

Townhall Meeting
Sanger Circle Homeowners Association, Inc.
May 18th, 2023

Name	Present
Jonathon Wang, President	Y
Norman Williams	Y
Jennifer Butler	N
Steve Sims	Y
Homeowners Present	45

Present from Essex Association Management, L.P.

Sean Corcoran, Director of Operation
Michael Morgan, Director of Association Services
Caspar Sullivan, Community Association Manager
Ashton Barnes, Assistant Property Manager
Lynsey Huber, Sr. Account Manager
Essex Support Staff (Patsy Richardson, Christina Duarte, and Holly Belvin)

Meeting Details

In-Person: Butterfield Elementary School
Indian Lane, Sanger TX 76266
Thursday, May 18th, 2023 @ 6:00 pm

Meeting called to order at 6:15 p.m.

Introduction:

Sean C. introduced the Board Members, and Essex Representatives who were present. An explanation of the meeting, structure, and process was given to the homeowners. Steve S. mentioned the reasoning for the switch in management company and the voting process that was taken with not just him, but other homeowner volunteers within the community before finalizing with Essex. The decision was made in hopes of fulfilling the Association's financial guidance needed, better homeowner and Board clarity and communication, and obtaining contractual obligations that were not provided to the community by the previous management company.

Financial Review:

Sean C. presented and reviewed the 2023 March financials, in its entirety, explaining each line item, any significant variances, or questions brought up by the Members.

Q: Where is GL Code (5420) "Pool/Jacuzzi Contract" with an Annual Budget of \$2,000 going?

A: Steve and Norman stated there were no funds spent by the homeowners or the Association in this line item. In previous years they included this line item for funds to be rolled over into the Reserve Account for any future Capital Improvements. **Essex and the Board are to review and revise certain line items in the budget for 2024.**

Q: We were told there was \$400k in our Reserve Account why is it only showing \$177k

A: Lynsey, stated as of April the Reserve is closer to \$185k

What Assessments Pay For:

- Common Area Maintenance
 - Landscaping- Mowing, Irrigation, Chemical & Fertilization Applications, Plant Maintenance and Replacement
 - Common Areas- Trash Removal, Pet Waste States
 - **Look into budget to improve dog parks, states and updating budget.**
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Assessment Summary:

- The assessments (HOA Dues) paid are used to operate the Association's business. Fe example utilities that operate and lighting in the community. The "common areas" owned by the Association must be maintained, so contractors are hired to maintain the landscaping and other amenities. The Association carries general liability, property, and Director's/Officer's liability insurance to protect the Association's assets and Board of Directors. In addition, the Association pays a management company to collect dues, pay expenses, maintain the financial records, communicate with owners, supervise contractors and so on. There are taxes the Association is responsible for, and the Association should always plan to set aside funds for future repair or replacement of the Association's capital assets.

Management Services:

- **Property Manager**
 - Conducts Site Inspections
 - Coordinates with Vendors
 - Facilitates Repair & Maintenance Efforts
- **Accounting**
 - Produces Monthly Statements
 - Facilitates Audit Process
 - Vendor Payment
- **Billing & Collections**
 - Sends Out Homeowner States
 - Facilitates In House Payment Plans
 - Facilitates Fee Waiver Requests
- **Resales**
 - Coordinates Resale Certificates Required by Lay for Buyers & Sellers
- **Compliance**
 - Facilitates Inspection Drives on Homeowner Properties to ensure Community Guidelines & Standards are Upheld.
 - Reporting of Issues to Property Manager
 - Facilitates Letters & Notifications to Homeowners
- **ACC**
 - Receives & Processes any Requests for Exterior Modifications to the Exterior of Homes.

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- Modification Request Forms (ACC) can be submitted.
- Monthly Income Statements and Balance Sheets
- Governing Documents
- Important Phone Numbers
- Community Updates / Notifications
- Volunteer Forms / Join A Committee
- Email Updates: Sign Up and Register your Resident Profile
- TOWN SQ – Now Available

How Vendors are Selected:

- During the inception of the Community the Declarant has the right to select the Vendor and Contractors for the Community.
- The Landscape company for Sanger Circle was the initial Installer for the community, completing all the Landscape Features to the Developer specification.
- Other vendors selected are vetted and utilized by Essex Management and approved to provide services to the Community by the Declarant.
- When the Association transfers to the Homeowners, there will be the opportunity to bid on contracts for services rendered.
- Vendors selected, such as the Landscaper and Pool Maintenance company will work alongside the developer to assist in warranty issues on the property.

