



# CRAIG RANCH COMMUNITY ASSOCIATION

*Living the Dream!*

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

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

### Architectural Covenant Changes (ACC)

Service Area	Approved	Approved w/ Stipulations	Denied
500 Master	3	3	
503 Grove	1	1	
504 Hemingway	3	2	2
505 North	2	4	3
507 Southern Hills	2	3	4
508 Spicewood	1		

### Craig Ranch Living Email Blasts

Date	Recipient(s)	Subject
12/1/2023	All Residents	Craig Ranch Community News – December 1
12/8/2023	All Residents	Craig Ranch Community News – December 8
12/12/2023	Watters Branch	Watters Branch Creek Cleanup Project
12/15/2023	All Residents	Craig Ranch Community News – December 15
12/19/2023	Estates	Paradise Entrance Gate Malfunction
12/20/2023	Estates	Paradise Gate is Working
12/20/2023	All Residents	Craig Ranch Holiday Office Closures
12/20/2023	Watters Branch	Watters Branch Retaining Wall Project Repair Update
12/20/2023	Hemingway	Hemingway Clubhouse and Pet Reminders
12/22/2023	All Residents	Craig Ranch Community News – December 22
12/27/2023	All Residents	Upcoming Craig Ranch Office Closures

### Lifestyle Event Recaps

Date	Event	Attendance
12/2/2023	Tree Lighting	750+
12/5/2023	December Bingo	30
12/9/2023	Breakfast With Santa	350



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

**Property Information**

**Number of Units:** 1103

**Number of Resales:** 7

**Financial Summary**

**Account Balances**

**Total Operating Accounts** \$1,921,165.95

**Total Reserve Accounts** \$612,583.44

**Total Cash on Hand** \$2,533,749.39

Total Income	Month To Date	Year To Date	Annual Budget
<b>Total Revenue</b>	\$1,608,897.21	\$1,366,168.59	\$2,991,329.57
<b>Total Expense</b>	\$202,391.25	\$17,295.92	\$2,991,329.57
<b>Net Income/Loss</b>	\$1,406,505.96	\$1,348,872.67	\$0.00

**Collections**

Collection Status as of 01/08/2024	Number of Owners	Balance
Default Letter - First Class & Certified	6	\$ 22,227.42
Reminder Letter	5	\$ 7,560.00
Request Demand	1	\$ 795.00
Request Foreclosure	3	\$ 7,129.30
Request Notice of Lien	2	\$ 3,169.23
<b>Homeowners on Payment Plans</b>	<b>2</b>	<b>\$4,427.30</b>
<b>Total:</b>	<b>17</b>	<b>\$ 40,880.95</b>

**Percent Delinquent:** 1.54%

**Upcoming Management Plan Items - 1/8/24 - 2/2/24**

Plan Item	Date	Responsible Party
Common Area Inspection - Jan	01/28/2024	Management Company

**Manager Action Item Updates:**

**Manager Action Items**

**Open Items:** 11

**New Items:** 5

**Closed Items:** 13

**Manager Action Items**

Description	Due Date	Status
Winter banner hanging 12/4/2023 3:21:06 PM Task Completed	11/30/2023	Completed
11/2/2023 12:16:45 PM Quote received and approved for contractor to hang winter banners.		
Fairways - Damaged Tree Removal and Replacement (Behind property on Spieth Rd)	11/30/2023	Completed

12/6/2023 2:37:55 PM	Completed by Superscapes		
11/15/2023 5:08:38 PM	Forwarded approval to Superscapes, awaiting scheduled date.		
11/3/2023 10:17:54 AM	Removal completed by Superscapes, will send an estimate for replacement.		
<hr/>			
Weiskopf Container-Replacement Collonnade Holly (Theft)		12/15/2023	Completed
12/13/2023 10:27:23 AM	Completed by Superscapes.		
12/11/2023 12:27:52 PM	Collannade replaced however, has been uprooted, forwarded to Superscapes.		
11/21/2023 5:44:31 PM	Forwarded approval to Superscapes, awaiting scheduled date.		
<hr/>			
Cooper Park - Winter Creeper Replacement		12/15/2023	Completed
12/7/2023 10:19:42 AM	Assessed with OLM and Superscapes, no action needed.		
12/7/2023 10:18:58 AM	Assessed during OLM Inspection on 12/5/23. Per vendor, this is normal at this time of the year.		
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Westminster retaining wall repair		12/20/2023	Completed
12/20/2023 4:33:54 PM	Task Completed		
11/20/2023 2:06:49 PM	Hired contractor to repair retaining wall at Westminster.		
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Crescent Park retaining walls		12/20/2023	Completed
12/20/2023 4:34:19 PM	Task Completed		
11/20/2023 2:09:33 PM	Hired contractor to repair retaining walls at Crescent Park.		
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Plan Item: Common Area Inspection - Dec		12/28/2023	Completed
Common Area Inspection - Dec			
12/28/2023 3:12:46 PM	Task Completed		
12/28/2023 3:12:18 PM	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, replaced burnt out bulbs at Dr. Kenneth Cooper park, filled concrete gaps in walkway with asphalt at Dr. Kenneth Cooper park, repaired park bench on Collin McKinney Pkwy and secured loose fountain at Creekside.		
12/12/2023 12:04:26 PM	OLM Inspection - Superscapes scored 94%.		
<hr/>			
Concrete pads for benches		12/29/2023	Completed
12/29/2023 7:29:03 AM	Task Completed		
12/13/2023 8:20:25 AM	Vendor hired to pour concrete pads for benches (6) at Dr. Kenneth Cooper Park.		
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Collin McKinney Bridge - Warranty Replacement - Replace Sunshine Ligustrums		12/29/2023	Completed
12/29/2023 12:16:31 PM	Completed by Superscapes.		
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Lifestyle		12/31/2023	Completed
December Lifestyle Events			
12/21/2023 3:26:29 PM	December events completed.		
12/9/2023 5:00:02 PM	Breakfast with Santa at the Compass. 350 in attendance.		
12/5/2023 4:59:06 PM	December Bingo at the Compass. 30 in attendance.		
12/2/2023 4:57:51 PM	Tree Lighting at Millie Cooper Park. 750 in attendance.		
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Communications		12/31/2023	Completed
Email communications to homeowners.			
12/31/2023 11:22:43 AM	Completed.		
12/29/2023 4:33:53 PM	Weekly Community News email sent to residents on Friday, December 29th.		

