



You are invited to attend the CLVW Property Owners Association (POA) Annual Meeting:

When: December 2, 2022 7pm

Place: **Village West Clubhouse**  
1262 Amanda Drive, Canyon Lake TX 78133

The meeting will also be live-streamed.  
Link is on the website at [www.village-west.org](http://www.village-west.org)

**IMPORTANT NOTICE:** If you are unable to attend in person, you may mail-in your ballot. Ballots must be received by December 1st. Only members in good standing will be allowed to vote. You must mail in your proxy or attend the meeting in-person to vote.

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### Annual Board Meeting Agenda

*December 2, 2022 7pm*

| 2022 Board Members   |   |
|--|---|
| Matt Pfeil - President<br>Jessica Cejka – Vice-President<br>Deborah Howard - Secretary<br>Sherrel Romano Treasurer | Carlton Albright – Member at Large<br>Stan Grisby - Member at Large |

#### Establishment of a Quorum

#### Call to Order

#### Orders of Business

#### Introduction of Board Members

**Secretary** - Approval of November 2022 Monthly Meeting Minutes

**Treasurer** - Treasurer's Report

2022 Financial Summary Report

2022 Operating Budget Presentation

#### Committee Reports – 2022 Summaries

Maintenance

Architectural

Communication/Webmaster

Social

#### Old Business/2022 Accomplishments

#### New Business

Open board positions for 2023

Bylaw adoption

#### Open Forum



## 2022 Annual Meeting Voting Ballot

### Ballot #1: Election of Board of Directors

**Subject:** POA By-Laws Article IV A-1 state the Board of Directors must consist of a minimum of 5, possible 7 but no more than 9 members to be elected by the membership at its Annual General Meeting serving 2 year terms. The 2023 Board will vote in “open” positions during the January 2023 monthly meeting.

**Matter:** The following members will remain on the 2023 Board of Directors to serve the 2<sup>nd</sup> year of a 2-year term: Matt Pfeil (President), Jessica Cejka (Vice-President), Deborah Howard (Secretary), Sherrel Romano (Treasurer). We are able to have up to 9 board members. If you would like to be considered as a candidate, you may announce your candidacy 1) at the Annual meeting or 2) write in your info below. We can have 5 additional board members.

There are 5 open board slots for election. They will begin a 2 year term in January 2023. There are 4 filled slots that will begin the second year of 2 year terms in 2023. Bylaws require an odd number of board members at election time. If an even number are elected, the candidate with the higher vote count will receive the open slot.

#### Board Position

Open Director #1  
Open Director #2  
Open Director #3  
Open Director #4

#### Filled Board Positions

Matt Pfeil – President  
Jessica Cejka - VP  
Deborah Howard – Secretary  
Sherrel Romano - Treasurer

Please mark your vote up to 5 members:

\_\_\_\_\_ Stan Grisby

\_\_\_\_\_ Carlton Albrecht

Write in candidate(s): \_\_\_\_\_



**Ballot # 2: 2023 Fee Schedule Approval**

The POA has minimal fees. This ballot measure seeks to confirm the following fee schedule. If there is an increase, it's noted on each line.

Yearly Amenity Fee (POA member) - \$135  
Yearly Amenity Fee (Associate member) - \$250

Transfer Fee - \$300/transfer  
Resale Certificate - \$275/sale

Clubhouse Rental - \$75 refundable deposit  
Up to 2 hours - \$75  
Over 2 hours - \$100

Architecture Permit Fee - \$100

Records Requests Fee – See attached. (New fee – the POA has been out of compliance with state laws on records policies. With the new bylaws, this will bring us into compliance. A records request policy – including fee schedule is required by the state. The rates in this schedule were recommended by our attorney and standard for the other HOA/POAs they work with).

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**Ballot # 3: Clubhouse Flooring**

On last year's budget, money was set aside to replace the clubhouse flooring. The Board got several quotes for replacement flooring. This measure seeks to spend up to \$10,000 on replacement flooring in the clubhouse.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**Ballot # 4: Revise bylaws to allow for spending limits increase to \$15,000**

Currently, the bylaws require any capital expenditure over \$7500 to be approved by the members at either a special meeting or the annual meeting. The limit was created in 2009, and with increases in material costs, this limit could be prohibitively low. For example, if the clubhouse had a roof replacement need, the cost could be greater than this limit. The purpose of this ballot measure is to update this to \$15,000.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No



**Ballot # 5: Revise bylaws to allow ability to increase fees**

Currently, the bylaws require any fee adjustment to be approved by the members at the annual meeting. This ballot measure seeks to permit the board to increase fees by up to 10% year over year with a simple board vote. This is primarily to handle events such as inflation increasing maintenance costs.

