landscaping	3,996.26	4,042.00	(45.74)	40,533.38	48,500.00	(7,966.62)	48,500.00
Total Reserves	19,323.00	19,323.00	0.00	19,323.00	19,323.00	0.00	19,323.00
Total Expense	(23,625.03)	45,910.00	(69,535.03)	330,618.76	330,580.00	38.76	330,580.00
Net Income / (Loss)	31,054.21	(39,890.00)	70,944.21	106,732.95	0.00	106,732.95	0.00

2022 September Balance Sheet

Balance Sheet Report Bear Creek Ranch Homeowners

As of September 30, 2022

	<u>Balance Sep 30, 2022</u>	<u>Balance Aug 31, 2022</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	297,764.50	342,071.37	(44,306.87)
1011 - CIT Bank Reserve Account	54,802.11	54,788.60	13.51
Total Assets	352,566.61	396,859.97	(44,293.36)
Receivables			
1400 - Accounts Receivable	137,075.52	144,952.24	(7,876.72)
Total Receivables	137,075.52	144,952.24	(7,876.72)
Total Assets	489,642.13	541,812.21	(52,170.08)
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	14,365.99	13,565.08	800.91
2050 - Prepaid Assessments	6,353.77	20,758.72	(14,404.95)
4902 - Insurance Claim	(116.17)	(116.17)	0.00
Total Liabilities	20,603.59	34,207.63	(13,604.04)
Total Liabilities	20,603.59	34,207.63	(13,604.04)
<u>Owners' Equity</u>			
Equity			
3000 - Opening Bal Equity	30,322.18	30,322.18	0.00
3900 - Retained Earnings	363,026.27	363,026.27	0.00
Total Equity	393,348.45	393,348.45	0.00
Total Owners' Equity	393,348.45	393,348.45	0.00
Income / (Loss)	75,690.09	114,256.13	(38,566.04)
Total Liabilities and Owner Equity	489,642.13	541,812.21	(52,170.08)

2022 September Income Statement

Income Statement Summary Bear Creek Ranch Homeowners

September 01, 2022 thru September 30, 2022

	Current Period			Year to Date (9 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	2,757.02	3,430.00	(672.98)	385,689.85	343,703.00	41,986.85	353,990.00
Total Income	2,757.02	3,430.00	(672.98)	385,689.85	343,703.00	41,986.85	353,990.00
Total General & Administrative	13,172.86	5,643.00	7,529.86	81,487.46	54,016.00	27,471.46	75,735.00
Total Taxes	0.00	17.00	(17.00)	0.00	150.00	(150.00)	200.00
Total Insurance	0.00	0.00	0.00	10,970.80	10,780.00	190.80	10,780.00
Total Utilities	2,499.75	2,440.00	59.75	21,648.52	21,960.00	(311.48)	29,280.00
Total Infrastructure & Maintenance	2,626.84	9,612.00	(6,985.16)	35,311.81	42,613.00	(7,301.19)	53,200.00
Total Pool	15,947.21	11,077.00	4,870.21	103,284.29	81,030.00	22,254.29	94,640.00
Total Landscaping	7,076.40	7,073.00	3.40	57,296.88	63,670.00	(6,373.12)	84,893.59
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	5,261.41
Total Expense	41,323.06	35,862.00	5,461.06	309,999.76	274,219.00	35,780.76	353,990.00
Net Income / (Loss)	(38,566.04)	(32,432.00)	(6,134.04)	75,690.09	69,484.00	6,206.09	0.00

2023 Approved Budget

Budget Summary Report Bear Creek Ranch Homeowners 2023 Approved Budget - 10% Increase

Income

4100 - Assessments	349,772.50
4200 - Late/NSF Fee	12,000.00
4250 - Collection Fee Charge	9,000.00
4410 - Demand Letter Income	2,000.00
4500 - Interest Income	150.00
4801 - CAP Fees	15,000.00

Total Income 387,922.50

Total Bear Creek Ranch Homeowners Income 387,922.50

General & Administrative

5100 - Administrative Expenses	780.00
5101 - Postage	8,000.00
5104 - Printing and Reproduction	1,500.00
5105 - Website Expense	450.00
5106 - Homeowner Functions	10,000.00
5110 - Professional Management	48,300.00
5120 - Collection Fees Billed Back	9,000.00
5121 - Property Inspections	2,640.00
5160 - Bad Debt Expense	2,400.00
5170 - Bank Fees	60.00
5176 - Legal Fees	3,500.00
5181 - Tax Preparation	425.00
6602 - Reserve Study	3,500.00

Total General & Administrative 90,555.00

Taxes

5201 - Property Taxes	200.00
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Total Taxes 200.00

Insurance

5310 - General Liability (incl Crime Ins)	11,300.00
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Total Insurance 11,300.00

