



Board of Directors Telephonic Meeting

Wednesday, October 12, 2022, at 4:00p.m.

Microsoft Teams meeting

Meeting ID: 263 805 358 711

Passcode: wN7VZK

www.northlakeestateshoa.com

Meeting Conduct



Meeting will be conducted in an orderly manner.



No interruptions please.



Person(s) not conducting themselves in an appropriate manner will muted or removed from the webinar.



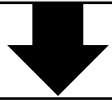
Questions, comments, or concerns not addressed by adjournment of this meeting, please submit an inquiry via the “Contact Us” tab through your Associations website and an Essex Representative will respond back promptly.



The meeting will be conducted by a Member of the Board or the Managing Agent. Owners attending online or by telephone during this meeting are attending for listening &/or viewing purposes only. If you are attending online through your computer, you may type your question and if time permits, the Board will be notified and may choose to accept questions or comments from the floor otherwise, all questions and comments can be submitted from the “Contact Us” tab of the HOA website.

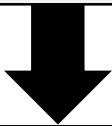
Declarant

Purchases all the land in the community



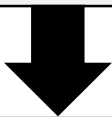
Developer

Declarant hires a developer to create the lots and develop the land



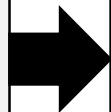
Builder (s)

Declarant sells the lots to builders



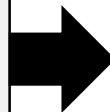
Homeowner(s)

Builders sell the lots to the homeowners



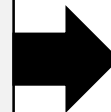
Essex

Hired by the Declarant to manage the day to day operations of the community



Advisory Committee

Homeowners create a committee to be a voice for the homeowners



Homeowner Board

Texas State Property Code Requires that at 75%, 1/3 of the Board must consist of homeowners elected by the Members. When 100% of declarant lots are sold, a full homeowner board is transitioned into place and will make the decisions for the community.

HOMEOWNERS ASSOCIATION

A Homeowners Association (HOA) is an organization with a subdivision (planned community) that makes and enforces rules for the properties within its jurisdiction. The purpose of a Homeowners Association is to provide a common basis for preserving, maintaining and enhancing the homes and properties within the community. The purchase of the property within a HOA automatically makes the homeowner a member and assessments/dues are required. Some Associations can be very restrictive about what members can do with their Lot.

BENEFITS OF AN HOA

HOA members generally aim to maintain a standard of appearance for the property and the HOA provides the regulations and guidelines for the community.

COST OF AN HOA

HOAs collect assessments (otherwise referred to as dues and/or Association fees) to pay for the upkeep of common area(s) such as perimeter walls, pools, landscaping and irrigation, ponds, fountains, and electric as well as repairs to monuments, common area pergolas, other signage, etc.

HOAs are subject to state statutes that govern non-profit corporation and homeowner associations.

Agenda

- Call Meeting to Order
- Establish Board Quorum
- Introductions – Board of Directors
 - Brock Babb, President
 - Dustin Warren, Vice President
 - Victor Tannous, Secretary
- Introduction of Essex Association Management, L.P. Representatives
 - Cinnamon Anderson, Sr. CAM
 - Crissy Ketchersid, Assistant CAM
- Introduction HOA Landscaper U.S. Site Services
 - Josh Babb
- Financials
 - Review & Approve August 2022 YTD Monthly Financials
 - Review & Approve 2023 Proposed Budget
 - An official statement will be mailed to all homeowners
- Adopt or amend certain policies on behalf of the Association to comply with local House Bills and Texas State Legislature passed in September 2021 (often referred to as “SB1588”).
 - The passing of the House Bills and Legislative laws affected several governing rules for Associations across the State of Texas and made the adoption of new policies and/or the amendment of existing policies mandatory. Some areas affected were installation and use of generators, Email Registration requirements for Owners, Pandemic guidelines, Security Measures, Swimming Pool Enclosures and Security Fencing as well as Drones and Unmanned Aircraft.
 - Pandemic Policy after SB1588
 - Security Measures Policy after SB1588
 - Email Registration Policy after SB1588
 - Generator Policy after SB1588
 - Flying of Drones Policy
 - Collection & Payment Plan Policies
- Adjourn

August 2022 Balance Sheet

Balance Sheet Report

Northlake Estates Homeowners Association, Inc.

As of August 31, 2022

	Balance Aug 31, 2022	Balance Jul 31, 2022	Change
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	386,191.61	386,865.57	(673.96)
1012 - CIT Bank-RSV Money Market	10,009.57	10,007.02	2.55
Total Assets	396,201.18	396,872.59	(671.41)
Receivables			
1400 - Accounts Receivable	11,634.94	25,445.06	(13,810.12)
Total Receivables	11,634.94	25,445.06	(13,810.12)
Total Assets	407,836.12	422,317.65	(14,481.53)
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	1,582.65	2,207.61	(624.96)
2050 - Prepaid Assessments	21,557.11	17,976.06	3,581.05
Total Liabilities	23,139.76	20,183.67	2,956.09
Total Liabilities	23,139.76	20,183.67	2,956.09
<u>Owners' Equity</u>			
Equity			
3900 - Retained Earnings	200,802.36	200,802.36	0.00
Total Equity	200,802.36	200,802.36	0.00
Total Owners' Equity	200,802.36	200,802.36	0.00
Net Income / (Loss)	183,894.00	201,331.62	(17,437.62)
Total Liabilities and Equity	407,836.12	422,317.65	(14,481.53)

