

WELCOME

COPPELL GREENS HOMEOWNERS ASSOCIATION, INC.

www.coppellgreens.org

2005 ANNUAL HOMEOWNERS MEETING

MARCH 21, 2005

COPPELL GREENS BOARD OF DIRECTORS

JENNIFER MARTIN

AMY LEAF

BILL LEVY

KYLE ZANDER

SBB MANAGEMENT COMPANY

LORA COMPTON, SENIOR COMMUNITY MANAGER

KRYSTLE URBANEK, ADMINISTRATIVE ASSISTANT

DALLAS

5728 LBJ FREEWAY, SUITE #300

DALLAS, TEXAS 75240

TEL: (972) 960-2800

FAX: (972) 991-6642

TARRANT

1858 KELLER PARKWAY, SUITE #C

KELLER, TEXAS 76248

TEL: (817) 482-1547

FAX: (817) 431-6412

**COPPELL GREENS HOMEOWNERS ASSOCIATION
2005 ANNUAL MEETING
MARCH 21, 2005**

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
 - C) RECAP 2004 YEAR END
 - 1) 2005 BUDGET
 - 2) IRS RESOLUTION-VOTE BY MEMBERSHIP
5. BOARD OF DIRECTORS ELECTIONS
 - A) INTRODUCTION OF CANDIDATES
 - B) BALLOT CASTING
6. QUESTIONS/ANSWERS
7. ELECTION RESULTS
8. MEETING ADJOURNMENT

Coppell Greens Homeowners Association

Annual Meeting

March 23, 2004

Coppell Cozby Public Library

Leadership – Kyle Zander, President; Bill Levy, Secretary / Treasurer; Amy Leaf, Dutina Weiland, Gary Finley; SBB – Gidge Reed

Meeting called to order 7:10 p.m.

Attendance - There were 48 families / residences – represented this evening. There were an addition 24 proxies for the meeting.

Officially, 221 homeowners in the community, with 18 delinquencies and a 25% requirement of the eligible voting membership = a quorum minimum requirement of 51 homeowners being represented. The HOA President declared a quorum.

Minutes of Annual Meeting March 11, 2003 were amended by requiring that the following be added to the text:

-- 41 homes were represented in attendance and 18 proxies were certified = 59 homes represented. Quorum was achieved for 2003. Minutes were then approved.

Business:

1. Special Assessment of 50,000 asked for to:
 - a. Handle legal fees for lawsuit analysis on Highpoint Oaks, Fuller Homes, and Argus Development. \$30,000 to be placed in reserves.
 - b. If determination made that lawsuit is beyond scope and capability of the Association and its members, money will revert to being used for infrastructure maintenance and enhancement as available.
2. North millstone wall will be repaired with grading and drainage, as well as engineering monitoring. The wooden fence on the wall will be replaced. (*Note- this did not happen, as drainage from the north caused further deterioration and it was determined that this wall needed major repair instead on minor repair as*

proposed. The wall caved in during the spring rains of 2004, along with major wall movement in 10X, requiring a different, more expensive approach.)

3. Presidents report was presented. Topics included:
 - a. Committees – membership participation is needed in a variety of committees and events to increase the value of the community.
 - b. The Yard Of The Month was announced along with the new sign that will be in the homeowner's front yard for the month.
 - c. National Night Out.
 - d. Newsletter. A quarterly newsletter is being developed.
 - e. Community Forum – This will be held every other month at the library.
 - f. A discussion of the current delinquencies and the business approach to pursue collections. This topic generated the most response from the attendees, especially those who were delinquent in their Association's dues.
 - g. SBB – an explanation of the services that SBB does for the HOA.
 - h. A discussion of landscaping company bids – a possible change of companies that services the community's open areas.
 - i. A mention of the new meetings held by the City Of Coppell with th city's HOAs.
4. A request was made that the irrigation schedule be placed in the newsletter, with a phone number for SBB in the event of a problem, such a run-away sprinkler head, or other problem that a homeowner could identify. *(Note: the schedule was not published because it was under constant adjustment by O'Donnells trying to achieve optimum results with lowest cost. The phone number for SBB is posted on the web site at www.coppellgreens.org).*
5. Treasurer's Report – Bill Levy
 - a. The Association's expenses were following at or below budget in all but one main area.
 - b. Water bill was the HOAs biggest loss this year. The clocks were tampered with and caused some major high water bills. The clocks were locked and are being monitored, hoping this stops the problem.
6. A recap of the 2003 Special Assessment was reported by the President. He discussed the reserves for legal and for capital repairs. He also mentioned that

