



2018 Annual Meeting of the Members

Monday, December 3, 2018

7:00 pm – 8:00 pm

Lifeway Church

Main Sanctuary

701 East Pecan Street

Celina, Texas 75009

www.creeksoflegacyhoa.com

Meeting Conduct

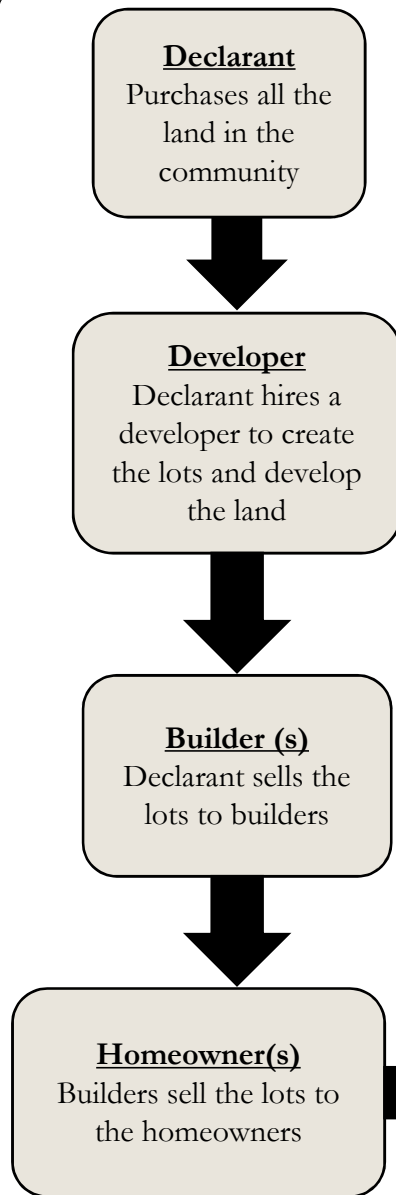
- Meeting will be conducted in an orderly manner
- Only one person should speak at a time
- No interruptions please
- Save your questions until the end of the presentation
- Person or persons that are not conducting themselves in an appropriate manner will be asked to leave the meeting

Thank you for attending!

Let's make this a productive meeting!

Agenda

- Establish Quorum (20%)
- Call Meeting to Order
- Proof of Notice of Meeting Pg. 1
- Introduction of Essex Association Management, L.P. Representatives
 - Ron Corcoran, President of Essex Association Management, L.P.
 - Michael Morgan, Director of Association Services
 - Mark Luna, Community Association Manager
 - Christi Barr, Community Association Manager, CMCA, AMS
 - Essex Support Staff
- Introduction of Centurion American Representative
 - Rob Romo, Vice President of Development
- Approval Of 2017 Annual Meeting Minutes Pg. 2
- Financial Review
 - 2017 Year End Summary Pg. 3
 - 2018 Year To Date as of October Pg. 4
- Community Updates
 - Completed Projects Pg. 5-6
 - Projects in Progress Pg. 7
 - Developer Updates Pg. 8-10
 - Committee Updates Pg. 11-12
- Other Reports
 - Compliance/ACC Overview Pg. 13-14
 - Web Submissions Pg. 15
- Adjournment
- Homeowner Q & A Pg. 21



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.

