

Lowe's Farm HOA

BOARD OF DIRECTORS MEETING

May 22, 2019 @ 7:30 PM

1401 Parkside Drive

Mansfield, TX 76063



Agenda

Call to Order / Acknowledge Quorum

OPEN SESSION – 7:30 p.m.

I. Minutes

Review January meeting minutes

II. Homeowner Input

Homeowners wishing to address the Board of Directors on non-open agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, the board will only hear comments that relate to the open agenda items. All comments are limited to 3 minutes per homeowner, for a total of 15 minutes of Homeowner Input per meeting.

III. Consent Agenda

- i. Swimming pool maintenance contract
- ii. Porter service maintenance contract
- iii. Swimming lessons opportunity
- iv. Ambassador - addendum
- v. Newsletter

IV. First Service Residential Management Reports

- a. Management Report
Fund Balances
- b. Violation Updates
- c. Collection Updates

V. Committee/Officer Reports

VI. New Business

- i. Elect officers
- ii. Collections – resolution
- iii. Common area rules and regulations

Adjourn

EXECUTIVE SESSION

- I. Enforcement actions
- II. Adjourn



LOWE'S FARM
In Mansfield

Management Report
Prepared by: Leslie Gamel
Reporting April 2019

1. Management Updates

A. Email Blast Communications

1. n/a

B. Call Center Call Log – 36 Calls have been received through the 24 hour-customer care centers. This does not include the calls that come directly to me. See task list for open resident requests.

C. Violation: Total Current Open violations are 77.

Open:

Violation Categories/Sub-Categories	Count
ACC MOD-Addition	1
ACC MOD-Landscape Lighting Solar Lighting	1
ACC MOD-NonCompliant Roof	1
ACC MOD-Roof Repairs	1
Basketball Goal-Guidelines	1
Fence-Clean Stain/ Seal	1
Fence-Other	1
Fence-Repair	7
Garages-Keep garage door closed when not in use	1
Landscaping-General Maintenance	2
Landscaping-Missing Front Yard Tree	6
Landscaping-Missing landscaping	3
Landscaping-Other	2
Landscaping-Remove Tree Stakes	1
Landscaping-Remove Weeds	14
Landscaping-Replace Dead Landscaping	2
Landscaping-Replace Dead Sod	4
Landscaping-Replace Tree	6
Landscaping-Trim Shrubs	2
Landscaping-Trim Trees	2
Other-Holiday Decorations	2
Other-No soliciting	7
Other-Storage	3
Paint-Re Stain Paint Front Door	1
Trash Receptacle/Recycle Bin-Improper Disposal	2
Trash Receptacle/Recycle Bin-Store Out Of View	2
Vehicles-Watercraft	1
Total:	77

Closed:

Violation Categories/Sub-Categories	Count
ACC MOD-Yard Art	1
Trash Receptacle/Recycle Bin-Store Out Of View	2
Total:	3

D. Architectural Modification Activity Log

Lowe's Farm			
Owner:	Kalesha Hester	Unit Number:	1207 Westridge Drive
Status:	Closed	Progress Code:	Plans Approved Received Date: 04/04/2019
Categories:	Landscaping	Description:	Change landscape in front of house. Remove current bush and flowers. Replant to look better.
Owner:	Denise Adams Jerry Adams	Unit Number:	1310 Bramble Lane
Status:	Closed	Progress Code:	Approval/Denial Received Date: 04/04/2019
Categories:	ReplaceRoof	Description:	Roof replacement due to hail damage.
Owner:	John Smith Eloise Smith	Unit Number:	4207 Woodcrest Lane
Status:	Closed	Progress Code:	Plans Denied Received Date: 04/12/2019
Categories:	Other	Description:	We did not add the structure to the side of our house. It was there when we bought the house, we only put the front and back walls.
Owner:	R.M. Davenport	Unit Number:	4305 Woodcrest Lane
Status:	Closed	Progress Code:	Plans Approved Received Date: 04/15/2019
Categories:	SolarPanels	Description:	Roof mounted solar panels, not street facing.
Owner:	Sharon Elizarraraz	Unit Number:	4106 Wildbriar Lane
Status:	Closed	Progress Code:	Plans Approved Received Date: 04/17/2019
Categories:	ReplaceRoof	Description:	Re- Roof
Owner:	Thomas Dillard Jr.	Unit Number:	1313 Rosebriar Lane
Status:	Closed	Progress Code:	Approval/Denial Received Date: 04/18/2019
Categories:	ReplaceRoof	Description:	Replace roof - roof will be same as existing.
Owner:	Meghana Bhakta Prakash Bhakta	Unit Number:	4309 Old Grove Drive
Status:	Closed	Progress Code:	Approved with Conditions Received Date: 04/19/2019
Categories:	PatioCover	Description:	Adding a patio cover on back of home. Will be like picture provided, but without the stone columns.
Owner:	Lesha Atkins	Unit Number:	4005 Greenwood Way
Status:	Closed	Progress Code:	Approved with Conditions Received Date: 04/23/2019
Categories:	ReplaceRoof	Description:	Replace roof and gutters
Owner:	Theresa Nixon Harold Nixon	Unit Number:	1507 Lowe's Farm Parkway
Status:	Closed	Progress Code:	Approved with Conditions Received Date: 04/25/2019
Categories:	Fence	Description:	Replace 8 panels of fencing in back of house 6ft HD . 095 steel post, 4' wide dog eared pine boards.
Owner:	Martin Jordan Mary Berly	Unit Number:	1308 Bramble Lane
Status:	Closed	Progress Code:	Plans Denied Received Date: 04/29/2019
Categories:	Landscaping	Description:	Curb appeal improvement. Placement of artificial flowers in flower bed at corner of house and by driveway due to lack of growth in flowering plants placed previously.
Owner:	Marc Capots	Unit Number:	1312 Lowe's Farm Court
Status:	Closed	Progress Code:	Plans Approved Received Date: 04/30/2019
Categories:	ReplaceRoof	Description:	New roof