Coppell Greens Homeowners Association Annual Meeting March 11, 2003

legal costs were expected to cost around \$60 – 80,000. and if the litigants settled, a minimum of \$30,000 would be spent.

7. A vote was held for the five amendments changes to the CC&Rs. The vote passed. *(Note- it was later determined that there is an official requirement that there must be a vote of 75% of the membership of record in order to change the CC&Rs. A committee is looking into the best means of handling this).*
8. A vote was held for the approval of a \$50,000 Special Assessment for 2004. This money was to be used for legal and capital repairs/improvements. This passed 53 to 17.
9. Voting for board membership was held. Bill Levy, running for a second term as Secretary/Treasurer was reelected, and Jennifer Martin was elected to take Kyle Zander's seat.
10. The meeting was closed with Gary Finley fielding questions from the audience regarding lawsuits and the application of Special Assessments.
11. Meeting Adjourned 9:00 p.m.

**Coppell Greens Home Owners Association
Treasurer's Report
For the Period Ended December 31, 2004**

**Presented in the Annual Meeting
March 21, 2005**

During 2004, the Coppell Greens Home Owners Association ("CGHOA") assessed approximately \$147,000 in annual assessments and \$50,000 in community-approved special assessments. The CGHOA also collected approximately \$4,000 in fines and other income fees. Outstanding delinquent accounts at December 31, 2004 totaled approximately \$16,500. Delinquent accounts are being perused in a regular, business-like manner. Accounts becoming more than \$600.00 are subject to aggressive collection procedures, including legal proceedings and possible foreclosure.

Total expenses in 2004 to operate the Coppell Greens subdivision totaled approximately \$101,000, approximately \$2,000 over budget. Regular operating expenses were diligently managed to be under budget. However, bad debt expense and unreimbursed legal fees associated with collections drove total actual expenses over the budgeted amount. Together, these amounts exceeded \$5,000.

Dues were increased during 2004 in order to help meet the following needs of the community:

- repair work to millstone retaining walls; and
- other identified capital repairs.

We know from surveys made for CGHOA in 2003 that there will be a continual need to fund capital repairs in the infrastructure over the two to five years and beyond. Future capital repairs will focus on millstone retaining wall failures, denigration of the brick privacy wall along Denton Tap, deterioration of the community irrigation system, inadequate drainage in certain greenbelt areas, and unreliable and inadequate manual irrigation systems.

As of January 1, 2005, the CGHOA had cash of approximately \$170,000 in the bank delineated as follows:

Operating Funds	\$60,000.
Special Assessment	\$47,000.
Savings in Money Market	\$62,000.

Prepaid amounts (insurance and dues) totaled approximately \$1,300. Current liabilities amounted to approximately \$1,700.

Nearly all of this cash is earmarked for capital repairs, including capital expenditure and legal reserves. The majority of the cash balance will be expended to repair the north boundary millstone retaining wall that has collapsed. Remaining cash will be used to meet expenses of operations in 2005 or held in reserve for future capital repairs and improvements.

Overall, at this time, the CGHOA has been able to successfully manage our property, pay all bills, pursue necessary collections, and maintain the appearance of the subdivision. There have been limited funds for added beautification projects since most available excess funds have been used to offset needed repairs due to the developer's shortcomings. This focus should change as the need for capital repairs slows down.