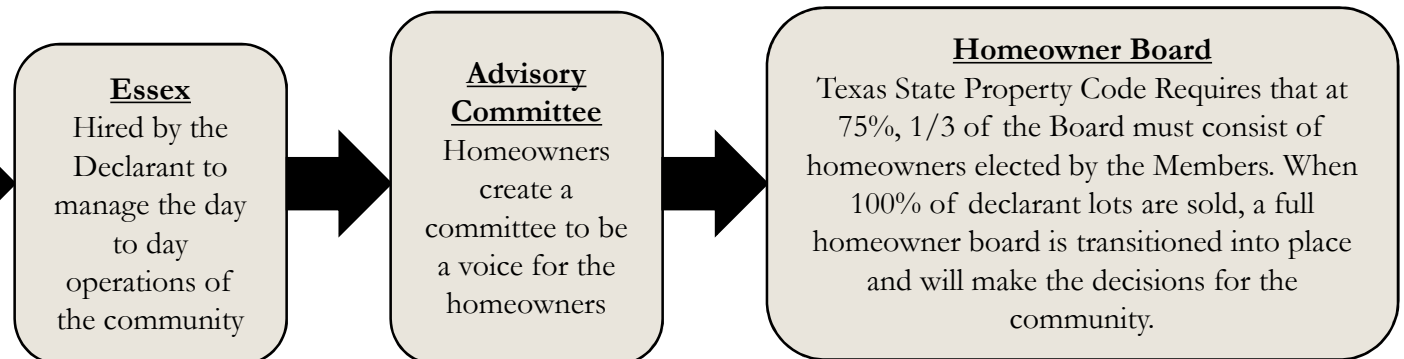
BENEFITS OF A HOA

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.



Proof of Notice of Meeting

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Essex Association Management
1512 Crescent Drive. Ste. 112
Carrollton, TX 75006

0001766758002770



Prosper TX 75078

0001766758.1.c



November 8, 2018

Notice of Annual Meeting of the Members

Monday, December 3, 2018 at 7:00 pm

Dear Homeowner(s) of Celina Creeks of Legacy,

As the Managing Agent for **Celina Creeks of Legacy Homeowner's Association, Inc.**, we are pleased to announce that the Annual Meeting of the Members has been scheduled for **Monday, December 3, 2018**. The purpose of this meeting is to discuss normal business of the Association and to present information on current Association affairs.

Enclosed in this packet you will find the agenda and a proxy. **Even if you plan on attending it is important that you return your proxy as unforeseen circumstances may occur, preventing you from being able to attend. The Annual Meeting cannot be held unless quorum requirements are met, either in person or by proxy. If a meeting must be reconvened for a later date, additional costs to the Association are incurred.**

Date: Monday, December 3, 2018
Time: 7:00 pm – 8:00 pm
Location: Life Way Church
Main Sanctuary
701 East Pecan Street
Celina, Texas 75009

Check in will begin at 6:30 pm. We look forward to seeing you there on **Monday, December 3, 2018**. To view the agenda please visit the Association's website at www.creekslegacyhoa.com. Should you have any questions about the agenda or the upcoming meeting you may submit an inquiry via the "Contact Us" tab and an Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent,
On Behalf of Celina Creeks of Legacy Homeowner's Association, Inc.

cc: HOA File
Enclosures: Draft Agenda, Proxy

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2050 Fax: (469) 342-8205
www.creekslegacyhoa.com

2017 Annual Meeting Minutes

Annual Meeting Notes Celina Creeks of Legacy 11.27.17

Management Company Attendees:

Michael Morgan, Director of Association Services

Matt Janes, Association Manager

Suzanne Henry, Essex Support

• Meeting TYPE AND Location

Prestonwood Baptist Church
Loft 456
1001 Prosper Trail
Prosper, TX 75078

• Meeting Start

Meeting Schedule Start: 6:30pm

Meeting Actual Start: 6:30pm

Agenda

Quorum Not Established

Meeting will continue as informational.

Review Flowchart

Flowchart is an organizational chart to assist homeowners in understanding the operations and functionality of an HOA.

Financials

2016

\$166K in revenue. \$53K expenses. Whatever overages in expenses there are during the declarant period, the declarant will be responsible for.

2017

\$261K revenue. \$158K expenses; the high expenses you see here is the landscaping challenges we have and are dealing with. We have sodded the center medians, we have had the wells fill up from the retention pond and use that for irrigation, which does save a significant amount of costs.

Community updates

We have caught some people dumping on the property and we put up cameras to catch them. We did.

