



PMI BLUEBONNET REALTY

ANNUAL MEMBERSHIP MEETING PACKAGE

*Prepared for Reserve at Mockingbird Heights
Homeowners' Association, Inc.*

This package includes:

- Agenda
- Meeting Minutes from February 5, 2023
- BOD Candidate
- Financial Reports
 - 2023 Year-End Balance Sheet and Income Statement Summary
 - February 2024 Balance Sheet and Income Statement Summary

****THIS DOCUMENT MAY CONTAIN PRIVATE INFORMATION****



BLUEBONNET REALTY

Reserve at Mockingbird Heights Homeowners' Association, Inc.
2024 ANNUAL MEMBERSHIP MEETING AGENDA

MEETING DETAILS

DATE: April 7, 2024 (Sunday)

TIME: 6:00 p.m. (1800 hrs)

LOCATION: Andrea Bell's' Residence – 1994 Reserve Way

AGENDA

- 1. Call to Order**
- 2. Establishment of a Quorum** – *7 Members in person or by proxy to make a quorum (Bylaws Section 3.06)*
- 3. Proof of Notice**
- 4. Review/Approve Previous Membership Meeting Minutes (February 5, 2023)**
- 5. Board Elections**
 - a. Nominations from the Floor
 - b. Introduction of Candidates
 - c. Voting
- 6. Finance Report**
- 7. New Business**
- 8. Other Items**
- 9. Homeowner's Forum**
- 10. Preliminary Election Results**
- 11. Set/Confirm the Next Membership Meeting**
- 12. Adjournment**



Reserve at Mockingbird Heights Homeowners' Association, Inc.

Membership Meeting Minutes

Date: February 5, 2023

Meeting Duration: 2.5 hours

1. Landscaping

- We are on bi-weekly service with a really great company that is affordable, responsive and great communicators. We've had them report to us that there are a few homeowners complaining to them about the job they do. Please make sure that those complaints come to us and we will follow up on them. They have been told to communicate with the board only and cannot take individual requests from the community. The bi-weekly service is the main road cleanup, as well as the entrance to the neighborhood. All other services are on a as needed basis or quarterly.

2. Financial Report

- We have about \$28,000 in the bank account. We will be sending out a yearly budget via email once we clarify with the city about what property is our responsibility and this will determine our actual budget. Until then, we've been saving the money and getting our ducks in a row. The city is saying we are responsible for some areas that don't make sense and are a little ridiculous so we are clarifying before making any moves.

3. Proposals and project options:

- We have two different options for upgrading our community.
 - First is the pond/reservoir. We can make this accessible, clean and a walking trail to go around
 - Second is the inbetween house space that leads from Reserve Way, all the way down to Shrike Lane. We can make this a walking trail as well with crushed granite and grass on each side. We are speaking with someone about laws around spending a large amount of money and will then take a vote and present all the details for the community to decide.

4. We are consulting with an HOA management company to make sure everything is being done properly, this is the most budget friendly way to keep the HOA in house aka- no Alamo

5. Fence falling in the drainage area. The city is monitoring this with the developer. So far they've been responsive to the city as far as fixing it. This is more the city's responsibility to get it taken care of and we are following up regularly to make sure it doesn't fall through the cracks. The city also said it's not the developers job to concrete that area but they are responsible for fixing the issue.

6. Board responsibilities

- Tim- Legal aspect of the HOA, budgeting, collecting dues, managing the board
- Andrea- Community outreach, communication and events
- Javier- Contractor management, ACC management, communication with the city