Bill Levy
CGHOA Treasurer

COPPELL GREENS HOME OWNERS ASSOCIATION
FINANCIAL ANALYSIS OF 2004 BUDGET/ACTUAL AND 2005 BUDGET

	<u>2004 BUDGET</u>		<u>2004 ACTUAL</u>		<u>2005 BUDGET</u>
DUES ASSESSMENTS AND OTHER INCOME					
HOA Annual Assessments	133,200		146,520		159,840
Special Assessments	-		49,950		-
Late Fees / NSF Fees	-		2,643		-
Interest Income	-		738		-
Miscellaneous Income	-		632		-
NET DUES ASSESSMENTS AND OTHER INCOME	<u>133,200</u>		<u>200,483</u>		<u>159,840</u>
ANNUAL OPERATING EXPENSES					
Utilities					
Electricity	1,500		1,579		1,500
Water/Sewer	20,000		16,578		20,000
Total Utilities	<u>21,500</u>	16%	<u>18,157</u>		<u>21,500</u>
Landscape Maintenance and Repair					13%
Landscape Lawn Care	48,000		47,536		50,000
Lake Maintenance	3,000		1,650		3,000
Landscape Irrigation Repairs	3,500		4,739		6,000
Landscape Misc. Repairs and Maintenance	3,000		3,211		3,500
Total Landscape Maintenance and Repair	<u>57,500</u>	43%	<u>57,136</u>		<u>62,500</u>
General and Administrative					17%
Professional Management Fees	12,900		12,900		12,900
Other Administrative and Community Relations Costs	3,590		2,765		4,000
Legal /Accounting Fees	1,500		4,326		5,500
Less Legal Fee Charge Outs	-		(2,636)		(4,000)
Gen. Liability/Property/D&O Insurance	2,280		4,696		4,250
Bad Debt Expense	-		3,936		5,000
Total General and Administrative	<u>20,270</u>	15%	<u>25,987</u>		<u>27,650</u>
TOTAL ANNUAL OPERATING EXPENSES	<u>99,270</u>	75%	<u>101,280</u>		<u>111,650</u>
NET SURPLUS BEFORE RESERVES	<u>33,930</u>	25%	<u>99,203</u>		<u>48,190</u>
RESERVES					
Reserve for Infrastructure Repairs	10,000		70,000		30,000
Reserve for Landscape Improvements	-		-		-
Reserve for Legal Expenses	1,000		10,000		-
Reserve for Lawsuit Expenses	20,000		-		-
TOTAL RESERVES	<u>31,000</u>	23%	<u>80,000</u>		<u>30,000</u>
NET SURPLUS	<u><u>2,930</u></u>	2%	<u><u>19,203</u></u>		<u><u>18,190</u></u>
Uncollected Assessments/Delinquency	N/A		(16,539)		N/A

**RESOLUTION OF
COPPELL GREENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS AND MEMBERSHIP AT LARGE**

RE: EXCESS INCOME TRANSFERRED TO RESERVES

WHEREAS, Coppel 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 Coppel Greens Homeowners Association, Inc.;

RESOLVED, that any amounts collected or paid to the Association in excess of operating expenses for the year ended 2005 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 21, 2005 and voted on the membership at large on March 21, 2005.

BY: _____
President

ATTESTED: _____
Secretary

Coppell Greens Homeowners Association, Inc.

Managed by SBB Management Company

www.coppellgreens.org

DATE: March 21, 2005
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
Krystle Urbanek, Admin. Assistant

Accounting: Tina Cornwell. #321, Dallas Office

5728 LBJ Freeway, Suite 300 • Dallas, Texas 75240 • (972) 960-2800 • Fax (972) 991-6642
1858 Keller Parkway, Suite C • Keller, Texas 76248 • (817) 482-1547 • Fax (817) 431-6412