E. See attached Task lists for open items and items closed in April.

2. Financial Report –Cash Balance April 30, 2019

Bank	Account Type	Balance
US Bank	Operating	\$120,573
US Bank	Petty Cash	3,107
	Total Operating Accounts	123,680
US Bank	Investment	10,697
CIT	Investment	83,394
US Bank	Investment - Royalties	18,558
	Total Investment Accounts	112,649
	Total Operating Cash Balance	\$236,329
US Bank	Reserve	231,952
	Total Financial Accounts Balance	\$468,281

<i>Income & Expense Comparison (Operating Fund)</i>			
	Current Period	Year To Date	Annual Budget
Income	\$22,795	\$87,781	\$236,400
Expenses	(18,367)	(80,187)	(228,442)
Operating Net Income (Loss)	\$4,428	\$7,594	\$7,958

Variance report:

Category	Variance Explanation
Amenity Center/Pool Maintenance	<ul style="list-style-type: none"> • <i>Pool Repairs and Maintenance (6120)</i> shows a positive variance to budget because no expenses occurred during the period. • <i>Access System Repairs and Maintenance (6135)</i> shows a positive variance to budget because no expenses occurred during the period.
General & Administrative	<ul style="list-style-type: none"> • <i>Admin. Supplies and Expenses (7120)</i> shows a negative variance due to annual meeting notice, proxy, postage in addition to general copies and envelopes. • <i>Delinquency Processing Exp (7220)</i> reflects cost for collection of unpaid assessments. This expense is offset by <i>Delinquency Processing Fees (4512)</i>.

Delinquent account summary

Lowe's Farm
Delinquency Report
Updated: 4-30-19

Homeowner Account Category	# of Owners	Total
Current No collection Status 1st Notices	14	\$ 1,130
2nd Notice sent	1	\$ 76
Demand Sent by FSR	16	\$ 15,786
Demand Sent by Attorney	1	\$ 1,479
Transferred to Attorney for Lien	9	\$ 12,115
Lien Property	2	\$ 4,696
Referred for Foreclosure	3	\$ 8,201
Payment Plan with FSR	4	\$ 1,530
Bankruptcy	2	\$ 6,669
Payment Plan with Attorney	2	\$ 1,320
Accounts on Hold	3	\$ 1,335
Referred for Attorney Demand	2	\$ 5,504
TOTALS	59	\$ 59,841

3. Upcoming Events

- i. June – 8 pool/summer celebration
- ii. July summer break
- iii. August – budget planning
- iv. September – 2020 operating budget approval
- v. October – Pool closing and NNO event 5th
- vi. November –
- vii. December – winter break

**Lowes Farm
Management Report
05/16/2019**



**LIGHT OUT MEDIAN PAST
WILDBRIAR**

ID: 31857

Target Date:03/05/2019 **Date Opened:**03/05/2019 **Closed Date:**05/01/2019 **Status:** Closed

Source: **Progress Code:** Completed **Category:**

Description: REPAIR LIGHT AT MEDIAN PAST WILDBRIAR

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
02/12/2019	31857	EMAIL FROM KIM TO FOLLOW UP ON LIGHT
02/27/2019	31857	EMAIL FOLLOW UP TO FAIR ESTIMATE WITH MAP FOR REPAIRS, NO REPLY
03/25/2019	31857	Email follow up on status of repairs and estimates - no responses.
04/03/2019	31857	Email follow up for status of repairs, copied directors for assistance.
04/04/2019	31857	Received call from Marcus that the light needs replacement, asked him to go forward.
04/15/2019	31857	Received email from Kim that the light is till out!
04/18/2019	31857	Forward email from 2.27.19 to Gary Cash to remedy.

