



- **Virtual Annual Election Meeting of the Members**
Tuesday, April 8th, 2025
6:00p.m.-7:00p.m.
- **Microsoft Teams**
- Meeting ID: 253 110 433 683
- Passcode: Gs2eX7Yd
- **Dial in by phone**
- +1 323-433-2148,,879633313# United States
- Phone conference ID: 879 633 313#

MEETING CONDUCT

- Meeting will be conducted in an orderly manner
- One speaker at a time
- Questions must relate to agenda items only
- Thank you for attending!



All microphones will remain muted during the meeting.



The meeting will be facilitated by the managing agent.



Please remember this meeting is limited to agenda items only.



Attendees are expected to conduct themselves respectfully and appropriately.



No Disruptions; disruptive participants will be muted.



Let's Make This a Smooth & Respectful Meeting!

Agenda



- Establish Quorum (10%)
- Call Meeting to Order
- [Proof of Notice and Explanation of Meeting Structure and Process](#)
- Introduction of Essex Association Management, L.P. Representatives
 - Cinnamon Anderson, Sr. Association Manager
 - Kennedy Middlebrooks, Assistant Manager
 - Xandrea Rhodes, Administrative Assistant
- Financial Review
 - [2024 Year End Income Statement Summary](#)
 - [February 2025 Balance Sheet & Income Statement](#)
- Reports
 - Compliance/ACC/Web Submission
 - Developer updates
- Community Updates
 - Old Business
 - New Business
- Election/Results
 - Announce the two (2) Members Elected by Ballot
- Adjournment
- Q&A – Written Questions & Agenda items only will be addressed due to time constraints. Thank you for your understanding and cooperation.



**Notice of Virtual Annual Election Meeting of the Members
Tuesday, April 8th, 2025, at 6:00PM**

Virtual Meeting

[Click here to join meeting](#)

Meeting ID: 253 110 433 683 Passcode: Gs2eX7Yd

Call-in Option (Audio Only)

Dial In Number: 1 323-433-2148 Conference ID: 879 633 313#

March 10, 2025

Dear Sutton Fields Homeowners,

As the Managing Agent for **Sutton Fields Homeowners Association, Inc.**, we are pleased to announce that the **Virtual Annual Election Meeting** of the Members has been scheduled for **Tuesday, April 8th, 2025, at 6:00PM**. The purpose of this meeting is to elect two (2) Class A Members to the Board of Directors, and to conduct normal business of the Association.

Enclosed in this packet you will find the **Draft Agenda, Proxy, Ballot, and Candidacy Statements**. **It is important that you return your proxy, even if you plan on attending as unforeseen circumstances may occur, which prevent you from being able to attend.** The Annual Election Meeting of the Members cannot be held unless quorum requirements are met, either in person or by proxy. If the quorum is not met, the meeting will have to be reconvened and rescheduled to a new date and time which could result in the Association incurring more costs.

We look forward to your attendance on **Tuesday, April 8th, 2025 at 6:00PM**. To view this notice and its enclosures on the Association website, go to <https://suttonfieldshoa.com>, under the **"meetings"** tab. If you have any questions about this notice or its enclosures, please submit an inquiry via the "Contact Us" tab on the Association website and an Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent,
On Behalf of Sutton Fields Homeowners Association, Inc.

cc: HOA file

Enclosures: Draft Agenda, Proxy, Ballot, Candidate Forms

PROOF OF NOTICE

DECEMBER 2024 BALANCE SHEET

Balance Sheet Report Sutton Fields Homeowners Association, Inc.

As of December 31, 2024

	<u>Balance Dec 31, 2024</u>	<u>Balance Nov 30, 2024</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	510,300.97	67,705.89	442,595.08
1012 - Premium MM RSV-Cit Bank	1,040,217.48	1,089,573.74	(49,356.26)
1013 - CIT BANK-Community Enhancement RSV	193,970.21	191,114.41	2,855.80
1020 - Chambers Money Market	258,163.02	257,617.52	545.50
1100 - Money Market - Texas Bank Prosper	54,183.29	54,071.59	111.70
Total Assets	<u>2,056,834.97</u>	<u>1,660,083.15</u>	<u>396,751.82</u>
Receivables			
1400 - Accounts Receivable	95,979.04	105,545.44	(9,566.40)
Total Receivables	<u>95,979.04</u>	<u>105,545.44</u>	<u>(9,566.40)</u>
Total Assets	<u>2,152,814.01</u>	<u>1,765,628.59</u>	<u>387,185.42</u>
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	46,276.09	44,868.53	1,407.56
2050 - Prepaid Assessments	556,699.38	61,043.65	495,655.73
2300 - Future Amenity Center	425,850.00	425,850.00	0.00
2400 - First Citizen Credit Cardxxx2628	(6,637.46)	0.00	(6,637.46)
Total Liabilities	<u>1,022,188.01</u>	<u>531,762.18</u>	<u>490,425.83</u>
Total Liabilities	<u>1,022,188.01</u>	<u>531,762.18</u>	<u>490,425.83</u>

2024 YEAR-END INCOME STATEMENT

Income Statement Summary Sutton Fields Homeowners Association, Inc.