Utilities

6000 - Telephone/Internet	2,592.00
6010 - Electric	27,000.00
6020 - Water/Sewer	618.84

Total Utilities 30,210.84

Infrastructure & Maintenance

5192 - Signs	1,000.00
6250 - Pest Control	250.00
6260 - Electrical Repairs & Maintenance	500.00
6264 - Holiday Decoration	8,000.00
6270 - Gate Repairs	400.00
6280 - Fence/Wall Maintenance & Repairs	5,000.00
6289 - Self Help / General Repair & Maint	1,000.00
6290 - Common Area Maintenance (All Services)	2,016.00
6291 - Playground Maintenance & Repair	5,000.00
6292 - Street Light Maintenance	17,000.00
6293 - Common Area Porter Service	14,400.00
6510 - Monument Fountain Maintenance & Repairs	2,500.00

Total Infrastructure & Maintenance 57,066.00

Pool

6310 - Pool Gate & Access System	1,500.00
6320 - Pool Contract Services	44,030.70
6342 - Pool Area/Cabana Repair & Maint	14,400.00
6350 - Pool Furniture and Fixtures	2,500.00
6360 - Pool Monitoring	27,747.00
6370 - Pool Emergency Phone	600.00

Total Pool 90,777.70

Landscaping

6400 - Landscape Contract Services	75,161.64
6401 - Landscape Maint & Improv(Non-Contractual	10,000.00
6500 - Irrigation Maintenance & Repairs	3,000.00

Total Landscaping 88,161.64

Reserves

6001 - Reserve Contributions	19,651.32
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Total Reserves 19,651.32

Total Bear Creek Ranch Homeowners Expense 387,922.50

Total Association Net Income / (Loss) 0.00

10% Assessment Increase

The 10% increase is in response to the increased cost of services the nation has experienced due to inflation, gas prices, and increased materials costs. All these factors have played a roll in the need for the community service vendors to increase their costs to keep servicing the community assets without interruption.

To help understand the need for the increase, below is a list of items that have been affected.

- Pool & Janitorial Service
- Pool Attendant Service
- Landscaping
- Irrigation Repairs
- Special project materials

Payment plans will be available for homeowners who wish to pay their assessments in installments. You may contact an associate in our billing department by calling the mainline to the office or emailing billing@essexhoa.com.

Completed Projects *(1 of 2)*

Pool & Cabana Repairs

- Power washed entire building.
- Power washed pool deck.
- Light acid was to pool plaster surface.
- Repaired freeze damage to building plumbing.
- Repaired entrance gate mesh guard.
- Added an electronic gate handle w/code to back entrance.
- Painted BBQ grills.
- Painted/Refurbished picnic tables.
- Cleaned graffiti around BBQ area.
- Purchased 25 new loungers.
- Replaced a pump for the kiddie splash pad.
- Repainted the splash pad water buckets.
- Painted the sunshade structures.
- Repaired coping stones around the pool.
- Reroofed pool amenity building.
- Painted storage fence on side of pool amenity building.

Streets

- Repaired damaged power cable to streetlight in phase 3.
- Repaired 11 streetlights throughout the community. Two of them upgraded to LED

Completed Projects *(2 of 2)*

Landscaping

- Added 30 flats of flowers to the boards at the main entrance monument.
- Removed the large bush on the exit side of the main entrance.
- Trimmed the trees back on either sided of the main entrance.
- Removed dead bushes on Bradberry Drive, near the monument.
- Added extra buffer zone to non-HOA common space under the powerlines.
- Added gas easement in phase to mow matrix.

Common Area

- Repaired various locations to the common fence on Bradberry Drive.
- Fire lanes repainted (Joint entitative with Dallas County).
- Repainted parking lot lines at pool amenity center.
- Repaired walking trail bridge.
- Routine repairs to playground.
- Added kiddie Cushion to playground.
- Replaced flagpole due catastrophic failure at the base.
- Upgraded monument lights to LED's.

Planned Projects

Pool & Cabana Repairs

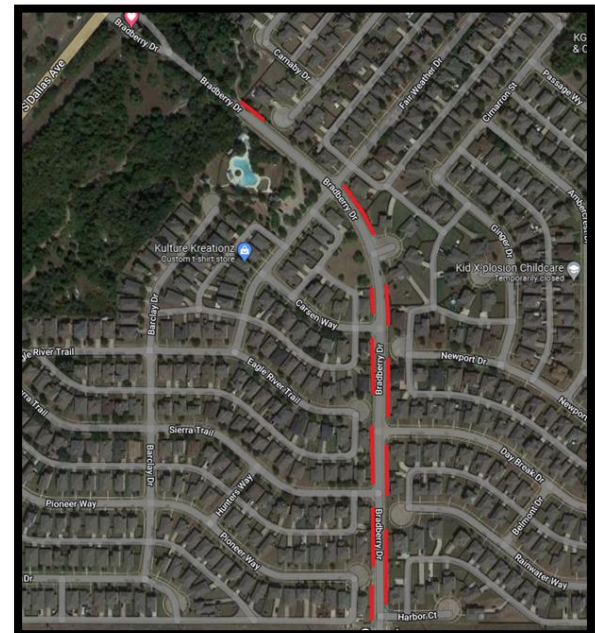
- Restoration of the entire pool deck and restroom flooring.