- Mike- ACC requests

7. Homeowners Forum

- Issues, concerns and questions from homeowners:
- Concerns by People driving too fast in the neighborhood
- Pets and Stray pets/leash laws
- Disagreement on whether or not the fences falling is the HOA responsibility.
- Suggestion to make public people that have not paid HOA fees.
- Concerns about the gas pipeline being dangerous, especially with the erosion.
- Concerns about the smell in the neighborhood
- Concerns about the guy who put a gate in the fence and the fence needing to be kept in repair.
- Questions about how behind we people are on dues/ and that we need to start putting liens against people houses if they don't pay
- More transparency on the budget.
- Questions about whether we needed a committee for the ACC instead of a single member
- The ACC not driving around and enforcing rules
- The fire lane being parked in
- Concern that we are paying too much for lawn care
- Suggestion that we aerate the pond.
- Putting speed limit signs up
- Putting signs up by the pond for no swimming.
- Complaints about transparency in general
- Suggestion to pave the easements
- Questions about whether or not fences collapsing into the drainage areas is the HOAs responsibility.
- Suggestion to install speed bumps
- Concerns about home owners building and upgrading their homes without approval of the ACC and the ACC not issuing fines.
- Complaints about the election not being more transparent
- People want access to see the budget
- Junk being thrown over the fence causing rats which will intern create a snake problem
- Rental properties not keeping up with their property.
- Suggestion to paint the sidewalk red where we are not allowed to park.
- Suggestions to lower HOA fees if we do not hire a management company
- Suggestion to hire a management company
- Concerns of whether we have insurance
- Concerns about why we are not using our lawyer to fight the city on issues

8. Thank community members who have taken an active role in making sure the neighborhood stays clean and safe.

BOD Candidate

BOD Vacancy - 3rd position

Clet (CJ) Jones
1946 Reserve Way

Balance Sheet - Comparative - Operating

Reserve at Mockingbird Heights

End Date: 2/29/2024

Date: 3/27/2024

Time: 3:08 pm

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| | | Current Balance at 2/29/2024 | Year-End Balance at 12/31/2023 |
|--|----------------------------------|------------------------------------|--------------------------------------|
| Assets | | | |
| 10-1000-00 | SouthState Bank - Operating Acct | \$ 12,480.38 | \$ 21,888.91 |
| 10-1050-00 | Funds in Transit | 324.00 | 324.00 |
| 14-1200-00 | AR - Accounts Receivable | \$ 2,315.27 | \$ 1,461.96 |
| Total Assets: | | \$ 15,119.65 | \$ 23,674.87 |
| Liabilities & Equity | | | |
| 20-2100-00 | Prepaid Assessment | \$ 1,211.64 | \$ 2,436.28 |
| 32-3200-00 | Member's Equity | \$ 21,463.59 | \$ 35,097.48 |
| 32-3230-00 | Retained Earnings | (225.00) | (225.00) |
| Net Income / (Loss) | | \$ (7,330.58) | \$ (13,633.89) |
| Total Liabilities & Equity: | | \$ 15,119.65 | \$ 23,674.87 |

Balance Sheet - Comparative - Reserve

Reserve at Mockingbird Heights

End Date: 2/29/2024

Date: 3/27/2024

Time: 3:08 pm

Page: 2

| | | Current Balance at 2/29/2024 | Year-End Balance at 12/31/2023 |
|--|-----------------------------|------------------------------------|--------------------------------------|
| Assets | | | |
| 12-1220-20 | SouthState Bank - Reserve | \$ 10,322.80 | \$ 100.40 |
| Total Assets: | | \$ 10,322.80 | \$ 100.40 |
| Liabilities & Equity | | | |
| 32-3201-20 | Member Equity - Reserve | \$ 100.00 | \$ 100.00 |
| 32-3231-20 | Retained Earnings - Reserve | 0.40 | - |
| Net Income / (Loss) | | \$ 10,222.40 | \$ 0.40 |
| Total Liabilities & Equity: | | \$ 10,322.80 | \$ 100.40 |

