



Annual Election Meeting of the Members

Thursday, March 14th, 2024

6:00 p.m. – 7:00 p.m.

Virtual Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 295 591 373 748

Passcode: YoRJGa

Or call in (audio only)

Number: [+1 323-433-2148](tel:+13234332148) Conference ID: 287 936 821#



PROFESSIONAL PROPERTY MANAGEMENT COMPANY

www.villasatriverwalkhoa.com

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.villasatriverwalkhoa.com under the "Contact Us" tab.

Thank You For

A T T E N D I N G

Agenda

- **Establish Quorum 10%**
- **Call Meeting to Order**
- **Proof of Notice**
- **Introduction of Board of Directors**
 - **Tom McGuire, President**
 - **Raisa Wilfong, Vice President**
 - **Randy Offenberger, Secretary**
- **Introduction of Essex Association Management, L.P. Representatives**
 - **Al Silva, Community Association Manager**
 - **Christina Duarte, Assistant Association Manager**
- **Approval of November 2023 Meeting Minutes**
- **Financial Review**
 - **December 2023 Balance Sheet & Income Statement Summary**
- **Community & Board Updates**
 - **Completed Projects**
 - **Projects in Progress**
- **Election Results**
- **Adjourn Open Session**
- **Homeowner Q & A**

Proof of Notice

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



Notice of Virtual Annual Election Meeting of the Members Thursday, March 14th, at 6:00pm Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 295 591 373 748

Passcode: ~~YoRIGa~~

Or call in (audio only)

Number: +1 323-433-2148 Conference ID: 287 936 821#

February 15th, 2024

Dear Villas at Riverwalk Homeowners(s),

As the Managing Agent for Villas at Riverwalk Homeowners Association, Inc., we are pleased to announce that a Virtual Annual Election Meeting of the Members has been scheduled for Thursday, March 14th, 2024, at 6:00 p.m. The purpose of this meeting is to elect three (3) Class A Members to the Association's Board of Directors and to discuss normal business of the Association.

The meeting and/or election cannot be held without the proper quorum; therefore, it is important to understand the voting process. You may cast your vote electronically either on the Association's website or by email or fax. It is not necessary to assign your proxy if you vote electronically as your vote also counts toward the required quorum. If you mail your ballot, please include the proxy and ensure it is signed and dated. Only the Owner of record or the proxy holder may cast a vote, and only one vote per household is accepted. The deadline for voting is Wednesday, March 13th, 2024, 5:00 p.m. Please be sure your ballot reaches us before then.

There are 4 ways you can vote:

1. **Electronically** on the Association's Website at www.villasatriverwalkhoa.com
2. Email your Ballot: christina@essexhoa.com
3. Fax your Ballot: 469-342-8205 Attention: Christina Duarte
4. Mail the Ballot or Proxy to: Essex Association Management, L.P.

Attn: Christina Duarte
1512 Crescent Drive, Ste. 112,
Carrollton, TX 75006

We look forward to you joining us online Thursday, March 14th, 2024. If you have any questions, click on the "Contact Us" tab located on the Association's website.

Sincerely,

Essex Association Management, L.P., Managing Agent
On Behalf of The Villas at Riverwalk Homeowners Association, Inc.

cc: Association File

Enclosures: Draft Agenda, Proxy, Ballot, and Candidacy Statements

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

Approval of November 2023 Meeting Minutes (1 of 2)

Board Meeting
The Villas Homeowners Association, Inc.
Thursday, November 2nd, 2023

The Villas at Riverwalk Homeowners Association, Inc.

11.2.2023

Name	Present
Thomas McGuire, President	Y
Raisa Wilfong, Vice President	Y
Randy Offenberger, Secretary	Y

Present from Essex Association Management, L.P.
Al Silva, Community Association Manager
Jon Baskett, Accounting Manager
Christina Duarte, Assistant Association Manager

Meeting Details
Virtual Microsoft Teams Meeting
Thursday, 11/2/23 @ 7:00 pm

Meeting called to order at 7:07 p.m.
Quorum has been established.

Introduction

Al Silva introduced the Board Members, and Essex Representatives who were present. An explanation of the meeting, structure, and process was given to the homeowners.

Villas HOA Board Structure and Responsibilities

Tom McGuire presented the roles and responsibilities of board members.

Financial Review:

The August 2023 Balance Sheet and Income Statement Summary was presented and reviewed in its entirety, explaining each line item, and clarifying any significant variances presented. The Board presented and reviewed in its entirety, explaining each line item the 2024 Proposed Budget.

The Board Motioned to approve the 2024 Proposed Budget. Tom McGuire motioned to approve, Raisa Wilfong seconded motion. None opposed. Motion so carried.

Community Board Updates

Tom McGuire reviewed General Items for 2024 Budget:

- Assessment Increase
 - Move to have a \$25 annual increase next year from the existing \$550 per year to \$575 per year. Approximately a 4% increase.
- Review of CC&R Document
 - Completed Review of the updates in progress.
- CC&R 1-page summary
 - Create an FAQ Document related to the CCR's.
- Retaining wall
 - Retaining wall at Morris Drive and 6th Street in the process of being moved to POA.

