

**Waxahachie Saddlebrook Estates Homeowners' Association, Inc.**  
**2022 Annual Meeting Minutes**  
**November 7, 2022**

**Present from Essex Association Management, L.P.**

- Sean Corcoran, Director of Operations
- Brendon Herrera, Community Association Manager
- Victor Corcoran, Essex Support
- MaryAnn Smith, Essex support

**Meeting starts at 6:37pm**

**1. Called meeting to order with Introductory remarks by:**

**Sean Corcoran, Director of Operations**

**Brendon Herrera, Community manager**

**Victor Corcoran, Essex Support**

**Maryann Smith, Essex Support**

- Welcomed everyone for attending.
- Introduced the remaining of Essex Association staff

**2. Established Quorum**

- Quorum was met

**3. 2021 Meeting Minutes Review**

- Sean reviewed 2021 minutes.

**4. Financial Review:**

- **2021- Income statement Summary presented**
  - Sean gave the run down explaining both types of insurances & reviewed the overall income statement
- **2022 Balance sheet**
  - Sean explained the balance sheet and the financial process
  - Also explaining the total income & cap fees
- **September 2022 Income statement Summary**
  - Sean Reviewed the income statement summary
  - Also explained Late & collection fees
- **Budget Summary report for 2023 Proposed 12% increase**
  - Sean reviewed the Proposed budget and further explained the 12% increase

**5. Community updates:**

- Sean and Brendon reviewed the completed projects that include:
  - Fountain
  - Pond
  - Common area
  - Landscaping
  - Playground
  - Pool & cabana
  
- Sean reviewed the projects in progress that included:
  - Pond
  - Common area

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- Pool & Cabana

**6. Developer Updates**

- Sean explained Phase 3 future amenity plans
- He reviewed next year's developments, as well as the new common area that the HOA has been handed over to maintain.

**7. Compliance/ ACC**

- Sean explained the violation notice process.
- Sean also reviewed the number of violations issued in each category.

**8. Web submissions**

- Sean explained the amount of web submissions & how they were answered.

**9. Essex Association Management, L.P.**

- Sean explained how to reach Essex by using the office number & our after-hours emergency number.
- Sean also reviewed how to submit any questions on communities' website.

**With no other business to discuss Sean opened the session for the remainder of the meeting for Q&A.**

**10. Q&A**

- **When do late fees get assessed?**
  - 30 days after assessed fees
- **Are sidewalks supposed to be clear of vehicles?**
  - We can issue violations to those, If the issue is emailed to us.
- **Courtesy violations- Does each type of violation get one?**
  - Yes
- **H/O explained that he received a violation for a new home warranty repair, and it takes a while for service.**
  - Explained how H/O can contact the compliance department and let them know their situation, so we can hold further violations.
- **Asked about a better approach to the 12% increase**
  - we will see what other options that may help.
- **Running a business out of a home?**
  - Only if said business dose not bring any customer traffic.

**Closed Meeting at 8:01**

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Signature of Secretary or Board President

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Date

**Minutes Prepared by:** Victor Corcoran, Essex Association Management, L.P.,  
On behalf of Waxahachie Saddlebrook Estates Homeowners' Association, Inc.