Income Statement Summary - Operating

Reserve at Mockingbird Heights
Fiscal Period: December 2023

Date: 1/10/2024
Time: 3:43 pm
Page: 1

| Account | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|--------------------------------|---------|----------|---------|-------------|------------|------------|------------|------------|------------|------------|----------|----------|-------------|
| OPERATING INCOME | | | | | | | | | | | | | |
| 40-4000-00 Assessment - | \$- | \$- | \$- | \$14,425.00 | \$- | \$- | \$6,100.00 | \$- | (\$146.67) | \$6,500.00 | \$- | \$- | \$26,878.33 |
| Homeowner Fees | | | | | | | | | | | | | |
| 42-4540-00 Resale | - | - | - | - | - | 250.00 | - | - | 500.00 | 250.00 | - | - | 1,000.00 |
| Certificates Income | | | | | | | | | | | | | |
| 42-4600-00 Delinquent Fee | - | (21.67) | (21.67) | 650.38 | - | 178.33 | (71.67) | 3.33 | - | - | - | - | 717.03 |
| Income | | | | | | | | | | | | | |
| 42-4606-00 Collection Letter | - | - | - | - | - | - | - | - | 36.96 | - | 9.24 | 18.48 | 64.68 |
| Fee | | | | | | | | | | | | | |
| Total OPERATING INCOME | - | (21.67) | (21.67) | 15,075.38 | - | 428.33 | 6,028.33 | 3.33 | 390.29 | 6,750.00 | 9.24 | 18.48 | 28,660.04 |
| OPERATING EXPENSE | | | | | | | | | | | | | |
| 50-5000-00 Mgmt Contract - | - | - | - | - | 625.00 | 625.00 | 625.00 | 625.00 | 625.00 | 625.00 | 625.00 | 625.00 | 5,000.00 |
| PMI | | | | | | | | | | | | | |
| 50-5001-00 Mgmt Transition | - | - | - | - | 625.00 | - | - | - | - | - | - | - | 625.00 |
| Fee | | | | | | | | | | | | | |
| 50-5010-00 Mgmt Postage / | - | - | - | - | - | 3.46 | 60.19 | 23.72 | 102.05 | - | 33.32 | 23.30 | 246.04 |
| Mailings | | | | | | | | | | | | | |
| 50-5013-00 Office | - | - | - | - | - | 62.23 | - | - | - | - | - | - | 62.23 |
| Supplies/Expense | | | | | | | | | | | | | |
| 51-5030-00 Software | - | - | - | 421.00 | 99.00 | 99.00 | - | - | - | - | - | - | 619.00 |
| Expense | | | | | | | | | | | | | |
| 51-5040-00 Bank Charges / | - | - | - | - | - | - | 15.00 | - | - | - | - | - | 15.00 |
| NSF | | | | | | | | | | | | | |
| 51-5060-00 | - | - | - | - | - | - | - | - | - | 40.80 | - | - | 40.80 |
| Licenses/Permits/Filing Fees | | | | | | | | | | | | | |
| 51-5075-00 Bad Debt | - | - | - | - | - | - | 275.00 | - | - | - | - | - | 275.00 |
| Expense | | | | | | | | | | | | | |
| 51-5086-00 Miscellaneous | - | - | - | 5,319.97 | - | - | - | - | - | - | - | - | 5,319.97 |
| Expense | | | | | | | | | | | | | |
| 63-5400-00 Landscape - | - | - | - | 9,850.76 | 433.00 | 5,163.53 | 433.00 | 4,600.63 | 433.00 | - | - | - | 20,913.92 |
| Devoted Landscaping | | | | | | | | | | | | | |
| 63-5401-00 Landscape - | - | - | - | - | - | - | - | - | - | 1,975.45 | - | - | 1,975.45 |
| Sunscape Landscaping | | | | | | | | | | | | | |
| 63-5421-00 Landscape - tree | - | - | - | 600.00 | - | - | 6,601.52 | - | - | - | - | - | 7,201.52 |
| Services | | | | | | | | | | | | | |
| Total OPERATING EXPENSE | - | - | - | 16,191.73 | 1,782.00 | 5,953.22 | 8,009.71 | 5,249.35 | 1,160.05 | 2,641.25 | 658.32 | 648.30 | 42,293.93 |
| Net Income: | - | (21.67) | (21.67) | (1,116.35) | (1,782.00) | (5,524.89) | (1,981.38) | (5,246.02) | (769.76) | 4,108.75 | (649.08) | (629.82) | (13,633.89) |