Current Vendors:

- The Landscape Partners, LLC – Contract Landscaper
- Symphony Risk Solutions, LLC – Insurance
- Waterproofing & Construction Solutions, LLC
- Five Star Aquatics, LLC – Pond Maintenance & Stocking Ponds
- City of Sanger – Water / Sewer
- Conserva Irrigation of DFW
- CoServ – Electricity
- Timothy, DeVolt & Company, P.C. – Auditor / Taxes
- Riddle & Williams, P.C. – HOA Attorney / Collections
- (HOAF) Henry Otto Austin Fletcher – Attorney
- Creek Bluff Digital Media – Community Website

Product Type & Associated Fees:

- Single Family Homes
- Attached Homes (Duplex)
- Townhomes (Coming Soon)

Current Assessments:

- Single Family - \$105.00 Quarterly
- Attached Homes (Duplex) - \$82.50 Per Side Quarterly
- Townhomes - \$270.00 Quarterly *Subject to Change*

Single Family Homes

- Homeowner is responsible for the landscaping maintenance of the front yard.
- Homeowner is responsible for irrigation maintenance.
- Homeowner is responsible for all aspects of maintenance of the home.
- Owner purchases and maintains insurance for their home.
- Homeowner is responsible for all utilities for their property.

Attached Homes (Duplex)

- HOA is responsible for the landscaping maintenance of the side and front yard.
- Homeowner is responsible for irrigation maintenance.
- Homeowner is responsible for all aspects of maintenance of the home.
- Owner purchases and maintains insurance for their home.
- Homeowner is responsible for all utilities for their unit.

Townhomes – Draft (Subject to Change)

- HOA is responsible for certain components of the Townhome building listed below, including the main structure of the exterior of the roof.
- HOA facilitates building repairs that are mentioned in the responsibility chart.
- HOA is responsible for maintaining the landscaping surrounding the Townhome buildings, including irrigation.
- HOA is responsible for the water and electricity to operate the irrigation system.
- Homeowner is responsible for insurance of the interior of their unit.
- Homeowner is responsible for the utilities for the interior of their unit.

Essex is to arrange a Call for Candidates for the Board to review the Statements and appoint another homeowner to the Board of Directors.

With no other business to discuss the presentation portion of the meeting was adjourned and Homeowner Q & A and Open Session/ Discussion began with questions from the audience.

Open Discussion / Homeowner Q&A:

Q: We were told about a pool and building. Since then, we saw a playground and then tore down.

Q: Do we own the equipment?

Q: Where is the playground going?

A: Steve S. was put in previous Developer on the Board of Directors. When the old developer installed the playground the land/property was not the HOA's. Jonathan, the new Developer Representative, spent his money to have the playground removed and stored. Caspar with Essex is to go to the storage and evaluate the condition of equipment and whether is still to date with safety guidelines to have reinstalled on HOA property and determine the storage fee.

A: Board will get with the city on approval for relocating the playground on appropriate land owned by the HOA.

Q: Who owns the property behind the pond where the swing sets where? The area was being maintained and is now anymore. Who maintains now?

A: South side of Avion near pond. The land was donated. The Board will work with the city on approval and improvements to be done in phases to the pond.

A: The area/greenbelt behind Montecristo is not owned or maintained by the HOA.

Q: What is the option and possible location to have a fenced in dog park?

A: This is something we (the Board and Essex) can look into for a future project. Again, will also have to work with the city on approval and appropriate land placement to have one.

Q: Street Lighting flickering – Sanger Circle. How to get fixed.

Q: Secure / Repair streetlight located on the South end of Corona Dr.

Q: When will we get the single street light poles on Bridle Path and Montecristo (Phase 5) to be switched over to double light poles?

A: Essex to schedule a night drive, contact city manager or council member to report street lights needing to be addressed. Essex to look in to having light poles replaced to double poles as the same throughout the community.

Q: There is a "Out of Service" Fire Hydrant located. How do we get turned back on and properly working?

A: Essex will follow up with the Fire Marshall in getting hydrant connected to water source.

Q: What is the plan for upgrade of Marion Rd.?

Q: What is the plan for the extra access street off Corona Dr.? Stay Closed or Opened Up?

A: After completion of phase 7 is built out they will go back and repair. This will be a city responsibility and will not begin work while construction is still going on.

Q: When will development of the community be completed?

Q: Is there a 10 year turn over to the HOA for transition?

A: We are not sure on the eta, but once we have reached (75%) build out, we start transitioning to a homeowner Board, and look further into the property code.

Q: How do we get the Builders and empty lots maintained?

Q: How to hold the Builders responsible for brick coverage and Masonry work?

A: Essex to contact builders and/or lot owners about maintaining their lots on a regular basis.

A: Essex to review and look into the community Design Guidelines and City Ordinances.

Q: How many cars are allowed to be parked at one property?

Q: Having issue with rental with the duplex properties, how can we resolve?

A: Essex to follow up once review of the Governing Documents are completed. We can look into adding a possible rental cap. But we are not able to do anything by law regarding restrictions to section 8 housing. Another potential option is to look into Flock Security cameras to be posted and the entrances of the community. The program is able to track and capture vehicle license plates that enter and leave the community, and directly linked to your local law enforcement.