



Fairways of Sherrill Park

Board of Directors Meeting Minutes

Thursday, October 18, 2018

Richardson Police Substation, 2003 Renner Road, Richardson, TX 75082

7:00 PM – Call to Order – Determination of Quorum

- Board Members Present: Kip Balsley, John Fritsche, Lynn Livingston, Daniel Schlieter, and Tony Wanat
- Call to Order at 7:02 PM with quorum

7:03 PM – Visitors' Session

- A suggestion was made to send specific reminders to address specific yard/landscaping issues

7:26 PM – Board Business Meeting

Agenda Modifications Requested

- No modifications.

Review/Approve Minutes of the July, August, and September 2018 Board Meetings

- Mr. Livingston motioned to accept the July, August, and September 2018 Board Meeting minutes. Mr. Wanat seconded the motion. The motion was approved unanimously.

Board Officer Reports

President:

- Mr. Fritsche reported on the history of violations and fees over the past 2 years since NMI assumed the responsibility as the HOA management company. Mr. Fritsche mentioned the number of violations per year, the number of violations per street, and the number of violations per type.

Vice President:

- None.

Treasurer:

- Mr. Balsley commented on the balance sheet and noted that he expects the budget to be favorable by \$5000 at year end.

Secretary:

- None.

Committee Reports

- Activity Committee Report: No report.
 - Mr. Fritsche noted that there was the largest attendance to NNO to date.
- Architectural Control Committee: See attached report.
- Beautification Committee: See attached report.
 - The board reviewed the report.
 - The board will endorse the Landscape Architect's plan and submit the endorsement through NMI.
- Finance Committee: See attached report.
 - Proposal for 2019 Budget and 2019 Assessment amount.
 - The 2019 Assessments has an increase of 5% to a total of \$420.
 - The 2019 Budget has a new line item for reserve fund contribution. The funds will come from a reclassification of several line items and an increase of assessments.
 - Mr. Balsley motioned to approve the 2019 Budget. Mr. Livingston seconded. The motion approved unanimously.
 - Mr. Balsley motioned to increase the 2019 Assessment by 5% to \$420. Mr. Livingston seconded. The motion approved unanimously.
- Homeowner's Advocacy Committee: No report.
 - A mailing will go out soon.



Fairways of Sherrill Park

- Nominating Committee: See attached report.
 - Four board members with expiring terms are eligible for a second term. All four board members plan to run for the second term.
- Playground Committee: See attached report.
- Website Committee: No report.
- Welcome Committee: See attached report.

Old business:

- None.

New business:

- None.

7:52 PM – Visitor Questions

- No visitor questions.

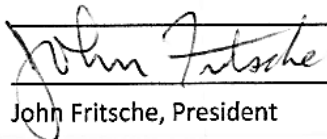
7:53 PM – Executive (Closed) Session


- The board discussed specific violations.
- The board discussed landscaping companies and contracts.
- The board discussed aging reports.

9:10 PM – Reconvene into Regular Session

Adjournment

- Mr. Schlieter motioned to adjourn. Mr. Livingston seconded.
- The meeting was adjourned at 9:11pm.

