

# **WELCOME**

## **COPPELL GREENS HOMEOWNERS ASSOCIATION**

[www.coppellgreens.org](http://www.coppellgreens.org)

### **ANNUAL HOMEOWNERS MEETING**

**MARCH 11, 2003**

**COPPELL GREENS BOARD OF DIRECTORS  
CHRIS WEISBROD  
BILL LEVY  
KYLE ZANDER**

**SBB MANAGEMENT COMPANY  
LORA COMPTON, SENIOR COMMUNITY MANAGER  
ANN KANEVSKI, ADMINISTRATIVE ASSISTANT**

**DALLAS  
5728 LBJ FREEWAY, SUITE #300  
DALLAS, TEXAS 75240  
TEL: (972) 960-2800  
FAX: (972) 991-6642**

**TARRANT  
1674 KELLER PARKWAY, SUITE #108  
KELLER, TEXAS 76248  
TEL: (817) 482-1547  
FAX: (817) 337-5064**

**COPPELL GREENS HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
MARCH 11, 2003**

**AGENDA**

1. WELCOME AND INTRODUCTIONS
2. ESTABLISHMENT OF A QUORUM
3. APPROVAL/WAIVER OF READING OF PRIOR ANNUAL MEETING MINUTES
4. DIRECTOR REPORTS
  - A) PRESIDENT REPORT
  - B) TREASURERS REPORT
    - 1) 2003 BUDGET
    - 2) IRS RESOLUTION-VOTE BY MEMBERSHIP
5. CAPITAL EXPENDITURE REQUIREMENTS
  - A) PRESENTATION AND EVALUATION
  - B) VOTE
  - C) ELECTION RESULTS
6. BOARD OF DIRECTORS ELECTIONS
  - A) INTRODUCTION OF CANDIDATES
  - B) BALLOT CASTING
  - C) ELECTION RESULTS
7. QUESTIONS
8. MEETING ADJOURNMENT

# COPPELL GREENS HOMEOWNERS ASSOCIATION

## Annual Homeowners Meeting

March 28, 2002

Leadership: Chris Weisbrod, President; Paula Weaver, Vice President; Bill Levy, Secretary/Treasurer; Joan Crouch (SBB), Lu Kropff (SBB)

The meeting was called to order at 6:30 pm. We met at the Cozby Public Library, 177 N. Hertz Road, Coppell, TX 75019

**Attendance:** There were 34 families represented, including proxies. Low attendance could be attributed to pre-Easter church services. Some told us they were out of town.

**Report From Treasurer:** Bill Levy discussed the budget for the coming year, the expenses for last year, and the problem areas facing the community. These include the brick privacy wall deterioration, the stonewalls with problems, the pond, irrigation repairs, and the massive potential problems caused by Highpoint Oaks.

**President's Report:** Chris Weisbrod discussed the new buffalo grass sod in the easements, the fence and replat problems, Highpoint Oaks, and the walls. A map was displayed to show the 105 acres of greenbelts we support, a major discussion of 45X, and also 21X drainage.

**Elections:** The elections were held for the community. Each candidate was presented and highlighted. The candidates were: Jackie Drain, George Novak, James Prince, and Kyle Zander. The votes were analyzed and since there a quorum was not attained, the board made a final decision based on the voting. Kyle Zander was elected for a two-year term on the Coppell Greens Homeowner Association.

**Open Discussion:** There was a lively discussion of a wide range of topics that interested the homeowners present. The answers provided by the board were concise and complete and the members were satisfied with the responses.

**Other Items:** A final farewell to Dr. Paula Weaver as her term of office was completed was announced by Chris. She was thanked for her hard work and sacrifice of personal time for her service on the board.

An additional very big THANKS was awards to Peter Cotting for his work in the greenbelts. He removed most of the tree stakes at a great savings. Also, Allen Sachter and Jim Weisbrod for their work on the entrance lights and work on the irrigation system.

A call was made for committees. Also the new web sight, Coppellgreens.org was announced.

The Board thanks Joan and Lu for their help on the preparation and administration of the meeting.

We adjourned.

SBB - LAURA & ANN

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Form For ADDITIONS & RENOVATIONS

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4/26 - EASTER DAY.

