



Abbey Moor of Trophy Club Homeowners Association

2023 ANNUAL MEETING
October 24, 2023



AAMC®- Accredited Association Management Company®

VIRTUAL MEETING INFORMATION

All attendees will be muted upon entry and during the meeting. There will be an open forum portion, as noted in the Agenda, for owners to participate and ask questions. Owners should use the “Raise Hand” icon to be unmuted by the host or type the question in the chat feature per the following instructions.

Please note that you must have a microphone available on the device that you are using in order to speak during the meeting. You must also have a camera in order for attendees to see your face live. You may use the call-in option provided in your meeting notice to speak if you do not have a microphone on your computer.

ZOOM MEETING INSTRUCTIONS

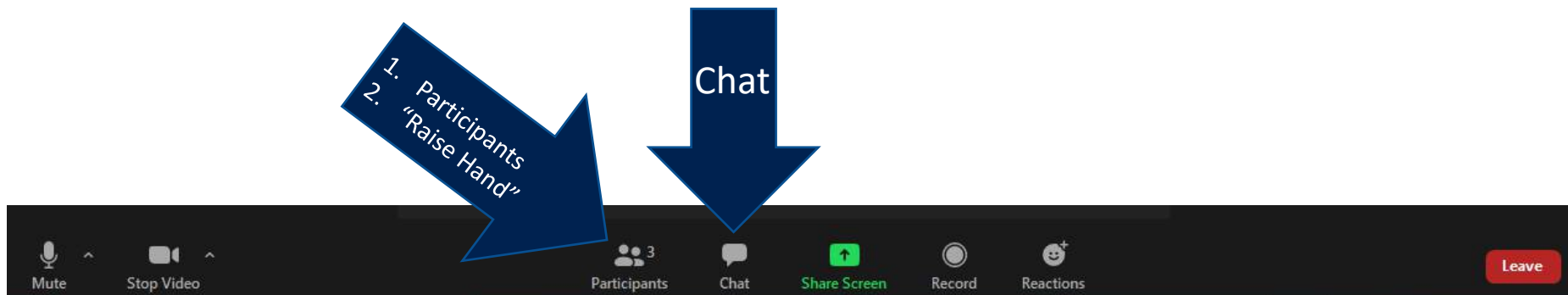
DESKTOP OR COMPUTER VERSION

To “Raise Hand” – Click on “Participants” and choose “Raise Hand” at the bottom of the box

- The host will be notified that you have raised your hand and will unmute you to speak.

To Utilize Chat Feature – Click on “Chat”

- You may send a chat to individuals or the group. You may choose the recipient as a dropdown in the chat feature.



ZOOM MEETING INSTRUCTIONS

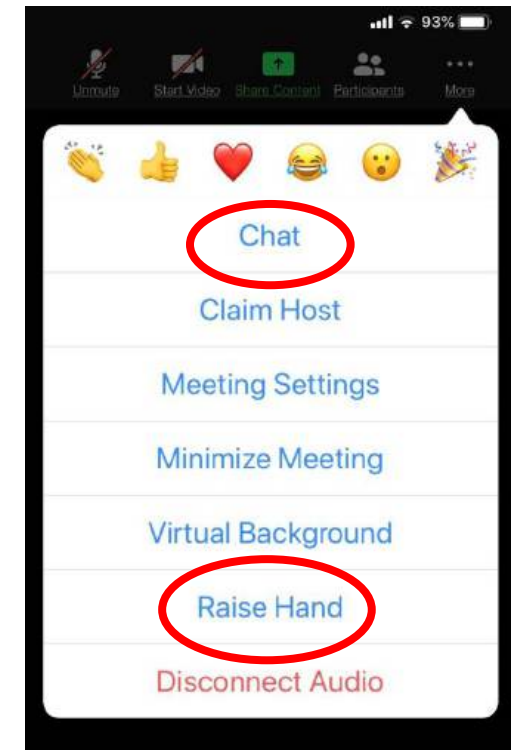
TABLET OR PHONE APP VERSION

To “Raise Hand” – Click on “More” and choose “Raise Hand” in the box

- The host will be notified that you have raised your hand and will unmute you to speak.