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

**Ballot # 6: 2023 Budget Approval**

See attached for the proposed 2023 operating budget. Key highlights are a balanced budget with a small (\$4842) profit that will go into the reserve fund, capital for 2 major projects such as resurfacing the basketball court + a new roof on the clubhouse, and no increase in fees. The voluntary special assessment remains the same as last year at \$125.

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

*\* Ballots may be submitted at the annual meeting or by US mail to the address listed below prior to the annual meeting.*

ANN SULLIVAN, CPA  
 ATTN: KANDI  
 8115 FM 2673  
 CANYON LAKE, TX 78133

|                                      |  |               |       |
|--------------------------------------|--|---------------|-------|
| PROPERTY OWNERS NAME:                |  |               |       |
| MAILING ADDRESS:                     |  |               |       |
| VILLAGE WEST ADDRESS (IF DIFFERENT): |  |               |       |
| E-MAIL ADDRESS:                      |  | PHONE NUMBER: |       |
| SIGNATURE:                           |  |               | DATE: |

Canyon Lake Village West POA  
2023 Annual Operating Budget & Voluntary Special Assessment

| Financial Accounts  | 2023 Budget      |
|---|------------------|
| <b>INCOME</b>   |                  |
| Mandatory Annual Fee @ \$24/year per property owner, total of 533 | \$ 12,888        |
| Current Year Voluntary Assessment - See Analysis Below            | \$ 12,500        |
| Donations (including game nights)                                 | \$ 4,000         |
| Amenities Access Fee/Key @ \$135 per membership                   | \$ 25,650        |
| Transfer Fee @ \$300 per transfer                                 | \$ 7,500         |
| Resale Packet @ \$275 per packet                                  | \$ 6,875         |
| Architectural Fees  | \$ 2,500         |
| Clubhouse Rentals   | \$ 400           |
| Associate Members @ \$250/family                                  | \$ 1,250         |
| Exercise Group/Water Aerobics                                     | \$ 1,200         |
| Web Advertising   | \$ 250           |
| Pay Pal Fees  | \$ 80            |
| GVTC Capital Distribution   | \$ 55            |
| <b>Total Income</b>   | <b>\$ 75,148</b> |
| <b>EXPENSES</b>   |                  |
| <b>Administrative Expense</b>                                     |                  |
| Bank Fees - Pay Pal   | \$ 50            |
| Office Supplies/Stamps/Printing/Recording                         | \$ 2,000         |
| PO Box Rental   | \$ 156           |
| QuickBooks on Line  | \$ 1,050         |
| Accounting Fees   | \$ 1,000         |
| Website Fees, Internet, & Zoom                                    | \$ 1,200         |
| Misc. Expenses  | \$ 200           |
| <b>Total Administrative Expense</b>                               | <b>\$ 5,656</b>  |
| <b>Insurance</b>  |                  |
| Officers & Directors Liability                                    | \$ 11,000        |
| Commercial GL Package Policy                                      | \$ 7,000         |
| <b>Total Insurance</b>  | <b>\$ 18,000</b> |
| <b>Maintenance - Amenities</b>                                    |                  |
| Lawn Service  | \$ 1,150         |
| Trash Haul Off  | \$ 300           |
| Amenity Maintenance and Repair                                    | \$ 3,800         |
| Pool Service, Equip. & Inspections                                | \$ 9,000         |
| Clubhouse & Park (Cleaning, Repairs, court repair, & Lock Up)     | \$ 8,800         |
| Shrubbery Maint/Replace   | \$ 200           |
| VW Sign Maintenance   | \$ 300           |
| Amenities Keys and Re-key & Repair Locks                          | \$ 23,550        |
| <b>Total Maintenance Expense</b>                                  | <b>\$ 23,550</b> |

