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Annual Election Meeting of the Members

Thursday, January 16, 2025

6:30 pm – 8:30 pm

Rock Hill High School

Cafeteria

16061 N. Coit Road, Frisco

www.dovecreekhoa.com

Agenda

- **Establish Quorum (10%)**
- **Call Meeting to Order**
- **Explanation of Meeting Structure/Process and Proof of Notices**
- **Introduction of Essex Association Management, L.P. Representatives**
 - Sean Corcoran, Director of Operations
 - Caspar Sullivan, Association Manager
 - Ashton Barnes, Asst. Association Manager
 - Essex Support Staff
- **Approval of March 2024 Election Meeting Minutes**
- **Election**
 - Introduction of Board Candidates
 - Nominations from the Floor
 - Vote to Fill One (1) Board Position
- **Financial Review**
 - November 2024 Balance Sheet & Income Statement Summary
- **Community & Board Updates**
- **Other Reports**
 - Compliance Overview / Fining Policy / Web Submissions
- **Homeowner Q&A**
- **Election Results**
 - Announce the One (1) Person Elected by Ballot
- **Adjournment**

Explanation of Meeting Structure & Process

Meeting will be conducted in an orderly manner. Only one person should speak at a time. No interruptions please. Save your questions until the end of the presentation. Person or persons that are not conducting themselves in an appropriate manner will be asked to leave the meeting.

Board Candidates

There Will Be Write-In Candidates

Introduction of Board Candidate(s)

Open the Floor for Nominations (2 minutes per Candidate to speak)

Vote to Fill 1 Board Position / Turn In Ballot

Motion by the Board to Close Voting

We will ask for two (2) Homeowners to assist with Tallying Votes

HOAF Representative Present

(Homeowner, HOAF, & Essex Representative to sign off on Tallies)

Hold Annual Meeting

Discuss Normal Business of the Association

Election Results

Announce the One (1) Member Elected by Ballot to the Board of Directors

Next Scheduled Meeting

Organizational Meeting: To Determine New Board Member Terms and Roles

Proof of Notice – Call for Candidates

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



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October 30, 2024

Call for Candidates

Dear Member(s),

As managing agent of The Homeowners Association of Dove Creek, Inc., we are pleased to announce that an Annual Election Meeting of the Members will soon be scheduled. The purpose of the meeting will be to discuss normal business of the Association and elect one (1) Class A Member to the Board of Directors.

Enclosed with this notice you will find a blank candidacy form. If you would like to nominate yourself or another Class A Member as a candidate for the Board of Directors, please complete the form and return it to Essex Association Management via Email, Mail, Fax, or by submitting Online through your Association's Website by or before the deadline noted below. Please ensure your candidate form is returned to Essex by or before Sunday, November 17th, 2024 at 5:00 p.m.

Please return your Candidate form Via:

Online: www.dovecreekhoa.com
E-mail to: abarnes@essexhoa.com
Subject: Dove Creek Candidate

Fax: (469) 342-8205; Attn: Ashton Barnes

Or you may Mail to: Essex Association Management, LP
Attn: Ashton Barnes
1512 Crescent Drive, Suite 112
Carrollton, TX 75006

After the Candidacy Forms have been received and the candidates established, we will issue an Annual Election Meeting Notice Packet containing the meeting notice, draft agenda, proxy, ballot listing all candidates, and their candidacy statements for review.

Sincerely,

Essex Association Management, L.P., Managing Agent
On behalf of The Homeowners Association of Dove Creek, Inc.

cc: HOA File
Enclosures: Candidacy Form

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030
www.dovecreekhoa.com

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Frisco TX 75034

Proof of Notice – Election Meeting

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

PRESORTED
STANDARD MAIL
U.S. POSTAGE
PAID
LETTERSTREAM

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January 3, 2025

Notice of In-Person Annual Election Meeting of the Members Thursday, January 16, 2025, 6:30 pm

Location:

Jim and Betty Hughes Elementary School – Cafeteria
1551 Prestwick Hollow Drive
McKinney, Texas 75071

Dear Member(s) of Dove Creek,

As Managing Agent for The Homeowners Association of Dove Creek, Inc., we are pleased to announce that an In-Person Annual Election Meeting of the Members has been scheduled for Thursday, January 16th, 2025, at 6:30 p.m. The purpose of the meeting will be to discuss normal business of the Association, and to elect one (1) Class A Member to the Board of Directors.

Enclosed in this packet you will find the meeting notice, draft agenda, and proxy form. 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. **ALL VOTING WILL BE HELD IN PERSON** during the meeting. The Annual Election Meeting of the Members cannot be held unless quorum requirements are met, either in person or by proxy.

Date: Thursday, January 16th, 2025

Time: 6:30pm – 8:30pm

Location: Jim and Betty Hughes Elementary School – Cafeteria
1551 Prestwick Hollow Drive
McKinney, Texas 75071

Check-in will begin at 6:15 p.m. We look forward to seeing you there on Thursday, January 16, 2025. To view the meeting material and documents please visit the Association's website at www.dovecreekhoa.com. If you have any questions about the agenda or the upcoming meeting, you may submit them via the "Contact Us" tab and an Essex Representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent
On behalf The Homeowners Association of Dove Creek, Inc.

cc: HOA File

Enclosures: Draft Agenda, Proxy

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030 Fax: (469) 342-8205
www.dovecreekhoa.com

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Frisco TX 75034

March 2024 Election Meeting Minutes

The Homeowners Association of Dove Creek, Inc.