**4111 LAKESHORE DRIVE
IRRIGATION BROKEN**

ID: 33801

Target Date:04/26/2019 **Date Opened:**04/26/2019 **Closed Date:**04/26/2019 **Status:** Closed

Source: **Progress Code:** Completed **Category:**

Description: broken irrigation head by landscape vendor between tree and red tips front of metal fence

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
04/26/2019	33801	Emailed work order to Paul and Land Care - he responded with will add dunks and check out the irrigation issue. set up work order and emailed homeowner as well.

REDUCE TELEPHONE COST

ID: 28195

Target Date:04/30/2019 **Date Opened:**07/03/2018 **Closed Date:**04/30/2019 **Status:** Closed

Source: **Progress Code:** Cancelled **Category:**

Description: 911 PHONE CHANGED SERVICE BACK TO HARD LINE WITH AT&T - SEARCH FOR OPTIONS TO REDUCE COSTS

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
01/15/2019	28195	meeting Spectrum Jan 24 at 10:00 a.m. for set up at pool amenity center - 911 phone lines and wifi
01/23/2019	28195	rescheduled Spectrum-Charter to Feb 7 at 9-10 am
02/27/2019	28195	Spectrum set up is rescheduled for tomorrow 2.28.19 at 1-2 pm
03/01/2019	28195	Met with Spectrum on site 2.28.19 and it is not possible to set up service under the current construction situation. Their equipment cannot be exposed to the elements as AT & T is currently. A written list of construction needs is to be sent to me, so I can share with the board members including digging and building a cabinet.
04/18/2019	28195	Never received list of construction, basically their equipment cannot be exposed to the elements. Did receive letter from AT&T offering new opportunity to save \$ 866.223.9486.

**4207 Crestview Drive - Fee Waiver
request**

ID: 33716

Target Date:04/30/2019 **Date Opened:**04/22/2019 **Closed Date:**04/30/2019 **Status:** Closed

Source: **Progress Code:** Completed **Category:**

Description: Owner requests fee waiver due to furlough, provided email from Dec 2018 advising owner of possible lay off, Has FAA email address.

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
04/22/2019	33716	Email to board members for consideration.
04/30/2019	33716	Email votes from board members declined waiver of collection costs.

4008 Orchid Lane Fee Waiver Request **ID:** 33719

Target Date:04/30/2019 **Date Opened:**04/22/2019 **Closed Date:**05/01/2019 **Status:** Closed

Source: **Progress Code:** Completed **Category:**

Description: 4008 Orchid Lane

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
04/22/2019	33719	<p>Email form HO requesting fee waiver. Please respond to email from AS email box. As one time courtesy, waived late fee.</p> <p>Email to/from HO: Good Afternoon,</p> <p>Thank you for contacting Account Services. We are in receipt of your fee waiver request regarding your HOA account. Your assessments are due annually on 1/1. They are considered late if not paid by 30th of the month due. If payment is not received by the date due, late and reminder fees can accrue.</p> <p>As a onetime courtesy I am waiving the late fee. I am unable to waive the Reminder/Second Notice or Demand Fees as those are hard costs billed to the HOA. Your balance is now \$741.00.</p> <p>I have copied your Property Manager Leslie Gamel on here to review for any additional fee waivers. Once she reviews, she will advise.</p> <p>There are several ways to make payment. One is to mail a check to the HOA Name / PO Box 60200, Los Angeles, CA, 90060-0200. (Please make sure to include property address and account number). Another option is to make a payment through your bank 's online bill pay.</p> <p>I have also attached ClickPay instructions as well as how to download E Statements. You can also call 888-354-0135 to make an over the phone payment.</p> <p>Thank you.</p> <p>ACCOUNT SERVICES - TS Account Services Coordinator FirstService Residential 3102 Oak Lawn Ave Ste 202 Dallas, TX 75219 Toll Free 877.378.2388 Email: accountservices.tx@fsresidential.com www.fsresidential.com Follow us on Facebook Twitter LinkedIn YouTube</p> <p>From: Gregory, Duane <DuaneGregory@misdmail.org> Sent: Monday, April 22, 2019 9:34 AM To: Texas Account Services <accountservices.tx@fsresidential.com> Subject: Dues</p> <p>I just spoke with your customer service on the phone, they gave me your email address.</p> <p>Long story short, we have a large envelope that we put all of our tax documents in. I didn't realize until last weekend, when I did our taxes, that my wife had been putting our homeowner dues bills in our tax envelope.</p> <p>Is there anyway we can get some of these dues reduced please? Thank you for your consideration.</p> <p>Sincerely</p> <p>Duane Gregory 4008 Orchid Lane Mansfield, TX 76063 817-781-1948</p>
04/22/2019	33719	Leslie prepared transaction register and forwarded to the board for consideration.
05/16/2019	33719	The board denied waiver request for hard costs - late fees only.