December 01, 2024 thru December 31, 2024

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	11,924.69	12,208.10	(283.41)	1,521,112.24	1,226,057.45	295,054.79	1,226,057.45
Total Income	11,924.69	12,208.10	(283.41)	1,521,112.24	1,226,057.45	295,054.79	1,226,057.45
Total General & Administrative	21,035.68	30,600.96	(9,565.28)	260,695.44	242,949.96	17,745.48	242,949.96
Total Taxes	1.26	0.00	1.26	1.26	0.00	1.26	0.00
Total Insurance	602.07	0.00	602.07	32,170.07	28,276.81	3,893.26	28,276.81
Total Utilities	11,505.69	7,725.00	3,780.69	205,203.56	92,700.00	112,503.56	92,700.00
Total Infrastructure & Maintenance	23,066.72	37,292.00	(14,225.28)	257,383.66	235,500.00	21,883.66	235,500.00
Total Pool	14,576.64	5,950.00	8,626.64	143,929.75	89,900.00	54,029.75	89,900.00
Total Landscaping	37,172.90	33,250.00	3,922.90	442,021.05	395,000.00	47,021.05	395,000.00
Total Irrigation Maintenance	7,204.14	7,374.66	(170.52)	147,135.28	88,499.92	58,635.36	88,499.92
Total Reserves	0.00	53,230.76	(53,230.76)	0.00	53,230.76	(53,230.76)	53,230.76
Total Expense	115,165.10	175,423.38	(60,258.28)	1,488,540.07	1,226,057.45	262,482.62	1,226,057.45
Net Income / (Loss)	(103,240.41)	(163,215.28)	59,974.87	32,572.17	0.00	32,572.17	0.00

2024 YEAR-END SUMMARY

2024 Highlights:

Total Assets: \$2,152,814.01

Income Over Budget by \$295,054.79

Expenses Over Budget by \$262,482.62

Net Gain: \$32,572.17

Key Variances:

Strong revenue from Working Capital and Community Enhancement Fees

Higher interest and collection income

Social and Landscape expenses exceeded budget

Unbudgeted Pool Monitoring services

Legal fees over due to contract & policy reviews

FEBRUARY 2025 BALANCE SHEET

Balance Sheet Report
Sutton Fields Homeowners Association, Inc.
As of February 28, 2025

	<u>Balance Feb 28, 2025</u>	<u>Balance Jan 31, 2025</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	860,606.47	813,675.80	46,930.67
1012 - Premium MM RSV-Cit Bank	1,041,428.71	1,040,853.72	574.99
1013 - CIT BANK-Community Enhancement RSV	198,490.48	197,450.30	1,040.18
1020 - Chambers Money Market	259,207.33	258,711.17	496.16
1100 - Money Market - Texas Bank Prosper	54,389.31	54,291.43	97.88
Total Assets	2,414,122.30	2,364,982.42	49,139.88
Receivables			
1400 - Accounts Receivable	304,146.84	419,488.12	(115,341.28)
Total Receivables	304,146.84	419,488.12	(115,341.28)
Total Assets	2,718,269.14	2,784,470.54	(66,201.40)
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	24,875.67	33,343.42	(8,467.75)
2050 - Prepaid Assessments	22,200.27	22,355.31	(155.04)
2300 - Future Amenity Center	425,850.00	425,850.00	0.00
2400 - First Citizen Credit Cardxxx2628	(6,637.46)	(6,637.46)	0.00
Total Liabilities	466,288.48	474,911.27	(8,622.79)
Total Liabilities	466,288.48	474,911.27	(8,622.79)

FEBRUARY 2025 BALANCE SHEET

Balance Sheet Report Sutton Fields Homeowners Association, Inc.

As of February 28, 2025

	<u>Balance Feb 28, 2025</u>	<u>Balance Jan 31, 2025</u>	<u>Change</u>
<u>Owners' Equity</u>			
Equity			
3900 - Retained Earnings	1,130,626.00	1,130,626.00	0.00
Total Equity	<u>1,130,626.00</u>	<u>1,130,626.00</u>	<u>0.00</u>
Total Owners' Equity	<u>1,130,626.00</u>	<u>1,130,626.00</u>	<u>0.00</u>
Net Income / (Loss)	<u>1,121,354.66</u>	<u>1,178,933.27</u>	<u>(57,578.61)</u>
Total Liabilities and Equity	<u><u>2,718,269.14</u></u>	<u><u>2,784,470.54</u></u>	<u><u>(66,201.40)</u></u>

FEBRUARY 2025 INCOME STATEMENT

Income Statement Report
Sutton Fields Homeowners Association, Inc.
Consolidated
 February 01, 2025 thru February 28, 2025