Election Meeting of the Members Minutes

March 12th, 2024

Name	Title	Present
Bharath Muddam	Secretary	Y
Homeowners	Called In	41

Present from Essex Association Management, L.P.

Caspar Sullivan, Association Manager
Ashton Barnes, Assistant Association Manager

Meeting Type, Location and Time

Virtual Microsoft Teams
Election Meeting
6:00 pm on Tuesday, March 12th, 2024

Introductions: Caspar introduced the Board of Director and Essex Association Representatives. Quorum requirements was established and met at (10%). Meeting called to order at 6:04pm.

Explanation of Election and Meeting Structure and Process

Caspar showed the Proof of Meeting Notices. The explanation of the meeting process was explained.

Financial Review

- Caspar reviewed January 2024 Balance Sheet Report and Income Statement Summary explaining what each line item consists of and any significant variances.

Board & Community Updates:

Caspar reviewed and discussed the following Completed Projects to include:

- Screening Wall Repair
- Multiple Irrigation Repairs
- Park inspection & Repairs Completed

Caspar reviewed and discussed the following Projects in Progress to include:

- Landscape Maintenance Responsibilities behind Maple Bend Dr.
- Landscape Improvements between Groverton / Tavendale
 - Gas Easement
- Additional Lighting in Green Space
- Possible Sand Volleyball Court & Basketball Court
 - Likely in a Phase Approach
- Streetlight on US HWY 380
- Community Easter Event – March 30th (12pm-3pm)
 - Be sure to RSVP
- Amenity Center Update
 - Pending one third party inspector for signature and notarize to file with the city. Then receive the permit.
 - Communication will be sent out once project is to start and eta on completion.

Board Candidates

- Brenitra Moore
- Ravi Chennuri
- Loganathan Kannappan
- Shakti Ashirvad
- Aaron Hooper

Election Results

Ballots were counted. Caspar announced the two (2) Elected Members to The Homeowners Association of Dove Creek, Inc. Board of Directors. With a total of 180 Votes Received.

- Brenitra Moore
- Logan Kannappan
 - Schedule Organization Meeting – End of April 2024

Adjournment

With no other business to discuss, the meeting was adjourned at 6:20 PM.

Signature of Secretary or Board President

Date

Minutes Prepared by: Ashton Barnes on behalf of The Homeowners Association of Dove Creek, Inc.

Board Candidates

Candidates up for Election

Introduction of Board Candidates

Nomination from the Floor

Each candidate, including those nominated from the floor, will have two (2) minutes to speak briefly about their qualifications and vision for the community.

Vote to Fill One (1) Board Position

Turn In Ballot

Board Motion to Close Voting

Two (2) Homeowner to Assist with Counting Tallies

HOAF present during this time

Two Homeowners, HOAF, and Essex to sign off on Final Vote Count

November 2024 Balance Sheet Report

	<u>Balance Nov 30, 2024</u>	<u>Balance Oct 31, 2024</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	218,921.32	251,866.60	(32,945.28)
Total Assets	218,921.32	251,866.60	(32,945.28)
Receivables			
1400 - Accounts Receivable	11,084.33	12,427.87	(1,343.54)
Total Receivables	11,084.33	12,427.87	(1,343.54)
Total Assets	230,005.65	264,294.47	(34,288.82)
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	3,266.76	6,848.83	(3,582.07)
2050 - Prepaid Assessments	10,925.00	2,250.00	8,675.00
Total Liabilities	14,191.76	9,098.83	5,092.93
Total Liabilities	14,191.76	9,098.83	5,092.93
<u>Owners' Equity</u>			
Equity			
3900 - Retained Earnings	132,917.33	132,917.33	0.00
Total Equity	132,917.33	132,917.33	0.00
Total Owners' Equity	132,917.33	132,917.33	0.00
Net Income / (Loss)	82,896.56	122,278.31	(39,381.75)
Total Liabilities and Equity	230,005.65	264,294.47	(34,288.82)

November 2024 Income Statement Summary

Income Statement Summary Homeowners Association of Dove Creek November 01, 2024 thru November 30, 2024

	Current Period			Year to Date (11 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	209.40	400.33	(190.93)	287,646.81	292,196.67	(4,549.86)	292,596.00
Total Income	209.40	400.33	(190.93)	287,646.81	292,196.67	(4,549.86)	292,596.00
Total General & Administrative	2,360.17	2,683.00	(322.83)	31,120.95	29,499.00	1,621.95	32,105.00
Total Taxes	630.69	0.00	630.69	630.69	0.00	630.69	0.00
Total Insurance	1,879.00	0.00	1,879.00	4,753.00	8,000.00	(3,247.00)	8,000.00
Total Utilities	547.90	6,168.00	(5,620.10)	20,728.90	67,834.00	(47,105.10)	74,000.00
Total Infrastructure & Maintenance	7,049.17	10,914.00	(3,864.83)	49,263.70	54,205.00	(4,941.30)	58,630.33
Total Landscaping	27,124.22	8,323.00	18,801.22	98,253.01	91,539.00	6,714.01	99,860.47
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	20,000.20
Total Expense	39,591.15	28,088.00	11,503.15	204,750.25	251,077.00	(46,326.75)	292,596.00
Net Income / (Loss)	(39,381.75)	(27,687.67)	(11,694.08)	82,896.56	41,119.67	41,776.89	0.00

