



Virtual Board of Directors Meeting

Wednesday, June 26, 2024,

3:00p.m.

Microsoft Teams

Meeting ID: 227 056 482 644

Passcode: EiXVgW

Dial in by phone

[+1 323-433-2148](tel:+13234332148), [577209270#](tel:+13234332148577209270) United States, Los Angeles

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Phone conference ID: 577 209 270#



Meeting Conduct



Meeting will be conducted in an orderly manner



Only one person should speak at a time



No interruptions please.
Please save all questions for the Q&A session



For Questions that are not addressed in this meeting, please submit a web submission located under the Contact Us tab of the HOA website.



Let's make this a productive meeting. Thank you for attending!

Agenda



- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
 - Brock Babb, President
 - Dustin Warren, Vice President
 - Ronald Corcoran, Secretary
 - Brandon Brown, Assistant Secretary
 - Vacant
- Introduction of Essex Association Management, L.P. Representatives
 - Cinnamon Anderson, Sr. Association Manager
 - Kennedy Middlebrooks, Assistant Association Manager
- Acknowledge Resignation of Radhika Vedula from the Board of Directors
- Special Appointment of Cameron Smith to the Office of Assistant Secretary to the Board of Directors *Temporary appointment until official appointment to the Board may be performed in a Special Meeting of the Board of Directors*.
- Financial Review
 - May 2024 Balance Sheet & Income Statement Summary
 - Approve Amended 2024 Budget – Increasing Social/Homeowner Functions from \$35K to \$65K
- Adoption of Swimming Pool Rules & Guidelines Policy
- Approve Security proposal for pool
 - Enforce new guidelines set forth in Pool Policy
- Community & Board Updates
 - Completed Projects
 - Projects in Progress
- Q&A Session – 2 minutes per person & only questions pertaining to the agenda
- Adjourn Open Meeting
- Executive Session
 - Delinquency Review
 - Ratify Fee Waivers
 - Acknowledgement of Fines and/or Self-Helps
 - Corporate Transparency Act (CTA)
- Adjourn Executive Session

Acknowledge Resignation of Radhika Vedula

Re: Radhika's Resignation from HOA board member




Radhika Vedula <radhika.vedula@outlook.com>

To Al Silva; Brown, Brandon N

Cc Cinnamon Anderson

[Reply](#) [Reply All](#) [Forward](#)  

Mon 6/17/2024 12:01 PM

 This sender radhika.vedula@outlook.com is from outside your organization.

From: Radhika Vedula <radhika.vedula@outlook.com>

Sent: Monday, June 17, 2024 7:58 AM

To: Al Silva <al@essexhoa.com>; Brown, Brandon N <Brandon.N.Brown@em.com>

Cc: Cinnamon Anderson <canderson@essexhoa.com>

Subject: Re: Radhika's Resignation from HOA board member

Adding Cinnamon

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From: Radhika Vedula

Sent: Monday, June 17, 2024 7:52:02 AM

To: Al Silva <al@essexhoa.com>; Brown, Brandon N <Brandon.N.Brown@em.com>

Subject: Radhika's Resignation from HOA board member

Hi Al & Brandon,

It was great working with you guys. Maybe in future our paths would meet somewhere again 😊

Please accept my resignation. I have personal commitments and not able to give time for this post.

Thanks,

Radz (Radhika)

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Special Appointment of Cameron Smith to the Office of Assistant Secretary to the Board of Directors
*Temporary appointment until official appointment to the Board may be performed in a Special Meeting of the Board of Directors”.

Section 7.4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine in their sole discretion. The Board shall create sufficient policies or guidelines by which any Officer will serve and conduct themselves through Special Appointment.

Review May 2024 Balance Sheet

Balance Sheet Report
Sutton Fields Homeowners Association, Inc.
 As of May 31, 2024

	<u>Balance May 31, 2024</u>	<u>Balance Apr 30, 2024</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	100,740.45	205,040.98	(104,300.53)
1012 - Premium MM RSV-Cit Bank	1,634,214.18	1,633,104.26	1,109.92
1013 - CIT BANK-Community Enhancement RSV	149,299.75	140,163.83	9,135.92
1020 - Chambers Money Market	253,716.00	253,019.51	696.49
1100 - Money Market - Texas Bank Prosper	53,304.71	53,169.23	135.48
Total Assets	<u>2,191,275.09</u>	<u>2,284,497.81</u>	<u>(93,222.72)</u>
Receivables			
1400 - Accounts Receivable	107,123.08	117,520.23	(10,397.15)
Total Receivables	<u>107,123.08</u>	<u>117,520.23</u>	<u>(10,397.15)</u>
Total Assets	<u>2,298,398.17</u>	<u>2,402,018.04</u>	<u>(103,619.87)</u>
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	41,127.20	67,582.96	(26,455.76)
2050 - Prepaid Assessments	33,412.75	30,735.44	2,677.31
2300 - Future Amenity Center	425,850.00	425,850.00	0.00
Total Liabilities	<u>500,389.95</u>	<u>524,168.40</u>	<u>(23,778.45)</u>
Total Liabilities	<u>500,389.95</u>	<u>524,168.40</u>	<u>(23,778.45)</u>