Income Statement Summary - Reserve

Reserve at Mockingbird Heights
Fiscal Period: December 2023

Date: 1/10/2024
Time: 3:43 pm
Page: 2

| Account | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|-----------------------------|---------|----------|-------|-------|--------|--------|--------|--------|-----------|---------|----------|----------|--------|
| RESERVE INCOME | | | | | | | | | | | | | |
| 42-4710-20 Bank Interest | \$- | \$- | \$- | \$- | \$0.02 | \$0.05 | \$0.06 | \$0.06 | \$0.05 | \$0.06 | \$0.05 | \$0.05 | \$0.40 |
| Reserve | | | | | | | | | | | | | |
| Total RESERVE INCOME | - | - | - | - | 0.02 | 0.05 | 0.06 | 0.06 | 0.05 | 0.06 | 0.05 | 0.05 | 0.40 |
| Net Reserve: | - | - | - | - | 0.02 | 0.05 | 0.06 | 0.06 | 0.05 | 0.06 | 0.05 | 0.05 | 0.40 |

Income Statement Summary - Operating

Reserve at Mockingbird Heights

Fiscal Period: February 2024

Date: 3/15/2024

Time: 4:46 pm

Page: 1

| Account | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|---|-------------------|-----------------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|-------------------|
| OPERATING INCOME | | | | | | | | | | | | | |
| Assessment Income | | | | | | | | | | | | | |
| 4000-00 Assessment - Homeowner Fees | \$7,040.00 | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$7,040.00 |
| Total Assessment Income | 7,040.00 | - | - | - | - | - | - | - | - | - | - | - | 7,040.00 |
| Total OPERATING INCOME | 7,040.00 | - | - | - | - | - | - | - | - | - | - | - | 7,040.00 |
| OPERATING EXPENSE | | | | | | | | | | | | | |
| Management Expense | | | | | | | | | | | | | |
| 5000-00 Mgmt Contract - PMI | 625.00 | 625.00 | - | - | - | - | - | - | - | - | - | - | 1,250.00 |
| 5010-00 Mgmt Postage / Mailings | - | 13.86 | - | - | - | - | - | - | - | - | - | - | 13.86 |
| 5019-00 Mgmt 1099 Facilitation | 16.52 | - | - | - | - | - | - | - | - | - | - | - | 16.52 |
| Total Management Expense | 641.52 | 638.86 | - | - | - | - | - | - | - | - | - | - | 1,280.38 |
| Professional Service/Taxes | | | | | | | | | | | | | |
| 5051-00 Property Taxes | 2,878.10 | - | - | - | - | - | - | - | - | - | - | - | 2,878.10 |
| Total Professional Service/Taxes | 2,878.10 | - | - | - | - | - | - | - | - | - | - | - | 2,878.10 |
| Reserve Expenses | | | | | | | | | | | | | |
| 8500-00 Reserve Contribution | 10,212.10 | - | - | - | - | - | - | - | - | - | - | - | 10,212.10 |
| Total Reserve Expenses | 10,212.10 | - | - | - | - | - | - | - | - | - | - | - | 10,212.10 |
| Total OPERATING EXPENSE | 13,731.72 | 638.86 | - | - | - | - | - | - | - | - | - | - | 14,370.58 |
| Net Income: | (6,691.72) | (638.86) | - | - | - | - | - | - | - | - | - | - | (7,330.58) |

Income Statement Summary - Reserve

Reserve at Mockingbird Heights

Fiscal Period: February 2024

Date: 3/15/2024

Time: 4:46 pm

Page: 2

| Account | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|---|------------------|-------------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|------------------|
| RESERVE INCOME | | | | | | | | | | | | | |
| 42-4710-20 Bank Interest Reserve | \$4.97 | \$5.33 | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$10.30 |
| 45-4500-20 Transfer from Operating Fund | 10,212.10 | - | - | - | - | - | - | - | - | - | - | - | 10,212.10 |
| Total RESERVE INCOME | 10,217.07 | 5.33 | - | - | - | - | - | - | - | - | - | - | 10,222.40 |
| Net Reserve: | 10,217.07 | 5.33 | - | - | - | - | - | - | - | - | - | - | 10,222.40 |