



Board of Directors Meeting

Thursday, November 9th, 2023

6:00 pm – 7:00 pm

Microsoft Teams Meeting

Meeting ID: 254 129 381 395

Passcode: MVdnqs

A dark brown rectangular sign with the words "CREEKS of LEGACY" in white serif font is mounted on a stone wall. The sign is flanked by small white dots. To the right of the sign, a small "CL" logo is visible on the stone wall.

CREEKS of LEGACY



www.creekslegacyhoa.com

Meeting Conduct

All Owners that have called in during this meeting are attending for listening and viewing purposes only. Please keep in mind, as with any other meeting, an Owner may not speak without being recognized by the Board. The Board has allocated time towards the end of the presentation for a Homeowner Q&A.

Thank you for attending!
Let's make this a productive meeting!



Proof of Meeting Notice

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

889-004 1.1



Prosper TX 75078
USA



Notice of Virtual Board of Directors Meeting

Thursday, November 9th, 2023, at 6:00pm.

Microsoft Teams Meeting

Meeting ID: 254 129 381 395

Passcode: MVdnqs

Or call in (audio only): 323-433-2148

Phone conference ID: 890 330 843 #

October 31, 2023

Dear Homeowner(s),

As the Managing Agent for the Celina Creeks of Legacy Homeowners Association, Inc., we are pleased to announce that a Board of Directors Meeting has been scheduled for **Thursday, November 9th, 2023, at 6:00 p.m.** Meetings are open sessions for listening and/or viewing only. The purpose of this meeting is to discuss normal business of the Association and to approve the 2024 proposed budget.

Please take a moment to review the draft agenda posted to the Association's website at www.creekslegacyhoa.com. Should you have any questions regarding the draft agenda or the upcoming Board of Directors Meeting, please contact Essex Association Management, L.P. via the web submission tool located under the "Contact Us" tab on the Association's website and an Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent,
On behalf of Celina Creeks of Legacy Homeowners Association, Inc.

Cc: HOA File
Enclosed: Draft Agenda

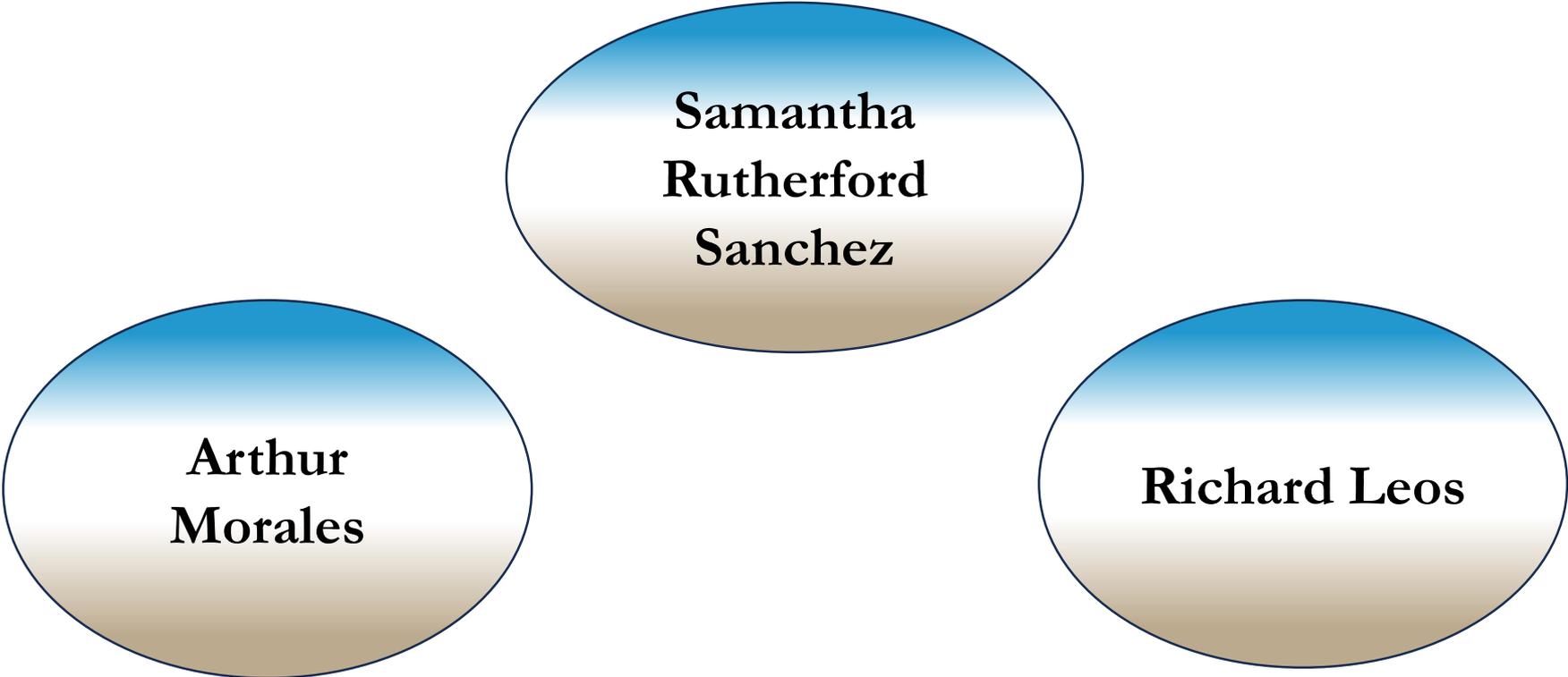
Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030 Fax: (469) 342-8205
www.creekslegacyhoa.com

