



**WINN RIDGE**

Homeowners Association

# Board of Directors Meeting

Wednesday, November 15<sup>th</sup>, 2023

1:00 p.m. – 1:30 p.m.

**Virtual Microsoft Teams Meeting**

Meeting ID: 285 555 422 216

Passcode: 8BpYEL

[www.winnridgehoa.com](http://www.winnridgehoa.com)

**WINN RIDGE**



PROFESSIONAL PROPERTY MANAGEMENT COMPANY

# 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.

Any questions during the meeting that did not get addressed can be submitted via the Association's website at [www.winnridgehoa.com](http://www.winnridgehoa.com) under the "Contact Us" tab.

Thank You For



# Agenda

- Establish Board Quorum
- Call Meeting to Order / Meeting Conduct
- Introduction of Board of Directors
  - Brock Babb, President
  - Victor Tannous, Vice President
  - Carlos Clay, Board Member
- Introduction of Essex Association Management, L.P. Representatives
  - Al Silva, Community Association Manager
  - Christina Duarte, Assistant Property Manager
- Financial Review
  - August 2023 Balance Sheet & Income Statement Summary
  - Review and Approve Proposed 2024 Budget
- State Mandated Policy Changes
- Adjourn Open Session
  - Homeowner Q & A
- Executive Session
- Adjourn Executive Session

# August 2023 Balance Sheet Report

## Balance Sheet Report Winn Ridge Homeowners Association, Inc.

As of August 31, 2023

	<u>Balance Aug 31, 2023</u>	<u>Balance Jul 31, 2023</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Assets</b>			
1010 - CIT Bank Operating Account	303,442.14	369,579.97	(66,137.83)
1012 - Premium MM RSV-Cit Bank	310,027.60	309,909.14	118.46
1013 - MM-Vista Bank	203,936.17	203,427.64	508.53
1014 - MM Lakeside Bank	200,161.98	200,136.48	25.50
<b>Total Assets</b>	<b>1,017,567.89</b>	<b>1,083,053.23</b>	<b>(65,485.34)</b>
<b>Receivables</b>			
1400 - Accounts Receivable	150,779.80	161,534.93	(10,755.13)
<b>Total Receivables</b>	<b>150,779.80</b>	<b>161,534.93</b>	<b>(10,755.13)</b>
<b>Total Assets</b>	<b>1,168,347.69</b>	<b>1,244,588.16</b>	<b>(76,240.47)</b>
<b><u>Liabilities</u></b>			
<b>Liabilities</b>			
2000 - Accounts Payable	23,586.27	14,819.40	8,766.87
2050 - Prepaid Assessments	16,805.24	16,539.91	265.33
<b>Total Liabilities</b>	<b>40,391.51</b>	<b>31,359.31</b>	<b>9,032.20</b>
<b>Total Liabilities</b>	<b>40,391.51</b>	<b>31,359.31</b>	<b>9,032.20</b>
<b><u>Owners' Equity</u></b>			
<b>Equity</b>			
3900 - Retained Earnings 2	652,736.53	652,736.53	0.00
<b>Total Equity</b>	<b>652,736.53</b>	<b>652,736.53</b>	<b>0.00</b>
<b>Total Owners' Equity</b>	<b>652,736.53</b>	<b>652,736.53</b>	<b>0.00</b>
<b>Net Income / (Loss)</b>	<b>475,219.65</b>	<b>560,492.32</b>	<b>(85,272.67)</b>
<b>Total Liabilities and Equity</b>	<b>1,168,347.69</b>	<b>1,244,588.16</b>	<b>(76,240.47)</b>