To Utilize Chat Feature – Click on “More” and choose “Chat” in the box

- You may send a chat to individuals or the group. You may choose the recipient as a dropdown in the chat feature.



MEETING AGENDA

- I. Welcome and Introductions
- II. Verify Quorum (19 Required)
- III. Call to Order
- IV. Approval of 2022 Annual Meeting Minutes
- V. Election Results: Board of Directors
- VI. Financial Overview
- VII. Community Update
- VIII. Q&A
- IX. Adjourn

INTRODUCTIONS

BOARD OF DIRECTORS:

- **PRESIDENT – PETER TOTTER**
- **VICE PRESIDENT – JENIFER BAHAMON**
- **TREASURER – JASON BUTLER**
- **SECRETARY – BILL CHAPMAN**
- **DIRECTOR – BILL KUHNMUENCH**

MANAGEMENT TEAM:

- **Derrick Dawson – MANAGER**
- **Christina Fountain – Zoom Host**



ABBEY MOOR OF TROPHY CLUB HOMEOWNERS ASSOCIATION, INC.

Annual Meeting
Tuesday October 18, 2022

7:00 PM In-Person Annual Meeting
Tuesday, October 18, 2022
7: 00 PM
295 Trophy Club Drive, Trophy Club, Texas 76262

Annual Meeting Agenda Minutes

- I. Welcome and Introductions
- II. Verify Quorum (19 Required)
 1. Quorum verified by Charlene Fountain & Derrick Dawson with Neighborhood Management
- III. Call to Order at 7: 05 PM
- IV. Approval of 2021 Annual Meeting Minutes
 1. Motion to amend and add Amanda Schrein as an ACC volunteer and approve as written by Randy Elliot
 - Second by Jenifer Bahamon
 - Motion passes unanimously
- V. Approval of Special Members Meeting Minutes 7.25.22
 1. Motion by William (Bill) Kuhnmuench
 - Second by Randy Elliot
 - Motion passes unanimously
- VI. Election Results: Board of Directors
 1. Jenifer Bahamon
 2. Jason Butler
 3. William (Bill) Chapman Jr.
 - Terms go through 2024
- VII. Financial Overview
- VIII. Community Update
- IX. Q&A
- X. Adjourn at 7:33 PM

WE NEED A MOTION TO
APPROVE THE MINUTES AS
WRITTEN FROM THE FLOOR

THEN A SECOND TO APPROVE

ELECTION: BOARD OF DIRECTORS

Two Open Positions, 2 Candidates

Election Results:

PETER TOTTER

WILLIAM (BILL) KUHNMUENCH

TERMS GO THROUGH 2025

FINANCIAL OVERVIEW

2023 BALANCE SHEET AS OF SEPTEMBER 30, 2023

Abbey Moor of Trophy Club Homeowners' Association, Inc.

Balance Sheet as of 9/30/2023

Assets	Operating	Reserve	Total
Current Assets			
1020 - PPB Operating Account * 0150	\$30,853.43		\$30,853.43
1120 - PPB Reserve Money Mkt * 0159		\$15,450.35	\$15,450.35
1200 - CIT 12 mo. Reserve CD *1400 6/30/24		\$10,197.25	\$10,197.25
1201 - CIT 6 mo. Reserve CD *1401 9/30/23		\$10,190.83	\$10,190.83
1202 - CIT 9 mo. Reserve CD *1402 12/30/23		\$10,190.83	\$10,190.83
1203 - CIT 12 mo. Reserve CD *1403 3/30/24		\$10,190.83	\$10,190.83
1600 - Assessments Receivable	\$940.80		\$940.80
Total Current Assets	\$31,794.23	\$56,220.09	\$88,014.32
Total Assets	\$31,794.23	\$56,220.09	\$88,014.32

Fixed Rate CD Ladder

Term	Rate	APY
3, 6, 9 and 12 Months	3.75%	3.82%

FINANCIAL OVERVIEW CONT...

