



# CRAIG RANCH COMMUNITY ASSOCIATION

*Living the Dream!*

7850 Collin McKinney Parkway, Suite 103  
 McKinney, Texas 75070  
 972-548-9191

## October 1, 2023- October 31, 2023 Management Report

### Architectural Covenant Changes (ACC)

Service Area	Approved	Approved w/ Stipulations	Denied
500 Master	4	2	5
501 Chateaus	1		2
502 Estates	1		1
503 Grove	1		1
504 Hemingway	2	1	7
505 North	9	4	4
507 Southern Hills	17	3	9
508 Spicewood	3		1
510 WB	1		1

### Craig Ranch Living Email Blasts

10/5/2023	Estates	Estates Gates Open Saturday, October 7 <sup>th</sup> During Garage Sale
10/5/2023	All Residents	Craig Ranch Upcoming Events This Week
10/5/2023	Watters Branch	Watters Branch Tree Trimming Next Week
10/6/2023	All Residents	Craig Ranch Community News – October 6
10/6/2023	The Trails	The Trails Pre/Post-Emergent Herbicide Treatment
10/6/2023	Chateaus	Chateaus Pre/Post-Emergent Herbicide Treatment
10/6/2023	Spicewood	Spicewood Pre/Post-Emergent Herbicide Treatment
10/6/2023	Hemingway	Hemingway Pre/Post-Emergent Herbicide Treatment
10/6/2023	Settlement Townhomes	Settlement Townhomes Pre/Post-Emergent Herbicide Treatment
10/13/2023	All Residents	Craig Ranch Community News – October 13
10/18/2023	All Residents	Office Closure on Friday morning, October 20
10/20/2023	All Residents	Craig Ranch Community News – October 20
10/25/2023	Fairways	Frisco ISD Bus Service in the Fairways
10/27/2023	All Residents	Craig Ranch Community News – October 27
10/31/2023	All Residents	Halloween Decoration Contest Winners

### Lifestyle Event Recaps

Date	Event	Attendance
10/2/2023	Fall Candle Workshop	15
10/2/2023	October Bingo	35
10/3/2023	National Night Out	70



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10/5/2023	Shred-Fest	150 Cars
10/7/2023	Fall Community Garage Sale	55
10/10/2023	Yappy Hour at K9 Corral	No Attendance Taken
10/14/2023	Halloween Carnival	679
10/17/2023	Spicewood Neighborhood Social	40
10/27/2023	Grove Neighborhood Social	120



**Portfolio Manager:** David B. Meyer dbmeyer@cmamanagement.com

**Property Information**

**Number of Units:** 1103

**Number of Resales:** 2

**Financial Summary**

**Account Balances**

**Total Operating Accounts** \$1,239,219.79

**Total Reserve Accounts** \$645,056.00

**Total Cash on Hand** \$1,884,275.79

Total Income	Month To Date	Year To Date	Annual Budget
<b>Total Revenue</b>	\$489,986.70	\$2,480,622.58	\$2,928,677.83
<b>Total Expense</b>	\$381,710.41	\$2,247,943.70	\$2,928,677.83
<b>Net Income/Loss</b>	\$108,276.29	\$232,678.88	\$0.00

**Collections**

Collection Status as of 11/13/2023	Number of Owners	Balance
Default Letter - First Class & Certified	6	\$ 4,782.42
Reminder Letter	3	\$ 2,057.46
Request Demand	1	\$ 95.00
Request Foreclosure	3	\$ 5,468.44
Request Notice of Lien	3	\$ 2,020.13
<b>Homeowners on Payment Plans</b>	<b>3</b>	<b>\$3,401.03</b>
<b>Total:</b>	<b>16</b>	<b>\$ 14,423.45</b>

**Percent Delinquent:** 1.45%

**Upcoming Management Plan Items - 11/13/23 - 12/2/23**

Plan Item	Date	Responsible Party
Common Area Inspection - Nov	11/28/2023	Management Company
Annual Audit Engagement Letter Signed	12/01/2023	Management Company
Annual Audit Rep Letter Signed	12/01/2023	Management Company
TCAA Contribution	12/01/2023	Management Company

**Manager Action Item Updates:**

**Manager Action Items**

**Open Items:** 16

**New Items:** 12

**Closed Items:** 15

**Manager Action Items**

Description	Due Date	Status
Plan Item: Holiday Decorations	07/01/2023	Completed
Holiday Decorations		
10/13/2023 11:27:30 AM		Contract signed.
8/28/2023 4:36:03 PM		Decorations have been ordered per the contract. No additions in 2023.

Riverwalk large fountain	09/08/2023	Completed
10/23/2023 4:01:21 PM	Task Completed	
9/21/2023 12:13:01 PM	The motor unit in the large fountain at Riverwalk needs a new motor. LMS to install new motor and notify when complete.	
8/28/2023 5:08:50 PM	The fountain is in the queue for assessment this week and we should have an estimate for its repair soon.	
8/15/2023 7:55:48 AM	The large fountain at Riverwalk park is not working. LMS notified via email.	