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Income								
4100 - Assessments	466.59	0.00	466.59	1,243,131.43	1,287,928.54	(44,797.11)	1,287,928.54	44,797.11
4103 - Community Enhancement Fee	1,000.00	5,515.12	(4,515.12)	4,436.25	9,502.67	(5,066.42)	101,897.61	97,461.36
4200 - Late/NSF Fee	5,125.00	1,250.00	3,875.00	10,925.00	2,500.00	8,425.00	15,000.00	4,075.00
4250 - Collection Fee Charge	3,075.00	1,416.67	1,658.33	6,840.00	2,833.34	4,006.66	17,000.00	10,160.00
4350 - Violation charge	625.00	208.33	416.67	825.00	416.66	408.34	2,500.00	1,675.00
4410 - Demand Letter Income	0.00	375.00	(375.00)	25.00	750.00	(725.00)	4,500.00	4,475.00
4500 - Interest Income	1,240.53	1,250.00	(9.47)	2,605.08	2,500.00	105.08	15,000.00	12,394.92
4801 - Acquisition Assessment/Working CAP	4,500.00	7,500.00	(3,000.00)	10,500.00	15,000.00	(4,500.00)	90,000.00	79,500.00
4811 - Self Help Facilitation	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00
4831 - Pool Key Revenue	25.00	10.10	14.90	50.00	20.20	29.80	1,000.00	950.00
4901 - Collection Facilitation	175.00	0.00	175.00	665.00	0.00	665.00	0.00	(665.00)
4903 - Rental Application Fee	0.00	7,500.00	(7,500.00)	0.00	15,000.00	(15,000.00)	90,000.00	90,000.00
4904 - Mustang SUD Grant	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total Income	16,232.12	25,025.22	(8,793.10)	1,280,002.76	1,336,451.41	(56,448.65)	1,664,826.15	384,823.39
Total Income	16,232.12	25,025.22	(8,793.10)	1,280,002.76	1,336,451.41	(56,448.65)	1,664,826.15	384,823.39
Expense								
General & Administrative								
5100 - Administrative Expenses	100.00	324.99	(224.99)	1,760.00	649.98	1,110.02	3,899.91	2,139.91
5101 - Postage	1,749.05	2,885.17	(1,136.12)	3,476.24	6,513.95	(3,037.71)	27,998.48	24,522.24
5104 - Printing & Reproduction	87.35	209.00	(121.65)	259.15	417.00	(157.85)	2,500.00	2,240.85
5105 - Website Expense	75.00	116.00	(41.00)	150.00	233.00	(83.00)	1,400.00	1,250.00
5106 - Social Committee	75.00	3,333.33	(3,258.33)	75.00	6,666.66	(6,591.66)	40,000.00	39,925.00
5107 - Landscape Committee	0.00	416.67	(416.67)	0.00	833.34	(833.34)	5,450.00	5,450.00
5108 - Welcome Committee	0.00	416.67	(416.67)	0.00	833.34	(833.34)	5,000.00	5,000.00
5109 - Licenses, Permits, & Fees	405.94	36.00	369.94	405.94	71.00	334.94	425.00	19.06
5110 - Professional Management	11,175.00	9,150.00	2,025.00	22,220.00	18,300.00	3,920.00	109,800.00	87,580.00
5120 - Collection Facilitation Billed back	3,250.00	2,035.00	1,215.00	7,455.00	4,070.00	3,385.00	24,420.00	16,965.00
5121 - Property Inspections	1,711.12	2,191.67	(480.55)	2,916.69	4,383.34	(1,466.65)	26,300.00	23,383.31

FEBRUARY 2025 INCOME STATEMENT

Income Statement Report
Sutton Fields Homeowners Association, Inc.
Consolidated
 February 01, 2025 thru February 28, 2025

Expense	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
General & Administrative								
5124 - Meeting Expenses (General)	0.00	20.83	(20.83)	0.00	41.66	(41.66)	250.00	250.00
5170 - Bank Fees	10.00	9.00	1.00	40.00	17.00	23.00	100.00	60.00
5176 - Legal Fees	1,007.00	266.67	740.33	3,601.90	533.34	3,068.56	3,200.00	(401.90)
5180 - Audit & Accounting	0.00	4,000.00	(4,000.00)	0.00	4,000.00	(4,000.00)	4,000.00	4,000.00
5181 - Tax Preparation	0.00	0.00	0.00	265.00	0.00	265.00	485.00	220.00
5193 - Storage Shed	283.00	283.00	0.00	566.00	566.00	0.00	3,396.00	2,830.00
Total General & Administrative	19,928.46	25,694.00	(5,765.54)	43,190.92	48,129.61	(4,938.69)	258,624.39	215,433.47
Insurance								
5310 - General Liability	0.00	0.00	0.00	0.00	0.00	0.00	27,500.00	27,500.00
5320 - Directors & Officers Liability	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00	5,500.00
Total Insurance	0.00	0.00	0.00	0.00	0.00	0.00	33,000.00	33,000.00
Utilities								
6000 - Telephone/Internet	112.19	225.00	(112.81)	89.32	450.00	(360.68)	2,700.00	2,610.68
6010 - Electric	2,658.42	3,540.18	(881.76)	6,386.07	7,080.36	(694.29)	42,482.15	36,096.08
6020 - Water/Sewer	2,149.70	14,700.00	(12,550.30)	4,556.63	29,400.00	(24,843.37)	176,400.00	171,843.37
Total Utilities	4,920.31	18,465.18	(13,544.87)	11,032.02	36,930.36	(25,898.34)	221,582.15	210,550.13
Infrastructure & Maintenance								
5192 - Signs	0.00	137.67	(137.67)	0.00	275.34	(275.34)	1,652.02	1,652.02
6100 - Oversight Reimbursable Charges	1,238.23	583.34	654.89	1,238.23	1,166.67	71.56	7,000.00	5,761.77
6250 - Pest Control	0.00	100.00	(100.00)	0.00	200.00	(200.00)	1,200.00	1,200.00
6260 - Electrical Repairs & Maintenance	0.00	209.00	(209.00)	0.00	417.00	(417.00)	2,500.00	2,500.00
6261 - Grounds Porter	1,840.25	1,850.00	(9.75)	3,680.50	3,700.00	(19.50)	22,200.00	18,519.50
6264 - Holiday Decoration	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00
6270 - Gate Repairs	0.00	416.67	(416.67)	0.00	833.34	(833.34)	5,000.00	5,000.00
6280 - Wall & Fence Repairs	0.00	500.00	(500.00)	0.00	1,000.00	(1,000.00)	6,000.00	6,000.00
6290 - Common Area Maint/Cleaning	0.00	1,666.67	(1,666.67)	5,168.94	3,333.34	1,835.60	20,000.00	14,831.06

FEBRUARY 2025 INCOME STATEMENT

Income Statement Report
Sutton Fields Homeowners Association, Inc.
Consolidated
 February 01, 2025 thru February 28, 2025