Review May 2024 Income Statement

Income Statement Report
Sutton Fields Homeowners Association, Inc.
Consolidated
 May 01, 2024 thru May 31, 2024

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Income								
4100 - Assessments	1,098.00	5,500.05	(4,402.05)	1,142,236.56	1,074,745.70	67,490.86	1,118,057.45	(24,179.11)
4103 - Community Enhancement Fee	9,095.00	0.00	9,095.00	34,828.79	0.00	34,828.79	0.00	(34,828.79)
4200 - Late/NSF Fee	1,500.00	416.00	1,084.00	15,150.00	2,083.00	13,067.00	5,000.00	(10,150.00)
4250 - Collection Fee Charge	915.00	250.00	665.00	9,335.00	1,250.00	8,085.00	3,000.00	(6,335.00)
4350 - Violation charge	50.00	166.00	(116.00)	200.00	833.00	(633.00)	2,000.00	1,800.00
4410 - Demand Letter Income	0.00	84.00	(84.00)	3,250.00	417.00	2,833.00	1,000.00	(2,250.00)
4500 - Interest Income	1,987.76	84.00	1,903.76	8,540.69	417.00	8,123.69	1,000.00	(7,540.69)
4801 - Acquisition Assessment/Working CAP	16,000.00	7,500.00	8,500.00	78,750.00	37,500.00	41,250.00	90,000.00	11,250.00
4811 - Self Help Facilitation	0.00	250.00	(250.00)	0.00	1,250.00	(1,250.00)	3,000.00	3,000.00
4831 - Pool Key Revenue	125.00	250.00	(125.00)	300.00	1,250.00	(950.00)	3,000.00	2,700.00
4901 - Collection Facilitation	0.00	0.00	0.00	1,295.00	0.00	1,295.00	0.00	(1,295.00)
Total Income	30,770.76	14,500.05	16,270.71	1,293,886.04	1,119,745.70	174,140.34	1,226,057.45	(67,828.59)
Total Income	30,770.76	14,500.05	16,270.71	1,293,886.04	1,119,745.70	174,140.34	1,226,057.45	(67,828.59)
Expense								
General & Administrative								
5100 - Administrative Expenses	100.00	100.00	0.00	2,060.00	500.00	1,560.00	1,200.00	(860.00)
5101 - Postage	1,833.30	2,334.00	(500.70)	5,954.19	11,667.00	(5,712.81)	27,999.96	22,045.77
5104 - Printing & Reproduction	205.95	209.00	(3.05)	1,180.80	1,042.00	138.80	2,500.00	1,319.20
5105 - Website Expense	0.00	50.00	(50.00)	150.00	650.00	(500.00)	1,400.00	1,250.00
5106 - Social Committee	7,230.23	8,750.00	(1,519.77)	34,773.02	17,500.00	17,273.02	35,000.00	226.98
5107 - Landscape Committee	0.00	1,284.00	(1,284.00)	0.00	6,417.00	(6,417.00)	15,400.00	15,400.00
5108 - Welcome Committee	0.00	416.00	(416.00)	0.00	2,083.00	(2,083.00)	5,000.00	5,000.00
5109 - Licenses, Permits, & Fees	0.00	35.00	(35.00)	554.29	177.00	377.29	425.00	(129.29)
5110 - Professional Management	10,495.00	9,150.00	1,345.00	51,525.00	45,750.00	5,775.00	109,800.00	58,275.00
5120 - Collection Facilitation Billed back	915.00	250.00	665.00	14,245.00	1,250.00	12,995.00	3,000.00	(11,245.00)
5121 - Property Inspections	976.31	166.00	810.31	3,716.73	833.00	2,883.73	2,000.00	(1,716.73)
5122 - Annual Meeting Expenses	0.00	500.00	(500.00)	0.00	500.00	(500.00)	500.00	500.00
5170 - Bank Fees	0.00	9.00	(9.00)	30.00	42.00	(12.00)	100.00	70.00

Review May 2024 Income Statement

Income Statement Report
Sutton Fields Homeowners Association, Inc.
Consolidated
 May 01, 2024 thru May 31, 2024