 12/20/18
John Fritsche, President Date

 12/20/2018
Daniel Schlieter, Secretary Date

Fairways of Sherrill Park Homeowners Association, Inc.
Balance Sheet
10/31/2018

| | <u>Operating</u> | <u>Reserves</u> | <u>Total</u> |
|--------------------------------------|--------------------|--------------------|---------------------|
| Assets | | | |
| <u>Current Assets</u> | | | |
| 1000 - CAB Operating Checking *6681 | \$28,378.43 | | \$28,378.43 |
| 1001 - CAB Operating Money Mkt *1403 | \$39,706.11 | | \$39,706.11 |
| 1100 - CAB Reserve Money Mkt *9455 | | \$34,039.48 | \$34,039.48 |
| 1600 - Assessments Receivable | \$10,321.72 | | \$10,321.72 |
| 1605 - Allowance for Doubtful Accts | (\$1,638.76) | | (\$1,638.76) |
| <u>Total Current Assets</u> | <u>\$76,767.50</u> | <u>\$34,039.48</u> | <u>\$110,806.98</u> |
| Assets Total | \$76,767.50 | \$34,039.48 | \$110,806.98 |
| Liabilities & Equity | | | |
| <u>Current Liabilities</u> | | | |
| 2050 - Prepaid Owners Assessments | \$2,237.66 | | \$2,237.66 |
| <u>Total Current Liabilities</u> | <u>\$2,237.66</u> | | <u>\$2,237.66</u> |
| <u>Equity</u> | | | |
| 3600 - Prior Year Adjustments | \$1,738.00 | | \$1,738.00 |
| <u>Total Equity</u> | <u>\$1,738.00</u> | | <u>\$1,738.00</u> |
| Retained Earnings | \$37,174.59 | \$35,000.00 | \$72,174.59 |
| Net Income | \$35,617.25 | (\$960.52) | \$34,656.73 |
| Liabilities and Equity Total | \$76,767.50 | \$34,039.48 | \$110,806.98 |

Fairways of Sherrill Park Homeowners Association, Inc.
Budget Comparison Report - Operating
10/1/2018 - 10/31/2018