# August 2023 Income Statement Summary

## Income Statement Summary Winn Ridge 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	14,854.58	5,618.00	9,236.58	990,864.66	827,784.00	163,080.66	850,250.00
Total Income	14,854.58	5,618.00	9,236.58	990,864.66	827,784.00	163,080.66	850,250.00
Total Expenses	0.00	2,000.00	(2,000.00)	0.00	12,000.00	(12,000.00)	20,000.00
Total General & Administrative	26,441.25	10,474.00	15,967.25	124,885.23	91,964.00	32,921.23	139,017.00
Total Insurance	0.00	0.00	0.00	0.00	4,000.00	(4,000.00)	11,000.00
Total Utilities	8,920.84	9,154.00	(233.16)	52,920.14	73,233.00	(20,312.86)	109,850.00
Total Infrastructure & Maintenance	7,628.29	3,835.00	3,793.29	33,327.94	30,686.00	2,641.94	50,029.72
Total Pool	12,450.94	12,119.00	331.94	71,993.30	59,831.00	12,162.30	84,304.00
Total Landscaping	43,859.08	28,584.00	15,275.08	221,730.92	228,667.00	(6,936.08)	343,000.00
Total Irrigation Maintenance	826.85	1,834.00	(1,007.15)	10,787.48	14,667.00	(3,879.52)	22,000.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	71,049.28
Total Expense	100,127.25	68,000.00	32,127.25	515,645.01	515,048.00	597.01	850,250.00
Net Income / (Loss)	(85,272.67)	(62,382.00)	(22,890.67)	475,219.65	312,736.00	162,483.65	0.00

# 2024 Proposed Budget

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## Budget Summary Report Winn Ridge Homeowners Association, Inc. 2024 Proposed Budget w 10% Increase

	2024 Budget
<b>Income</b>	
4100 - Assessments	974,754.00
4195 - Transfer Fees	0.00
4200 - Late/NSF Fee	12,000.00
4250 - Collection Fee Charge	7,200.00
4301 - Lot Maintenance Income	4,000.00
4350 - Inspection Fee Income	1,600.00
4410 - Demand Letter Income	1,800.00
4500 - Interest Income	3,813.00
4800 - CAP Fees	20,000.00
4831 - Pool Key Revenue	0.00
4901 - Delinquency Processing Fees	1,000.00
<b>Total Income</b>	<b>1,026,167.00</b>
<b>Total Winn Ridge Homeowners Association Income</b>	<b>1,026,167.00</b>
<b>Expenses</b>	
8000 - Contingency Fund	49,145.00
<b>Total Expenses</b>	<b>49,145.00</b>
<b>General &amp; Administrative</b>	
5100 - Administrative Expenses	900.00
5101 - Postage	23,700.00
5104 - Printing & Reproduction	2,100.00
5105 - Website Expense	600.00
5106 - Homeowner Functions / Committees	17,000.00
5109 - Licenses, Permits, & Fees	300.00
5110 - Professional Management	104,760.00
5120 - Collection Facilitation Billed back	7,200.00
5121 - Property Inspections	3,100.00
5122 - Annual Meeting Expenses	270.00
5160 - Bad Debt Expense	10,000.00
5170 - Bank Fees	300.00
5176 - Legal Fees	1,000.00
5177 - Legal Fees Billed Back	200.00
5180 - Audit & Accounting	1,600.00
5181 - Tax Preparation	800.00
5192 - Signs	3,000.00
<b>Total General &amp; Administrative</b>	<b>176,830.00</b>