Celina Creeks of Legacy

11.27.2017

Essex is talking with the developer to install lighting at the monument.

Calcium is in the soil; the developer installed sod and we will try to get more sod to be installed.

The developer did try to go with a natural scape for the community.

Essex has received homeowners' feedback on the landscaping situation. The developer is listening. He plans to change to sod scape and not natural scape.

Street signs have been affected by the calcium in the soil, which is causing the signs to lean. We are looking into a permanent solution.

Children; slow down signs will be installed in the upcoming weeks

We have a trash porter who has a team that comes out here weekly to pick up the trash.

There are natural areas within the community that the community cannot maintain. It is to remain natural.

We will weed whack some areas about 2x a year. The agreement is between the city and the developer at the time the community was being built.

We do not have an estimate on when construction will be completed. Builders pay dues just as homeowners do every year they own the lot.

Developer Update

There are 3 different developers who are developing portions of the community.

We are looking to get sod installed.

We do not know when the construction will be completed. The West Phase – 188 lots of Phase I is under construction currently. 211 lots in phase II is in the design phase.

The amenity center is on target to be opened by the 2018 Summer Season

Compliance Overview

Drive the community 2x a month. When homeowners call in, we work with homeowners directly who have received a letter for not being in compliance to resolve the issues.

Web Submissions

This is a new tool that Essex has created. By submitting a question through the website, your questions will be answered quicker and within 24 hours. We do have an emergency number for after-hours needs as well.

Adjourn

7:26PM

• Next Meeting

Next Meeting: [Date Pending](#)

DRAFT

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2017 Year End Summary

Income Statement Summary Celina Creeks of Legacy Homeowners Association, Inc. December 01, 2017 thru December 31, 2017

	Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	
Total Income	274,166.74	202,382.00	71,784.74	202,382.00
Total Income	274,166.74	202,382.00	71,784.74	202,382.00
Total General & Administrative	25,021.63	8,105.00	16,916.63	8,105.00
Total Insurance	0.00	2,700.00	(2,700.00)	2,700.00
Total Utilities	24,456.29	21,500.00	2,956.29	21,500.00
Total Infrastructure & Maintenance	32,792.42	9,000.00	23,792.42	9,000.00
Total Landscaping	145,713.72	53,000.00	92,713.72	53,000.00
Total Expense	227,984.06	94,305.00	133,679.06	94,305.00
Net Income / (Loss)	46,182.68	108,077.00	(61,894.32)	108,077.00

2018 Year To Date (October)

Income Statement Summary Celina Creeks of Legacy Homeowners Association, Inc. October 01, 2018 thru October 31, 2018

	Year to Date (10 months)			Annual Budget
	Actual	Budget	Variance	
Total Income	437,923.13	345,122.00	92,801.13	356,035.00
Total Income	437,923.13	345,122.00	92,801.13	356,035.00
Total General & Administrative	39,102.22	42,234.64	(3,132.42)	49,725.00
Total Taxes	399.68	0.00	399.68	0.00
Total Insurance	3,263.50	6,250.00	(2,986.50)	8,400.00
Total Utilities	41,415.02	43,133.00	(1,717.98)	51,000.00
Total Infrastructure & Maintenance	104,552.31	126,192.29	(21,639.98)	132,645.00
Total Pool	57,555.62	63,375.00	(5,819.38)	69,000.00
Total Landscaping	155,562.11	140,238.00	15,324.11	168,286.00
Total Expense	401,850.46	421,422.93	(19,572.47)	479,056.00
Net Income / (Loss)	36,072.67	(76,300.93)	112,373.60	(123,021.00)

Completed Projects

- Selected New Holiday Lights Vendor & Upgraded Scope
- Replaced all 3 Flags
- Monument Lighting Repaired
- “Slow Down” Signs Installed
- Repaired Irrigation Leaks
- Internet Guest Access Installed at Amenity Center & Pool
- Added Electrical Outlets to the Amenity Center
- Reorganized Sports Equipment in the Fitness Center
- Installed Mirrors in the Fitness Center