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
General & Administrative								
5176 - Legal Fees	0.00	100.00	(100.00)	35.46	500.00	(464.54)	1,200.00	1,164.54
5180 - Audit & Accounting	0.00	0.00	0.00	0.00	4,000.00	(4,000.00)	4,000.00	4,000.00
5181 - Tax Preparation	0.00	0.00	0.00	125.00	425.00	(300.00)	425.00	300.00
5193 - Storage Shed	215.00	250.00	(35.00)	1,075.00	1,250.00	(175.00)	3,000.00	1,925.00
Total General & Administrative	21,970.79	23,603.00	(1,632.21)	115,424.49	94,586.00	20,838.49	212,949.96	97,525.47
Insurance								
5310 - General Liability	0.00	0.00	0.00	0.00	0.00	0.00	22,776.81	22,776.81
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	28,276.81	28,276.81
Utilities								
6000 - Telephone/Internet	272.10	225.00	47.10	1,267.01	1,125.00	142.01	2,700.00	1,432.99
6010 - Electric	3,794.51	3,750.00	44.51	18,327.82	18,750.00	(422.18)	45,000.00	26,672.18
6020 - Water/Sewer	8,453.15	3,750.00	4,703.15	28,014.10	18,750.00	9,264.10	45,000.00	16,985.90
Total Utilities	12,519.76	7,725.00	4,794.76	47,608.93	38,625.00	8,983.93	92,700.00	45,091.07
Infrastructure & Maintenance								
5192 - Signs	0.00	500.00	(500.00)	935.61	2,500.00	(1,564.39)	4,000.00	3,064.39
6100 - Oversight Reimbursable Charges	1,241.12	0.00	1,241.12	3,025.12	0.00	3,025.12	0.00	(3,025.12)
6250 - Pest Control	0.00	100.00	(100.00)	0.00	500.00	(500.00)	1,200.00	1,200.00
6260 - Electrical Repairs & Maintenance	395.11	209.00	186.11	2,247.95	1,042.00	1,205.95	2,500.00	252.05
6261 - Grounds Porter	1,299.00	1,084.00	215.00	4,763.00	5,417.00	(654.00)	13,000.00	8,237.00
6264 - Holiday Decoration	0.00	0.00	0.00	1,200.00	0.00	1,200.00	32,000.00	30,800.00
6270 - Gate Repairs	0.00	416.00	(416.00)	385.00	2,083.00	(1,698.00)	5,000.00	4,615.00
6280 - Wall & Fence Repairs	0.00	500.00	(500.00)	0.00	2,500.00	(2,500.00)	6,000.00	6,000.00
6290 - Common Area Maint/Cleaning	6,023.85	1,666.00	4,357.85	26,088.63	8,333.00	17,755.63	20,000.00	(6,088.63)
6291 - Play Ground	0.00	416.00	(416.00)	476.28	2,083.00	(1,606.72)	5,000.00	4,523.72
6292 - Swing Set Project	0.00	0.00	0.00	0.00	15,000.00	(15,000.00)	15,000.00	15,000.00

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Consolidated
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	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Infrastructure & Maintenance								
6293 - Sports Court Project	0.00	0.00	0.00	79,914.05	80,000.00	(85.95)	80,000.00	85.95
6294 - Amenity Center Leveling Project	0.00	0.00	0.00	6,776.45	7,000.00	(223.55)	7,000.00	223.55
6295 - Benches for Lake	0.00	0.00	0.00	0.00	14,000.00	(14,000.00)	14,000.00	14,000.00
6296 - Bike Rack Project	0.00	0.00	0.00	0.00	16,000.00	(16,000.00)	16,000.00	16,000.00
6297 - Trash Cans	0.00	0.00	0.00	0.00	4,000.00	(4,000.00)	4,000.00	4,000.00
6346 - Pet Waste Porter	1,512.20	900.00	612.20	7,618.39	4,500.00	3,118.39	10,800.00	3,181.61
Total Infrastructure & Maintenance	10,471.28	5,791.00	4,680.28	133,430.48	164,958.00	(31,527.52)	235,500.00	102,069.52
Pool								
6300 - Pool Maintenance - Monthly Contract	4,481.55	3,200.00	1,281.55	22,407.75	16,000.00	6,407.75	38,400.00	15,992.25
6310 - Pool Key & Gate Access System	2,706.25	416.00	2,290.25	2,787.44	2,083.00	704.44	5,000.00	2,212.56
6320 - Pool General Maintenance & Repairs	0.00	834.00	(834.00)	1,348.69	4,167.00	(2,818.31)	10,000.00	8,651.31
6330 - Pool Equip & Supplies	0.00	1,214.00	(1,214.00)	0.00	3,643.00	(3,643.00)	8,500.00	8,500.00
6340 - Pool/Cabana Repairs	0.00	416.00	(416.00)	0.00	2,083.00	(2,083.00)	5,000.00	5,000.00
6341 - Pool Toy Repair	138.02	0.00	138.02	138.02	10,000.00	(9,861.98)	10,000.00	9,861.98
6345 - Porter Service/Janitorial	1,097.66	750.00	347.66	1,267.61	3,750.00	(2,482.39)	9,000.00	7,732.39
6350 - Pool Furniture & Fixtures	568.31	334.00	234.31	568.31	1,667.00	(1,098.69)	4,000.00	3,431.69
Total Pool	8,991.79	7,164.00	1,827.79	28,517.82	43,393.00	(14,875.18)	89,900.00	61,382.18
Landscaping								
6400 - Landscaping	28,142.90	30,000.00	(1,857.10)	140,714.50	146,000.00	(5,285.50)	356,000.00	215,285.50
6403 - Lot/Fence Self Help	975.00	250.00	725.00	1,225.00	1,250.00	(25.00)	3,000.00	1,775.00
6410 - Landscape Improvements	838.94	3,000.00	(2,161.06)	69,821.25	15,000.00	54,821.25	36,000.00	(33,821.25)
Total Landscaping	29,956.84	33,250.00	(3,293.16)	211,760.75	162,250.00	49,510.75	395,000.00	183,239.25
Irrigation Maintenance								
6500 - Irrigation	16,945.81	3,750.00	13,195.81	37,846.07	18,750.00	19,096.07	45,000.00	7,153.93
6504 - Lake/Pond Maintenance (Non-Contract)	8,255.91	834.00	7,421.91	11,843.11	4,167.00	7,676.11	10,000.00	(1,843.11)
6505 - Lake / Pond Maintenance	1,500.00	2,000.00	(500.00)	7,500.00	10,000.00	(2,500.00)	24,000.00	16,500.00