| | 10/1/2018 - 10/31/2018 | | | 1/1/2018 - 10/31/2018 | | | Annual Budget |
|---|------------------------|------------|------------|-----------------------|--------------|--------------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Income | | | | | | | |
| <u>Homeowner-Related Income</u> | | | | | | | |
| 4100 - Assessments | \$0.00 | \$0.00 | \$0.00 | \$112,000.00 | \$112,000.00 | \$0.00 | \$112,000.00 |
| 4200 - Late Fee | \$0.00 | \$0.00 | \$0.00 | \$450.00 | \$0.00 | \$450.00 | \$0.00 |
| 4300 - Fines | \$750.00 | \$0.00 | \$750.00 | \$3,750.00 | \$0.00 | \$3,750.00 | \$0.00 |
| 4550 - Interest on Assessments (Delinquent) | \$17.64 | \$0.00 | \$17.64 | \$519.96 | \$0.00 | \$519.96 | \$0.00 |
| <u>Total Homeowner-Related Income</u> | \$767.64 | \$0.00 | \$767.64 | \$116,719.96 | \$112,000.00 | \$4,719.96 | \$112,000.00 |
| <u>Other Income</u> | | | | | | | |
| 4500 - Interest Income | \$14.90 | \$0.00 | \$14.90 | \$102.99 | \$0.00 | \$102.99 | \$0.00 |
| 4900 - Insurance Settlements (also see 5257) | \$0.00 | \$0.00 | \$0.00 | \$2,603.23 | \$0.00 | \$2,603.23 | \$0.00 |
| <u>Total Other Income</u> | \$14.90 | \$0.00 | \$14.90 | \$2,706.22 | \$0.00 | \$2,706.22 | \$0.00 |
| Total Income | \$782.54 | \$0.00 | \$782.54 | \$119,426.18 | \$112,000.00 | \$7,426.18 | \$112,000.00 |
| Expense | | | | | | | |
| <u>General & Administrative</u> | | | | | | | |
| 5104 - Administrative | \$161.30 | \$83.33 | (\$77.97) | \$1,266.55 | \$833.30 | (\$433.25) | \$1,000.00 |
| 5105 - Postage | \$16.28 | \$41.67 | \$25.39 | \$390.19 | \$416.70 | \$26.51 | \$500.00 |
| 5107 - Social Committee/Community Events | \$787.44 | \$2,800.00 | \$2,012.56 | \$1,958.65 | \$4,500.00 | \$2,541.35 | \$5,000.00 |
| 5113 - Professional Management | \$1,122.08 | \$1,122.08 | \$0.00 | \$11,220.80 | \$11,220.80 | \$0.00 | \$13,465.00 |
| 5114 - Storage | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 5115 - Website | \$0.00 | \$0.00 | \$0.00 | \$212.03 | \$200.00 | (\$12.03) | \$200.00 |
| 5116 - Association Meetings | \$0.00 | \$0.00 | \$0.00 | \$338.46 | \$500.00 | \$161.54 | \$500.00 |
| 5117 - Licenses, Permits & Fees | \$6.70 | \$0.00 | (\$6.70) | \$6.70 | \$50.26 | \$43.56 | \$50.26 |
| 5125 - ARC Software | \$0.00 | \$95.00 | \$95.00 | \$281.88 | \$380.00 | \$98.12 | \$380.00 |
| 5176 - Legal Fees | \$178.17 | \$625.00 | \$446.83 | \$3,704.35 | \$6,250.00 | \$2,545.65 | \$7,500.00 |
| 5181 - Audit & Accounting | \$0.00 | \$0.00 | \$0.00 | \$370.00 | \$230.00 | (\$140.00) | \$230.00 |
| 5190 - Bad Debt Expense | \$0.00 | \$166.67 | \$166.67 | \$0.00 | \$1,666.70 | \$1,666.70 | \$2,000.00 |
| <u>Total General & Administrative</u> | \$2,271.97 | \$4,933.75 | \$2,661.78 | \$19,749.61 | \$26,247.76 | \$6,498.15 | \$31,325.26 |
| <u>Infrastructure & Maintenance</u> | | | | | | | |
| 5470 - Common Area Maintenance | \$11.88 | \$333.33 | \$321.45 | \$2,017.32 | \$3,333.30 | \$1,315.98 | \$4,000.00 |
| 5471 - Common Area Improvements | \$0.00 | \$0.00 | \$0.00 | \$216.50 | \$0.00 | (\$216.50) | \$0.00 |
| 5473 - Playground | \$250.00 | \$0.00 | (\$250.00) | \$268.93 | \$1,000.00 | \$731.07 | \$1,000.00 |
| 5480 - Electrical Repairs & Maintenance | \$60.00 | \$0.00 | (\$60.00) | \$531.91 | \$0.00 | (\$531.91) | \$0.00 |
| 5495 - Reserve Study | \$0.00 | \$0.00 | \$0.00 | \$625.00 | \$0.00 | (\$625.00) | \$0.00 |
| <u>Total Infrastructure & Maintenance</u> | \$321.88 | \$333.33 | \$11.45 | \$3,659.66 | \$4,333.30 | \$673.64 | \$5,000.00 |
| <u>Insurance</u> | | | | | | | |
| 5250 - Commercial Package Insurance | \$100.00 | \$0.00 | (\$100.00) | \$2,979.00 | \$4,359.00 | \$1,380.00 | \$4,359.00 |
| 5251 - Directors' & Officers' Ins. | \$0.00 | \$0.00 | \$0.00 | \$1,525.00 | \$4,224.00 | \$2,699.00 | \$4,224.00 |
| 5252 - Umbrella Policy | \$0.00 | \$0.00 | \$0.00 | \$480.00 | \$1,015.00 | \$535.00 | \$1,015.00 |
| 5257 - Insurance Deductible/Claim (see also 4900) | \$0.00 | \$0.00 | \$0.00 | \$5,330.34 | \$0.00 | (\$5,330.34) | \$0.00 |
| <u>Total Insurance</u> | \$100.00 | \$0.00 | (\$100.00) | \$10,314.34 | \$9,598.00 | (\$716.34) | \$9,598.00 |
| <u>Landscape</u> | | | | | | | |
| 5601 - Contract Landscape Maintenance | \$3,255.61 | \$3,166.67 | (\$88.94) | \$29,300.49 | \$31,666.70 | \$2,366.21 | \$38,000.00 |