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COPPELL GREENS

FINANCIAL ANALYSIS 2002 YEAR ENDING- 2003 PROPOSED BUDGET

	2002 YEAR ENDING	2003 PROPOSED BUDGET
<b>REVENUE:</b>		
HOA Dues-\$600 yr	129,771.99	132,600.00
Miscellaneous Income	1,987.00	-
<b>TOTAL REVENUE</b>	<b>131,758.99</b>	<b>132,600.00</b>
<b>EXPENSES:</b>		
<b>UTILITIES</b>		
Electricity	1,450.83	1,500.00
Water/Sewer	15,709.55	16,000.00
<b>Total Utilities</b>	<b>17,160.38</b>	<b>17,500.00</b>
<b>GROUNDS</b>		
Landscape Maintenance	47,747.13	47,000.00
Landscape Improvement-Maintenance	3,120.52	1,000.00
Irrigation Repairs	2,521.84	3,000.00
Lake Maintenance	2,881.76	3,000.00
Millstone Walls- Maintenance	-	1,500.00
Common Area Maintenance	1,078.67	1,000.00
<b>Total Grounds Expense</b>	<b>57,349.92</b>	<b>56,500.00</b>
<b>GEN &amp; ADMIN.</b>		
Property Management and Administration	15,304.04	15,400.00
Professional Fees	1,874.00	2,500.00
Community Relations	119.48	1,120.00
Gen. Liability/Property/D&O Insurance	2,296.05	3,312.00
Other Admin. Expense	363.59	1,710.00
<b>Total Gen. &amp; Admin.</b>	<b>19,957.16</b>	<b>24,042.00</b>
<b>Total Expenses</b>	<b>94,467.46</b>	<b>98,042.00</b>
<b>NET COLLECTIONS IN EXCESS OF ANNUAL OPER. COSTS</b>	<b>37,291.53</b>	<b>34,558.00</b>
<b>NON-RECURRING REPAIRS</b>	<b>(7,401.00)</b>	<b>(38,235.00)</b>
<b>ALLOCATION FOR RESERVES</b>		
Reserve For Captial Expenditures	(20,000.00)	-
Reserve For Legal Expenes	(1,000.00)	(1,000.00)
<b>NET UNALLOCATED SURPLUS (DEFICIT)</b>	<b>8,890.53</b>	<b>(4,677.00)</b>
<b>Uncollected Assessments-Delinquency</b>	<b>7,061.18</b>	<b>11,516.30</b>

**COPPELL GREENS  
 BUDGET NARRATIVE  
 2003**

**INCOME**

Annual Dues                                  Estimate of association dues at \$600 per year.

**EXPENSES**

Electricity                                  Estimate for common area electricity service.

Water/Sewer                                  Estimate for common area water service.

Landscape Maintenance                    Current landscape maintenance contract.

Landscape Improvement                    Estimate for color changes in the common area,  
 other landscape additions and replacements.

Irrigation Repairs                            Estimate for common area sprinkler repairs.

Lake Maintenance                            Treatment of lake.

Millstone Walls- Maintenance              Estimate for pointing and expansion joints  
 preventative maintenance.

Common Area Maintenance                 Estimate for miscellaneous common area repairs,  
 maintenance and tree feeding.

Professional Management                  Contract for professional management services by  
 SBB Management Company.

Legal Fees                                      Estimate for Association legal expense.

Audit & Accounting                         Estimate for an independent audit of the balance  
 sheet and the related statements of revenue and  
 expense.

Office Supplies                                Estimate for supplies necessary for Association  
 business such as postage, bank charges, homeowner  
 mailings, printing and other miscellaneous expenses.

Newsletter/Directory/ Website/Crime watch	Estimate for committee expenses and website.
Other Admin. Expense	Estimate of miscellaneous other administration expenses and reserve study.
Association Insurance Gen. Liability/Property D & O Insurance	The premium costs for insurance required by the Declaration of Covenants, Conditions and Restrictions (i.e., Liability Insurance, Directors and Officers Insurance).
Reserve Fund	Reserve funds set aside for future repairs.
Reserve Legal Fund	Reserve funds set aside for legal expenses.
Operating Surplus (Deficit)	Operating surplus or net deficit.
Uncollected Assessments	Delinquent dues billed but not collected.

**RESOLUTION OF  
COPPELL GREENS HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTORS AND MEMBERSHIP AT LARGE**

**RE: EXCESS INCOME TRANSFERRED TO RESERVES**

**WHEREAS**, Coppell Greens Homeowners Association, Inc. is a Texas Corporation duly organized and existing under the laws of the state of Texas;  
and

**WHEREAS**, the Board of Directors and the membership at large desires that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service.

**NOW, THEREFORE**, the Board of Directors and membership at large hereby adopts the following resolution by and on behalf of Coppell Greens Homeowners Association, Inc.;

**RESOLVED**, that any amounts collected or paid to the Association in excess of operating expenses for the year ended 2003 shall be set aside as reserves for future financial needs, as provided by the guidelines established by revenue rulings 70-604, 75-370, 75-371. Such amounts shall be deposited into insured interest-bearing accounts. Allocation of any amount so added to reserves is at the discretion of the Board of Directors.

This resolution is adopted and made part of the minutes of the annual homeowners meeting held on March 11, 2003 and voted on the membership at large on March 11, 2003.

BY: \_\_\_\_\_  
President

ATTESTED: \_\_\_\_\_  
Secretary

# **SBB**

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MANAGEMENT

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C O M P A N Y

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DATE: March 11, 2003

TO: Coppell Greens Homeowners

FROM: SBB Management Company

RE: Management Services

For your convenience and quick reference the following is a list of the SBB Management Company personnel and their responsibilities at your community. Contact the appropriate person at (817) 482-1547 or (972) 960-2800.

Our Dallas number is answered after business hours and on weekends and holidays by an automated voice mail system. The voice mail options include after hours emergency number, (972) 960-8500 which is answered by an answering service. Please give the answering service your name, community, address and phone number. The answering service has been instructed to contact our staff in case of emergency.

Management: Lora Compton, Senior Manager  
Ann Kanevski, Admin. Assistant, Tarrant

Accounting: Linda Brady Ext. #324, Dallas

Community Association Management & Consultation

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