August 2022 Income Statement Summary

Income Statement Summary Northlake Estates Homeowners Association, Inc. August 01, 2022 thru August 31, 2022

	Current Period			Year to Date (8 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	5,639.25	1,330.00	4,309.25	286,379.35	219,400.00	66,979.35	224,725.00
Total Income	5,639.25	1,330.00	4,309.25	286,379.35	219,400.00	66,979.35	224,725.00
Total Expenses	0.00	6,259.00	(6,259.00)	0.00	50,073.00	(50,073.00)	75,109.50
Total General & Administrative	3,022.51	1,343.00	1,679.51	23,117.99	11,353.00	11,764.99	16,880.00
Total Insurance	580.23	191.00	389.23	580.23	1,533.00	(952.77)	2,300.00
Total Utilities	2,840.83	325.00	2,515.83	18,876.50	2,600.00	16,276.50	3,900.00
Total Infrastructure & Maintenance	616.33	287.00	329.33	2,480.22	1,400.00	1,080.22	8,050.00
Total Pool	12,112.98	1,550.00	10,562.98	26,260.49	7,800.00	18,460.49	14,000.00
Total Landscaping	3,903.99	2,457.00	1,446.99	31,169.92	19,657.00	11,512.92	29,485.50
Total Reserves	0.00	6,250.00	(6,250.00)	0.00	50,000.00	(50,000.00)	75,000.00
Total Expense	23,076.87	18,662.00	4,414.87	102,485.35	144,416.00	(41,930.65)	224,725.00
Net Income / (Loss)	(17,437.62)	(17,332.00)	(105.62)	183,894.00	74,984.00	108,910.00	0.00

Financial Review

- Approval of the 2023 Proposed Budget
 - An official statement will be mailed to

2023 Budget Review

Budget Summary Report Northlake Estates Homeowners Association, Inc. 2023 Proposed Budget

	2023 Budget
Income	
4100 - Assessments	309,276.00
4200 - Late/NSF Fee	3,250.00
4250 - Collection Fee Charge	1,950.00
4300 - Misc Income	0.00
4350 - Violation Fine Charge	0.00
4410 - Demand Letter Income	350.00
4500 - Interest Income	100.00
4801 - CAP Fees	24,150.00
4831 - Pool Key Revenue	0.00
Total Income	339,076.00
Total Northlake Estates Homeowners Association Income	339,076.00
Expenses	
8000 - Contingency Fund	91,843.00
Total Expenses	91,843.00
General & Administrative	
5100 - Administrative Expenses	780.00
5101 - Postage	3,400.00
5104 - Printing and Reproduction	400.00
5105 - Website Expense	450.00
5109 - Licenses, Permits, & Fees	0.00
5110 - Professional Management	25,620.00
5120 - Collection Fees Billed Back	1,950.00
5121 - Property Inspections	600.00
5170 - Bank Fees	10.00
5176 - Legal Fees	600.00
5177 - Legal Fees Billed Back	0.00
5180 - Audit & Accounting	25.00
5181 - Tax Preparation	600.00
Total General & Administrative	34,435.00
Insurance	
5310 - General Liability	2,300.00
5320 - Directors & Officers Liability	2,000.00
Total Insurance	4,300.00
Utilities	
6000 - Telephone	2,500.00
6010 - Electric	10,000.00
6020 - Water/Sewer	17,000.00
Total Utilities	29,500.00
Infrastructure & Maintenance	
6250 - Pest Control	600.00
6261 - Grounds Porter	500.00
6264 - Holiday Decoration	5,500.00
6272 - Sign Purchase & Repairs	250.00
6290 - Common Area Maint/Cleaning	3,000.00
Total Infrastructure & Maintenance	9,850.00

Budget Summary Report Northlake Estates Homeowners Association, Inc. 2023 Proposed Budget

	2023 Budget
Pool	
6310 - Pool Key Expense/Access System	1,200.00
6320 - Pool Service Monthly Contract	13,000.00
6330 - Pool Supplies & Gen Maint (Non Contract)	1,400.00
6340 - Pool Equipment & Repairs	5,000.00
6345 - Porter Services	7,000.00
6350 - Pool Furniture & Fixtures	500.00
6360 - Pool Monitoring Services	0.00
Total Pool	28,100.00
Landscaping	
6400 - Landscaping (Contract Services)	46,848.00
6500 - Irrigation	1,200.00
Total Landscaping	48,048.00
Reserves	
6001 - Reserve Contributions	93,000.00
Total Reserves	93,000.00
Total Northlake Estates Homeowners Association Expense	339,076.00
Total Association Net Income / (Loss)	0.00