<b>Insurance</b>	
5310 - General Liability	7,800.00
5320 - Directors & Officers Liability	4,000.00
<b>Total Insurance</b>	<b>11,800.00</b>
<b>Utilities</b>	
6000 - Telephone/Internet	3,000.00
6010 - Electric	16,800.00
6020 - Water/Sewer	80,000.00
<b>Utilities</b>	
6251 - Trash Service	3,000.00
<b>Total Utilities</b>	<b>102,800.00</b>
<b>Infrastructure &amp; Maintenance</b>	
6250 - Pest Control	1,000.00
6261 - Grounds Porter	10,392.00
6262 - Play Ground Maint	15,000.00
6264 - Holiday Deco	5,000.00
6270 - Gate Repairs	2,000.00
6280 - Wall/ Fence Repairs	5,000.00
6290 - Common Area Maintenance	20,000.00
6292 - Soccer Field&Volleyball CourtMaintenance	20,000.00
6293 - Pet Waste Porter	13,200.00
<b>Total Infrastructure &amp; Maintenance</b>	<b>91,592.00</b>
<b>Pool</b>	
6310 - Pool Key Expense/Access System	2,000.00
6320 - Pool Contract Maintenance	36,000.00
6330 - Pool Equip & Supplies	7,000.00
6345 - Pool Porter Service/Janitorial	6,000.00
6346 - Pool Maintenance&Repairs incl all area	8,000.00
6350 - Pool Furniture and Fixtures	35,000.00
6360 - Pool Monitoring (includes porter)	34,000.00
<b>Total Pool</b>	<b>128,000.00</b>
<b>Landscaping</b>	
6400 - Landscaping Maintenance Contract	338,000.00
6402 - Landscaping Improvements/Upgrades	25,000.00
6403 - Lot Maintenance / Self Help	4,000.00
6411 - Landscape Replacements	27,000.00
<b>Total Landscaping</b>	<b>394,000.00</b>
<b>Irrigation Maintenance</b>	
6500 - Irrigation	22,000.00
<b>Total Irrigation Maintenance</b>	<b>22,000.00</b>
<b>Reserves</b>	
6001 - Reserve Contributions	50,000.00
<b>Total Reserves</b>	<b>50,000.00</b>
<b>Total Winn Ridge Homeowners Association Expense</b>	<b>1,026,167.00</b>
<b>Total Association Net Income / (Loss)</b>	<b>0.00</b>