Agenda

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
 - Ryan Tubbs, President
 - Jessica Bunn, Vice President
- Introduction of Essex Association Management, L.P. Representatives
 - Al Silva, Community Association Manager
 - Christina Duarte, Community Assistant Association Manager
- Appointment of New Board Members
- Approval of February 2023 Meeting Minutes
- Community & Board Updates
 - Old Business
 - New Business
 - State Mandated Policy Changes
- Financials
 - August 2023 Balance Sheet & Income Statement Summary
 - Review and Approve 2024 Proposed Budget
- Adjourn Open Session
 - Homeowner Q & A
- Executive Session
- Adjourn Executive Session

Appointment of New Board Members

Section 4.5. Vacancies on Board of Directors. After such time as Declarant's right to appoint and remove Directors has expired or been terminated, if the office of any elected Director shall become vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the remaining Directors, at a special meeting duly called for this purpose, shall choose a successor who shall fill the unexpired term of the directorship being vacated. If there is a deadlock in the voting for a successor by the remaining Directors, the one Director with the longest continuous term on the Board shall select the successor. At the expiration of the term of his position on the Board of Directors, the successor Director shall be re-elected or his successor shall be elected in accordance with these Bylaws.



**Samantha
Rutherford
Sanchez**

**Arthur
Morales**

Richard Leos

February 2023 Board Meeting Minutes



Board Of Directors Meeting

Thursday, February 23, 2023

6:00-6:30 p.m.

- **Establish Board Quorum** – All Board Present
- **Call Meeting to Order** – 6:04 p.m.
- **Approve October 2022 Board of Directors Meeting Minutes** – 6:06pm
 - Ryan Tubbs – Motion to approve.
 - Terah Paul – Second
 - All in Favor
- **Introduction of the Board of Directors**
 - Present: Terah Paul, Olga Perez, Ryan Tubbs, Marcia Dillon
- **Introduction of Essex Association Management Representatives**
 - Al Silva, Association Manager
 - Caspar Sullivan, Assistant Association Manager
- **Financials**
 - December 2022 Balance Sheet Review
 - December 2022 Income Statement Summary Review
 - No Questions – Review Complete
- **Community Updates**
 - All Updates will be discussed in Annual meeting.