Review May 2024 Income Statement

Income Statement Report
Sutton Fields Homeowners Association, Inc.
Consolidated
 May 01, 2024 thru May 31, 2024

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Irrigation Maintenance								
6509 - Irrigation Pump Install & Repair	0.00	416.66	(416.66)	0.00	2,083.30	(2,083.30)	4,999.92	4,999.92
6510 - Fountain Maintenance/Repairs	0.00	375.00	(375.00)	0.00	1,875.00	(1,875.00)	4,500.00	4,500.00
Total Irrigation Maintenance	26,701.72	7,375.66	19,326.06	57,189.18	36,875.30	20,313.88	88,499.92	31,310.74
Reserves								
6001 - Reserve Contributions	0.00	0.00	0.00	0.00	0.00	0.00	83,230.76	83,230.76
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	83,230.76	83,230.76
Total Expense	110,612.18	84,908.66	25,703.52	593,931.65	540,687.30	53,244.35	1,226,057.45	632,125.80
Net Income / (Loss)	(79,841.42)	(70,408.61)	(9,432.81)	699,954.39	579,058.40	120,895.99	0.00	(699,954.39)

Approve 2024 Amended Budget

- Increase GL5106 Social Committee line item from \$35,000 to \$65,000



**Budget Summary Report
Sutton Fields Homeowners Association, Inc.
2024 Approved Budget**

	<u>2024 Budget</u>
Income	
4100 - Assessments	1,118,057.45
4101 - Builder Assessments	0.00
4102 - Special Assessment	0.00
4103 - Community Enhancement Fee	0.00
4195 - Transfer Fees	0.00
4200 - Late/NSF Fee	5,000.00
4250 - Collection Fee Charge	3,000.00
4300 - Misc (Other) Income	0.00
4350 - Violation charge	2,000.00
4410 - Demand Letter Income	1,000.00
4500 - Interest Income	1,000.00
4801 - Acquisition Assessment/Working CAP	90,000.00
4811 - Self Help Facilitation	3,000.00
4831 - Pool Key Revenue	3,000.00
4901 - Collection Facilitation	0.00
Total Income	1,226,057.45
Total Sutton Fields Homeowners Association Income	1,226,057.45
General & Administrative	
5100 - Administrative Expenses	1,200.00
5101 - Postage	27,999.96
5104 - Printing & Reproduction	2,500.00
5105 - Website Expense	1,400.00
5106 - Social Committee	65,000.00
5107 - Landscape Committee	15,400.00
5108 - Welcome Committee	5,000.00
5109 - Licenses, Permits, & Fees	425.00
5110 - Professional Management	109,800.00
5120 - Collection Facilitation Billed back	3,000.00
5121 - Property Inspections	2,000.00
5122 - Annual Meeting Expenses	500.00
5170 - Bank Fees	100.00
5176 - Legal Fees	1,200.00
5177 - Legal Fees Billed Back	0.00
5180 - Audit & Accounting	4,000.00
5181 - Tax Preparation	425.00
5185 - Reserve Study	0.00
5193 - Storage Shed	3,000.00
5198 - Self Help Facilitation Expense	0.00
Total General & Administrative	242,949.96
Insurance	
5310 - General Liability	22,776.81
5320 - Directors & Officers Liability	5,500.00
Total Insurance	28,276.81
Utilities	
6000 - Telephone/Internet	2,700.00
6010 - Electric	45,000.00