Common Area

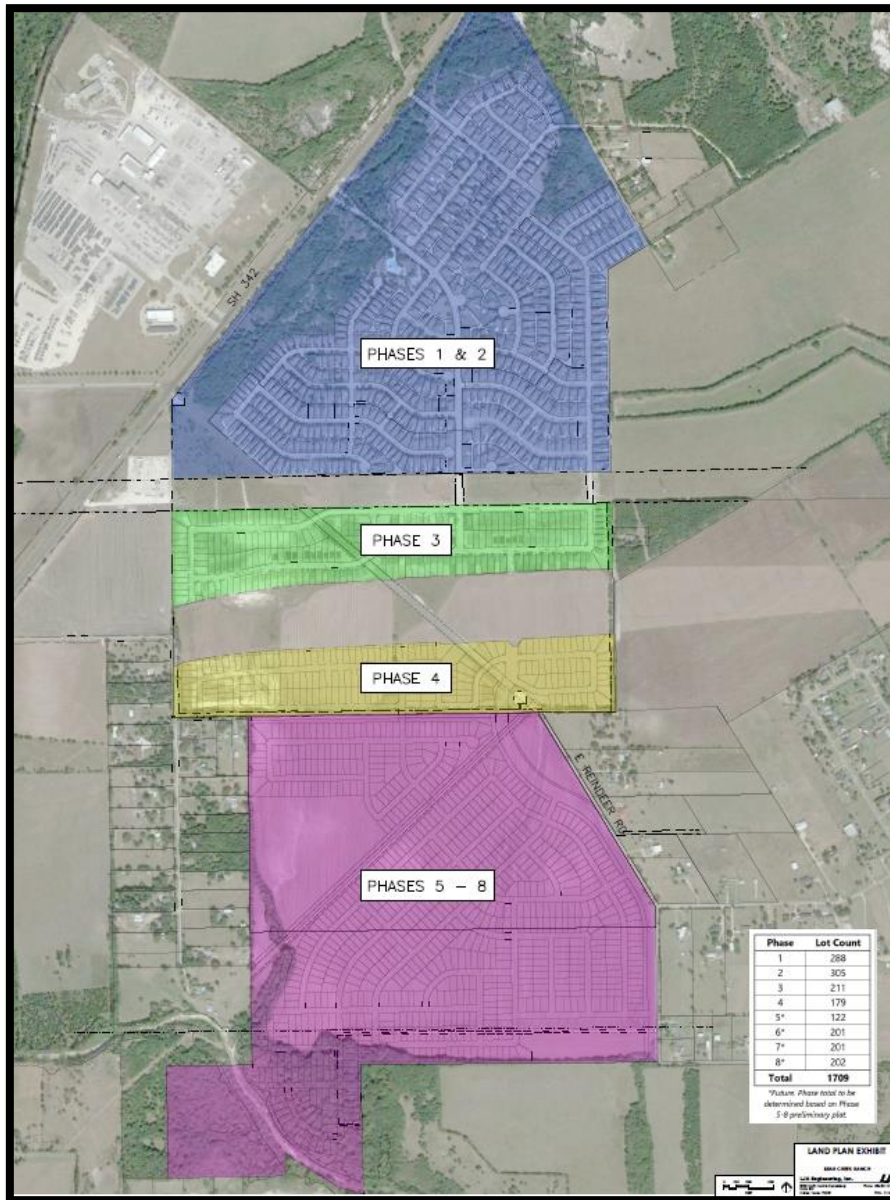
- Restoration of the entire fence along Bradberry Drive.
- Add a community monument sign to secondary entrance on Edgewater Way.

Landscaping

- Replace dead bushes in the beds of the pool amenity area.
- Trim tree canopy along Bradberry Drive.



Developer Updates



Homeowner Lots

803

Builders

- DR Horton

Builder Lots

2

Common Area Lots

1

TOTAL PLANNED LOTS: 1,709

- Phase 4 to start delivering lots by Q4 of 2023.
- Phase 4 to have 179 lots.
- Paving to begin late April with connection road to Phase 4 from Phase 3.
- Builder: DR Horton
- Phase 5-8 delivery dates have not yet been determined.