| <b>Utilities</b>  |                                |
|---|--------------------------------|
| Water   | 950                            |
| Electric  | 3,500                          |
|   | <b>Total Utilities Expense</b> |
|   | 4,450                          |
| Real Estate Taxes   | 150                            |
|   | <b>Total Taxes Expense</b>     |
|   | 150                            |
|   | <b>Legal (Estimated)</b>       |
| POA Counsel and Litigation  | 5,000                          |
|   | <b>Total Legal Expense</b>     |
|   | 5,000                          |
|   | <b>Events</b>                  |
| National Night Out - Fall Party                                       | 1,000                          |
|   | <b>Total Events Expense</b>    |
|   | 1,000                          |
| <b>Projects - Board Approved</b>                                      | <b>12,500</b>                  |
| <b>Total Operating Expenses</b>                                       | <b>70,306</b>                  |
| <b>Profit/(Loss)</b>  | <b>4,842</b>                   |
| Less: Contribution to Increase Bank Reserve & Future Amenity projects | <b>\$ (4,842)</b>              |
| Operating Budget is Balanced  | -                              |

| <b>Voluntary Special Assessment for Project Improvements</b>         |                        |
|--|------------------------|
| <b>Projected CLWV POA Member Participation</b>                       | <b>100</b>             |
| Basketball court resurface   | 5,000.00               |
| Roof Replace   | 7,500.00               |
|  | <b>Projected Costs</b> |
|  | <b>12,500.00</b>       |
| <b>Total Projected Costs for 2022</b>                                | <b>\$ 12,500.00</b>    |
| <b>Voluntary Special Assessment Per Projected Member Participate</b> | <b>\$ 125</b>          |

#### **4.1 Copy Charge:**

- (1) Standard paper copy. The charge for paper copies reproduced by means of an office machine copier or a computer printer is \$0.10 per page or part of a page. Each side that has recorded information is considered a page.
- (2) Nonstandard copy: These charges cover materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:
  - (A) Diskette – \$1.00
  - (B) Magnetic tape – actual cost
  - (C) Data cartridge – actual cost
  - (D) Tape cartridge – actual cost
  - (E) Rewritable & non-rewritable CD – \$1.00
  - (F) Digital video disc – \$3.00
  - (G) JAZ drive – actual cost
  - (H) Other electronic media – actual cost
  - (I) VHS video cassette – \$2.50
  - (J) Audio cassette – \$1.00
- (3) Oversize paper copy (e.g. 11 x 17, green bar, blue bar, not including maps and photographs using specialty paper) – \$0.50
- (4) Specialty paper (e.g. Mylar, blueprint, blueline, map, photographic) – actual cost

#### **4.2 Labor Charge:**

For locating, compiling, manipulating data, and reproducing public information, the following charges shall apply:

- (1) Labor charge – \$15.00/hour. This charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information;
- (2) When confidential information is mixed with public information on the same page, a labor charge may be recovered for time spent by an attorney, legal assistant, or any other person who reviews the requested information to redact,

blackout, or otherwise obscure confidential information in order to release the public information;

(3) No labor charge to be billed for requests that are fifty (50) or fewer pages of paper records, unless the documents to be copied are located in:

(A) Two (2) or more separate buildings that are not physically connected with each other; or

(B) A remote storage facility.

#### **4.3 Overhead Charge:**

Whenever a labor charge is applicable to a request, the Association may include in the charges direct and indirect charges, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the Association chooses to recover such costs, the charge shall be made in accordance with the methodology described hereafter:

(1) The overhead charge shall not be made for requests for copies of fifty (50) or fewer pages of standard paper records unless the request also qualifies for a labor charge;

(2) The overhead charge shall be computed at twenty percent (20%) of the charge made to cover any labor costs associated with a particular request.

#### **4.4 Miscellaneous Supplies:**

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge. Related postal or shipping expenses which are necessary to transmit the reproduced information may be added to the total charge. If payment by credit card is accepted and a transaction fee is charged by the credit card company, that fee may be added to the total charge.

### **5. DENIAL OF REQUESTED INFORMATION**

If it is decided that a request for information is inappropriate or unapproved, the Board, or its designee, will notify the requesting member of that decision and the reason for it in a timely manner. The Board, or its designee, will inform the owner, in writing of their right to appeal to the Board.