**Budget Summary Report
Sutton Fields Homeowners Association, Inc.
2024 Approved Budget**

	<u>2024 Budget</u>
Utilities	
6020 - Water/Sewer	45,000.00
Total Utilities	92,700.00
Infrastructure & Maintenance	
5192 - Signs	4,000.00
6250 - Pest Control	1,200.00
6260 - Electrical Repairs & Maintenance	2,500.00
6261 - Grounds Porter	13,000.00
6264 - Holiday Decoration	32,000.00
6270 - Gate Repairs	5,000.00
6280 - Wall & Fence Repairs	6,000.00
6290 - Common Area Maint/Cleaning	20,000.00
6291 - Play Ground	5,000.00
6292 - Swing Set Project	15,000.00
6293 - Sports Court Project	80,000.00
6294 - Amenity Center Leveling Project	7,000.00
6295 - Benches for Lake	14,000.00
6296 - Bike Rack Project	16,000.00
6297 - Trash Cans	4,000.00
6346 - Pet Waste Porter	10,800.00
Total Infrastructure & Maintenance	235,500.00
Pool	
6300 - Pool Maintenance - Monthly Contract	38,400.00
6310 - Pool Key & Gate Access System	5,000.00
6320 - Pool General Maintenance & Repairs	10,000.00
6330 - Pool Equip & Supplies	8,500.00
6340 - Pool/Cabana Repairs	5,000.00
6341 - Pool Toy Repair	10,000.00
6345 - Porter Service/Janitorial	9,000.00
6350 - Pool Furniture & Fixtures	4,000.00
6360 - Pool Monitoring Service	0.00
Total Pool	89,900.00
Landscaping	
6400 - Landscaping	356,000.00
6403 - Lot/Fence Self Help	3,000.00
6410 - Landscape Improvements	36,000.00
Total Landscaping	395,000.00
Irrigation Maintenance	
6500 - Irrigation	45,000.00
6504 - Lake/Pond Maintenance (Non-Contractual)	10,000.00
6505 - Lake / Pond Maintenance	24,000.00
6509 - Irrigation Pump Install & Repair	4,999.92
6510 - Fountain Maintenance/Repairs	4,500.00
Total Irrigation Maintenance	88,499.92
Reserves	
6001 - Reserve Contributions	53,230.76

**Budget Summary Report
Sutton Fields Homeowners Association, Inc.
2024 Approved Budget**

	<u>2024 Budget</u>
Reserves	
6002 - Contingency Reserves	0.00
Total Reserves	53,230.76
Total Sutton Fields Homeowners Association Expense	1,226,057.45
Assets	
1020 - Chambers Money Market	0.00
Total Assets	0.00
Total Sutton Fields Homeowners Association Assets	0.00
Total Association Net Income / (Loss)	(0.00)

Adoption of Swimming Pool Rules & Guidelines Policy

-Owners will be required to sign-in and have an active working key card

-Maximum of 4 guests per household

-Pool reservations coming soon, please keep an eye out for the online reservation application



SUTTON FIELDS HOMEOWNERS ASSOCIATION, INC.

SWIMMING POOL POLICY, GUIDELINES, AND RULES

1. INTRODUCTION:

- a. The safety and enjoyment of the members of the community are of primary concern in the operation of our pool at Sutton Fields.
- b. **NO LIFEGUARD(S) WILL BE ON DUTY AND ALL SWIMMING IS AT THE MEMBERS OWN RISK.** The Association may but is not obligated to hire pool monitors to include a professional security or other service to post monitors or guards at the pool and patrol the pool throughout the swimming season. The primary task of such a vendor shall be to identify owners and their right of entry by requiring all Owners to check-in and show identification. This helps to prohibit unauthorized use by non-owners other than guests accompanied by an owner at the time of visit to the pool. Additionally, monitoring will help ensure the harmonious use of the pool and neighborly conduct of all owners and guests.

2. SCHEDULE & HOURS OF OPERATION:

- a. **SWIM SEASON:**
Typically pool will open in May of each swimming season and close in September or October. **Pool opening and closing dates are at the discretion of the Board.**
- b. The Association reserves the right to close the pool at any time for emergency or repair purposes. This includes, but is not limited to threat of bad weather, pool contamination, or mandatory rest breaks should the Board choose to implement and/or enforce this rule.
- c. Pool Hours: 9:00 a.m. to 10:00 p.m. daily.

3. ENTRY AND POOL USE:

- a. **PERSONS USING THE POOL DO SO AT THEIR OWN RISK.** The Association is not responsible for accidents, injuries or loss of personal property. The ultimate responsibility rests with the pool users who are homeowners, residents and/or occupants and their guests.



- e. As conditions change and the use of the pool increases, it may be necessary for the Board of Directors to make changes to the pool rules and/or procedures. The Board may enact these changes by way of Resolution.
- f. All users of the pool are responsible to ensure the gate is properly locked upon leaving the pool. If you notice anything not working properly, please notify the Association's Managing Agent as soon as possible. Owners may submit notifications online from the Association's website or call the main line at (972) 428-2030. **Emergencies, especially those involving injury or threat to the safety, health, or welfare of a person or property should dial 911. Non-emergency matters requiring assistance after hours, please call (888) 740-2233.**

4. GUESTS:

Members in good standing may bring up to **FOUR (4) GUESTS PER HOUSEHOLD AT ANY TIME.** The host member must accompany their guests at all times and is responsible for their guest's conduct. All individuals, including members and guests, must present valid ID and sign in with the security guard upon entering the pool area. Any action by a guest that inflicts damage, destruction, vandalism or other causes or harm or loss shall be the responsibility of the Owner and the Owner shall be held liable. All costs and fees incurred by the Association for repair, replacement or restoration of any structure, facility, or item shall be borne by the Owner and reimbursed to the Association. Any guest that causes harm or loss shall be barred from entry to the pool for the remainder of the pool season. Severe infractions may result in permanent barring from access to the pool.