Completed Projects

- Installed Community Event Monitor in Great Room
- Installed Direct TV to Television in Fitness Center
- Completed Décor for Amenity Center
- Pool Furniture Stored Offsite During Off Season
- “Little Free Library” Installed in Amenity Center
- Replaced 5 Trees Within Warranty
- Replaced 10 Holly Bushes Within Warranty
- Replaced 4 Trees and Feather Grass (Not Under Warranty)

Projects in Progress

- Mural in Fitness Center
- Fitness Rules Posted at the Fitness Center
- Installing Sliding Door Between Fitness Center & Great Room
- Moving of Motion Sensor in Great Room
- Screens for 3 Roll Up Doors
- Card Access for Second Pool Gate
- Monument Digital Sign at Amenity Center
- Shading at the Pool Area
- Wind Shield at the Pool Area
- Cubbies for Fitness Center

Developer Updates

Homeowner Lots

289

Builder Lots

392

Developer Lots

351

Total Lots

1032

Builders

- KB HOME Lone Star, Inc.
- Megatel Homes
- DR Horton
- First Texas Homes
- Beazer Homes
- Lennar Homes

Phase I West – 188 Lots

Infrastructure Install Completed
Started Landscaping Installation
114 KB Homes, 24 DR Horton

Phase II West – 211 Lots

Submitted Final Plans to the City
Estimated Starting of Development – 6 months

Developer Updates

Infrastructure

Developer Repaired Water Ponding at the Front Entrance

Developer is Installing 19 Street Lights Mainly Along Doe Creek

Developer Nearing Completion of Bridge Construction on Frontier

Phase 2A – Utilities Install Completed, Screening Wall Starting and Paving Contractor

Developer has Retained a Civil Engineer to Finalize the Plans to Repair/Correct the Damaged Areas Around the Detention Ponds East of Doe Branch

Developer Working with the City and Vendor to Repair/Correct Street Ponding and Curb Repair at the Front Entrance

Amenity Center

Installed Bike Rack Outside Amenity Center

Corrected Drainage Issues at Front of Amenity Center

Corrected Drainage Issues on Pool Deck

Corrected Drainage Issues in Flower Beds in the Front and Rear of Amenity Center

Installed New Mulch and Plants in the Front and Rear of the Amenity Center

Developer Updates

Amenity Center

Installed Box Drains at the Front, Rear and Side of the Amenity Center

Installed 2 Benches Around the Playground

Installed Trash Can Around the Playground

ADA Revisions to Amenity Center

In Progress

Grading Work/Repairing Slab

Removing Paint/Re-painting Both Courts

Installing 2 Basketball New Goals

Re-Installing Fence (8 ft. Sections) Behind the New Goals

Installing Wind Breakers on Tennis Court Fence

Installing/Repairing Sod

Paver Repair on Pool Deck

Committee Updates

Budget Committee

- Balance Sheet and Income Statement
- Participated in Procurement Process and Election of Vendors
- All Committee Budget Were Met and/or Under for the Year

Communications Committee

- Wall Board and Video Monitor System Set Up in the Amenity Center
- Completed Events, Meetings and Informal Exchanges Communications
- Community Newsletter is Under Construction “The Legacy Letter”
- Quarterly Meetings and Committee Specific Meetings with Essex HOA Throughout the Year

Compliance Committee

- Activately Working on the Punchlist Items with Amenity Center. Most Items Completed
- Completed the Amenity Center Reservation System for Homeowners

Landscape Committee

- Active Involvement with Multiple Quoting Processes and Punchlist Items
- Exploring Mulch & Xeriscape Expense Over Time vs. Replacement Cost Analysis