**Lowes Farm
Management Report
05/16/2019**



**Christmas light bids for Dec 2019
apply new tree situation**

ID: 30126

Target Date:05/22/2019 **Date Opened:**01/09/2019

Status: Pending

Source: **Progress Code:** Awaiting 3rd Party

Category:

Description: COLLECT HOLIDAY LIGHT PROPOSALS

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
01/25/2019	30126	Made contact with Greg Anderson <greg.anderson@thepperfectlight.com> who installed Mira Lagos last season. Meeting Feb 7 on site. Also emailed 'xtremeholidaylighting@hotmail.com' referred by Tracy Eubank who had good success with them last year
02/27/2019	30126	Received bid from Greg using same scope of work as the Christmas Light Company = \$9515. much higher than last contract. RFP from another vendor
03/01/2019	30126	Forward email to xtremeholidaylighting@hotmail.com 1.23.19 and again today to follow up on status of holiday light bid
03/02/2019	30126	BRANDON EXTREME HOLIDAY LIGHTS = 817.709.7518. GREG PERFECT LIGHT = 940.395.3498
04/18/2019	30126	Called Brandon, voice mail not available - sent email to touch base.
05/09/2019	30126	Emailed scotlyoung@certifiedtpc.com RFP for lights and décor. Received CAI connection for 20% discount if booked early.
05/10/2019	30126	Leslie- I will put that together. I will get it to you before the 15th. Certified will provide you with a free proposal for Holiday Decorations which will include: ? Digital picture showing the decorations on the picture so you can see what they will look like ? Proposal is line itemized so you can choose what you like ? Certified provides 24-hour response time and does Quality Assurance inspections throughout the holiday season ? \$3MM of General Liability insurance You can find out more about Certified and see our work on our website www.CertifiedLights.com
05/16/2019	30126	Reached out to Brandon Roten at Xtreme holiday Lighting - forward asking for response. May need to eliminate this company and move on.
05/16/2019	30126	Received bid from Scott Young with Certified Christmas Lights - forwarded to the board members. Scott A. Young <scotlyoung@certifiedtpc.com> 972.512.0000 office

ACC REVIEW

ID: 30449

Target Date:05/22/2019 **Date Opened:**01/17/2019

Status: On-Going

Source: **Progress Code:** Weekly

Category:

Description: WEEKLY REVIEW OPEN ACC APPLICATION STATUS

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
01/22/2019	30449	Emailed Scott a website link informational called Smartwebs - it tracks ACC applications directly by the committee members. Cost is \$10 month to add on to FSR account.

01/25/2019	30449	Emailed Scott open item 1515 Parkside listed - will send closed letter approved due to time limit
02/27/2019	30449	Emailed Scott touch base regarding 1421 Parkside ACC items due to father's dementia and 4306 Aston waiting on pictures from owner.
05/16/2019	30449	The only ACC matter that was an issue this week was replacement of 22 windows at 1302 Rosebriar Lane. Owner was quite irritable about requests for information she said association didn't need and she will follow up with a records request investigation for discrimination

Order street signs west view

ID: 30968

Target Date:05/22/2019 **Date Opened:**02/07/2019

Status: Open

Source: **Progress Code:** In Process

Category:

Description: INSPECTION DRIVE - LIST OF SIGNS NEEDING REPLACED

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
03/04/2019	30968	Look at notes to identify which streets
04/18/2019	30968	Reviewed file for 1.17.19 meeting and no street addresses noted. Watch for signs needed on inspection drive
05/09/2019	30968	Make list of stop signs needed during May drive inspection

4311 LONE OAK - 2 INCH CALIPER

ID: 31890

Target Date:05/22/2019 **Date Opened:**03/05/2019

Status: Awaiting Approval

Source: **Progress Code:** Board Approval

Category:

Description: Dispute to violation - owner said Japaneze Maple is two inch caliper tree. Committee to confirm

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
04/10/2019	31890	<p>I am receiving second notice dated March 27th 2019 about the size of that tree. As I mentioned to you when I bought the tree from Home Depot back in October 2018, I had asked for a 2" caliper sized tree. I was told by a HD associate the tree that I had picked up was a 2" which cost me \$65.00. It is a very pretty red Maple tree.</p> <p>If your inspector doesn't agree with me and Home Depot than I suggest we can meet on an appointment on the spot (in my front yard) and measure the tree together. Also strongly suggest that the inspector to bring a sample tree of 2" inch caliper sized to compare with the one I have planted. Hopefully our meeting ends up to our satisfaction.</p> <p>I would like to mention that I have been dealing with Lowes Farm HOA management in last 16 years without any single problem. Almost two years ago I replaced another tree in front yard of the same house with the same size tree from Home Depot and now that tree is a big healthy one.</p> <p>This is first time I am running in some kind of disagreement over size of a tree that probably have a very little variation in size due to the nature of product..</p> <p>Our Lowes Farm HOA management has been one of the bests and very cooperative with homeowners in the past and hopefully that continues .</p> <p>Thank you</p>

Sincerely
Ali Neak
Owner 4311 Lone Oak

**TREE CAUSING DAMAGE 4110
ORCHID LANE**

ID: 33199

Target Date:05/22/2019 **Date Opened:**04/05/2019

Status: Awaiting
Approval

Source: **Progress Code:** Board Approval

Category:

Description: James Sailor called 682.667.0727. The tree on the Broad Street roots are killing his plants in back yard. Evaluate and decide what needs to be done to address matter.