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Infrastructure & Maintenance								
6291 - Play Ground	0.00	416.66	(416.66)	297.69	833.33	(535.64)	5,000.00	4,702.31
6297 - Trash Cans	0.00	4,385.00	(4,385.00)	0.00	4,385.00	(4,385.00)	4,385.00	4,385.00
6298 - Sand Volleyball Court	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00
6299 - Demonstration Gardens-Phase 1	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
6346 - Pet Waste Porter	1,690.81	1,512.20	178.61	3,203.01	3,024.40	178.61	18,146.40	14,943.39
6600 - Neighborhood/Pool Security Officer	0.00	0.00	0.00	0.00	0.00	0.00	22,177.35	22,177.35
Total Infrastructure & Maintenance	4,769.29	11,777.21	(7,007.92)	13,588.37	19,168.42	(5,580.05)	270,260.77	256,672.40
Pool								
6300 - Pool Maintenance - Monthly Contract	734.50	734.50	0.00	1,469.00	1,469.00	0.00	12,960.35	11,491.35
6310 - Pool Key & Gate Access System	0.00	416.00	(416.00)	0.00	833.00	(833.00)	5,000.00	5,000.00
6311 - RFID/Amenity Wrist Bands	0.00	0.00	0.00	0.00	1,500.00	(1,500.00)	1,500.00	1,500.00
6320 - Pool General Maintenance & Repairs	0.00	2,750.00	(2,750.00)	0.00	5,500.00	(5,500.00)	33,000.00	33,000.00
6330 - Pool Equip & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	20,119.29	20,119.29
6340 - Pool/Cabana Repairs	0.00	416.00	(416.00)	0.00	833.00	(833.00)	5,000.00	5,000.00
6341 - Pool Toy Repair	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
6345 - Porter Service/Janitorial	0.00	645.83	(645.83)	0.00	1,291.66	(1,291.66)	7,750.00	7,750.00
6350 - Pool Furniture & Fixtures	0.00	334.00	(334.00)	0.00	667.00	(667.00)	4,000.00	4,000.00
6360 - Pool Monitoring Service	8,117.20	0.00	8,117.20	18,263.70	0.00	18,263.70	0.00	(18,263.70)
6361 - Pool Misc Expenses/Enhancements	0.00	2,083.33	(2,083.33)	0.00	4,166.66	(4,166.66)	25,000.00	25,000.00
Total Pool	8,851.70	7,379.66	1,472.04	19,732.70	16,260.32	3,472.38	119,329.64	99,596.94
Landscaping								
6400 - Landscaping	28,142.90	29,561.35	(1,418.45)	56,285.80	59,122.70	(2,836.90)	355,998.58	299,712.78
6403 - Lot/Fence Self Help	125.00	541.67	(416.67)	125.00	1,083.34	(958.34)	6,500.00	6,375.00
6410 - Landscape Improvements	0.00	10,273.70	(10,273.70)	0.00	20,547.40	(20,547.40)	123,284.38	123,284.38
Total Landscaping	28,267.90	40,376.72	(12,108.82)	56,410.80	80,753.44	(24,342.64)	485,782.96	429,372.16

FEBRUARY 2025 INCOME STATEMENT

Income Statement Report
Sutton Fields Homeowners Association, Inc.
Consolidated
 February 01, 2025 thru February 28, 2025

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Irrigation Maintenance								
6500 - Irrigation	3,915.83	0.00	3,915.83	8,351.52	0.00	8,351.52	55,507.29	47,155.77
6504 - Lake/Pond Maintenance (Non-Contract	357.24	834.00	(476.76)	741.77	1,667.00	(925.23)	10,000.00	9,258.23
6505 - Lake / Pond Maintenance	2,800.00	3,071.49	(271.49)	5,600.00	6,142.99	(542.99)	33,600.00	28,000.00
6509 - Irrigation Pump Install & Repair	0.00	416.00	(416.00)	0.00	833.00	(833.00)	4,999.92	4,999.92
6510 - Fountain Maintenance/Repairs	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Total Irrigation Maintenance	7,073.07	4,321.49	2,751.58	14,693.29	8,642.99	6,050.30	124,107.21	109,413.92
Reserves								
6001 - Reserve Contributions	0.00	0.00	0.00	0.00	0.00	0.00	66,889.60	66,889.60
6002 - Contingency Reserves	0.00	0.00	0.00	0.00	0.00	0.00	85,249.43	85,249.43
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	152,139.03	152,139.03
Total Expense	73,810.73	108,014.26	(34,203.53)	158,648.10	209,885.14	(51,237.04)	1,664,826.15	1,506,178.05
Net Income / (Loss)	(57,578.61)	(82,989.04)	25,410.43	1,121,354.66	1,126,566.27	(5,211.61)	0.00	(1,121,354.66)

2025 YTD FINANCIAL SUMMARY



2025 YTD (Feb 28):



Total Assets: \$2,718,269.14



Income: \$1,280,002.76 (Under Budget by \$56,448.65)



Expenses: \$158,648.10 (Under Budget by \$51,237.04)



Net Gain YTD: \$1,121,354.66



Key Notes: Early year, many large expense categories still pending
Slight delay in fee collection and revenue timing

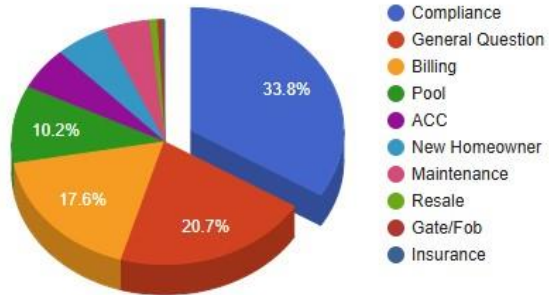
WEB SUBMISSION REPORTS

Sutton Fields Community Charts

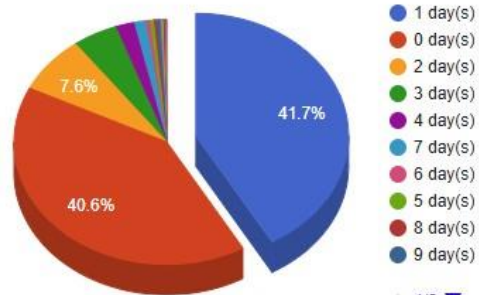
Conversation Started: 01/01/24 to 12/31/24