5. POOL PARTIES:

- a. Only Association members in good standing may reserve the pool/pool facilities for parties. All reservations must be requested at least three (3) weeks in advance. Reservations may be requested from the Association's website.
- b. Members must make requests for pool party reservations by completing a Reservation-Lease Agreement. A cleaning and/or security deposit shall be required. Should the Association be required to perform any clean up or repairs after the party the Association shall utilize funds from the deposit for reimbursement. Should the deposit prove insufficient the Association will bill the Owner's account for the remainder due.



- b. The pool facilities were designed and built for the primary use and recreation of Sutton Fields residents and their guests. Use of the pool facilities for parties, which may include guests who are not residents of Sutton Fields, require reservations. Reservations are on a first come, first served basis. No reservations will be allowed during holidays or during peak season use. Parties held during pool hours will not be private or exclusive, ensuring that all residents retain the right to access and use of the pool and any pool facilities. Notwithstanding, Association sponsored or held events may be designated as private to residents only or exclusive, based on the nature of the event. These events will be planned and communicated in advance to ensure transparency and fair access. The Association will manage the scheduling and coordination of these events to minimize disruption and ensure compliance with pool rules and regulations.

Only Association members in good standing (i.e., have annual assessment fees paid, as required), their tenants, and their accompanied guests are permitted to use the pool and pool area. Association members who are in arrears of their assessment fees shall have their card key access suspended. Card key access will be reinstated when association member has become current in their assessment fees. Owners entering an approved payment plan can have their card key access reinstated after the first payment and any required fees are paid. An Owner must make payments on time each month for the card key to remain active. **A member in arrears cannot enter the pool as a guest.** Any paid member that allows a non-paid member access to the pool will be subject to having their pool privileges revoked for a period of not less than thirty (30) days for the first infraction. Additional infractions risk having pool privileges suspended for the remainder of the pool season.

- c. The Board reserves the right to charge a \$25.00 card key reactivation fee to an Owner's account to help cover the costs of charges and fees incurred by the Association for activation and reactivation of a card key.
- d. Card keys will be required anytime residents enter the pool area. Each household is given one card; a second card or replacement card if needed, may be purchased at a cost of \$25.00 (limit 2 card keys per household). Card keys to the pool may be requested online from the Association's website. Card keys will only be issued after confirmation that the owner is in good standing, i.e., dues are current, and after any fee, if applicable, is paid. The Association will mail Card Keys using a mail tracking system. The cost of postage for priority mailing if requested by the Owner shall be billed to the Owner's account along with purchase or replacement costs for new card keys or other fees as may be applicable.



- c. All pool rules and guidelines specified herein apply at all times including during all pool parties.
- d. No more than fifteen (15) guests shall be allowed at pool parties. A Member must make arrangements for a pool party whenever they have more than four (4) guests regardless of whether or not the guests are residents or non-residents. For parties primarily consisting of adults, the Association may require the Owner to hire a security guard. The Owner may opt to use the service provided by the Association and all costs associated with this service shall be paid direct to the service by the Owner.
- e. Parties may only be held during regular pool hours. Pool parties must end no later than 8:00 p.m. to allow for cleanup time. For any pool party, there will be a \$200.00 deposit, which will be refunded within 3-5 business days after the pool area has been checked. Each member must remove all trash from the pool area and clean up after their guests, including all restrooms and other areas inside and outside the pool. If the area is not cleaned or if there is any damage, the deposit will be used to take care of these items and if the deposit proves insufficient, all additional charges and fees shall be billed to the Owner's account for reimbursement to the Association.

6. POOL CONDUCT RULES:

The rules contained in this Policy are intended to supplement or expand upon the existing pool rules contained in **Exhibit A** attached. All rules and guidelines are enforceable under the Policy and the Pool Rules of the Association. Should a conflict arise regarding language or interpretation between the Policy and any Pool Rule or Guideline, the strictest standard shall prevail.

- a. The Sutton Fields Homeowners Association, Inc. has adopted a standard set of Pool Rules as shown on **Exhibit A** attached. Pool rules are subject to amendment from time to time by the Board of Directors. Pool rules shall be recorded as a dedicatory instrument per Texas State Property Code and posted at the pool.
- b. This is a NON-DIVING pool. No diving includes using tables, chairs, recliners, or any other object to jump in or do flips into the pool.
- c. Pool users must be properly attired in swimwear. No cut-off pants, jean shorts or boxers are permitted.



