



Annual Meeting of the Members

Tuesday, January 16, 2024, at 6:00 p.m.

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 219 245 694 506

Passcode: nXwzKC

Or call in (audio only)

Number: [+1 323-433-2148](#) Conference ID: 790 197 805#

Agenda

- **Establish Quorum (10%)**
- **Call Meeting to Order**
- **Proof of Notice**
- **Meeting Structure & Process**
- **Introduction of Board of Directors**
 - **Brock Babb, President**
 - **Dustin Warren, Vice President**
 - **Ronald Corcoran, Secretary**
- **Introduction of Essex Association Management, L.P. Representatives**
 - **Sean Corcoran, Director of Operations**
 - **Dean McSherry, Community Association Manager**
 - **Victor Corcoran, Assistant Community Manager**
 - **Robert Larin- Essex Support Staff**
- **Financial Review**
 - **November 2023 Balance Sheet & Income Statement Summary**
- **Community Updates & Board Updates**
- **Other Reports**
 - **Compliance / Fining Policy / Web Submissions**
- **Adjournment**
- **Homeowner Q&A**

Proof of Meeting

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

PRESORTED
STANDARD MAIL
U.S. POSTAGE
PAID
LETTERSTREAM

0812001125



Important HOA Information Enclosed



December 15, 2023

Notice of Virtual Annual Meeting of the Members Tuesday, January 16, 2024, at 6:00 p.m.

Microsoft Teams meeting
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Dear Homeowner(s) of Saddlebrook Estates,

As the Managing Agent for **Waxahachie Saddlebrook Estates Homeowners' Association, Inc.**, we are pleased to announce that the Virtual Annual Meeting of the Members has been scheduled for **Tuesday, January 16th, 2024**. The purpose of this meeting is to discuss the normal business of the Association and to present information on current Association affairs.

Enclosed in this packet you will find the draft agenda and a proxy. **Even if you plan on attending it is important that you return your proxy as unforeseen circumstances may occur, preventing you from being able to attend. The Annual Meeting cannot be held unless quorum requirements are met. If a meeting must be reconvened for a later date, additional costs to the Association are incurred.**

Date: Tuesday, January 16, 2024
Time: 6:00 pm – 8:00 pm
Location: Virtual Microsoft Teams Meeting

We look forward to you joining us on **Tuesday, January 16, 2024**. To view the draft agenda please visit our website at www.saddlebrookestateshoa.com and search under "Meeting Agendas." Should you have any questions about the agenda or the upcoming meeting, please submit an inquiry via the "Contact Us" tab and an Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent,
On Behalf of Waxahachie Saddlebrook Estates Homeowners' Association, Inc.

cc: HOA File
Enclosures: Draft Agenda, Proxy

Meeting Structure & Process

All Owners will have audio and voice capabilities during this meeting, however, please keep in mind, as with any other meeting, an Owner may not speak from the floor without being recognized by Essex or the Board. If you are attending online through your computer, you may access and use the “Hand Raised” icon and if time permits at the end of the meeting, Essex may choose to accept questions or comments from the floor. Please be sure any written questions are submitted before the meeting is adjourned.

November 2023 Balance Sheet

Balance Sheet Report Waxahachie Saddlebrook Estates Homeowners' Association, Inc. As of November 30, 2023

| | <u>Balance Nov 30, 2023</u> | <u>Balance Oct 31, 2023</u> | <u>Change</u> |
|-------------------------------------|---------------------------------|---------------------------------|--------------------|
| <u>Assets</u> | | | |
| Assets | | | |
| 1010 - CIT Bank Operating Account | 11,840.31 | 48,555.23 | (36,714.92) |
| 1012 - Truist RSV Money Market | 4,462.60 | 4,462.56 | 0.04 |
| Total Assets | 16,302.91 | 53,017.79 | (36,714.88) |
| Receivables | | | |
| 1400 - Accounts Receivable | 62,075.00 | 63,568.87 | (1,493.87) |
| Total Receivables | 62,075.00 | 63,568.87 | (1,493.87) |
| Total Assets | 78,377.91 | 116,586.66 | (38,208.75) |
| <u>Liabilities</u> | | | |
| Liabilities | | | |
| 2000 - Accounts Payable | 3,384.60 | 10,816.43 | (7,431.83) |
| 2050 - Prepaid Assessments | 9,481.90 | 8,690.30 | 791.60 |
| 2200 - Notes Payable | 259,357.23 | 259,357.23 | 0.00 |
| Total Liabilities | 272,223.73 | 278,863.96 | (6,640.23) |
| Total Liabilities | 272,223.73 | 278,863.96 | (6,640.23) |
| <u>Owners' Equity</u> | | | |
| Equity | | | |
| 3000 - Opening Bal Equity | 3,292.67 | 3,292.67 | 0.00 |
| 3900 - Retained Earnings | (202,866.92) | (202,866.92) | 0.00 |
| Total Equity | (199,574.25) | (199,574.25) | 0.00 |
| Total Owners' Equity | (199,574.25) | (199,574.25) | 0.00 |
| Net Income / (Loss) | 5,728.43 | 37,296.95 | (31,568.52) |
| Total Liabilities and Equity | 78,377.91 | 116,586.66 | (38,208.75) |