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
04/05/2019	33199	Contact Mr. Sailor after board and landscape company determine recommendation.
05/16/2019	33199	Created work order and google map image and emailed over to Paul at LandCare for advise.

1511 Lowe's Farm Pkwy

ID: 33301

Target Date:05/22/2019 **Date Opened:**04/10/2019

Status: Awaiting
Approval

Source: **Progress Code:** Board Approval

Category:

Description: fee waiver request

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
04/10/2019	33301	We have received letters regarding the remainder of our HOA dues that are due. We've had a baby and I had cardiac complications following it so I apologize for getting behind. We plan to pay the remaining balance next Friday, April 5. Please do not add any additional reminder fees to our account. We will have them paid next week. Also, is it possible to please remove the current fees in place once we have the dues paid in full? Our last account manager was able to do that for us. Thank you, Angela Brentlinger 1511 Lowes Farm Pkwy.
05/01/2019	33301	I'm following up on the meeting from earlier this week to see if the board approved the fee waiver. Were they ok with that? Thank you, Angi Brentlinger

**4207 WOODCREST - ENCLOSED
PATIO**

ID: 33303

Target Date:05/22/2019 **Date Opened:**04/10/2019

Status: Awaiting
Approval

Source: **Progress Code:**

Category:

Description: OPEN VIOLATION - RESPONSE FROM OWNER WITH APPLICATION

1315 GRAYHAWK DISPUTE FINE

ID: 33422

Target Date:05/22/2019 **Date Opened:**04/12/2019

Status: Awaiting
Approval

Source: **Progress Code:**

Category:

Description: TREE REPLACED - REQUESTS FINE FEE REVERSED - AS NO TREES OF REQUIRED SIZE AVAILABLE UNTIL FEBRUARY

MONTHLY BOARD MEETING

ID: 33646

Target Date:05/22/2019 **Date Opened:**04/19/2019

Status: On-Going

Source:

Progress Code:

Category:

Description: Set next meeting date. April 23 was canceled - next date May 22.

4304 Wildbriar 435-0000-4510-05

ID: 33994

Target Date:05/22/2019 **Date Opened:**04/29/2019

Status: Awaiting Approval

Source:

Progress Code: Board Approval

Category:

Description: FEE WAIVER REQUEST

Closed Action(s):

ID:

Description:

04/29/2019

33994

From: Earl Williams <ewill7981@gmail.com>
Sent: Friday, April 26, 2019 12:23 PM
To: Texas Account Services <accountservices.tx@fsresidential.com>
Subject: Collection Fees

To whom it may concern. My name is Earl Williams, I own the home at 4304 Wildbriar Lane in the Lowe's farm community in which you manage. Im writing you in reference to a dues collection letter in which I received on today. I am prepared to pay the normal dues of 525.00 on today, but would like to politely ask that the additional late and collection fees please be waived. I work in the offshore industry and was at sea for the past several months. I attempted to pay the dues for 2019 in Jan. while at sea and was unaware that the payment didn't post. I was unable to check my mail of course. I literally just got home a week ago and received this collection letter today by hand delivery. I will try to never let this happen again in the future. Your help in this matter would be greatly appreciated. Thank you and have a great day.

Regards,
Earl Williams
(214) 433-1103

4204 Thisle - basketball goal placement

ID: 34004

Target Date:05/22/2019 **Date Opened:**04/29/2019

Status: Awaiting Approval

Source:

Progress Code: Board Approval

Category:

Description: Board review

Closed Action(s):

ID:

Description:

04/29/2019

34004

Neighbor dispute regarding playing ball and hitting his vehicles. BOARD/COMMITTEE TO DETERMINE IF THE portable basketball goal meets the guidelines established by the Lowe's Farm Design Guidelines. -

1308 Westridge - tree variance

ID: 34053

Target Date:05/22/2019 **Date Opened:**04/30/2019

Status: Awaiting Approval

Source:

Progress Code:

Category:

Description: Kelly Houzlow requests Red Bud tree replacement 1.75 inch caliper

NEWSLETTER

ID: 34059

Target Date:05/23/2019 **Date Opened:**04/30/2019

Status: Pending

Source:

Progress Code: Awaiting 3rd Party

Category:

Description: Collect articles and forward to marketing department for E-mail using constant contact.

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
04/30/2019	34059	Saved article from Kim Landscape 101 in the folder and two from me.
05/10/2019	34059	Per Kim's email be ready to send newsletter to marketing immediately following the board meeting.