Enforcement / Fining Policy

Covenants Count Report Bear Creek Ranch Homeowners Association, Inc. January 01, 2022, thru November 15, 2022

Description	Violations
Lawn Maintenance	272
Trash / Recycling Bins	248
NO ACC Application	63
Unsightly Item(s)	28
Fence	25
Landscape	25
Improvements / Modifications	20
Unauthorized Parking	20
Dead/Dying Lawn	8
Improper Storage	6
Exterior Maintenance	5
Inoperable Vehicle	3
Large Debris - Burning	3
Self-Help Action	2
ACC Requested Received	0
Noise - Disturbance	0

- **Inspections Conducted Twice Monthly**
- **3 Notices are Sent Prior to Fine Being Assessed**
 - 1st Courtesy Notice
 - 2nd Notice of Violation
 - 3rd Final Notice / Fine Warning (PC209)
 - 1st Fine Notice
 - Homeowner will Continue to be Fined Until Cured
- **State Standard and per the 1st, 2nd, and 3rd Notices**
 - 10 Days to Cure
 - If Violation of Same or Similar Nature is Observed Within 180 Day Period, Enforcements will Escalate to the Next Notice as Indicated Above

Total Number of Violations: 728

Help Keep the Community Beautiful!
Actively Seeking Volunteers in Many Capacities to Include Compliance!

Web Submissions



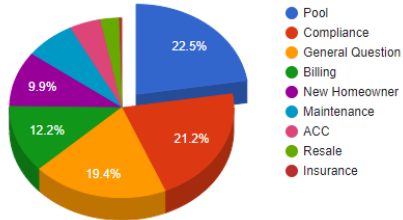
Bear Creek Ranch HOA Community Charts

Conversation Started: 01/01/22 to 11/16/22

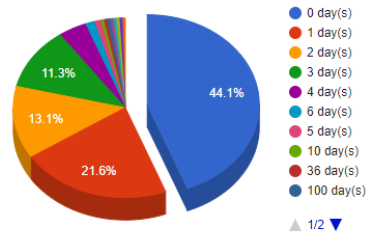
Total Number of Submissions for Date Range: 222

Pie Charts ordered by: Percentage (high-to-low)

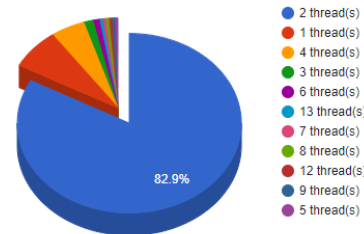
Submissions by Category



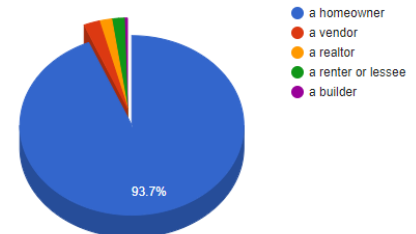
Statistics by Age



Statistics by Conversation Thread



Statistics by Submission Group



Statistics by Category Data Statistics by Age Data Statistics by Conversation Thread Statistics by Submission Group

Selection	Count
Pool	50
Compliance	47
General Question	43
Billing	27
New Homeowner	22
Maintenance	16
ACC	10
Resale	6
Insurance	1

Aged	Count
0 day(s)	98
1 day(s)	48
2 day(s)	29
3 day(s)	25
4 day(s)	9
6 day(s)	3
5 day(s)	2
10 day(s)	1
36 day(s)	1
100 day(s)	1
12 day(s)	1
21 day(s)	1
13 day(s)	1
17 day(s)	1
7 day(s)	1

Threads	Count
2 thread(s)	184
1 thread(s)	16
4 thread(s)	11
3 thread(s)	3
6 thread(s)	2
13 thread(s)	1
7 thread(s)	1
8 thread(s)	1
12 thread(s)	1
9 thread(s)	1
5 thread(s)	1

Entity	Count
a homeowner	208
a vendor	5
a realtor	4
a renter or lessee	4
a builder	1

www.bearcreekbranchhoa.com

- ACC Modification Request Forms may now be Submitted Online.
 - Income Statements and Balance Sheets
 - Governing Documents
 - Important Phone Numbers
 - Bulletin Board
 - Volunteer Forms
 - Email Updates: Sign up Now!



Register on The Verandah HOA Website Today!!



SCAN HERE

Essex Association Management, L.P.

Monday – Friday
9:00 am – 5:00 pm

1512 Crescent Dr. Suite 112

Carrollton, Texas 75006

Phone: (972) 428-2030

Fax: (469) 342-8205

After Hours Emergency Line: (888) 740-2233

www.bearcreekbranchhoa.com



Meeting Adjourned



Essex Association Management
1512 Crescent Drive, Suite 112
Carrollton, Texas 75006
Office: 972-428-2030
www.bearcreekranchhoa.com

Q & A



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