November 2023 Income Statement Summary

Income Statement Summary Waxahachie Saddlebrook Estates Homeowners' Association, Inc. November 01, 2023 thru November 30, 2023

| | Current Period | | | Year to Date (11 months) | | | Annual Budget |
|---|----------------|-------------|------------|--------------------------|------------|-------------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Total Income | 2,366.55 | 1,029.00 | 1,337.55 | 404,299.42 | 379,019.00 | 25,280.42 | 380,048.00 |
| Total Income | 2,366.55 | 1,029.00 | 1,337.55 | 404,299.42 | 379,019.00 | 25,280.42 | 380,048.00 |
| Total General & Administrative | 4,219.09 | 3,913.00 | 306.09 | 54,821.41 | 48,052.00 | 6,769.41 | 53,215.00 |
| Total Taxes | 3,052.32 | 0.00 | 3,052.32 | 3,052.32 | 0.00 | 3,052.32 | 0.00 |
| Total Insurance | 0.00 | 650.00 | (650.00) | 15,331.73 | 11,800.00 | 3,531.73 | 12,450.00 |
| Total Utilities | 6,224.85 | 2,011.00 | 4,213.85 | 64,198.24 | 44,614.00 | 19,584.24 | 46,624.00 |
| Total Infrastructure & Maintenance | 1,650.94 | 981.00 | 669.94 | 17,952.94 | 18,589.00 | (636.06) | 20,020.00 |
| Total Pool | 2,369.89 | 1,550.00 | 819.89 | 42,467.82 | 36,950.00 | 5,517.82 | 38,500.00 |
| Total Landscaping & Pond/Lake Maintenance | 16,417.98 | 17,117.00 | (699.02) | 200,746.53 | 188,307.00 | 12,439.53 | 205,426.84 |
| Total Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,812.16 |
| Total Expense | 33,935.07 | 26,222.00 | 7,713.07 | 398,570.99 | 348,312.00 | 50,258.99 | 380,048.00 |
| Net Income / (Loss) | (31,568.52) | (25,193.00) | (6,375.52) | 5,728.43 | 30,707.00 | (24,978.57) | 0.00 |

Community & Board Updates

Completed Projects

- Fountain Repairs
- Minor pool repairs - Restrooms/Flooding Issue
- Sidewalk Projects completed - Saratoga & Omaha
- D&D Landscaping - Realignment with contract scope
- 2024 Budget - approved with NO increase assessments

2024 Projects

- Pool Inspection - Jan
- Electrical Repairs Monument
- New Pool Furniture
- Fountain Repairs - Structural
- Tree trimming Project
- New Phase Coming on-line: 150 new Homes
- Playground Shade
- Unauthorized Parking Project



Compliance Overview

Covenants Count Report Saddlebrook Estates Homeowners Association Inc.

January 01, 2023, thru December 31, 2023

| Description | |
|---------------------------------|-----|
| Lawn Maintenance | 229 |
| Trash Containers | 203 |
| Landscaping | 76 |
| Unauthorized Parking | 63 |
| Improper Storage | 61 |
| ACC Non-Submittal | 54 |
| Holiday Decorations | 13 |
| Exterior Maintenance | 10 |
| Bulk Debris/Greenery | 8 |
| General Restriction - Nuisances | 7 |
| Inoperable Vehicle | 7 |
| Pets | 6 |
| NON-COMPLIANCE OF DENIAL | 5 |
| Basketball Goals | 4 |
| Fence Picket(s) | 4 |
| Improper Signage | 4 |
| Unsightly / In Disrepair | 3 |
| Fence Panel | 2 |
| Miscellaneous Items Visible | 2 |
| Trash/Garbage Disposal | 1 |

Total Number of Violations: 762

Enforcement / Fining Policy

- **Inspections Conducted Twice Monthly**
- **3 Notices are Sent Prior to Fine Being Assessed**
 - 1st Courtesy Notice
 - 2nd Notice of Violation
 - 3rd Final Notice / Fine Warning (PC209)
 - 1st Fine Notice
 - Homeowner will Continue to be Fined Until Cured
- **State Standard and per the 1st, 2nd, and 3rd Notices**
 - 10 Days to Cure
 - If Violation of Same or Similar Nature is Observed Within 180 Day Period, Enforcements will Escalate to the Next Notice as Indicated Above

Help Keep the Community Beautiful!