Community & Board Updates *(1 of 2)*

Completed Projects

- **Approved & Posted Amended / Adopted Policy Changes**
- **Established Landscaping New Scope of Work**
- **Relocated Benches throughout the Park**
- **Relocated Pet Waste Stations throughout Community**
- **Installed Trash Receptacles near Park area**
- **Installed Solar Lighting around Park and Cluster Mailboxes**
- **Multiple Landscape Improvements**
 - **Additional Spray for Weeds**
 - **Removed / Relocated / Replaced Multiple Trees**
 - **Installed AirCard on Rainbird Irrigation System**
 - **Multiple Irrigation Repairs**
 - **Cut Down Landscape Growth in Forested Area (Valley Manor Dr)**
 - **Regraded and Laid Seed along Gas Easement**
- **Resolution of Design Guidelines – Metal Pergolas & Builder Trash Pads**

Community & Board Updates *(2 of 2)*

Projects in Progress

- Investigating Additional Amenities
- Amenity Center Progress & Updates
- Landscape Improvements
 - Front Entrance
- Community Newsletters
- Upcoming Community Events

Compliance / Fining Overview

Covenants Count Report
Homeowners Association of Dove Creek, Inc.
January 1, 2024, thru December 31, 2024

Description	Violations
Landscape Maintenance	148
Improper Storage / Unsightly	35
No ACC Submitted	19
Unauthorized Parking	13
Trash Containers	10
Holiday Décor Removal	4
Exterior Maintenance	2
Improper Signage	2
Antennas / Satellites	1
General Fence Maintenance	1

Total Violations: 235

Curable Violations	
The fine amounts noted can be any amount up to the maximum amount noted to the right of each column	
VIOLATIONS	
1 st Fine	Up to \$50.00
2 nd Fine	Up to \$100.00
3 rd Fine	Up to \$200.00
4 th Fine & After	If compliance is not met after the end of ten (10) days from the date of the third letter is sent, the Owner will receive one (1) final notice advising that fines shall escalate at the rate of \$50.00 per for every ten (10) days in which the violation remains until the maximum fine amount of \$1000.00 is reached at which time the violation will start over and be treated as a recurring violation subject to additional fees.
Notice penalties for all types of violations may vary as set forth in (b),(ii) above. If Fine is Levied, fine amount shall be set by the Board of Directors, but shall not exceed \$1000.00. Fines are in addition to other enforcement actions available to the Association at the Board's sole discretion.	
Uncurable Violations and Violations Which Pose a Threat to Health or Safety	
Fine	Up to \$1000.00 per Violation Occurrence
ALL FINES ARE LEVIED ON A PER OCCURRENCE BASIS AND ONCE MAXIMUM FINE IS REACHED, THE FINING SEQUENCE STARTS OVER AND MAY BE CONTINUOUS UNTIL THE VIOLATION(S) ARE REMEDIED.	

Web Submissions

Dove Creek Community Charts

Conversation Started: 01/01/24 to 12/31/24

Total Number of Submissions for Date Range: 91

Statistics by Category Data

Selection	Count
General Question	29
Compliance	26
Billing	19
Maintenance	7
ACC	6
New Homeowner	2
Insurance	1
Pool	1

Statistics by Conversation Thread

Threads	Count
1 Thread(s)	7
2 Thread(s)	79
3 Thread(s)	2
4 Thread(s)	2
6 Thread(s)	1

Statistics by Age Data

Aged	Count
0 Day(s)	196
1 Day(s)	259
2 Day(s)	70
3 Day(s)	56
4 Day(s)	7
5 Day(s)	7
6 Day(s)	14

Statistics by Submission Group

Entity	Count
Homeowner	83
Vendor	3
Realtor	3
Renter or Lessee	1
Builder	1

Homeowner Questions?

The Board has allocated some time to take questions from the floor.

One person to speak at a time.

Inappropriate behavior will be asked to leave immediately.



Thank you all for Attending

www.dovecreekhoa.com

Election Results

The One (1) Class A Member Newly Elected to the Board of Directors.

Congratulations!

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

Community Manager: Caspar Sullivan

Caspar@essexhoa.com

www.essexhoa.com

- **ACC Request Forms – Any Modifications to be made to your home must be reviewed and approved prior to work starting.**
- **Income Statements and Balance Sheets**
- **Governing Documents**
- **Important Phone Numbers & Board Contacts**
- **Community Updates / Meeting Minutes**
- **Volunteer Forms**
- **Email Updates: Sign up Now!**