Plan Item: Insurance Renewal	10/01/2023	Completed
Insurance Renewal		
10/13/2023 11:28:40 AM	Complete	

Custer Erosion and Sod Repair - Phase 1	10/13/2023	Completed
9/29/2023 3:54:11 PM	Completed by Superscapes	
9/13/2023 10:38:08 AM	Forwarded approval to Superscapes, awaiting scheduled date.	

Custer Erosion and Sod Repair - Phase 2	10/13/2023	Completed
9/29/2023 3:54:38 PM	Completed by Superscapes	
9/13/2023 10:40:30 AM	Forwarded approval to Superscapes, awaiting scheduled date.	

October Appeals Meeting	10/16/2023	Completed
Meeting to review appeals from owners regarding ACC Requests, Leasing Hardship Requests, Waiver Requests, and Violations.		
10/16/2023 4:14:40 PM	October Appeals Meeting complete and decision letters sent to owners.	
10/3/2023 12:01:54 PM	October Appeals Meeting packet sent to Board on 10/02/2023.	
10/3/2023 12:01:01 PM	Meeting noticed to membership on 9/25/2023.	

Storm Damage Limb Cleanup - Stacy Road	10/19/2023	Completed
10/23/2023 12:00:40 PM	Completed by Simply Horticulture.	
10/6/2023 12:00:05 PM	Moved Action Item to Simply Horticulture, Superscapes crews were unavailable.	
10/5/2023 11:58:10 AM	Forwarded to Superscapes, awaiting assessment.	

Plan Item: Common Area Inspection - Oct	10/28/2023	Completed
Common Area Inspection - Oct		
10/31/2023 11:42:21 AM	Task Completed	
10/31/2023 11:42:01 AM	Maintenance Team checked dog park weekly, ponds inspected by Lake Management twice this month for debris removal and fountain maintenance, checked flag condition at parks, completed fire extinguisher inspections for month, obtained gas meter readings from wells, inspected all common area lights, power washed arbor at Riverwalk and set loose stones. Placed new hinge on K-9 Dog Corral gate, Repaired lettering on Settlement monument.	
10/11/2023 11:01:20 AM	OLM Inspection - Superscapes scored 93%.	

Veterans and Van Tuyl Park-Tree Maintenance	10/31/2023	Completed
10/23/2023 11:33:21 AM	Simply Horticulture replaced the Live Oak 10/20/23; Action Item complete.	
8/31/2023 1:28:46 PM	Simply Horticulture completed Tree maintenance/removal 08/31/23. Live Oak Replacement install scheduled mid September.	
8/24/2023 6:07:01 PM	Forwarded approval to Simply Horticulture 08/24/23, scheduled to be completed by end of month.	

Lifestyle	10/31/2023	Completed
October Lifestyle Events		

10/30/2023 11:42:40 AM	October 2023 Lifestyle events completed.
10/27/2023 11:39:42 AM	120 people attended the Grove neighborhood social at the Compass.
10/17/2023 3:02:38 PM	40 people attended the Spicewood neighborhood social at Spicewood common area.
10/14/2023 3:01:21 PM	679 people attended the Halloween Carnival at Millie Cooper Park.
10/10/2023 3:16:07 PM	15 people attended the Yappy-Hour with Dogtopia at K-9 Corral.
10/5/2023 2:54:54 PM	150 cars attended Shred-Fest at the Compass.
10/3/2023 2:54:05 PM	70 people attended National Night Out at the Compass.
10/2/2023 2:52:26 PM	15 people attended the Candle Making Workshop at the Compass.
10/2/2023 2:50:27 PM	35 people attended October Bingo at the Compass.

Communications	10/31/2023	Completed
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Email communications to homeowners .

10/31/2023 5:31:24 PM	Completed.
10/31/2023 5:31:06 PM	Email communication to homeowners announcing winners of Halloween Decoration Contest.
10/27/2023 10:22:41 AM	Weekly community news email sent to all homeowners on 10/27/23.
10/20/2023 10:22:13 AM	Weekly community news email sent to all homeowners on 10/20/23.
10/18/2023 10:24:28 AM	Email communication to all homeowners regarding office closure on 10/20/23 for CMA staff meeting.
10/13/2023 10:21:39 AM	Weekly community news email sent to all homeowners on 10/13/23.
10/6/2023 10:20:43 AM	Weekly community news email sent to all homeowners on 10/06/23.
10/5/2023 10:23:37 AM	Email communication to all homeowners about upcoming events.

Backflow Tests	10/31/2023	Completed
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10/31/2023 3:31:11 PM	Task Completed
10/31/2023 3:30:52 PM	Priddy's Backflow conducted backflow test on one device at Crossroads park in pumphouse. Paperwork sent to city.