# **Amendments / Adoptions 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



**WINN RIDGE**

H o m e o w n e r s   A s s o c i a t i o n

**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](mailto:al@essexhoa.com)**

**[www.winnridgehoa.com](http://www.winnridgehoa.com)**



## Adjourn Open Session Move into Executive



**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.winnridgehoa.com](http://www.winnridgehoa.com)**

# Executive Session



**WINN RIDGE**

H o m e o w n e r s   A s s o c i a t i o n

**Wednesday, November 15<sup>th</sup>, 2023**

**1:00pm**

**Microsoft Teams Meeting**

Meeting ID: 285 555 422 216

Passcode: 8BpYEL

**[www.winnridgehoa.com](http://www.winnridgehoa.com)**

# Delinquency Review and Vote (1 of 3)

Winn Ridge HOA - Master Delinquency Spreadsheet a.o. 11/15/2023

All Accounts \$350.00+

Acct	Balance	Address	Homeowner	Current Status	Next Step
1697328	\$5,930.17	1236 Trace Drive	Jamon Foster	8/24/23: Assessment Lien (\$3,900.00 Violation Charges - Basketball Goal)	Pre-Application Letter
1430381	\$4,771.63	2739 Ryder Lane	Joshua Erickson	8/25/23: Pre-Application Letter	Need Board Approval in Executive Session to File Application for Order of Foreclosure, Default Order, and Post Property for Foreclosure Auction
1582145	\$4,448.76	968 Alton Drive	Sharlonda Mckenzie	8/25/23: Pre-Application Letter	Need Board Approval in Executive Session to File Application for Order of Foreclosure, Default Order, and Post Property for Foreclosure Auction
1617230	\$3,179.76	2765 Tobias Lane	Nancy Muraya	9/15/23: Assessment Lien	Pre-Application Letter
1557303	\$3,063.86	901 Alton Drive	Gerald Daniels II	3/10/23: Pre-Application Letter	Need Board Approval in Executive Session to File Application for Order of Foreclosure, Default Order, and Post Property for Foreclosure Auction
1654934	\$2,887.10	700 Alton Drive	Opeyemi Akinwumi	9/15/23: Assessment Lien	Pre-Application Letter
1582103	\$2,743.99	933 English Drive	Belinda Makaka	9/15/23: Assessment Lien	Pre-Application Letter
1609620	\$2,508.99	948 English Drive	M. Cortes & P. De Jesus	9/15/23: Assessment Lien	Pre-Application Letter
1579459	\$2,412.87	812 Alton Drive	Omar Mendoza-Miranda	9/15/23: Assessment Lien	Pre-Application Letter
1743230	\$2,412.10	2801 Tobias Lane	Adam & Jessica Escobedo	9/15/23: Assessment Lien	Pre-Application Letter
1484719	\$2,207.01	2713 Tobias Lane	Jose & Ana Andrade	9/15/23: Assessment Lien	Pre-Application Letter
1474622	\$1,910.69	1914 Trace Drive	C. Hepler & C. Beckner	8/26/23: Attorney Demand Letter	Assessment Lien
1575372	\$1,740.17	952 Alton Drive	Steve & Jennifer Henderson	3/10/23: Attorney Demand Letter	Assessment Lien
1680322	\$1,733.46	904 Alton Drive	Ana Meyer	8/26/23: Attorney Demand Letter	Assessment Lien
1532768	\$1,360.69	1632 Trace Drive	Sharia & Broderick Summerville	8/26/23: Attorney Demand Letter	Assessment Lien
1793196	\$1,360.69	1124 Vernon Drive	Jacob & Megan Gandel	8/26/23: Attorney Demand Letter	Assessment Lien
1437261	\$1,310.69	1709 Waggoner Drive	Amelia Rogers & David Cowen	8/26/23: Attorney Demand Letter	Assessment Lien
1659874	\$1,271.12	2500 Walker Ave	D. Collins & T. Simmons	3/10/23: Attorney Demand Letter	Assessment Lien
1793073	\$1,160.69	752 Glover Drive	Alicia & Miguel De La Cruz	9/14/23: Attorney Demand Letter	Assessment Lien
1783818	\$1,110.69	1125 Waggoner Drive	Kate Harrison & Cherish Walker	9/14/23: Attorney Demand Letter	Assessment Lien
1712847	\$1,108.69	812 Adair Drive	Isaac Gamboa	9/14/23: Attorney Demand Letter	Assessment Lien
1815210	\$1,105.69	1133 Waggoner Drive	Ayodeji & Olorade Awodipe	9/14/23: Attorney Demand Letter	Assessment Lien
1609455	\$1,096.52	1321 Waggoner Drive	Abdelmottalib Bahaeddine	9/14/23: Attorney Demand Letter	Assessment Lien
1755480	\$1,060.69	841 Fueller Drive	Leilanie & Terry Nipper	9/14/23: Attorney Demand Letter	Assessment Lien

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# Delinquency Review and Vote (2 of 3)