- d. Incontinent persons must wear commercially grade swimwear designed to prevent urine or feces leakage into the pool.
- e. Persons with communicable diseases, open cuts or sores are not allowed in the pool.
- f. A responsible adult 18 years or older must accompany minors and guests at all times.
- g. No spitting or spouting water, "dunking", running, scuffling, "horseplay" of any kind. No throwing balls or other objects in or near the pool which may hit or injure other members or guests.
- h. Only non-breakable drink containers are allowed in the pool area. **NO ALCOHOL AND NO SMOKING INSIDE THE POOL.**
- i. Glass, breakable items, and pets can be a health and safety hazard and are not allowed in the pool area. Authorized service animals, such as Seeing Eye dogs, are allowed. The Association complies with the American Disabilities Act (the "ADA") as to what qualifies an animal as a legitimate service animal.
- j. Use of skates, skateboards, roller blades, bikes, scooters, hover boards, and similar devices are prohibited in the pool area.
- k. To prevent/avoid chemical imbalance or filter problems with the water, please:
 1. Towel or shower off suntan lotion or oil before entering the pool. Oil gums up tiles and dilutes the chemicals.
 2. Loose hair clogs drains and filters. It is requested individuals with long hair braid their hair, use a ponytail, or swim cap to prevent clogged drains and filters.
- l. Vulgar and profane language and loud and offensive music is not allowed.
- m. Homeowners are responsible for maintaining the cleanliness of the swimming and recreation areas. Please dispose of trash in the containers provided.
- n. The Association is not responsible for accidents or for the loss of missing articles.

The Board of Directors, on a case by case basis will review infractions of the rules and a decision regarding enforcement will be made including possibly revoking pool privileges. The Association may exercise other enforcement options as may



be set forth in the Covenants, Conditions and Restrictions (the "CCRs") including fines for non-compliance with rules. The Board of Directors may form a Pool Facilities Committee or an AdHoc Committee to operate during the swim season to aid the Property Manager and Security Service in ensuring a safe, clean, and harmonious environment for all to enjoy as well as participating in any community events utilizing the pool as a focal point for the event or base of operations.

THE POOL POLICY AND RULES ARE SUBJECT TO CHANGE BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS.

This Swimming Pool Policy, Guidelines, and Rules was adopted during an Open Meeting of the Board held on the ___ day of _____, 2024, by at least a majority of the Board as confirmed by those signatures affixed below.

_____	_____
Brock Babb, President	Dustin Warren, Vice President
ABSTAIN	
_____	_____
Ronald J. Corcoran, Secretary	Brandon Brown, Assistant Secretary

Approve Security proposal for pool

-Enforce new guidelines set forth in Pool Policy

JOB ESTIMATE

UNITED FRONT SECURITY SERVICES, LLC.

Frisco Texas
(833) 433-3923
www.ufsecure.com

SUTTON FIELDS

Attn. Cinnamon Anderson
(940) 365-4664
canderson@essexhoa.com



Job Description
<p>United Front Security Services will provide SUTTON FIELDS with certified, licensed, insured, and bonded security professionals. Company is accredited by the Better Business Bureau with legal defense by Texas Law Shield and company insurance policy by DFW Insurance. All pool security professionals are licensed in Texas and hold current First Aid/CPR/AED certification.</p> <p>Pool security guards will be equipped with security tools, first aid kit, notebook, fire watch supplies, and two way radio or equivalent to ensure constant communications with our management team and local police.</p> <p>Patrol vehicles (Chevy Tahoe PPV) unmarked, will be equipped with jumper cables, gas can, fire extinguisher, AED, vehicle lockout tools, flares, roadside assistance kit, bio-hazard kit, and backup flashlight.</p> <p>United Front Security Services will post & patrol at the pool throughout the requested summer times. Duties will include residents signing in, presenting ID, and ensuring that they only bring in the appropriate number of non-resident guests. Post at entrance, walk pool property, assist residents as needed, lock/lock up, prevent security issues & safety hazards, vagrancy, and theft of property, and also have contact with management at all times while on property.</p>

Itemized Estimate	
Security Guard Service: HOA Pool Security - Sunday to Saturday (12p-10p)	
- 4514 Bothwell Blvd. Celina Texas 76227	
Total Monthly Estimated Job Cost	\$28.99/hr.

Services: Security will provide the duties described above and any other duties deemed necessary by management.

For every work shift our security officers write a Daily Activity Report (DAR). The DAR is a detailed account of your company's activities throughout their shift and duties which the security officers must execute every shift.

United Front Security Services officers are also ready with special forms, which supplement the DAR, and clearly bring to your attention any unusual activities; just to name a few:

Incident Reports, Suspect Info Sheets, Visitor Logs, Safety Inspections/Hazard Forms, Maintenance Reports.

This agreement is for completing the job as described above for pool security. The weekly invoice will show the hours worked with a \$28.99 hourly rate. This is based on our evaluation, summer weather, the current crime trends, and security costs. This one time rate will not include material price increases, retainers, equipment fees, holiday pay, or other additional costs for the client.