4004 Greenwood Way - waiver fee request

ID: 34501

Target Date:05/23/2019 **Date Opened:**05/16/2019

Status: Open

Source:

Progress Code: In Process

Category:

Description: Request first notice and second notice fees be removed 53 dollars

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
05/16/2019	34501	Hello Leslie, Trusting your day going great! I am reaching out regarding the reminder fees on my account #6350000011206. So sorry the reminder was sent twice. I was out of the country for few month when this reminder was sent home and there was no way I could I have seen the reminders. This has never happened before and I can assure you it will not happen again. I will really appreciate if this fees could be waved. Thank you and I look forward to hear from you soon. Best Regards, ADENIYI OLUSOGA Epic Consultant 817-714-1281 olaolukay1@yahoo.com

RFP replace light fixtures at cabana

ID: 28894

Target Date:05/30/2019 **Date Opened:**09/18/2018

Status: Open

Source:

Progress Code: In Process

Category:

Description: RFP replace light fixtures at cabana

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
01/16/2019	28894	spoke to Bob Owens Electric today - send work order via email with access codes
04/18/2019	28894	No traction on this work order. Defer
04/18/2019	28894	We have two bids, one from Cash Mgmt \$5400 and one from Cricle E \$3039.36
05/15/2019	28894	Made contact with three vendors: Alco Electric, Cable Electric and Stults Electric requested proposals using scope of work on hand from 2016 and 2017 proposals - by June 6

Post minutes and packets to LF website **ID:** 28968

Target Date:05/30/2019 **Date Opened:**09/25/2018 **Status:** On-Going

Source: **Progress Code:** **Category:**

Description: Forward minutes and meeting packets to Ed Wood after each board meeting

4201 Wildbriar - foreclosure status follow up **ID:** 30085

Target Date:06/05/2019 **Date Opened:**01/07/2019 **Status:** Awaiting Approval

Source: Board Member **Progress Code:** Board Approval **Category:** Violation

Description: 4201 Wildbriar foreclosure status - report back to board and Mrs. Lechman

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
01/07/2019	30085	make contact with legal liaison to check court house status if possible. test
01/25/2019	30085	Received notice of chapter 13 bankruptcy from legal liaison - replied to add LF as a debtor and reported to the board.
02/27/2019	30085	bankruptcy dismissed date noted 2.13.19. Sending email to attorney office to make sure our claim for \$1409 is included. chapter 13 on notes
05/09/2019	30085	Refer to legal matter status report

Update FINE POLICY adopt schedule of fines **ID:** 27954

Target Date:06/30/2019 **Date Opened:**06/15/2018 **Status:** Pending

Source: **Progress Code:** **Category:**

Description: board meeting 6-11-18 discussion

ACC guidelines update and record **ID:** 28537

Target Date:06/30/2019 **Date Opened:**08/03/2018 **Status:** Awaiting Approval

Source: **Progress Code:** Committee Approval **Category:**

Description: note from attorney regarding demand letters - ACC guidelines are not recorded and need to be updated

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
04/18/2019	28537	The new ACC committee may want to review and decide how to proceed with this project

**1403 PARKSIDE DRIVE HOW
SHARED FENCE**

ID: 30038

Target Date:06/30/2019 **Date Opened:**01/03/2019

Status: Pending

Source: **Progress Code:** Awaiting 3rd Party

Category:

Description: CONTACT OWNER RE SHARING COST 50-50 WITH HOA TO REPLACE BROKEN SLATS

<u>Closed Action(s):</u>	<u>ID:</u>	<u>Description:</u>
02/27/2019	30038	Email Ms. Flores and close work order Salley <herbiehusker3@yahoo.com>
02/27/2019	30038	I'm not sure why the last repairs were don't without my consent or approval. I have no say in the "normal wear and tear on the pro side of the fence.. doe to kids and sprinkler over use.
02/27/2019	30038	spoke to Ms. Flores and she wants to speak to the board at next board meeting. She said the last time the fence was repaired it was just done by the association, she doesn't know why the association is not simply paying for it.

**METAL FENCE PAINT BIDS FOR
RETENTION AREAS**

ID: 30039

Target Date:06/30/2019 **Date Opened:**01/03/2019

Status: Pending

Source: **Progress Code:**

Category:

Description: COLLECT PAINT BIDS BUDGET

Standard Balance Sheet 635 Lowes Farm Homeowners Association, Inc. 04/30/2019
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FIRSTSERVICE RESIDENTIAL
3102 OAK LAWN AVENUE SUITE 202
Dallas TX 75219