2023 Budget Review

GL Code	Description	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Next Year's Budget
4100	Assessments	\$304,937.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304,937.50
4200	Late/NSF Fee	\$ 271.00	\$ 271.00	\$ 271.00	\$ 270.00	\$ 271.00	\$ 271.00	\$ 271.00	\$ 271.00	\$ 271.00	\$ 270.00	\$ 271.00	\$ 271.00	\$ 3,250.00
4250	Collection Fee Charge	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 1,950.00
4410	Demand Letter Income	\$ 15.00	\$ -	\$ 245.00	\$ 30.00	\$ 15.00	\$ -	\$ -	\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ 350.00
4500	Interest Income	\$ 8.00	\$ 9.00	\$ 8.00	\$ 8.00	\$ 9.00	\$ 8.00	\$ 8.00	\$ 9.00	\$ 8.00	\$ 8.00	\$ 9.00	\$ 8.00	\$ 100.00
4801	CAP Fees	\$ 6,650.00	\$ 6,650.00	\$ 6,650.00	\$ 350.00	\$ 700.00	\$ 350.00	\$ 700.00	\$ 350.00	\$ 350.00	\$ 700.00	\$ 350.00	\$ 350.00	\$ 24,150.00
	Total Income													\$ 334,737.50
5100	Administrative Expenses	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 780.00
5101	Postage	\$ 283.00	\$ 284.00	\$ 283.00	\$ 283.00	\$ 284.00	\$ 283.00	\$ 283.00	\$ 284.00	\$ 283.00	\$ 283.00	\$ 284.00	\$ 283.00	\$ 3,400.00
5104	Printing and Reproduction	\$ 33.00	\$ 34.00	\$ 33.00	\$ 33.00	\$ 34.00	\$ 33.00	\$ 33.00	\$ 34.00	\$ 33.00	\$ 33.00	\$ 34.00	\$ 33.00	\$ 400.00
5105	Website Expense	\$ 75.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 225.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 450.00
5110	Professional Management	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 2,135.00	\$ 25,620.00
5120	Collection Fees Billed Back	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 163.00	\$ 162.00	\$ 1,950.00
5121	Property Inspections	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 600.00
5170	Bank Fees	\$ 1.00	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ 10.00
5176	Legal Fees	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 600.00
5180	Audit & Accounting	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00
5181	Tax Preparation	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00
	Total Admin Exp													\$ 34,435.00
5310	General Liability	\$ 192.00	\$ 191.00	\$ 192.00	\$ 192.00	\$ 191.00	\$ 192.00	\$ 192.00	\$ 191.00	\$ 192.00	\$ 192.00	\$ 191.00	\$ 192.00	\$ 2,300.00
5320	Directors & Officers Liability	\$ 167.00	\$ 166.00	\$ 167.00	\$ 167.00	\$ 166.00	\$ 167.00	\$ 167.00	\$ 166.00	\$ 167.00	\$ 167.00	\$ 166.00	\$ 167.00	\$ 2,000.00
	Total Income													\$ 4,300.00
6000	Telephone	\$ 208.00	\$ 209.00	\$ 208.00	\$ 208.00	\$ 209.00	\$ 208.00	\$ 208.00	\$ 209.00	\$ 208.00	\$ 208.00	\$ 209.00	\$ 208.00	\$ 2,500.00
6010	Electric	\$ 833.00	\$ 834.00	\$ 833.00	\$ 833.00	\$ 834.00	\$ 833.00	\$ 833.00	\$ 834.00	\$ 833.00	\$ 833.00	\$ 834.00	\$ 833.00	\$ 10,000.00
6020	Water/Sewer	\$ 1,417.00	\$ 1,416.00	\$ 1,417.00	\$ 1,417.00	\$ 1,416.00	\$ 1,417.00	\$ 1,417.00	\$ 1,416.00	\$ 1,417.00	\$ 1,417.00	\$ 1,416.00	\$ 1,417.00	\$ 17,000.00
	Total Utilities													\$ 29,500.00
6250	Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ 600.0

Board Review & Approve Promulgate New Policies to comply with SB1588

- Adopt or amend certain policies on behalf of the Association to comply with local House Bills and Texas State Legislature passed in September 2021 (often referred to as “SB1588”).
 - The passing of the House Bills and Legislative laws affected several governing rules for Associations across the State of Texas and made the adoption of new policies and/or the amendment of existing policies mandatory. Some areas affected were installation and use of generators, Email Registration requirements for Owners, Pandemic guidelines, Security Measures, Swimming Pool Enclosures and Security Fencing as well as Drones and Unmanned Aircraft.
 - Pandemic Policy after SB1588
 - Security Measures Policy after SB1588
 - E-mail Registration Policy after SB1588
 - Generator Policy after SB1588
 - Flying of Drones Policy
 - Collection & Payment Plan Policies

Community Updates

- Repairs completed to Pool Deck
- Repairs on pool leak issues
- Phase 1 & 2 Street Repairs currently underway
- Addition of new

Meeting Adjourned

