

**BIRCH CREEK FOREST PROPERTIES,  
REGULAR MEETING DECEMBER 6, 2025  
AGENDA**

1. PRESIDENT CALLS THE MEETING TO ORDER AND DECLARES A QUORUM PRESENT.

2. APPROVE THE MINUTES OF THE 2025 ORGANIZATION MEETING.

ARE THERE ANY ADDITIONS OR CORRECTIONS TO THE MINUTES OF THE ORGANIZATION MEETING?

MOTION TO APPROVE \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

THE BOARD DIRECTORS FOR YEAR 2025-2027:

PRESIDENT ----- RENITA ODSTRCIL  
VICE-PRESIDENT ----- SCOTT HOWARD  
TREASURER ----- ANN MARIE GALLAGHER  
SECRETARY ----- JOHN DUNKLEMAN  
ASST. SEC. & TREAS.--- TO BE DETERMINED

4. TREASURER'S REPORTS FOR NOVEMBER 30, 2025.

APPROVE BILLS PAID MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

5. **ANNOUNCEMENTS AND HOLIDAY ACTIVITIES:**

1. **BURN BAN:** THE BURN BAN FOR BURLESON COUNTY DECLARED ON OCTOBER 9 WAS LIFTED AT 2:00 ON DECEMBER 1<sup>ST</sup>. THE COUNTY ASKS THAT EVERYONE STILL BE CAUTIOUS AND REMEMBER TO CALL IN YOUR BURNS.
2. **FLAG-MY-YARD:** FINAL 2025 HOLIDAY WAS ON VETERN'S DAY NOVEMBER 11. RENEWALS FOR 2026 CAN BE PAID BY CHECK OR THROUGH VENMO OR CASH APP. THE FIVE HOLIDAYS ARE: PRESIDENT'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY AND VETERAN'S DAY. THE COST IS \$100.00 FOR 1 FLAG OR \$150.00 FOR 2 FLAGS. THANK YOU FOR YOUR CONTINUED SUPPORT!
3. **PICTURES WITH SANTA AT THE FIRE STATION:** TENTATIVELY SCHEDULED FOR DEC 20TH
4. **COMMUNITY CHRISTMAS PARTY** IS TOMORROW, SUNDAY, DECEMBER 7TH AT 2:00 PM HERE AT THE COMMUNITY BUILDING. EVERYONE IS WELCOME! IF YOU'D LIKE TO PLAY THE WHITE ELEPHANT GIFT EXCHANGE GAME PLEASE BRING A WRAPPED GIFT (APPROX. \$10.00 IN VALUE). YOU MAY ALSO BRING A DISH OR FOOD ITEM OF CHOICE.

6. **COMMITTEE REPORTS:** PER RESOLUTION #005, THE BOARD WILL APPOINT THE 2025-2026 COMMITTEE MEMBERS AND CHAIR PERSONS.

MOTION TO APPROVE \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

— **SWIMMING POOL:** DENNIS SHOOK – REPAIRS ARE UNDERWAY

**ARCHITECTURAL:** ONE

APPLICATION BY RANDY AND SANDRA BUSH TO BUILD A SHOP (30' x 34') AND CARPORT (18' x 20') ON THEIR PROPERTY AT 401 BIRCH FOREST DRIVE.

MOTION TO APPROVE \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

**ENHANCEMENT/SOCIAL:** THE BCF FAVORITE RECIPES COOKBOOKS ARE SCHEDULED TO ARRIVE DEC. 11<sup>TH</sup>. SUZANNE WILL MAKE ARRANGEMENTS TO DELIVER THE COOKBOOKS ALREADY ACCOUNTED FOR. COOKBOOKS ARE \$20/EACH