Account	Description	Apr Balance 2019	Mar Balance 2019	Change
ASSETS				
Operating Cash				
1001 01	Operating Cash US Bank	120,573	113,313	7,260
1011 01	Petty Cash US Bank	3,107	3,107	0
Total Operating		\$123,680	\$116,420	\$7,260
Investment				
1070 01	Investment Account US Bank	10,697	10,691	6
1070 31	Investment Account CIT Bank	83,394	83,257	137
1070 51	Investment Account US Bank - Royalties	18,558	18,549	10
Total Investments		\$112,649	\$112,496	\$153
Total Operating Funds		\$236,329	\$228,916	\$7,412
Reserve				
1080 01	Reserve Account US Bank	231,952	237,856	(5,904)
Total Reserves		\$231,952	\$237,856	(\$5,904)
Total Cash		\$468,281	\$466,773	\$1,508
Current Assets				
1210	Accounts Receivable	59,841	70,184	(10,343)
1220	A/R Other	576	388	188
1240	Prepaid Insurance	6,426	7,145	(719)
1250	Prepaid Expenses	93	0	93
1285	Due from Reserve	0	8,949	(8,949)
Total Current Assets		\$66,936	\$86,667	(\$19,731)
Other Assets				
1500	Utility Deposits	200	200	0
Total Other Assets		\$200	\$200	\$0
TOTAL ASSETS		\$535,416	\$553,639	(\$18,223)
LIABILITIES				
Current Liabilities				
2005	Accrued Expenses	5,828	4,624	1,203
2027	Collection Fees	106	106	0
2030	Deferred Income	152,600	171,675	(19,075)
2040	Prepaid Dues	6,307	5,209	1,098
2050	Federal Income Tax Payable	223	195	28
2085	Due to Operating	0	8,949	(8,949)
Total Current Liabilities		\$165,063	\$190,759	(\$25,695)
TOTAL LIABILITIES		\$165,063	\$190,759	(\$25,695)
EQUITY				
Owners/Members Equity				
3000	Operating Fund Balance	130,807	130,807	0
3100	Reserve Fund Balance	228,742	228,742	0

<p style="text-align: center;">Standard Balance Sheet 635 Lowes Farm Homeowners Association, Inc. 04/30/2019</p>
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FIRSTSERVICE RESIDENTIAL
3102 OAK LAWN AVENUE SUITE 202
Dallas TX 75219

Account	Description	Apr Balance 2019	Mar Balance 2019	Change
	Current Year Income/(Loss)	\$10,804	\$3,331	\$7,473
	TOTAL EQUITY	\$370,353	\$362,880	\$7,473
	TOTAL LIABILITIES & EQUITY	\$535,416	\$553,639	(\$18,223)

Income Statement Report - HOA
635 Lowes Farm Homeowners Association, Inc.
04/30/2019

FIRSTSERVICE RESIDENTIAL
3102 OAK LAWN AVENUE SUITE 202
Dallas TX 75219

Acct	Description	Apr Actual	Apr Budget	Apr Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
OPERATING FUND								
OPERATING REVENUE								
4110	Homeowner Dues	19,075	19,075	0	76,300	76,300	0	228,900
4340	Pool Access Card Income	25	0	25	25	0	25	0
4510	Late Fee Income	(125)	0	(125)	2,300	0	2,300	0
4512	Delinquency Processing Fees	3,473	2,000	1,473	6,860	6,000	860	7,500
4540	Fine Income	0	0	0	100	0	100	0
4810	Interest Income	159	0	159	635	0	635	0
4950	Gas Lease Revenue	188	0	188	1,560	0	1,560	0
TOTAL OPERATING REVENUE		\$22,795	\$21,075	\$1,720	\$87,781	\$82,300	\$5,481	\$236,400
EXPENSES								
Utilities								
5110	Electric	450	540	90	1,767	2,160	393	6,500
5120	Water	642	1,121	479	2,420	3,362	942	18,680
5130	Telephone/Modem	178	115	(63)	711	460	(251)	1,380
5131	Internet	93	0	(93)	371	0	(371)	0
Total Utilities		\$1,364	\$1,776	\$412	\$5,269	\$5,982	\$714	\$26,560
Landscape Maintenance								
5210	Landscape Maintenance Contract	4,444	4,444	1	17,775	17,777	2	53,330
5225	Resident Lot Mows	0	0	0	0	0	0	150
5240	Landscape Maintenance and Repair	0	500	500	0	500	500	1,000
5245	Landscape Improvements/Upgrades	0	0	0	11,322	5,000	(6,322)	5,000
5250	Tree and Shrub Maintenance	0	0	0	2,382	0	(2,382)	2,500
5260	Irrigation Repairs	0	833	833	2,053	3,336	1,283	10,000
Total Landscape Maintenance		\$4,444	\$5,777	\$1,334	\$33,531	\$26,613	(\$6,918)	\$71,980
Common Area Maintenance								
5510	Fence and Wall Maintenance	0	0	0	0	250	250	1,000
5530	Grounds Porter	0	100	100	0	400	400	800
5540	Lights Maintenance	0	0	0	0	0	0	750
5554	Playground Maintenance and Repair	0	500	500	0	500	500	1,500
5590	Holiday Decoration	0	0	0	1	0	(1)	6,283
5599	Common Area Miscellaneous Expense	0	0	0	0	250	250	1,000
Total Common Area Maintenance		\$0	\$600	\$600	\$1	\$1,400	\$1,399	\$11,333
Amenity Center/Pool Maintenance								
6110	Pool Contract Maintenance	1,271	1,302	31	5,087	5,208	121	15,624
6120	Pool Repairs and Maintenance	0	417	417	2,349	417	(1,932)	2,500
6126	Pool Cabana Repairs and Maintenance	0	0	0	0	500	500	1,500
6130	Access Cards	0	0	0	0	200	200	200
6135	Access System Repairs and Maintenance	0	250	250	125	250	125	500
6140	Pool/Amenities Janitorial Service	0	250	250	0	250	250	3,000
6155	Pool Monitor Service	0	0	0	0	0	0	5,000
6180	Pool Signs	0	0	0	0	200	200	200
6185	Pool Permits	500	500	0	500	500	0	500
Total Amenity Center/Pool Maintenance		\$1,771	\$2,719	\$948	\$8,061	\$7,525	(\$536)	\$29,024
General & Administrative								
7110	Professional Management Fee	2,254	2,254	0	9,016	9,016	0	27,043