Total Number of Submissions for Date Range: 715

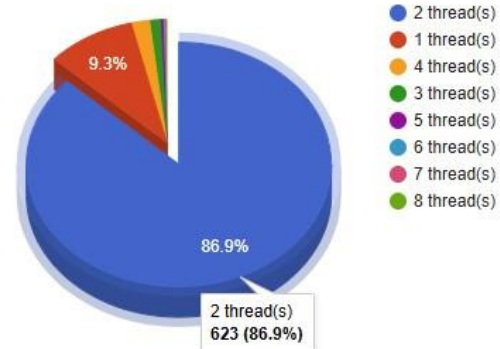
Submissions by Category



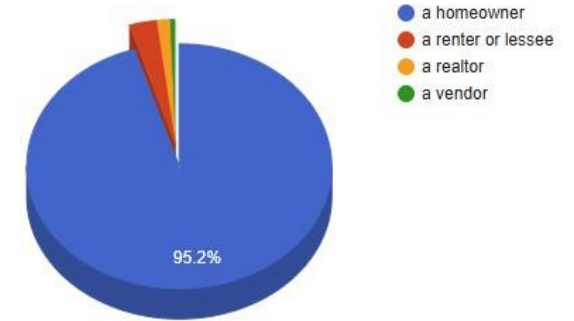
Statistics by Age



Statistics by Conversation Thread



Statistics by Submission Group



Category Data

Selection	Count
Compliance	242
General Question	148
Billing	126
Pool	73
ACC	40
New Homeowner	39
Maintenance	35
Resale	6
Gate/Fob	4
Insurance	2

Age Data

Aged	Count
0 day(s)	2030
1 day(s)	2086
12 day(s)	7
13 day(s)	7
16 day(s)	7
160 day(s)	7
2 day(s)	378
202 day(s)	7
29 day(s)	7
3 day(s)	238
4 day(s)	98
5 day(s)	21
6 day(s)	21
7 day(s)	63
8 day(s)	14
9 day(s)	14

Conversation Thread

Threads	Count
1 thread(s)	67
2 thread(s)	623
3 thread(s)	8
4 thread(s)	14
5 thread(s)	2
6 thread(s)	1
7 thread(s)	1
8 thread(s)	1

Submission Group

Entity	Count
a homeowner	681
a renter or lessee	20
a realtor	10
a vendor	4

COMPLIANCE/ACC

Covenants Count Report
Sutton Fields Homeowners Association, Inc.
Mon Jan 01, 2024 thru Tue Dec 31, 2024

Violation Types	Count
ACC Denial	1
Home Office	1
Nuisance	2
Pet(s)	3
Fence - General	4
Leasing Restrictions Violation	6
Non-Compliance of ACC Denial	7
Inoperable Vehicle	13
Unsightly and/or in Disrepair	16
Improper Signage	18
Exterior Maintenance	27
Parking	27
Holiday Decor Removal	47
Improper Storage	162
No ACC Application	244
Landscape	532
Trash and/or Recycle Bins	602
Lawn Maintenance	693
	2405

- Inspections Conducted Twice Monthly
- Three (3) Notices are Sent Prior to Fine(s) Being Assessed
 - 1st Courtesy Notice
 - 2nd Notice of Violation
 - 3rd Final Notice / Fine Warning (PC209)
 - 1st Fine Notice
 - Homeowner will Continue to be Fined Until Cured
- State Standard and per the 1st, 2nd, and 3rd Notices
 - 10 Days to Cure
 - If Violation of Same or Similar Nature is Observed Within 180 Day Period, Enforcements will Escalate to the Next Notice as Indicated Above

Total:

2405

COMMUNITY UPDATES

Old Business

- Two 7-Bike/5- Loop Bike Rack Installed at Main Entrance of Pool
- Little Tikes Commercial Swing Set Installed
- 2- 6' Benches Installed
- 20 Additional Trashcans added throughout Property
- Implementation of Leasing Application and Tenant Information Form in December
- Section 2.5 (e) Trash Container Placement Amended in CC&Rs
- Increased frequency of Lake Management Services
- Community Monthly Newsletter
- Yard of the Month
- Pool gates, Wrought Iron fences, Pavilion and other Exterior Areas will be Repainted
- Repairs to be made to Wood Fencing and Concrete Pads at Pool
- Tree Replacements along Bothwell and bed enhancements
- Repairs to Metal Signage and Decorative Elements
- Pool Season is Around the Corner- Get Your Keys Now!

New Business:

- Spring Event April 12th
- Demonstration Garden Volunteers Needed
- Sand Volleyball Court- In Progress!
- Flock Safety Cameras- Coming Soon!

DEVELOPER UPDATES

Tue Apr 08, 2025 08:09 am
Report: dwr_cs_unit_type_listing

User: Xandrea
Xandrea Rhodes

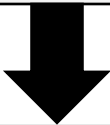
Unit Type Listing Sutton Fields Homeowners Association, Inc.