- **New Business**
 - 2 Open Board Positions
 - Call for Candidates, Election, & Election Meeting to be scheduled
- **Adjournment** – 6:27pm
 - Terah Paul – Motion to adjourn.
 - Olga Perez – Second
- **Review of 2023 Proposed Budget**
 - Question: Reserve Study – Can we discuss contract we signed & what it entails?
 - Answer: It is a way to look into the future to see expenditures. We will use it as a budgeting tool for 2023 and going forward.
 - Terah - Motion to approve
 - Ryan – Second
- **Adjournment** – 4:59 a.m.
 - Ryan – Motion to Adjourn
 - Terah - Second

Community Updates

Old Business

- Reserve Study
- Irrigation Repairs
- Erosion Control

New Business

- Landscaping around West Retention Ponds
- Re-grading and drainage on Platte River Trail

Amendments / Adoption to Policies

Policies listed below were drafted with the protection of the Association and homeowners in mind. It would be in the best interest of the Association and owners to approve the following policies.

State Mandated Policies to be Amended / Adopted

- Amend – Collections / Payment Plan Policy
- Amend – Enforcement Policy
- Adopt – Security Measures Policy

August 2023 Balance Sheet

Balance Sheet Report Celina Creeks of Legacy Homeowners Association, Inc. As of August 31, 2023

	<u>Balance Aug 31, 2023</u>	<u>Balance Jul 31, 2023</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	270,234.44	289,528.17	(19,293.73)
1012 - Alliance Association Bank (Reserve)	103,546.71	103,524.73	21.98
1013 - Premium MM RSV-Cit Bank	314,479.18	314,359.02	120.16
Total Assets	688,260.33	707,411.92	(19,151.59)
Receivables			
1400 - Accounts Receivable	75,025.61	106,054.12	(31,028.51)
Total Receivables	75,025.61	106,054.12	(31,028.51)
Total Assets	763,285.94	813,466.04	(50,180.10)
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	9,479.65	3,434.14	6,045.51
2050 - Prepaid Assessments	15,469.47	14,652.29	817.18
Total Liabilities	24,949.12	18,086.43	6,862.69
Total Liabilities	24,949.12	18,086.43	6,862.69
<u>Owners' Equity</u>			
Equity			
3900 - Retained Earnings	364,534.37	364,534.37	0.00
Total Equity	364,534.37	364,534.37	0.00
Total Owners' Equity	364,534.37	364,534.37	0.00
Net Income / (Loss)	373,802.45	430,845.24	(57,042.79)
Total Liabilities and Equity	763,285.94	813,466.04	(50,180.10)

August 2023 Income Statement Summary

Income Statement Summary Celina Creeks of Legacy Homeowners Association, Inc. August 01, 2023 thru August 31, 2023

	Current Period			Year to Date (8 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	11,498.69	4,712.00	6,786.69	902,033.15	849,680.00	52,353.15	868,530.00
Total Income	11,498.69	4,712.00	6,786.69	902,033.15	849,680.00	52,353.15	868,530.00
Total General & Administrative	5,996.19	7,932.00	(1,935.81)	60,808.46	67,179.00	(6,370.54)	99,125.00
Total Taxes	0.00	0.00	0.00	0.00	400.00	(400.00)	400.00
Total Insurance	0.00	0.00	0.00	12,262.00	11,760.00	502.00	11,760.00
Total Utilities	8,534.25	8,166.00	368.25	49,502.17	65,333.00	(15,830.83)	98,000.00
Total Infrastructure & Maintenance	9,670.09	7,466.00	2,204.09	79,174.39	42,528.00	36,646.39	75,242.00
Total Pool	19,757.95	23,350.00	(3,592.05)	117,643.33	147,764.00	(30,120.67)	199,544.00
Total Landscaping	24,583.00	25,077.00	(494.00)	208,840.35	197,093.00	11,747.35	297,404.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	87,055.00
Total Expense	68,541.48	71,991.00	(3,449.52)	528,230.70	532,057.00	(3,826.30)	868,530.00
Net Income / (Loss)	(57,042.79)	(67,279.00)	10,236.21	373,802.45	317,623.00	56,179.45	0.00

Proposed 2024 Budget with 10% Increase

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Budget Summary Report

Celina Creeks of Legacy Homeowners Association, Inc. 2024 Proposed Budget - 10% Increase