Income Statement Report - HOA
635 Lowes Farm Homeowners Association, Inc.
04/30/2019

FIRSTSERVICE RESIDENTIAL
3102 OAK LAWN AVENUE SUITE 202
Dallas TX 75219

Acct	Description	Apr Actual	Apr Budget	Apr Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
7120	Admin. Supplies and Expenses	1,151	400	(751)	1,924	800	(1,124)	5,200
7210	Annual Review/Tax Return	300	0	(300)	420	430	10	430
7220	Delinquency Processing Exp	3,473	2,000	(1,473)	6,875	6,000	(875)	7,500
7235	Legal Expenses - Board	0	0	0	0	500	500	1,000
7310	Newsletter/Other Mailings	0	0	0	0	300	300	1,200
7320	Website Maintenance	128	130	2	128	130	2	150
7450	Unrecovered Assessments	92	0	(92)	891	0	(891)	0
7520	Meetings Expense	0	0	0	105	300	195	300
Total General & Administrative		\$7,398	\$4,784	(\$2,614)	\$19,359	\$17,476	(\$1,883)	\$42,823
Committees								
7810	Landscape	0	150	150	0	150	150	750
7820	Social	0	0	0	0	0	0	1,000
7860	Safety	0	0	0	26	0	(26)	1,750
Total Committees		\$0	\$150	\$150	\$26	\$150	\$124	\$3,500
Insurance & Taxes								
7910	Director and Officers Insurance	159	163	4	630	650	20	1,950
7920	TX Comm. Property Policy	475	500	25	1,899	2,000	101	6,000
7930	Excess Liability Insurance	42	38	(4)	167	150	(17)	450
7940	Other Liability Insurance	21	5	(16)	83	21	(63)	62
7950	Workers Compensation Insurance	23	29	6	93	117	23	350
7960	Property Taxes	(61)	100	161	66	400	334	1,200
7980	Federal Income Taxes	28	0	(28)	183	0	(183)	750
Total Insurance & Taxes		\$685	\$834	\$149	\$3,121	\$3,337	\$217	\$10,762
TOTAL OPERATING EXPENSES		\$15,662	\$16,640	\$978	\$69,366	\$62,483	(\$6,883)	\$195,982
Reserve Transfers								
9110	Transfer To Reserve	2,705	2,705	0	10,820	10,820	0	32,460
Total Reserve Transfers		\$2,705	\$2,705	\$0	\$10,820	\$10,820	\$0	\$32,460
TOTAL EXPENSES		\$18,367	\$19,345	\$978	\$80,186	\$73,303	(\$6,883)	\$228,442
OPERATING NET INCOME(LOSS)		\$4,428	\$1,730	\$2,698	\$7,594	\$8,997	(\$1,402)	\$7,958
RESERVE FUND								
RESERVE REVENUE								
9205	Reserve Fund Interest Income	340	0	340	1,339	0	1,339	0
9210	Reserve Fund Contribution	2,705	2,705	0	10,820	10,820	0	32,460
TOTAL RESERVE REVENUE		\$3,045	\$2,705	\$340	\$12,159	\$10,820	\$1,339	\$32,460
EXPENSES								
9305	Reserve Fund Expense	0	0	0	8,949	19,910	10,961	19,910
TOTAL RESERVE EXPENSES		\$0	\$0	\$0	\$8,949	\$19,910	\$10,961	\$19,910
RESERVE FUND INCOME (LOSS)		\$3,045	\$2,705	\$340	\$3,210	(\$9,090)	\$12,300	\$12,550

<p>Income Statement Report - HOA 635 Lowes Farm Homeowners Association, Inc. 04/30/2019</p>
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FIRSTSERVICE RESIDENTIAL
 3102 OAK LAWN AVENUE SUITE 202
 Dallas TX 75219

Acct	Description	Apr Actual	Apr Budget	Apr Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
	COMBINED FUNDS NET INCOME	\$7,473	\$4,435	\$3,038	\$10,804	(\$93)	\$10,897	\$20,508
	Total Unrealized Gains/(Loss)	\$0	\$0	\$0	\$0	\$0	\$0	\$0