Tuesday June 4th, 2024
Owner/Company Representative
Larry Fitzgerald



Community & Board Updates

2024 Completed Projects:

- Sports Court: Removed damaged fencing, installed new fencing, and converted the old acrylic Tennis court to a rubberized court (10 yr. warranty/20-year lifespan), with half-court basketball and pickleball.
- Pool House Cabana: Repainted and rehabbed electric at the pool house counters.
- Marsh Cutting Project: The marsh was cut down and is currently under management to kill the remaining marsh and clean up the area.
- Green Space Leveling Project: Specifically at the center of the green space and under the bistro lights.
- Repairs to pool equipment fence

Upcoming Projects:

- Pool Toy Replacement: Toy has been ordered and is currently under manufacturing.
- Swing Set Project: Installation at the playground.
- Bike Rack Project at the green space.
- Green Space Trash Cans.
- Benches for sitting options at the lake.
- Landscape enhancements
- Issuance of Community Credit Card for Committee purchases
- TX Dot/State of Texas - State purchase of Right of Way



814 Cordova St.
Dallas, TX 75223
Phone: (214) 827-6600
Fax: (214) 602-0030
E-mail: rpcservices@gmail.com

Estimate

Date	Estimate #
6/6/2024	2768

Name / Address

Sutton Fields HOA
ESSEX HOA Management
1512 Crescent Drive, Suite 100
Carrollton, TX 75006

Project

Date	Description	Qty	Rate	Total
	<p>NOTES:</p> <p>1. This estimate includes the labor, materials and taxes to pour 4 concrete slabs, total of 480 square feet. Changing the sizes or quantity, will change the total cost, but not necessarily at the same proportion.</p> <p>2. This cost considers that all 4 areas are located on the same park (same street block). Higher distances between the areas might demand different deliveries, which will increase the cost significantly.</p> <p>3. The racks and their installation labor are not included on this estimate, since the market has several possibilities on "7-loop" rack, varying in quality and prices.</p> <p>4. The locations and position of each slab will be pointed by management personnel on a comprehensive map or on site.</p> <p>5. The soil removed from the ground will be dumped on the property on the location to be pointed by management personnel.</p> <p>6. This estimate is valid for 60 days.</p>			
Total				\$10,980.00

Signature _____



814 Cordova St.
Dallas, TX 75223
Phone: (214) 827-6600
Fax: (214) 602-0030
E-mail: rpcservices@gmail.com

Estimate

Date	Estimate #
6/6/2024	2768

Name / Address

Sutton Fields HOA
ESSEX HOA Management
1512 Crescent Drive, Suite 100
Carrollton, TX 75006

Project

Date	Description	Qty	Rate	Total
	<p>CONCRETE SLABS FOR BICYCLE RACKS</p> <p>COST PROPERLY REVISED</p> <p>** CONCRETE SLABS ONLY **</p> <p>Concrete surfaces for installation of FOUR "7 loops" bicycle rack on property's community pool area</p>			
06/06/2024	<p>LABOR</p> <p>- Dig the ground on grassed surface to prepare 4 areas measuring 10ft x 12ft each, 4 inches deep on locations marked by property's management personnel or HOA representative</p> <p>- install wooden frame around as molding</p> <p>- install 15 pieces of rebar #3 as reinforcement</p> <p>- install flex base for longevity</p>	4	950.00	3,800.00
06/06/2024	<p>CONCRETE</p> <p>- Purchase pre-mixed concrete 3200 PSI or similar to be poured on the 4 areas prepared before (combined, 480 sf)</p> <p>- vibrate the concrete for homogeneity</p> <p>- includes pre-mixed concrete, truck delivery, distribution on the 4 areas, taxes and labor for spreading</p>	480	17.50	8,400.00
06/06/2024	<p>DISCOUNT</p> <p>Offered by RPC as appreciation to the property management (10% over labor and material)</p> <p>NOTE: The parts (racks) are not included. Please refer to the attached chart for options and costs.</p>		-1,220.00	-1,220.00
Total				

Signature _____

D&D Commercial Landscapes

D&D Commercial Landscape Management
P.O. Box 741236
Dallas, TX 75374

Property Name: Sutton Fields
Aubrey, TX

Attention: Cinnamon Anderson

Scope of Work: Halton Dr/Bethwell: low maint landscape est - estimate 3 corners of intersection

Description	UOM	Qty	Unit\$	Total\$	
SOUTHWEST CORNER BED					
Nandina Compacta	3g	20	\$	55.00 \$ 1,100.00	
Native 4" River Rock	per ton	2	\$	475.00 \$ 950.00	
SOUTHEAST CORNER BED					
adding dry river rock bed - native river rock 4"	per ton	5	\$	475.00 \$ 2,375.00	
Steel edging to river rock bed	linear foot	40	\$	8.00 \$ 320.00	
Nandina Compacta	3g	7	\$	55.00 \$ 385.00	
NORTHEAST BIG BED					
native river rock bed 4"	per ton	4	\$	475.00 \$ 1,900.00	
Texas Sage fill in	3g	15	\$	45.00 \$ 675.00	
Benda Board	linear foot	50	\$	8.00 \$ 400.00	
				Subtotal	\$ 8,105.00
				Tax	8.25% \$ 668.66
				Total	\$ 8,773.66

Note: Quote valid for ninety (90) days only
Payment term: Net 30

Approved by (Customer Approval) _____ Date _____

Please sign, scan and return this proposal to serve as authorization, or if you prefer, e-mail response will serve as a formal consent for D&D Commercial Landscapes to proceed with the work described above.



Q&A Session

2 minutes per person &
only questions pertaining
to the agenda

ADJOURN OPEN MEETING