2023 TOTAL INCOME AS OF SEPTEMBER 30, 2023

Statement of Revenues and Expenses 9/1/2023 - 9/30/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	-	-	-	69,000.00	69,000.00	-	92,000.00
4200 - Late Fee	75.00	-	75.00	950.00	-	950.00	-
4300 - Fines	150.00	-	150.00	600.00	-	600.00	-
4400 - Closing Fee (Initiation/Transfer/Working Capital)	150.00	-	150.00	1,200.00	-	1,200.00	-
Total Income	375.00	-	375.00	71,750.00	69,000.00	2,750.00	92,000.00
Total Income	375.00	-	375.00	71,750.00	69,000.00	2,750.00	92,000.00

FINANCIAL OVERVIEW CONT...

2023 TOTAL OPERATING EXPENSES AS OF SEPTEMBER 30, 2023

Operating Expense

General and Administrative Expenses

5104 - Administrative	438.82	355.00	(83.82)	1,692.10	1,672.00	(20.10)	2,222.00
5105 - Postage	33.59	35.00	1.41	189.08	285.00	95.92	390.00
5107 - Social Committee/Community Events	-	-	-	219.69	1,500.00	1,280.31	1,500.00
5113 - Professional Management	1,047.62	1,047.62	-	9,428.58	9,428.58	-	12,571.44
5114 - Storage	25.00	25.00	-	225.00	225.00	-	300.00
5115 - Website/Portal	75.00	75.00	-	300.00	225.00	(75.00)	300.00
5176 - Legal Fees	153.00	-	(153.00)	1,030.35	500.00	(530.35)	500.00
5181 - Audit & Accounting	-	-	-	370.00	375.00	5.00	375.00
Total General and Administrative Expenses	1,773.03	1,537.62	(235.41)	13,454.80	14,210.58	755.78	18,158.44

Insurance

5250 - Commercial Package Insurance	-	-	-	1,333.00	1,000.00	(333.00)	1,000.00
5251 - Directors' & Officers' Ins.	-	-	-	1,556.00	1,640.00	84.00	1,640.00
Total Insurance	-	-	-	2,889.00	2,640.00	(249.00)	2,640.00

FINANCIAL OVERVIEW CONT...

2023 TOTAL OPERATING EXPENSES AS OF SEPTEMBER 30, 2023

Utilities

5303 - Electricity	7.37	13.00	5.63	68.79	117.00	48.21	156.00
5305 - Water/Sewer - Irrigation	626.47	600.00	(26.47)	3,414.34	3,625.00	210.66	4,700.00
Total Utilities	633.84	613.00	(20.84)	3,483.13	3,742.00	258.87	4,856.00

Infrastructure and Maintenance

5470 - Common Area Maintenance	-	-	-	-	500.00	500.00	500.00
5477 - Fence/Wall Repair & Maintenance	-	-	-	8,755.00	8,500.00	(255.00)	8,500.00
Total Infrastructure and Maintenance	-	-	-	8,755.00	9,000.00	245.00	9,000.00

FINANCIAL OVERVIEW CONT...

2023 TOTAL OPERATING EXPENSES AS OF SEPTEMBER 30, 2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Landscape							
5601 - Contract Landscape Maintenance	4,531.70	2,845.89	(1,685.81)	20,678.98	24,739.27	4,060.29	33,276.97
5602 - Additional Landscape Maintenance	-	-	-	6,208.69	8,362.53	2,153.84	8,362.53
5605 - Tree Trimming	-	-	-	400.00	-	(400.00)	-
5606 - Mulch/Compost	-	-	-	1,263.55	-	(1,263.55)	-
5630 - Holiday Lights & Decorations	-	-	-	-	-	-	1,000.00
5650 - Irrigation Maintenance	192.48	-	(192.48)	4,509.27	3,500.00	(1,009.27)	3,500.00
Total Landscape	4,724.18	2,845.89	(1,878.29)	33,060.49	36,601.80	3,541.31	46,139.50
Reserves							
6000 - Reserve Contribution	933.84	933.84	-	8,404.56	8,404.56	-	11,206.06
6004 - Reserves Via Resales	150.00	-	(150.00)	1,200.00	-	(1,200.00)	-
Total Reserves	1,083.84	933.84	(150.00)	9,604.56	8,404.56	(1,200.00)	11,206.06
Total Expense	8,214.89	5,930.35	(2,284.54)	71,246.98	74,598.94	3,351.96	92,000.00
Operating Net Total	(7,839.89)	(5,930.35)	(1,909.54)	503.02	(5,598.94)	6,101.96	-