Millie Cooper Park #2 Lighting Installation	11/30/2023	In Progress
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10/31/2023 8:44:39 AM	The bollard lights are being manufactured now and buried lines have been marked for the trenching.
8/29/2023 7:41:15 AM	BOD approved quotes from Enlightened Outdoor Lighting. Installation of new breaker panel to start in September and then the running of new electrical lines and finally bollard light installation at both Millie Cooper I and II.
7/18/2023 10:41:46 AM	Obtaining quotes from vendors to install electric bollard lights and outlets at Millie Cooper II.

Design Guideline Re-Write	01/12/2024	In Progress
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Update/re-write of Master Design Guidelines to make the ACC submission process more efficient for owners and the DRC.

10/26/2023 5:33:41 PM	Workshop held on 9/28/2023 with Board of Directors and Design Review Committee members.
9/5/2023 1:53:39 PM	2nd review to be scheduled with Board and DRC for 9/28/2023
8/7/2023 12:59:55 PM	Review of RED items Complete. Draft 2 to be presented. Date TBD
7/31/2023 12:22:04 PM	Final review of RED items scheduled for 8/3/2023
7/25/2023 10:44:44 AM	Preliminary review scheduled for 7/25/2023



<b>Detached Structure/Building</b>	<b>1</b>
<i>ACC Approved with Stipulations</i>	<b>1</b>
<b>Door(s)</b>	<b>1</b>
<i>ACC Approved</i>	<b>1</b>
<b>Fence - New or Replacement</b>	<b>1</b>
<i>ACC Denied</i>	<b>1</b>
<b>Landscaping</b>	<b>5</b>
<i>ACC Approved</i>	<b>3</b>
<i>ACC Denied</i>	<b>2</b>
<b>Lighting</b>	<b>2</b>
<i>ACC Approved with Stipulations</i>	<b>1</b>
<i>ACC Denied</i>	<b>1</b>
<b>Other</b>	<b>1</b>
<i>ACC Denied</i>	<b>1</b>
<b>Craig Ranch Community Association Total:</b>	<b>11</b>



**Violations Summary**

Craig Ranch Community Association  
Period: 10/1/2023 through 10/31/2023

Date: 11/27/2023  
Time: 12:13 pm  
Page: 1

Violation Type / Item	Escalation	Item Count	# Letters
<b>ACC Violation</b>			
ACC Non-Compliance: Denied Improvement	Fine Notice	1	1
Non-Submittal: Landscape	1st Letter	4	4
	2nd Letter	3	3
<b>Total ACC Violation</b>		<b>8</b>	<b>8</b>
<b>CMA INTERNAL (Holds)</b>			
Great Yard	Postcard	1	1
<b>Total CMA INTERNAL (Holds)</b>		<b>1</b>	<b>1</b>
<b>Covenant Violation</b>			
Basketball Goals	Postcard	1	1
Improper Storage	Postcard	1	1
<b>Total Covenant Violation</b>		<b>2</b>	<b>2</b>
<b>Exterior Maintenance</b>			
General Maintenance	2nd Letter	1	1
Paint Repair	1st Letter	6	6
	2nd Letter	3	3
	Fine Notice	3	3
<b>Total Exterior Maintenance</b>		<b>13</b>	<b>13</b>
<b>Fence Maintenance</b>			
Fence Maintenance	Postcard	3	3
	1st Letter	3	3
	2nd Letter	2	2
<b>Total Fence Maintenance</b>		<b>8</b>	<b>8</b>



**Violations Summary**

Craig Ranch Community Association  
Period: 10/1/2023 through 10/31/2023

Date: 11/27/2023  
Time: 12:13 pm  
Page: 2

Violation Type / Item	Escalation	Item Count	# Letters
<b>Landscape</b>			
<b>Edge</b>	Postcard	3	3
	1st Letter	1	1
	2nd Letter	1	1
<b>General Maintenance</b>	Postcard	23	23
	1st Letter	16	16
	2nd Letter	6	6
<b>Remove Dead Landscape</b>	Postcard	8	8
	1st Letter	17	17
	2nd Letter	12	12
	Fine Notice	1	1
<b>Trim Shrubs</b>	Postcard	14	14
	1st Letter	20	20
	2nd Letter	9	9
	Fine Notice	1	1
<b>Weed Flower Bed/Tree Wells</b>	Postcard	11	11
	1st Letter	18	19
	2nd Letter	12	12
	Fine Notice	4	6
<b>Total Landscape</b>		<b>177</b>	<b>180</b>
<b>Leased Property</b>			
<b>Leasing</b>	2nd Letter	3	3
	Fine Notice	1	1
<b>Total Leased Property</b>		<b>4</b>	<b>4</b>
<b>Signs</b>			
<b>Sale/Rent/Open House</b>	Postcard	5	5
	1st Letter	1	1
<b>Total Signs</b>		<b>6</b>	<b>6</b>
<b>Trash Removal</b>			
<b>Construction Debris</b>	Postcard	1	1
<b>Debris</b>	Postcard	1	1
<b>Total Trash Removal</b>		<b>2</b>	<b>2</b>
<b>Total for Craig Ranch Community Association</b>		<b>221</b>	<b>224</b>