Non-Board Volunteer Positions

- Social & Welcome Committee Members (4-5 Members) plus a chairperson
 - Plan, communicate, and coordinate community social events, including holiday house decorating contests.
 - Welcome new homeowners to the community upon move-in
 - Promote goodwill throughout the community.
 - Maintain master file of all homeowner names, addresses, and email addresses.
- Architectural Control Committee (ACC) Member to join the Essex Team
 - Join the Essex 3-person Architectural Control Committee (ACC)
 - As a team, review and approve Homeowner requests for property changes.
 - Liaison between the HOA Board, ACC, and individual homeowners
- Newsletter Developer
 - Design and produce a quarterly newsletter, for distribution to all Homeowners.
 - Newsletter Content to be provided by the HOA Board Members

State Mandated Policies to be Amended / Adopted Policy Review:

- Policies listed below were drafted with the protection of the Association and homeowners in mind. It would be in the best interests of the Association and owners to approve the following policies. Adopt or amend certain policies on behalf of the Association to comply with local House Bills and Texas State Legislature passed in September 2021 (often referred to as "SB1588") and recent legislation passed in 2023.
 - Amend – Collections / Payment Plan Policy
 - Extended Time Frame from 30 days to 45 days
 - Amend – Enforcement and Fine Policy
 - Extended Time Frame from 30 days to 45 days
 - Adopt – Security Measures Policy
- Al Silva moved to amend SB1588 policies. Tom McGuire motioned to approve the policies. Randy Offenberger seconded the motion. All in favor. Motion so carried.

After reviewing the meeting minutes, if you have any additional questions, please submit a web submission through the "Contact Us" on the community's website- www.villasatriverwalkhoa.com or www.essexhoa.com, and a representative will begin working on your request as soon as possible.

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
www.villasatriverwalkhoa.com

Approval of November 2023 Meeting Minutes (2 of 2)

The Villas at Riverwalk Homeowners Association, Inc. _____

11.2.2023

Open session Meeting adjourned at 7:36pm

- Tom McGuire Motioned to adjourn the meeting, Raisa Wilfong seconded the motion. None opposed. Motion so carried.

Meeting adjourned at 8:00 p.m.

Signature of Secretary or Secretary or Board President

Date

Minutes Prepared by: Christina Duarte, Essex Association Management, L.P., On behalf of Villas at Riverwalk Homeowners Association, Inc.

December 2023 Balance Sheet

Balance Sheet Report
Villas at Riverwalk Homeowners Association, Inc.
 As of December 31, 2023

	<u>Balance Dec 31, 2023</u>	<u>Balance Nov 30, 2023</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	47,213.63	31,713.84	15,499.79
1011 - CIT Bank Reserve Account	273.71	273.71	0.00
1012 - CIT Bank Alley Reserve Account	608.93	608.93	0.00
1111 - First Citizen Certificate of Deposit	26,056.86	25,950.00	106.86
1112 - First Citizen Alley Reserve CD	28,868.39	28,750.00	118.39
Total Assets	103,021.52	87,296.48	15,725.04
Receivables			
1400 - Accounts Receivable	5,669.11	5,629.11	40.00
Total Receivables	5,669.11	5,629.11	40.00
Total Assets	108,690.63	92,925.59	15,765.04
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	1,965.40	162.49	1,802.91
2050 - Prepaid Assessments	20,777.30	4,320.38	16,456.92
2200 - Notes Payable	7,861.81	7,861.81	0.00
Total Liabilities	30,604.51	12,344.68	18,259.83
Total Liabilities	30,604.51	12,344.68	18,259.83
<u>Owners' Equity</u>			
Equity			
3900 - Retained Earnings	67,600.33	67,600.33	0.00
Total Equity	67,600.33	67,600.33	0.00
Total Owners' Equity	67,600.33	67,600.33	0.00
Net Income / (Loss)	10,485.79	12,980.58	(2,494.79)
Total Liabilities and Equity	108,690.63	92,925.59	15,765.04

December 2023 Income Statement Summary

Income Statement Summary Villas at Riverwalk Homeowners Association, Inc.

December 01, 2023 thru December 31, 2023

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	266.73	34.00	232.73	76,369.57	59,260.00	17,109.57	59,260.00
Total Income	266.73	34.00	232.73	76,369.57	59,260.00	17,109.57	59,260.00
Total General & Administrative	786.83	774.00	12.83	9,095.83	9,495.00	(399.17)	9,495.00
Total Insurance	0.00	0.00	0.00	3,313.18	3,271.00	42.18	3,271.00
Total Infrastructure & Maintenance	0.00	0.00	0.00	1,024.00	4,000.00	(2,976.00)	4,000.00
Total Landscaping	1,774.69	1,789.00	(14.31)	51,086.68	27,068.00	24,018.68	27,068.00
Total Irrigation Maintenance	200.00	667.00	(467.00)	1,364.09	2,000.00	(635.91)	2,000.00
Total Reserves	0.00	13,426.00	(13,426.00)	0.00	13,426.00	(13,426.00)	13,426.00
Total Expense	2,761.52	16,656.00	(13,894.48)	65,883.78	59,260.00	6,623.78	59,260.00
Net Income / (Loss)	(2,494.79)	(16,622.00)	14,127.21	10,485.79	0.00	10,485.79	0.00

Board Candidates

Candidates for Election

- Meredith Carter**
- Raisa Wilfong**
- Tom McGuire**

The presence at the Meeting of the Members entitled to cast, ten percent (10%) of the total votes of the membership shall constitute a quorum for any action.

One ballot per household.

Election Results

Ballot Counts Are In... The three (3) Newly Elected
Members of Villas at Riverwalk Board of Directors
are...

Meredith Carter

Raisa Wilfong

Tom McGuire

Congratulations!

- **Submit ACC/Modification Request Forms**
- **Income Statements and Balance Sheets**
- **Governing Documents**
- **Homeowner Directory**
- **Newsletters & Announcements**
- **Email Updates: Sign up Now!**



THE VILLAS AT
RIVERWALK
AT CENTRAL PARK

Homeowners Association

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

www.villasatriverwalkhoa.com

Thank You For

A T T E N D I N G

The background of the central text area features a light blue field with several question marks of various colors (blue, orange, green) and sizes. At the bottom of this field, there is a row of stylized hands in various colors (blue, green, orange, brown, grey) reaching upwards.

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.