Committee Updates

Safety Committee

- Active Community Involvement/Getting Recognized as Part of the Official Neighborhood Watch Program
- Planning to Hold Safety Seminars at the Amenity Center in 2019
- Worked with Social Committee to Host a Successful National Night Out

Social Committee

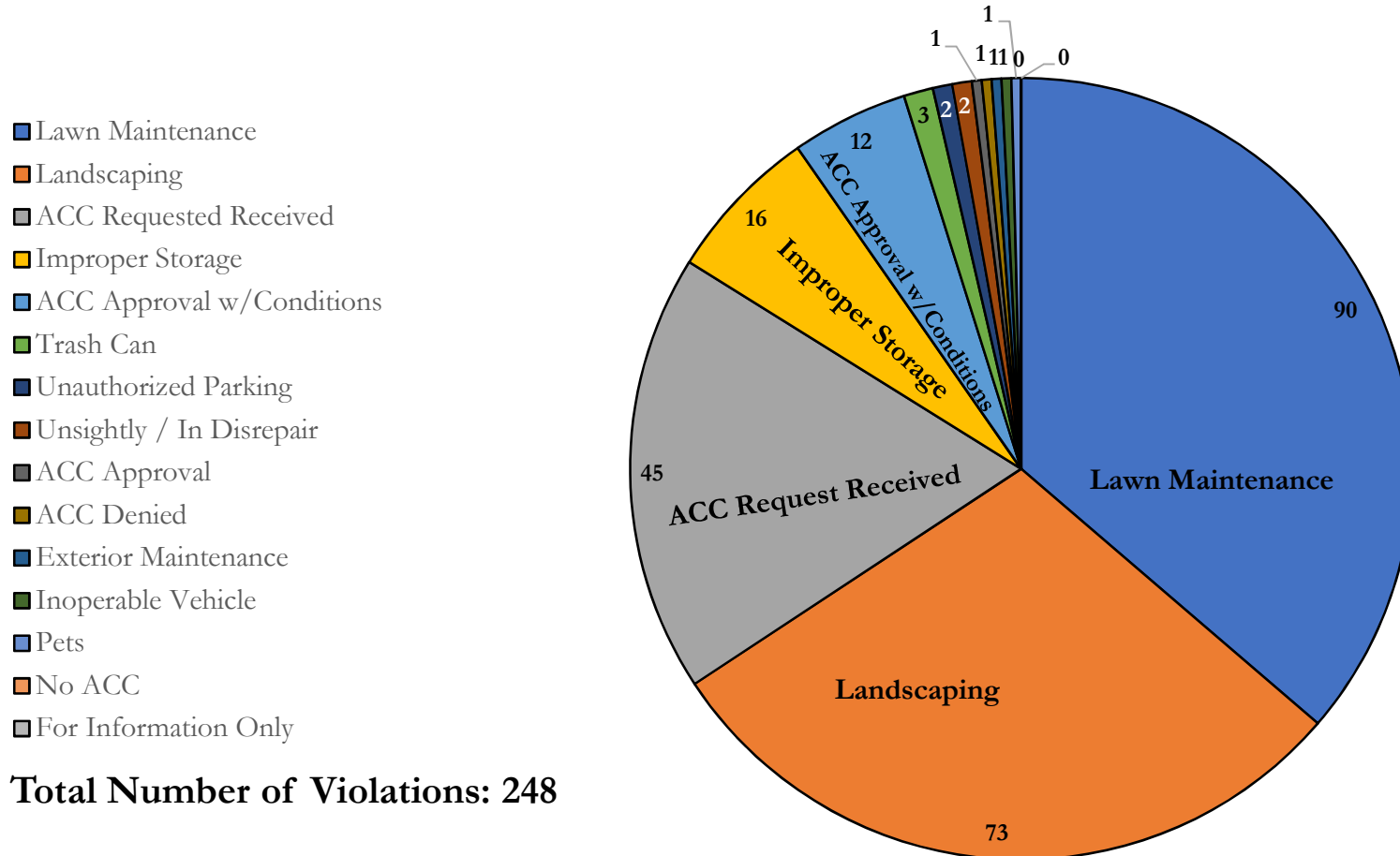
- Hosted and/or Co-Hosted Several Events this Year
- Grand Opening of the Amenity Center
- National Night Out
- Poolside Cinema Night
- Pie Swap
- Breakfast with Santa
- Established Seasonal Decorations in the Amenity Center
- Working on Establishment of Calendar of Recurring Events