Winn Ridge HOA - Master Delinquency Spreadsheet a.o. 11/15/2023

All Accounts \$350.00+

1878419	\$1,060.69	1633 Vernon Drive	Jitender Reddigari	9/14/23: Attorney Demand Letter	Assessment Lien
1784846	\$1,060.69	701 English Drive	C. Anez & D. Gutierrez	9/14/23: Attorney Demand Letter	Assessment Lien
1567856	\$1,060.69	1413 Waggoner Drive	Juan De La Sancha	9/14/23: Attorney Demand Letter	Assessment Lien
1545234	\$1,060.69	821 Alton Drive	Norris Wrenn & Katy Boyd	9/14/23: Attorney Demand Letter	Assessment Lien
1793109	\$1,060.69	813 Glover Drive	Ruben Munelo	9/14/23: Attorney Demand Letter	Assessment Lien
1448852	\$1,050.69	1632 Vernon Drive	Dante & Deneen Reese	9/14/23: Attorney Demand Letter	Assessment Lien
1532975	\$1,045.69	1508 Waggoner Drive	Tito & Brenda Barrios	9/14/23: Attorney Demand Letter	Assessment Lien
1793138	\$1,010.69	2805 Tobias Lane	Christopher Broussard	9/14/23: Attorney Demand Letter	Assessment Lien
1591550	\$1,010.69	925 Alton Drive	Brandi & Brian Skinner	9/14/23: Attorney Demand Letter	Assessment Lien
1878406	\$1,010.69	1004 Tule Drive	John Matthews	9/14/23: Attorney Demand Letter	Assessment Lien
1383085	\$1,010.69	1805 Vernon Drive	Marcus Evans & Sherrion Davis	9/14/23: Attorney Demand Letter	Assessment Lien
1412778	\$1,010.69	2728 Ryder Lane	Ever & Evelyn Torres	9/14/23: Attorney Demand Letter	Assessment Lien
1882447	\$1,010.69	928 West Drive	Dante James	9/14/23: Attorney Demand Letter	Assessment Lien
1797202	\$1,010.69	744 Glover Drive	David & Monica Lane	9/14/23: Attorney Demand Letter	Assessment Lien
1875470	\$1,010.69	1005 Alton Drive	Kimberly & Oziel Macias	9/14/23: Attorney Demand Letter	Assessment Lien
1771956	\$1,010.69	1221 Waggoner Drive	T. Johnson & I. Hernandez	9/14/23: Attorney Demand Letter	Assessment Lien
1554490	\$1,010.69	1833 Waggoner Drive	Nicholas & Julie Tekler	9/14/23: Attorney Demand Letter	Assessment Lien
1674956	\$1,010.69	908 Brock Drive	JB Jones	9/14/23: Attorney Demand Letter	Assessment Lien
1697360	\$1,010.69	1317 Vernon Drive	Royeal & Shirol Frasier-Lewis	9/14/23: Attorney Demand Letter	Assessment Lien
1383001	\$1,010.69	1721 Vernon Drive	Kirk & Whitney Broyard	9/14/23: Attorney Demand Letter	Assessment Lien
1755383	\$1,010.69	1201 Waggoner Drive	Monica Ledesma	9/14/23: Attorney Demand Letter	Assessment Lien
1603435	\$1,010.69	953 English Drive	J. Ortiz & F. Santiago	9/14/23: Attorney Demand Letter	Assessment Lien
1763692	\$1,010.69	2908 Eli Road	Eric & Nkechinyere Nimely	9/14/23: Attorney Demand Letter	Assessment Lien
1534834	\$1,010.69	2625 Wayne Ave	Maxine Esdelle	9/14/23: Attorney Demand Letter	Assessment Lien
1863123	\$1,010.69	1905 Trace Drive	Rafael Castaneda	9/14/23: Attorney Demand Letter	Assessment Lien
1609387	\$1,010.69	960 English Drive	O. Morales & C. Barrios	9/14/23: Attorney Demand Letter	Assessment Lien
1680319	\$1,008.69	705 Alton Drive	Deon Johnson	9/14/23: Attorney Demand Letter	Assessment Lien
1744569	\$1,003.69	1220 Vernon Drive	Joshua Littauer	9/14/23: Attorney Demand Letter	Assessment Lien
1513923	\$984.46	2764 Tobias Lane	Julian Martinez	9/14/23: Attorney Demand Letter	Assessment Lien
1662942	\$913.00	1413 Trace Drive	Jesus & Stefany Martinez	8/24/23: 45 Day Demand Letter	Attorney Demand Letter
1646214	\$913.00	1305 Waggoner Drive	Carmela Diaz	8/24/23: 45 Day Demand Letter	Attorney Demand Letter
1819067	\$896.00	1524 Millican Lane	N. Lingampally & A. Kalvakunta	9/18/23: \$5 Day Demand Letter	Attorney Demand Letter
1573374	\$885.69	908 Alton Drive	Kimberly Bridges	9/14/23: Attorney Demand Letter	Assessment Lien

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## Delinquency Review and Vote (3 of 3)

Winn Ridge HOA - Master Delinquency Spreadsheet a.o. 11/15/2023

**All Accounts \$350.00+**

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# Adjourn Executive Session



WINN RIDGE

H o m e o w n e r s   A s s o c i a t i o n

## Thank You For