12/27/2023 4:35:22 PM Email communication to owners regarding office closures over the New Year's weekend.  
12/22/2023 4:33:13 PM Weekly Community News email sent to residents on Friday, December 22nd.  
12/20/2023 3:32:20 PM Email communication to owners regarding holiday office closures.  
12/15/2023 3:23:51 PM Weekly Community News email sent to residents on Friday, December 15th.  
12/8/2023 4:55:41 PM Weekly Community News email sent to residents on Friday, December 8th.  
12/1/2023 4:55:09 PM Weekly Community News email sent to residents on Friday, December 1st.

Crossroads Park Erosion 02/09/2024 In Progress  
12/29/2023 7:32:09 AM Engineer consulted to determine scope of work for erosion under bridge.



**ACC Summary**

Craig Ranch Community Association  
12/1/2023 - 12/31/2023

Date: 1/25/2024  
Time: 1:25 pm  
Page: 1

<b>Door(s)</b>	<b>1</b>
<i>ACC Approved with Stipulations</i>	<b>1</b>
<b>Landscaping</b>	<b>2</b>
<i>ACC Approved with Stipulations</i>	<b>2</b>
<b>Patio/Arbor/Deck</b>	<b>2</b>
<i>ACC Approved</i>	<b>2</b>
<b>Patio/Balcony</b>	<b>1</b>
<i>ACC Approved</i>	<b>1</b>
<b>Craig Ranch Community Association Total:</b>	<b>6</b>



**Violations Summary**

Craig Ranch Community Association  
Period: 12/1/2023 through 12/31/2023

Date: 1/2/2024  
Time: 1:30 pm  
Page: 1

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



**Violations Summary**

Craig Ranch Community Association  
Period: 12/1/2023 through 12/31/2023

Date: 1/2/2024  
Time: 1:30 pm  
Page: 2

Violation Type / Item	Escalation	Item Count	# Letters
<b>Landscape</b>			
<b>Edge</b>	1st Letter	1	1
<b>General Maintenance</b>	Postcard	11	11
	1st Letter	8	8
	2nd Letter	8	8
	Fine Notice	1	1
<b>Mow</b>	1st Letter	1	1
<b>Remove Dead Landscape</b>	Postcard	1	1
	1st Letter	3	3
	2nd Letter	3	3
	Fine Notice	3	3
<b>Trim Shrubs</b>	Postcard	1	1
	1st Letter	7	7
	2nd Letter	1	1
<b>Weed Flower Bed/Tree Wells</b>	Postcard	5	5
	1st Letter	9	9
	Fine Notice	1	1
<b>Weed Yard</b>	Postcard	3	3
	1st Letter	1	1
<b>Total Landscape</b>		<b>68</b>	<b>68</b>
<b>Leased Property</b>			
<b>Leasing</b>	2nd Letter	1	1
<b>Total Leased Property</b>		<b>1</b>	<b>1</b>



**Violations Summary**

Craig Ranch Community Association  
Period: 12/1/2023 through 12/31/2023

Date: 1/2/2024  
Time: 1:30 pm  
Page: 3

Violation Type / Item	Escalation	Item Count	# Letters
<b>Trash Removal</b>			
<b>Construction Debris</b>	Postcard	2	2
	1st Letter	1	1
	2nd Letter	1	1
<b>Debris</b>	Postcard	1	1
	1st Letter	1	1
<b>Trash Cans</b>	Postcard	8	8
	1st Letter	2	2
<b>Total Trash Removal</b>		<b>16</b>	<b>16</b>
<b>Total for Craig Ranch Community Association</b>		<b>97</b>	<b>97</b>