	<u>2024 Budget</u>
Income	
4100 - Assessments	893,178.00
4200 - Late/NSF Fee	7,000.00
4250 - Collection Fee Charge	9,000.00
4300 - Misc Income	0.00
4350 - Violation Fine Charge	0.00
4410 - Demand Letter Income	750.00
4500 - Interest Income	350.00
4801 - CAP Fees	44,000.00
4831 - Pool Key Revenue	250.00
Total Income	954,528.00
Total Celina Creeks of Legacy Income	954,528.00
General & Administrative	
5100 - Administrative Expenses	1,200.00
5101 - Postage	14,500.00
5104 - Printing and Reproduction	3,200.00
5105 - Website Expense	750.00
5106 - Homeowner Functions	12,000.00
5109 - Licenses, Permits, & Fees	250.00
5110 - Professional Management	42,000.00
5120 - Collection Fees Billed Back	9,000.00
5121 - Property Inspections	2,000.00
5122 - Annual Meeting Expenses	300.00
5170 - Bank Fees	100.00
5176 - Legal Fees	1,000.00
5177 - Legal Fees Billed Back	0.00
5180 - Audit & Accounting	2,000.00
5181 - Tax Preparation	725.00
5182 - Reserve Study	0.00
Total General & Administrative	89,025.00
Taxes	
5201 - Property Taxes	700.00
Total Taxes	700.00
Insurance	
5310 - General Liability	13,200.00
Total Insurance	13,200.00

Utilities

6000 - Telephone-ATT Internet for Pool Gate	3,800.00
6010 - Electric	51,000.00
6020 - Water/Sewer	28,100.00
6030 - Gas	1,420.00
Total Utilities	84,320.00

Infrastructure & Maintenance

5193 - Storage Unit	5,000.00
6245 - Amenity Center Sports Equipment	2,760.00
6247 - Direct TV - Amenity Center	0.00

Infrastructure & Maintenance

6248 - Amenity Center Supplies	1,000.00
6250 - Pest Control	1,000.00
6260 - Electrical Repairs & Maintenance	500.00
6264 - Holiday Decoration	13,000.00
6272 - Sign Purchase & Repairs	2,500.00
6280 - Wall/Fence Repairs	2,000.00
6290 - Common Area Maint	22,500.00
6505 - Lake/Pond Maintenance	9,450.00
6506 - Lake Maintenance Supplies	2,750.00
6510 - Fountain Maintenance	5,000.00
6600 - Security	5,000.00
6601 - Amenity Center Maint. (Non-Contract)	10,000.00
Total Infrastructure & Maintenance	82,460.00

Pool

6305 - Pool Emergency Phone	2,400.00
6310 - Pool Key Expense	1,084.00
6320 - Pool Service Monthly Contract	65,000.00
6330 - Pool Supplies & Gen Maint (Non Contract)	9,000.00
6340 - Pool Equipment & Repairs	15,000.00
6345 - Porter Services-Pool	48,000.00
6350 - Pool Furniture & Fixtures	20,000.00
6360 - Pool Monitoring Services	70,000.00
Total Pool	230,484.00

Landscaping

6400 - Landscaping (Contract Services)	238,404.00
6402 - Landscape Maint & Imprv (Non Contract)	15,000.00
6500 - Irrigation	44,000.00
Total Landscaping	297,404.00

Reserves

6001 - Reserve Contributions	156,935.00
Total Reserves	156,935.00

Total Celina Creeks of Legacy Expense **954,528.00**

Assets

1012 - Alliance Association Bank (Reserve)	0.00
Total Assets	0.00

Total Celina Creeks of Legacy Assets **0.00**

Total Association Net Income / (Loss) **0.00**

Proposed 2024 Budget with 20% Increase

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Budget Summary Report

Celina Creeks of Legacy Homeowners Association, Inc. 2024 Proposed Budget - 20% Increase