Welcome Committee

- Seeking Volunteers for Block Captains to Help Welcome New Residents

Compliance / ACC

Covenants Count Report Celina Creeks of Legacy Homeowners Association, Inc. January 1, 2018 thru November 14, 2018



Total Number of Violations: 248

Compliance Overview

Description

Number

Lawn Maintenance

90

Landscaping

73

ACC Requested Received

45

Improper Storage

16

ACC Approval w/Conditions

12

Trash Can

3

Unauthorized Parking

2

Unsightly / In Disrepair

2

ACC Approval

1

ACC Denied

1

Exterior Maintenance

1

Inoperable Vehicle

1

Pets

1

No ACC

0

- Inspections Conducted Twice Monthly
- 3 Notices are Sent Prior to a Fine Being Assessed
 - 1st Courtesy Notice
 - 2nd Notice of Violation
 - 3rd Final Notice/Fine Warning (PC209)
 - 1st Fine Notice
 - Homeowner will Continue to be Fined Until Cured
- State Standard and per the 1st, 2nd and 3rd Notices
 - 10 Days to Cure
 - If Violation of Same or Similar Nature is Observed Within 180-Day Period, Enforcement will Escalate to the Next Notice as Indicated Above

Help Keep the Community Beautiful!
Actively Seeking Volunteers in Many Capacities to Include
Compliance!

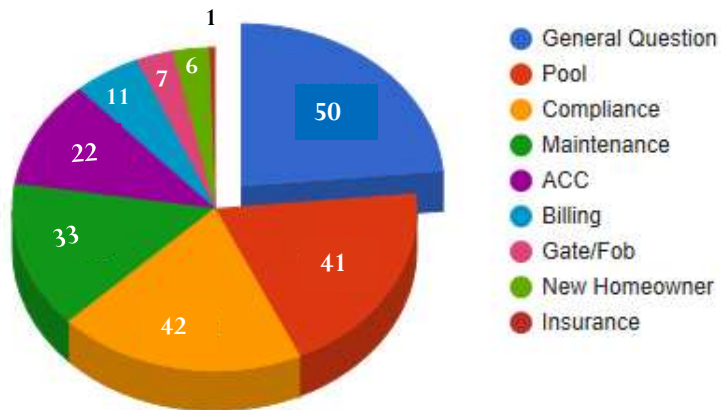
Web Submissions

Celina Creeks of Legacy HOA Community Charts

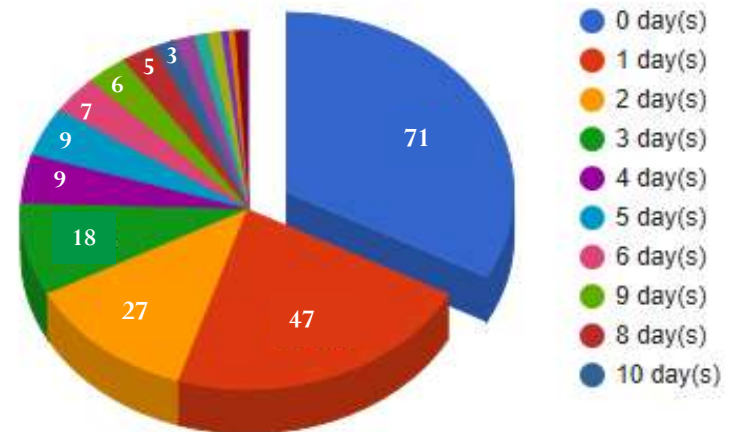
Conversation Started: 01/01/18 to 11/26/18