Unit Type	Max. Units	Curr. Units	Sq. Foot	Percent Interest	Late Fee	Occupied Flag
01 -- Single Family Home	3128	2052			0.00	Occupied
BLDR -- Builder		253			0.00	Occupied
COMMON -- Common Area Unit	1	1		0.00000000%	0.00	Unoccupied
DEV -- Developer		0			0.00	Occupied
FTH -- First Texas Homes		0			0.00	Occupied
LILY -- Sutton Fields Lily Creek	314	0			0.00	Unoccupied
ORIG -- Orig Sutton Fields Dev	2354	0			0.00	Unoccupied

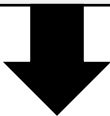
Declarant
Purchases all the land in the community



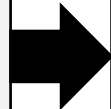
Developer
Declarant hires a developer to create the lots and develop the land



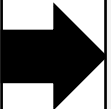
Builder (s)
Declarant sells the lots to builders



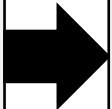
Homeowner(s)
Builders sell the lots to the homeowners



Essex
Hired by the Declarant to manage the day-to-day operations of the community



Advisory Committee
Homeowners create a committee to be a voice for the homeowners



Homeowner Board
Texas State Property Code Requires that at 75%, 1/3 of the Board must consist of homeowners elected by the Members. When 100% of declarant lots are sold, a full homeowner board is transitioned into place and will make the decisions for the community.

HOMEOWNERS ASSOCIATION

A Homeowners Association (HOA) is an organization with a subdivision (planned community) that makes and enforces rules for the properties within its jurisdiction. The purpose of a Homeowners Association is to provide a common basis for preserving, maintaining and enhancing the homes and properties within the community. The purchase of the property within a HOA automatically makes the homeowner a member and assessments/dues are required. Some Associations can be very restrictive about what members can do with their Lot.

BENEFITS OF AN HOA

HOA members generally aim to maintain a standard of appearance for the property and the HOA provides the regulations and guidelines for the community.

COST OF AN HOA

HOAs collect assessments (otherwise referred to as dues and/or Association fees) to pay for the upkeep of common area(s) such as perimeter walls, pools, landscaping and irrigation, ponds, fountains, and electric as well as repairs to monuments, common area pergolas, other signage, etc.

HOAs are subject to state statutes that govern non-profit corporation and homeowner associations.

CANDIDATE FORMS – EACH CANDIDATE ALLOWED 2-3 MINUTES TO SPEAK

Brandon Brown

Kurt Born

Saidaiah Belli

Vinod Pingali

Sandeep Chetia

Candidate Form



Board of Directors Candidacy Form

If you would like to run for a seat on the Board of Directors for Sutton Fields HOA please complete and return this Candidacy Form by or before the deadline. There will be no write-in candidates or floor nominations allowed, therefore, to ensure your name is placed on the ballot, **we must receive this form by or before Monday, March 3rd, 2025 at 5:00PM.**

Nominee's Name: Brandon Brown

Address: 4528 Westminster

Email Address: brandnbrown@gmail.com Alternate Email Address: _____

Phone Number: (314) 602-5149 Alternate Phone Number: _____

Nominee // eSigned by: Brandon Brown Date: 2/21/2025 4:45:52 PM
// signed as 2025-02-21 17:20:40 PM

// stamped as 8e2d1ce3-0f6b-4360-9ba9-2ce781ac5c43

Candidacy Statement

Please tell us about yourself, as well as your vision and goals for Sutton Fields HOA.

Why would you like to serve on the Board of Directors?

I would like to continue serving on the Board of Directors because I am deeply committed to the growth, maintenance, and overall well-being of our Sutton Fields community. Over the past term, I have worked diligently to enhance our neighborhood's amenities, advocate for the residents to the district and the City of Celina, and implement initiatives that foster both safety and community engagement. My goal is to continue building on these accomplishments by advocating for improvements that directly impact homeowners, ensuring that our neighborhood remains a place where families can thrive.

I believe that strong leadership and active involvement are key to maintaining a vibrant and well-managed community. By serving on the board, I can continue to provide a voice for residents, drive positive change, and work collaboratively to address both current needs and long-term goals. My focus will remain on transparency, responsible financial stewardship, and the continuous enhancement of our shared spaces and amenities.

With your support, I look forward to continuing my work to make Sutton Fields a better place for all of us.

Please list previous board position and/ or experience:

Current Board Member/Secretary, Sutton Fields HOA.

Accomplishments During My Term:

Improved Waste Management Led the transition to a new Partner services vendor and oversee the installation of 11 additional trash can enclosures throughout the community.

Enhanced Recreational Spaces Refurbished the sports court, converting the former tennis court into a shared pickleball and basketball court.

Increased Open Space Usability Led a landscaping project to make community green spaces safer and more accessible for residents.

Added Security for the Pool Implemented a security presence to ensure a safer and more enjoyable environment for residents and their guests.

Issues you feel need to be addressed by the Board of Directors in your community:

1. Continued Enhancement of Community Amenities

Expand recreational areas, including additional green spaces and improvements to existing facilities.

Maintain and enhance current amenities such as the park, playgrounds, and sports courts to meet the growing needs of residents.

2. Strengthening HOA Communication & Resident Engagement

Improve transparency in board decisions and improve communication channels between the HOA and homeowners.

Create more opportunities for resident feedback and engagement in key community decisions.

Establish regular town hall meetings or forums to keep residents informed and involved.

3. Community Safety & Traffic Concerns

Address ongoing traffic and pedestrian safety issues, including potential speed control measures in high-traffic areas.

Any prior commitments that may prevent you from actively serving on the Board of Directors?

Please circle **NO**

By submitting this form, I acknowledge that I accept the responsibilities as described in Sutton Fields HOA Bylaws. I am aware the information provided in this candidate form will be published in the Annual Election Meeting Notice Packet. I am also aware that if elected, I agree to provide a copy of my driver's license to Essex Association Management, on behalf of the Corporate Transparency Act (noted on the next page).