Fairways of Sherrill Park Homeowners Association, Inc.
Budget Comparison Report - Operating
10/1/2018 - 10/31/2018

| | 10/1/2018 - 10/31/2018 | | | 1/1/2018 - 10/31/2018 | | | |
|---|------------------------|---------------|------------|-----------------------|-------------|--------------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | Annual Budget |
| 5602 - Additional Landscape Maintenance | \$0.00 | \$41.67 | \$41.67 | \$0.00 | \$416.70 | \$416.70 | \$500.00 |
| 5603 - Landscape Improvements | \$0.00 | \$166.67 | \$166.67 | \$569.63 | \$1,666.70 | \$1,097.07 | \$2,000.00 |
| 5604 - Annual Color | \$0.00 | \$500.00 | \$500.00 | \$125.03 | \$1,000.00 | \$874.97 | \$1,000.00 |
| 5630 - Holiday Lights & Decorations | \$0.00 | \$0.00 | \$0.00 | \$29.11 | \$0.00 | (\$29.11) | \$600.00 |
| 5650 - Irrigation Maintenance | \$560.20 | \$0.00 | (\$560.20) | \$2,977.30 | \$2,000.00 | (\$977.30) | \$2,000.00 |
| <u>Total Landscape</u> | \$3,815.81 | \$3,875.01 | \$59.20 | \$33,001.56 | \$36,750.10 | \$3,748.54 | \$44,100.00 |
| <u>Other Expense</u> | | | | | | | |
| 6001 - Contingency Fund | \$0.00 | \$331.40 | \$331.40 | \$0.00 | \$3,314.00 | \$3,314.00 | \$3,976.74 |
| <u>Total Other Expense</u> | \$0.00 | \$331.40 | \$331.40 | \$0.00 | \$3,314.00 | \$3,314.00 | \$3,976.74 |
| <u>Taxes</u> | | | | | | | |
| 5201 - Property Tax | \$465.20 | \$41.67 | (\$423.53) | \$465.20 | \$416.70 | (\$48.50) | \$500.00 |
| <u>Total Taxes</u> | \$465.20 | \$41.67 | (\$423.53) | \$465.20 | \$416.70 | (\$48.50) | \$500.00 |
| <u>Utilities</u> | | | | | | | |
| 5303 - Electricity | \$180.91 | \$208.33 | \$27.42 | \$1,873.89 | \$2,083.30 | \$209.41 | \$2,500.00 |
| 5305 - Water/Sewer - Irrigation | \$469.27 | \$3,628.30 | \$3,159.03 | \$14,744.67 | \$12,674.83 | (\$2,069.84) | \$15,000.00 |
| <u>Total Utilities</u> | \$650.18 | \$3,836.63 | \$3,186.45 | \$16,618.56 | \$14,758.13 | (\$1,860.43) | \$17,500.00 |
| Total Expense | \$7,625.04 | \$13,351.79 | \$5,726.75 | \$83,808.93 | \$95,417.99 | \$11,609.06 | \$112,000.00 |
| Operating Net Income | (\$6,842.50) | (\$13,351.79) | \$6,509.29 | \$35,617.25 | \$16,582.01 | \$19,035.24 | \$0.00 |
| Net Income | (\$6,842.50) | (\$13,351.79) | \$6,509.29 | \$35,617.25 | \$16,582.01 | \$19,035.24 | \$0.00 |

Fairways of Sherrill Park

| Project Name | Status | Submitted Date | Decision Date | Ref# |
|--------------------------|------------------|--------------------------------|---------------|----------|
| 1808 Weanne Dr | | Natver Shah | | |
| SOD | Declined | 9/18/2018 | 9/26/2018 | 65378186 |
| 3203 Wessex Cir | | Steve and Patti Russell | | |
| Roof Replacement | Approved | 9/21/2018 | 9/26/2018 | 42816581 |
| 1701 Whitney Dr | | Cemil Erturkuner | | |
| Exterior Painting | Approved | 10/8/2018 | 10/9/2018 | 26937341 |
| 3108 Wren Ln | | Rajiv Shah | | |
| Fence | Approved | 9/25/2018 | 10/10/2018 | 45045843 |
| 1807 Wyndcliff Dr | | John Fritsche | | |
| SOD | Approved | 9/18/2018 | 9/28/2018 | 30486763 |
| 1818 Wyndcliff Dr | | Marguerite Lokey | | |
| Exterior Painting | More Info Needed | 9/28/2018 | | 35469887 |