**MAINTENANCE: DUMP, BURNING, GROUNDSKEEPING, AND MOWING.**

**GRIEVANCE:**

**BUILDING RENTAL:** TWO : SATURDAY, DEC. 6<sup>TH</sup> AND SATURDAY, DEC. 20TH

**7. OLD (ONGOING) BUSINESS:**

1. BCFPI'S COMMERCIAL PROPERTY / FIRE INSURANCE PREMIUM WAS DUE ON OCTOBER 22. CURRENT CARRIER IS ROLLO INSURANCE GROUP. THE PREMIUM FOR LAST YEAR WAS \$2,527.44. THIS YEAR'S PREMIUM IS
2. THE MAINTENANCE FEE STATEMENTS FOR 2026 WERE MAILED OUT DURING NOVEMBER. IF ANY PROPERTY OWNER DOES NOT RECEIVED THEIR STATEMENT PLEASE CALL THE HOA OFFICE AT (979) 535-8978. THE FEES ARE DUE ON JANUARY 31, 2026. A LATE CHARGE OF \$10 PER LOT/PER MONTH WILL BE ASSESSED BEGINNING FEBRUARY 1ST. A PAYMENT PLAN CAN BE ARRANGED BY CALLING THE HOA OFFICE.
3. THE ENHANCEMENT SAVINGS ACCOUNT SWITCH IS STILL PENDING. ONCE WE HAVE A FULL BOARD WE WILL PROCEED WITH CONVERTING OVER TO A CHECKING ACCOUNT.
4. THE LAWSUIT AGAINST THE ASSOCIATION IS STILL PENDING. THE BOARD HAS BEEN KEEPING IN CONTACT WITH OUR DEFENSE COUNSEL. THERE HAS BEEN NO NEW COMMUNICATIONS FROM THE PLAINTIFF'S ATTORNEY.

**8. NEW BUSINESS:**

1. BCFPI'S D&O INSURANCE IS TO BE RENEWED FOR THE COMING YEAR (2026) BY JANUARY 1ST. THE CURRENT CARRIER IS STATE FARM. THE PREMIUM FOR LAST YEAR WAS \$2,817.00. THE PREMIUM FOR THIS YEAR IS \$2,712.95
2. ON NOV 22<sup>ND</sup>, A HAND-DELIVERED PETITION WAS DELIVERED TO THE OFFICE REGARDING A RECOUNT AND ELECTION CHALLENGE. THE INDIVIDUAL STATED A CERTIFIED VERSION WOULD FOLLOW. ON NOV 24<sup>TH</sup>, A DIFFERENT CERTIFIED LETTER FROM A DIFFERENT INDIVIDUAL DEMANDING AN INSPECTION OF ELECTION RECORDS WAS RECEIVED AND ON NOV. 26<sup>TH</sup> ANOTHER CERTIFIED NOTICE WAS RECEIVED AND PICKED UP FROM THE POST OFFICE ON DEC. 1ST. THIS CERTIFIED NOTICE WAS ESSENTIALLY THE SAME AS THE PETITION THAT WAS RECEIVED ON SATURDAY NOV 22<sup>ND</sup> EXCEPT IT WAS SIGNED BY ONE OF THE PLAINTIFFS TO THE LAWSUIT. THE BOARD HAS DETERMINED THAT ALL CERTIFIED NOTICES WILL BE FORWARDED TO OUR DEFENSE COUNSEL GIVEN THEIR CONNECTION TO THE PENDING LITIGATION/LAWSUIT.
3. **TIE BREAK-** RESOLUTION #006 -UPON THE ADVICE OF LEGAL COUNSEL, THE METHOD SELECTED TO BREAK THE TIE BETWEEN DENNIS SHOOK AND TINA BOLTEN WILL BE BY CAST OF LOTS- SPECIFICALLY BY COIN TOSS. THE BOARD CALLS: DENNIS – HEADS AND TINA – TAILS. THE BOARD WILL SELECT A VOLUNTEER TO PERFORM THE COIN TOSS. THE WINNER OF THE COIN TOSS IS:

MOTION TO APPROVE \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

**9. COMMENTS FROM THE BOARD:**

**10. COMMENTS FROM THE FLOOR:**

**11. CHANGE IN OWNERSHIP:**

NEW OWNER \_\_\_\_\_ SEC \_\_\_\_\_ BLK \_\_\_\_\_ LOT \_\_\_\_\_ PREVIOUS OWNER \_\_\_\_\_

**12. ADJOURNMENT:**

MOTION TO ADJOURN \_\_\_\_\_ SECOND \_\_\_\_\_ TIME \_\_\_\_\_

**PLEASE NOTE:** THE NEXT MONTHLY MEETING IS **SATURDAY, JANUARY 3, 2026 AT 9:00 AM** IN THE COMMUNITY BUILDING.

***MERRY CHRISTMAS AND HAPPY NEW YEAR!***