Actively Seeking Volunteers in Many
Capacities to Include Compliance!

Web Submissions

Saddlebrook Estates HOA Community Charts

Statistics by Age Data

| Selection | Count |
|------------------|-------|
| Compliance | 42 |
| General Question | 30 |
| Billing | 28 |
| Maintenance | 17 |
| Pool | 13 |
| ACC | 6 |
| Resale | 2 |
| New Homeowner | 2 |

Conversation Started: 01/01/23 to 12/31/23

Total Number of Submissions for Date Range: 140

Statistics by Category Data

Statistics by Conversation Thread

| Aged | Count |
|-----------|-------|
| 0 day(s) | 385 |
| 1 day(s) | 273 |
| 2 day(s) | 140 |
| 3 day(s) | 70 |
| 4 day(s) | 42 |
| 5 day(s) | 35 |
| 12 day(s) | 7 |
| 31 day(s) | 7 |
| 33 day(s) | 7 |
| 15 day(s) | 7 |
| 11 day(s) | 7 |

| Threads | Count |
|--------------|-------|
| 14 thread(s) | 108 |
| 7 thread(s) | 16 |
| 28 thread(s) | 9 |
| 35 thread(s) | 3 |
| 42 thread(s) | 2 |
| 77 thread(s) | 1 |
| 21 thread(s) | 1 |

Statistics by Submission Group

| Entity | Count |
|--------------------|-------|
| a homeowner | 128 |
| a vendor | 6 |
| a renter or lessee | 3 |
| a realtor | 2 |
| a builder | 1 |

Meeting Adjourn

Thank You For

A T T E N D I N G



Office Information

Essex Association Management, L.P.

Monday – Friday
9:00 am – 5:00 pm

1512 Crescent Dr. Suite 112

Carrollton, Texas 75006

Phone: (972) 428-2030

Fax: (469) 342-8205

After Hours Emergency Line: (888) 740-2233

Dean McSherry

dean@essexhoa.com

www.essexhoa.com

The Role of Essex Association Management, L.P.

The day-to-day functions of your management team includes many different tasks.

Such tasks may include but are not limited to:

- Advise and provide administrative, managerial and operational counsel to the Board of Directors in order to assist the Board in decision making and in the operation of the business affairs of the Association
- Perform periodic site inspections of the community's common areas and routine site inspections of the individual homes
- Direct the enforcement of the restrictive covenants
- Assist in the processing of Architectural Modification Requests
- Obtain bids, evaluate and assist in acquiring insurance consistent with the restrictions and/or needs of the Association
- Supervise maintenance activities and contractor performances of vendors, obtain bids and provide proposals to the Board of Directors for new service and renewing contracts
- Provide Association financial reports, kept in accordance with GAAP (Generally Accepted Accounting Principles)
- Accounts payable and accounts receivable including the collection of delinquent accounts
- Develop and prepare Association budgets
- Work with an independent CPA firm to audit the Association books and records
- Serve as a receiving center for Association related homeowner and vendor telephone calls of all type and nature
- Reserve Fund Contribution

What Your Assessments Pay For

Essex Association Management, L.P. has been selected by the Board of Directors of your Association to provide professional management services. It is the goal of Essex Association Management to provide your community with quality service while fostering a mutual relationship of respect and trust.

- **General maintenance of all common areas:**
 - Mowing, edging, tree trimming, chemical treatments
 - Porter services
 - Replacement of trees and shrubs in the common areas
 - Installation and maintenance of seasonal color changes and mulch
- **Electricity**
 - To operate and maintain the Association's common elements and amenities, including lighting and irrigation systems
- **Repairs and General Maintenance of the Common Areas, Elements, and Amenities**
- **Legal and tax services**
 - Filing corporate, federal and state taxes, annual audits, and continual maintenance of Association books and records
- **Insurance premiums**
 - Ensuring the proper insurance is obtained, maintained, and premiums met
- **General and Administrative services (including but not limited to)**
 - Saddlebrook Estates Homeowners Association. website, correspondence, collection letters, ACC's, Compliance, postage, supplies, inspections, filing of Association documents, meetings and more.

- **Modification Request Forms may now be Submitted Online/ACC**
- **Income Statements and Balance Sheets**
- **Governing Documents**
- **Call Center 9am-5pm**
- **Important Phone Numbers**
- **Bulletin Board/Newsletter**
- **Volunteer Forms**
- **Email Updates: Sign up Now!**



Web Submission/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.



www.saddlebrookestateshoa.com