Fairways of Sherrill Park

Beautification Committee Report for October 2018

Committee Name: Beautification Committee

Committee Chair: Lynn Livingston

Committee members: Kip Balsley, Sheryl Dufrane, Rayka Robrecht, Tony Wanat

Report Date: 18 October 2018

Activity Report

- Requested & received contract from Feldman Design Studios for Phase I of Neighborhood Enhancement Plan approved by board last month
- Forwarded agreement to Board for review on 5 October
- Board requested review of contract by HOAF on 6 October
- HOAF reviewed agreement and replied on 17 October noting that insurance may be a concern
- Requested and received Certificate of Insurance from Feldman 18 August

Requested Action Items

- Endorse Landscape Architects agreement for services



Fairways of Sherrill Park

Playground Care Comm. Report for October 2018

Committee Name: Playground Care Committee

Committee Chair: Grace Laster

Committee members: Harold & Amy Weatherly, Michael Krantz, Sameer & Geeta Ajmera, Catherine Paralta,

Report Date: October 18, 2018

Activity Report

Playground Safety Inspection was done on Oct. 2, 2018 by Star Property Inspections. See report attached. No action needed per inspection.

Action Needed: None



Star Property Inspections

214-500-9565

starpropertyinspections@yahoo.com

Play Ground Safety Inspection

Date: October 1, 2018

Time of Inspection: 3:00 PM

Inspection for: Fairways of Sherrill Park HOA

Address of Inspection: 3303 Wyndmere Dr. Richardson Texas 75082

Bill to Address: Fairways of Sherrill Park HOA

Contact: Grace Laster

Phone: 972-569-7258

Alt Phone:

Cell: 972-824-6648

Fax:

E-Mail: GraceJLaster@gmail.com

Brand of Equipment: miracle

Maximum Fall Height: 6'

Type of Fall Surfacing: Engineered Wood fiber Depth +/-: 10"+

Temperature at time of inspection: 90 Degrees

Weather: Partly cloudy

Audited by: Gary Edwards NPSI Certification# 19542-2020

Resource information used for this inspection:

ADA-The American with Disabilities Act

ASTM- American Society for Testing and Materials F 1487

CPSC- United States Consumer Products Safety Commission

Handbook for Public Playground Safety #325



Star Property Inspections – Inspected the play unit as stated above of Sherrill Park HOA on October 1, 2018 for compliance with the resource information stated above.

At the time of this inspection, all of the playground play components in the designated areas meet all current playground safety standards per ADA guidelines, ASTM 1487 guidelines, CPSC standards, and the Handbook for Public Playground Safety #325. All use zones meet at least minimum distances.

Star property Inspections did not remove or disassemble any equipment this is just a visual inspection

Before any modifications or changes to any play unit we would recommend you contact the Manufacturer of your play unit.

Thank you for choosing Star Property Inspections to Support your commitment to the safety of our children.

Gary Edwards

Gary Edwards,
NPSI Playground Inspector

1229 County Road 3105 Bonham, Texas 75418
Phone 214-500-9565 E-Mail starpropertyinspections@yahoo.com



Fairways of Sherrill Park

P.O. Box 830341
Richardson, Texas
75083-0341

Welcome Team Report October 2018

Committee Name: Welcome Team

Committee Chair: Traci Ahangarzadeh

Committee members: Kathryn Balley, Robin Delcambre, Suzanne Delcambre, Grace Laster, Vu Nguyen, Susie Parker, Charisse Phemister, Cabrini Scott, Fabienne Sinnreich, Kaori Tong, and Jenna Walsh.

Report Date: October 18, 2018

Activity Report

New neighbors greeted:

New neighbors to greet:

- 2004 Primrose Dr (Owner)
- 3211 Wessex Cir (Lessee)

Realty Information:

- Currently for **Sale**:
 - 1820 Weanne Dr (94^{*})
 - 3312 Wyndmere Dr (61)
 - 2107 Woodbury PI (52)
 - 2111 Woodbury PI (27)
 - 2004 Woodbury PI (19)

(^{*}) number of days address listed on Realtor.com

Requested Action Items

Save the Date: **October 25, 2018** will be the date for the Fall Meet Your Neighbor Reception at the home of Richard and Donna Peyton at 2904 Wyndham Ln.