	<u>2024 Budget</u>
Income	
4100 - Assessments	974,376.00
4200 - Late/NSF Fee	7,000.00
4250 - Collection Fee Charge	9,000.00
4300 - Misc Income	0.00
4350 - Violation Fine Charge	0.00
4410 - Demand Letter Income	750.00
4500 - Interest Income	350.00
4801 - CAP Fees	44,000.00
4831 - Pool Key Revenue	250.00
Total Income	1,035,726.00
Total Celina Creeks of Legacy Income	1,035,726.00
General & Administrative	
5100 - Administrative Expenses	1,200.00
5101 - Postage	14,500.00
5104 - Printing and Reproduction	3,200.00
5105 - Website Expense	750.00
5106 - Homeowner Functions	12,000.00
5109 - Licenses, Permits, & Fees	250.00
5110 - Professional Management	42,000.00
5120 - Collection Fees Billed Back	9,000.00
5121 - Property Inspections	2,000.00
5122 - Annual Meeting Expenses	300.00
5170 - Bank Fees	100.00
5176 - Legal Fees	1,000.00
5177 - Legal Fees Billed Back	0.00
5180 - Audit & Accounting	2,000.00
5181 - Tax Preparation	725.00
5182 - Reserve Study	0.00
Total General & Administrative	89,025.00
Taxes	
5201 - Property Taxes	700.00
Total Taxes	700.00
Insurance	
5310 - General Liability	13,200.00
Total Insurance	13,200.00

Utilities	
6000 - Telephone-ATT Internet for Pool Gate	3,800.00
6010 - Electric	51,000.00
6020 - Water/Sewer	28,100.00
6030 - Gas	1,420.00
Total Utilities	84,320.00
Infrastructure & Maintenance	
6193 - Storage Unit	5,000.00
6245 - Amenity Center Sports Equipment	2,760.00
6247 - Direct TV - Amenity Center	0.00
Infrastructure & Maintenance	
6248 - Amenity Center Supplies	1,000.00
6250 - Pest Control	1,000.00
6260 - Electrical Repairs & Maintenance	500.00
6264 - Holiday Decoration	13,000.00
6272 - Sign Purchase & Repairs	2,500.00
6280 - Wall/Fence Repairs	2,000.00
6290 - Common Area Maint	22,500.00
6505 - Lake/Pond Maintenance	9,450.00
6506 - Lake Maintenance Supplies	2,750.00
6510 - Fountain Maintenance	5,000.00
6600 - Security	5,000.00
6601 - Amenity Center Maint. (Non-Contract)	10,000.00
Total Infrastructure & Maintenance	82,460.00
Pool	
6305 - Pool Emergency Phone	2,400.00
6310 - Pool Key Expense	1,084.00
6320 - Pool Service Monthly Contract	65,000.00
6330 - Pool Supplies & Gen Maint (Non Contract)	9,000.00
6340 - Pool Equipment & Repairs	15,000.00
6345 - Porter Services-Pool	48,000.00
6350 - Pool Furniture & Fixtures	20,000.00
6360 - Pool Monitoring Services	70,000.00
Total Pool	230,484.00
Landscaping	
6400 - Landscaping (Contract Services)	228,027.96
6402 - Landscape Maint & Imprv (Non Contract)	15,000.00
6500 - Irrigation	44,000.00
Total Landscaping	287,027.96
Reserves	
6001 - Reserve Contributions	248,509.04
Total Reserves	248,509.04
Total Celina Creeks of Legacy Expense	1,035,726.00
Assets	
1012 - Alliance Association Bank (Reserve)	0.00
Total Assets	0.00
Total Celina Creeks of Legacy Assets	0.00
Total Association Net Income / (Loss)	0.00



Office Information

Essex Association Management, L.P.

1512 Crescent Drive, Suite 112

Carrollton, Texas 75006

Office: (972) 428-2030

After Hours Emergency Line: (888) 740-2233

Monday - Friday

9:00 a.m. to 5:00 p.m.

Community Manager Al Silva: al@essexhoa.com

www.creeksoflegacyhoa.com

Adjourn Open Session Move into Executive/Homeowner Questions



For any questions, comments, or concerns please submit an inquiry via the “Contact Us” tab through your Associations website and an Essex Representative will respond back shortly.

**Essex Association Management
1512 Crescent Drive, Suite 112
Carrollton, Texas 75006
Office: 972-428-2030
www.creekslegacyhoa.com**