YTD BUDGET: \$74,598.94
YTD EXPENSE: \$71,246.98
DIFFERENCE: \$3,351.96
UNDER BUDGET THROUGH
SEPTEMBER 30, 2023

ANNUAL BUDGET: \$92,000
YTD EXPENSE: \$71,246.98

FINANCIAL OVERVIEW CONT...

2023 TOTAL OPERATING EXPENSES AS OF SEPTEMBER 30, 2023

Statement of Revenues and Expenses 9/1/2023 - 9/30/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	134.76	-	134.76	789.97	-	789.97	-
4750 - Reserve Fund Contribution Income	933.84	933.84	-	8,404.56	8,404.56	-	11,206.06
4751 - Reserve Fund Contribution Income Via Resales	150.00	-	150.00	1,200.00	-	1,200.00	-
Total Income	1,218.60	933.84	284.76	10,394.53	8,404.56	1,989.97	11,206.06
Total Income	1,218.60	933.84	284.76	10,394.53	8,404.56	1,989.97	11,206.06
Reserve Expense							
Landscape							
5603 - Landscape Improvements	-	-	-	2,165.00	-	(2,165.00)	-
Total Landscape	-	-	-	2,165.00	-	(2,165.00)	-
Total Expense				2,165.00	-	(2,165.00)	-
Reserve Net Total	1,218.60	933.84	284.76	8,229.53	8,404.56	(175.03)	11,206.06
Net Total	(6,621.29)	(4,996.51)	(1,624.78)	8,732.55	2,805.62	5,926.93	11,206.06

COMMUNITY UPDATE

- ❖ 1. Installed 10 new trees along TC Drive.
- ❖ 2. Transplanted 3 trees from TC Park Drive to TC Drive.
- ❖ 3. Completed the installation of the remaining 100 caps to the wall on TC Park Drive.
- ❖ 4. Updated landscaping plantings to help enhance the HOA entrances and corner of TC Drive & TC Park Drive.
- ❖ 5. Had the HOA metal signs and fencing repainting providing a fresh look to the signage at entrances and at the TC Drive and TC Park Drive corner.
- ❖ 6. Improved communications with the Homeowners. In addition, keeping the HOA up on the current status of the "Gas Well" home sites work.
- ❖ 7. HOA had to engage a tree expert to properly trim / cut back all the overgrown trees alongside the rear property lines of approximately 10 Sheffield Drive homesites.
- ❖ 8. HOA had to engage a tree expert to remove / trim back a very large Oak Tree that fell over the nature pathway, creating a safety concern.

SOCIAL COMMITTEE

The HOA is looking for volunteers to be on the Social Committee.

Social Committee (initiates and organizes social events for the community, holiday parties, community barbeques, national night out, etc.)

If interested, please email customercare@nmitx.com.

Q & A
PERIOD

MEETING ADJOURNED

THANK YOU FOR YOUR
ATTENDANCE

24/7 WebPortal Customer Service

www.NeighborhoodManagement.com

CONVENIENT FEATURES:

- * View Secure Personal Account Information
- * Pay Assessments Online (E-Check or Credit/Debit Card)
- * View Compliance Information (Your Account Only)
- * Submit an ACC (Architectural Change) Request
- * Submit a Service Work Order for Common Area Repairs
- * Review Governing Documents for the Community
- * Review Minutes/Financial Information for the Community

Technology Enhancements: VANTACA

Customer Care Center:

- * Account Balance & Payment Inquiries
- * Common Area Inquiries
- * Website Access Support
- * 8:30-5:00 Monday-Thursday, 8:30-3:00 Friday

CONTACT

Office: 972-359-1548
For after hours emergencies:
972-359-1548, Option 9



YOUR COMMUNITY MANAGEMENT PARTNER OF CHOICE

- NMI HAS BEEN HONORED & RECOGNIZED LOCALLY FOR OVER 25 YEARS AS AN ACCREDITED ASSOCIATION MANAGEMENT COMPANY
- ASSOCIATION MANAGEMENT FOR OVER 330 COMMUNITIES IN TEXAS & COLORADO
- SERVING OVER 70% OF OUR COMMUNITIES FOR AT LEAST 7 YEARS
- ENGAGED BY THE BOARD OF DIRECTORS
- PROVIDES A CONSULTANT RESOURCE TO THE BOARD OF DIRECTORS & HOMEOWNERS OF THE COMMUNITY
- IMPLEMENTS THE BOARD OF DIRECTOR'S DECISIONS AND INSTRUCTIONS
- MANAGES THE DAY-TO-DAY OPERATIONS OF THE ASSOCIATION

ABBEY MOOR OF TROPHY CLUB HOMEOWNERS ASSOCIATION, INC.

Board of Directors Organizational Meeting

Tuesday, October 24, 2023

Following the 2023 Annual Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/89284959505?pwd=NlZRdnRzek16Wit4OEtwVk56SDR3QT09>

Meeting ID: 892 8495 9505 - Passcode: 073846 - For Audio Only: (346)248-7799

BOARD ORGANIZATIONAL MEETING

AGENDA

- I. Roll Call-Quorum Established of Board of Directors
- II. The Board will select Director roles
- III. Adjourn

What does a Board President do?

The president leads the Board and is responsible for overseeing and handling many of its procedural duties. To succeed in this role, the Board president must be knowledgeable about the community's CC&Rs and governing documents and understand how to run an effective meeting. He or she serves as the authority on all association rules and governing documents and appoints committees if dictated by the bylaws. The president also leads community and association meetings, handling such responsibilities as calling the meeting to order, announcing the agenda, and ensuring adherence, maintaining attendee order and decorum, proposing questions, calling for votes and announcing the results, and recognizing others to speak on the floor.

What does a Board Vice-President do?

The Board vice president shares many of the leadership and procedural duties with the president, including assuming the leadership role when the president is unable to do so. The vice president's responsibilities include ensuring order is maintained during meetings and parliamentary procedures, ensuring a smooth flow of business, and serving as an informed source about association rules, bylaws, and governing documents.

What does a Board Treasurer do?

The Board treasurer is responsible for the association's funds, securities, and financial records. He or she oversees billing, collections, and disbursement of funds, and coordinates the development of the association's proposed annual operating budget and reserve allocations. In addition, the treasurer is responsible for monitoring the budget and reporting on the association's financial status throughout the year, as well as for overseeing year-end reporting and any required audits. In self-managed communities, in which many of the day-to-day financial responsibilities are handled by a property management company, the treasurer is responsible for ensuring that all association funds are collected, disbursed, invested, and reported accurately and always remain in compliance with the association's by-laws and governing documents.

What does a Board Secretary do?

The HOA secretary maintains the association's meeting minutes and official records, reviewing and updating documents as required and ensuring they are stored safely and accessible to association members. He or she is responsible for providing proper notice of meetings, as well as distributing documents, such as official records, agendas, and meeting minutes, on a timely basis to association members and/or their authorized representatives. In addition, as the custodian of the association's official records and documents, the secretary ensures the association meets all legal documentation requirements, such as annual filing deadlines.

5TH DIRECTOR – MEMBER-AT-LARGE

A member-at-large serves as the intermediary between the board and the homeowners. Members-at-large attend all board meetings, provide input and feedback, and act as spokespersons for all parties involved. Additionally, they may often be assigned specific projects, including positions on committees, that don't fit neatly within the roles of other board members.