Candidate Form



SUTTON FIELDS
HOMEOWNERS ASSOCIATION

Board of Directors Candidacy Form

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Nominee's Name: Kurt Born

Address: 6030 Pensby Drive

Email Address: ratfart16@gmail.com Alternate Email Address: kurtborn1954@att.net

Phone Number: (530) 515-1588 Alternate Phone Number: _____

Nominee // eSigned by: Kurt Born Date: 2/13/2025 6:28:00 PM
// Signed: 2/13/2025 9:36:37 PM

// stamped as 802081ed-c0a3-495b-835c-e090353d2497

Candidacy Statement

Please tell us about yourself, as well as your vision and goals for Sutton Fields HOA.

Why would you like to serve on the Board of Directors?

I would like to serve on the Board of Directors to contribute my experience in public service and community management to help improve communication, transparency, and resident engagement in Sutton Fields.

With 30 years of experience in public service managing a Community Services District in Northern California, I have worked extensively with budgets, infrastructure projects, and community outreach. Over the past eight months, I have also served on the HOA advisory committee to gain firsthand knowledge of how our HOA operates and to better understand the concerns of our residents.

While I believe the current Board is aligned with the community's priorities, I see a significant need to improve communication between the HOA and homeowners. Many residents feel disconnected from the decision-making process, and I want to help bridge that gap by ensuring clear, consistent, and transparent updates. Additionally, I want to continue supporting key community projects to improve the quality of life in Sutton Fields.

By serving on the Board, I hope to bring my leadership experience and problem-solving skills to the table, working collaboratively with both the Board and residents to make our community an even better place to live.

Please list previous board position and/ or experience:

General Manager Community Services District, Northern California (20 years)

Oversee district operations, budgeting, and infrastructure projects.

Managed community engagement and public service initiatives.

Worked closely with elected board members to implement policies and improvements.

HOA Advisory Committee Member, Sutton Fields (8 months)

Worked alongside the current HOA Board to understand community needs and questions.

Assisted with community projects, including the demonstration garden and water conservation initiatives.

Engaged with residents to gather feedback and improve HOA communication.

Issues you feel need to be addressed by the Board of Directors in your community:

I am excited for the opportunity to serve on the Board of Directors and help shape the future of our community. Over the past eight months, I have been actively involved as a member of the HOA advisory committee, working closely with the Board to understand our HOA's operations, challenges, and opportunities. With 30 years of experience in public service managing a Community Services District in Northern California, I have extensive experience in budgeting, infrastructure projects, and community engagement. I believe that I can bring a unique perspective to the Board and help address the following issues that I believe can benefit Sutton Fields:

Improved Communication & Transparency

Many residents feel disconnected from HOA decision-making. I believe the Board should provide clearer, more frequent updates on projects, financial matters, and community initiatives. Monitoring and expanding communication efforts, such as the HOA newsletter, email updates, and community meetings, will be a priority.

Our HOA relies heavily on volunteers, but participation has been low. I want to help develop strategies to encourage more involvement, such as structured volunteer opportunities and subcommittees that distribute responsibilities more effectively.

I am committed to seeing community projects, such as the volleyball court, demonstration garden and water conservation initiatives, move forward. These projects improve both the aesthetics and environmental sustainability of our neighborhood, and I want to ensure they are properly supported.

HOA funds must be managed wisely to maintain current amenities while also planning for future improvements. I will advocate for transparent financial decisions that balance necessary expenses with long-term sustainability.

Any prior commitments that may prevent you from actively serving on the Board of Directors?

Please circle **NO**

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SUTTON FIELDS
Homeowners Association

Board of Directors Candidacy Form

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Nominee's Name: Saidaiah Belli

Address: 5204 Tennyson Ave

Email Address: siddu.belli@gmail.com Alternate Email Address: Siddu.belli@live.com

Phone Number: (629) 261-6251 Alternate Phone Number: _____

// eSigned by: Saidaiah Belli
Nominee / Signed: 2/10/2025 3:57:15 PM Date: 2/10/2025 3:52:29 PM

// stamped as f369ae84-df98-42ce-a516-8d1f514e5bce

Candidacy Statement

Please tell us about yourself, as well as your vision and goals for Sutton Fields HOA.

Why would you like to serve on the Board of Directors?

I am deeply committed to fostering a vibrant, well-maintained community where residents take pride in their homes and neighborhood. Serving on the Board allows me to contribute directly to preserving and enhancing our quality of life, ensuring our community remains a welcoming and desirable place to live. My decision stems from a genuine passion for collaborative problem-solving and a desire to ensure that all voices are heard in shaping our shared environment.

With a background in financial management and community project coordination, I bring skills that align with the Board's responsibilities. I aim to apply my expertise in budgeting and strategic planning to promote fiscal responsibility, whether through optimizing reserve funds or prioritizing cost-effective improvements. Having volunteered on neighborhood committees, I understand the importance of balancing diverse perspectives while upholding HOA policies fairly and consistently.

I value transparency and proactive communication. If elected, I will prioritize listening to residents' concerns, fostering open dialogue, and ensuring decisions reflect collective priorities. San Francisco's unique challenges such as urban density and sustainability require forward-thinking solutions. I am eager to collaborate on initiatives that enhance infrastructure, promote eco-friendly practices, and preserve property values, all while respecting our community's character.

Ultimately, I view this role as an opportunity to serve with integrity, diligence, and a focus on long-term stewardship. I am excited to work alongside fellow Board members to address current needs and plan thoughtfully for the future, ensuring our neighborhood thrives for years to come.

Please list previous board position and/ or experience:

I was a HOA treasurer in India Hyderabad for my community Indus Vally

Issues you feel need to be addressed by the Board of Directors in your community:

Still observing. Especially cleanliness

Any prior commitments that may prevent you from actively serving on the Board of Directors?