Total Number of Submissions for Date Range: 204

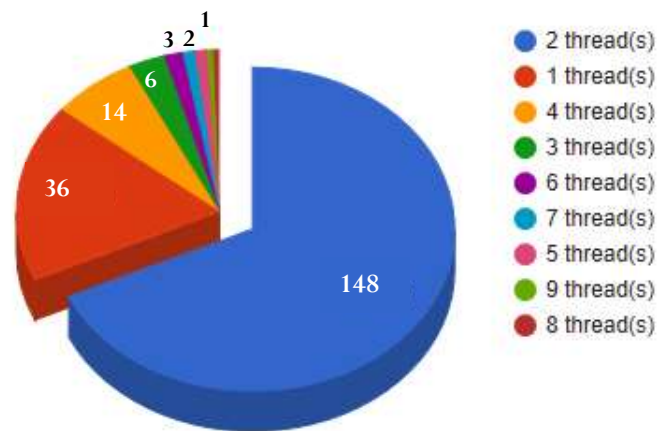
Statistics by Category



Statistics by Age



Statistics by Conversation Thread



The Role of Essex Association Management, L.P.

The day to day functions of your management team includes many different tasks.

Such tasks may include are but not limited to:

- Advise and provide administrative, managerial and operational counsel to the Board of Directors in order to assist the Board in decision making and in the operation of the business affairs of the Association
- Perform periodic site inspections of the community's common areas and routine site inspections of the individual homes
- Direct the enforcement of the restrictive covenants
- Assist in the processing of Architectural Modification Requests
- Obtain bids, evaluate and assist in acquiring insurance consistent with the restrictions and/or needs of the Association
- Supervise maintenance activities and contractor performances of vendors, obtain bids and provide proposals to the Board of Directors for new service and renewing contracts
- Provide Association financial reports, kept in accordance with GAAP (Generally Accepted Accounting Principles)
- Accounts payable and accounts receivable including the collection of delinquent accounts
- Develop and prepare Association budgets
- Work with an independent CPA firm to audit the Association books and records
- Serve as a receiving center for Association related homeowner and vendor telephone calls of all type and nature
- Reserve Fund Contribution

What Your Assessments Pay For

Essex Association Management, L.P. has been selected by the Board of Directors of your Association to provide professional management services. It is the goal of Essex Association Management to provide your community with quality service while fostering a mutual relationship of respect and trust.

- General maintenance of all common areas:
 - Mowing, edging, tree trimming, chemical treatments
 - Porter services
 - Replacement of trees and shrubs in the common areas
 - Installation and maintenance of seasonal color changes and mulch
- Electricity
 - To operate and maintain the Association's common elements and amenities, including lighting and irrigation systems
- Repairs and General Maintenance of the Common Areas, Elements, and Amenities
- Legal and tax services
 - Filing corporate, federal and state taxes, annual audits, and continual maintenance of Association books and records
- Insurance premiums
 - Ensuring the proper insurance is obtained, maintained, and premiums met
- General and Administrative services (including but not limited to)
 - Correspondence, collection letters, ACC's, postage, supplies, inspections, filing of Association documents, & meetings

Office Information

Essex Association Management, L.P.

Monday – Friday
9:00 am – 5:00 pm

1512 Crescent Dr. Suite 112
Carrollton, Texas 75006

Phone: (972) 428-2030

Fax: (469) 342-8205

After Hours Emergency Line: (888) 740-2233

www.creeksOfLegacyhoa.com

- Modification Request Forms
- Income Statements and Balance Sheets
- Governing Documents
- Important Phone Numbers
- Bulletin Board
- Volunteer Forms
- Email Updates: Sign up Now!

ADJOURN



Questions?
One at a Time Please