Please circle **NO**

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Candidate Form



SUTTON FIELDS
Homeowners Association

Board of Directors Candidacy Form

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Nominee's Name: Vinod Pingali

Address: 4020 Fitzgerald Avenue

Email Address: vinod.pingali@gmail.com Alternate Email Address: _____

Phone Number: (469) 590-5767 Alternate Phone Number: _____

// eSigned by: Vinod Pingali
Nominee / Signed: 2/21/2025 3:30:07 PM Date: 2/21/2025 3:24:17 PM

// stamped as d7b4584a-0b4f-4f50-b3f4-7974b83fe5b1

Candidacy Statement

Please tell us about yourself, as well as your vision and goals for Sutton Fields HOA.

Why would you like to serve on the Board of Directors?

I am interested in serving on the HOA Board of Directors to contribute to the well-being and improvement of our community. I believe that a well-managed HOA plays a crucial role in maintaining property values, fostering a strong sense of community, and ensuring a safe, enjoyable living environment for all residents. With my leadership experience and commitment to community engagement, I want to help enhance communication between residents and the board, promote transparency in decision-making, and work towards practical solutions that address homeowners concerns. I am particularly passionate about maintaining and improving community amenities, ensuring responsible financial management, and fostering a welcoming and inclusive neighborhood. By serving on the board, I aim to bring a collaborative and proactive approach to addressing community needs, ensuring that our neighborhood remains a great place to live for current and future residents.

Please list previous board position and/ or experience:

I have not previously served on an HOA Board of Directors, but I have been actively involved in leadership, advisory, and volunteer roles that have equipped me with the skills necessary for this position. My experience includes mentoring, organizing community initiatives, and supporting programs focused on education, technology awareness, and community engagement. Through these experiences, I have developed strong collaboration, problem-solving, and decision-making skills that I believe would be valuable in contributing to the HOA Board and serving the best interests of our community.

Issues you feel need to be addressed by the Board of Directors in your community:

As a member of the community, I believe the HOA Board of Directors should address several key issues to enhance the quality of life for residents:
Community Engagement & Communication: Improving transparency and communication between the board and residents to ensure everyone is informed and has a voice in community decisions.
Property Maintenance & Aesthetic Standards: Ensuring that common areas, landscaping, and shared amenities are well-maintained to preserve property values and enhance the neighborhood's appeal.
Safety & Security: Exploring ways to improve neighborhood security, such as better lighting, speed control measures, and community awareness programs.
Fiscal Responsibility & Budget Transparency: Maintaining financial accountability by managing HOA funds efficiently, prioritizing necessary improvements, and keeping residents informed about budget allocations.
Amenities & Infrastructure Improvements: Assessing community needs and making strategic upgrades to facilities, parks, and recreational areas to enhance the overall living experience.
Enforcement of HOA Guidelines: Ensuring that community rules are applied fairly and consistently while fostering a positive and cooperative environment for all residents.
By addressing these issues, the HOA Board can create a well-maintained, safe, and vibrant community that meets the needs of all homeowners. I am eager to contribute my leadership skills and community-focused mindset to help achieve these goals.

Any prior commitments that may prevent you from actively serving on the Board of Directors?

Please circle **NO**

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Candidate Form



SUTTON FIELDS
Homeowners Association

Board of Directors Candidacy Form

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Nominee's Name: Sandeep Chetla

Address: 4311 Milton Pl

Email Address: sandeepchetla37@gmail.com Alternate Email Address: _____

Phone Number: (618) 303-5043 Alternate Phone Number: _____

// eSigned by: sandeep chetla
Nominee's Signature: 2/17/2025 3:50:49 PM Date: 2/17/2025 3:49:25 PM

// stamped as d9b6ccb8-94a7-470b-9b50-2f2312f25306

Candidacy Statement

Please tell us about yourself, as well as your vision and goals for Sutton Fields HOA.

Why would you like to serve on the Board of Directors?

no

Please list previous board position and/ or experience:

no

Issues you feel need to be addressed by the Board of Directors in your community:

no

Any prior commitments that may prevent you from actively serving on the Board of Directors?

Please circle **NO**

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Candidate Form

ELECTION RESULTS

CONGRATULATIONS to your newly Elected
Board Members:

Brandon Brown

2- Year Term

Vinod Pingali

2- Year Term

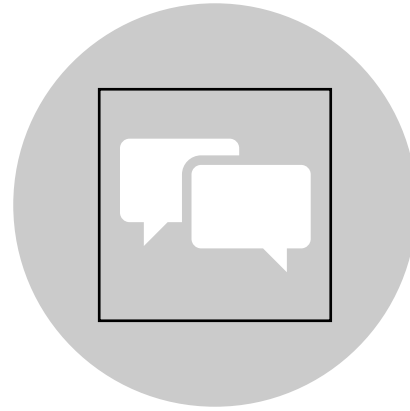
MEETING ADJOURNMENT & Q&A TRANSITION



Q&A -2 MINUTES PER PERSON



DUE TO TIME CONSTRAINTS, ONLY WRITTEN QUESTIONS RELATED TO AGENDA ITEMS WILL BE ACCEPTED. PLEASE USE THE CHAT FEATURE TO SUBMIT YOUR QUESTION.



QUESTIONS NOT ADDRESSED DURING THE MEETING WILL RECEIVE A FOLLOW-UP RESPONSE. PLEASE SUBMIT AN INQUIRY VIA THE [SUTTON FIELDS CONTACT US](#) TAB THROUGH YOUR ASSOCIATIONS WEBSITE AND AN ESSEX REPRESENTATIVE WILL RESPOND PROMPTLY.

