

# Virtual Special Board of Directors Meeting



- **Wednesday, July 31, 2024,**
  - **3:00p.m.**
  - **Microsoft Teams**
- **Meeting ID: 272 648 324 896**
  - **Passcode: Mf2zpu**
  - **Dial in by phone**
- **+1 323-433-2148, United States**
- **Phone conference ID: 125 884 427#**



# 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



**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
  - Brandon Brown, Secretary
  - Ronald Corcoran
  - Vacant
- Introduction of Essex Association Management, L.P. Representatives
  - Cinnamon Anderson, Sr. Association Manager
  - Kennedy Middlebrooks, Assistant Association Manager
- June 2024 Balance Sheet & Income Statement Summary
- Approve prior Board Meeting Minutes
- Acknowledge by Board Resolution:
  - Board of Directors Change in Office & Appointment
    - Acknowledge Reassignment of Ronald Corcoran from Secretary to Member 1
    - Acknowledge Appointment of Brandon Brown as Secretary to the Board of Directors
    - Approve Appointment of Cameron Smith as Assistant Secretary to the Board of Directors
- Community & Board Updates
- Adjourn Open Session
- Q&A Session – 2 minutes per person and only questions pertaining to the Agenda
- Executive Session
- Adjourn Executive Session



# Review June 2024 Balance Sheet

<b>Balance Sheet Report</b>			
<b>Sutton Fields Homeowners Association, Inc.</b>			
As of June 30, 2024			
	<u>Balance</u> <u>Jun 30, 2024</u>	<u>Balance</u> <u>May 31, 2024</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Assets</b>			
1010 - CIT Bank Operating Account	174,599.16	100,740.45	73,858.71
1012 - Premium MM RSV-Cit Bank	1,485,289.02	1,634,214.18	(148,925.16)
1013 - CIT BANK-Community Enhancement RSV	157,753.63	149,299.75	8,453.88
1020 - Chambers Money Market	254,391.88	253,716.00	675.88
1100 - Money Market - Texas Bank Prosper	53,436.14	53,304.71	131.43
<b>Total Assets</b>	<b>2,125,469.83</b>	<b>2,191,275.09</b>	<b>(65,805.26)</b>
<b>Receivables</b>			
1400 - Accounts Receivable	108,050.07	107,123.08	926.99
<b>Total Receivables</b>	<b>108,050.07</b>	<b>107,123.08</b>	<b>926.99</b>
<b>Other Assets</b>			
1902 - Prepaid Expenses	79.93	0.00	79.93
<b>Total Other Assets</b>	<b>79.93</b>	<b>0.00</b>	<b>79.93</b>
<b>Total Assets</b>	<b>2,233,599.83</b>	<b>2,298,398.17</b>	<b>(64,798.34)</b>
<b><u>Liabilities</u></b>			
<b>Liabilities</b>			
2000 - Accounts Payable	31,086.07	41,127.20	(10,041.13)
2050 - Prepaid Assessments	36,131.42	33,412.75	2,718.67
2300 - Future Amenity Center	425,850.00	425,850.00	0.00
<b>Total Liabilities</b>	<b>493,067.49</b>	<b>500,389.95</b>	<b>(7,322.46)</b>
<b>Total Liabilities</b>	<b>493,067.49</b>	<b>500,389.95</b>	<b>(7,322.46)</b>

# Review June 2024 Income Statement

**Income Statement Summary**  
**Sutton Fields Homeowners Association, Inc.**  
 June 01, 2024 thru June 30, 2024

	Current Period			Year to Date (6 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Total Income</b>	<b>37,535.10</b>	<b>31,458.10</b>	<b>6,077.00</b>	<b>1,331,421.14</b>	<b>1,151,203.80</b>	<b>180,217.34</b>	<b>1,226,057.45</b>
<b>Total Income</b>	<b>37,535.10</b>	<b>31,458.10</b>	<b>6,077.00</b>	<b>1,331,421.14</b>	<b>1,151,203.80</b>	<b>180,217.34</b>	<b>1,226,057.45</b>
<b>Total General &amp; Administrative</b>	<b>22,813.10</b>	<b>14,352.00</b>	<b>8,461.10</b>	<b>138,237.59</b>	<b>123,938.00</b>	<b>14,299.59</b>	<b>242,949.96</b>
<b>Total Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,276.81</b>
<b>Total Utilities</b>	<b>13,048.70</b>	<b>7,725.00</b>	<b>5,323.70</b>	<b>60,657.63</b>	<b>46,350.00</b>	<b>14,307.63</b>	<b>92,700.00</b>
<b>Total Infrastructure &amp; Maintenance</b>	<b>12,285.91</b>	<b>5,792.00</b>	<b>6,493.91</b>	<b>145,716.39</b>	<b>170,750.00</b>	<b>(25,033.61)</b>	<b>235,500.00</b>
<b>Total Pool</b>	<b>9,139.49</b>	<b>7,164.00</b>	<b>1,975.49</b>	<b>37,657.31</b>	<b>50,557.00</b>	<b>(12,899.69)</b>	<b>89,900.00</b>
<b>Total Landscaping</b>	<b>28,867.90</b>	<b>33,250.00</b>	<b>(4,382.10)</b>	<b>240,628.65</b>	<b>195,500.00</b>	<b>45,128.65</b>	<b>395,000.00</b>
<b>Total Irrigation Maintenance</b>	<b>8,855.88</b>	<b>7,374.66</b>	<b>1,481.22</b>	<b>66,045.06</b>	<b>44,249.96</b>	<b>21,795.10</b>	<b>88,499.92</b>
<b>Total Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,230.76</b>
<b>Total Expense</b>	<b>95,010.98</b>	<b>75,657.66</b>	<b>19,353.32</b>	<b>688,942.63</b>	<b>631,344.96</b>	<b>57,597.67</b>	<b>1,226,057.45</b>
<b>Net Income / (Loss)</b>	<b>(57,475.88)</b>	<b>(44,199.56)</b>	<b>(13,276.32)</b>	<b>642,478.51</b>	<b>519,858.84</b>	<b>122,619.67</b>	<b>0.00</b>

# Approve June 26, 2024, Board Meeting Minutes

Board of Directors Meeting Minutes  
Sutton Fields Homeowners Association, Inc.  
Wednesday, June 26<sup>th</sup>, 2024

**Present from Essex Association Management, L.P.:**  
Cinnamon Anderson, Senior Association Manager  
Kennedy Middlebrooks, Assistant Association Manager

**Present from Board Members:**  
Brock Babb, President – Present  
Dustin Warren, Vice President – Not Present  
Ronald Corcoran, Secretary – Present  
Brandon Brown, Assistant Secretary – Present  
Vacant

**Meeting Type and Location:**  
Board of Directors Meeting  
Virtual via Teams  
Wednesday, 06/26/2024 @ 3:00 pm

Meeting called to order by Cinnamon Anderson at 3:05 p.m.  
Quorum has been established.

**Introductions:**  
Cinnamon Anderson introduced the Board of Directors and Essex Association Representatives.

**Acknowledge the Resignation of Radhika Vedula:**

- Cinnamon Anderson presented the **Official Resignation of Radhika Vedula**. Cinnamon Anderson Motioned for acknowledgment. All Members Present Acknowledged.
- **Special Appointment of Cameron Smith as Assistant Secretary to the Board of Directors:**
  - Cinnamon Anderson presented the **Section 7.4 Special Appointments Policy**. Cinnamon Anderson Motioned to Approve the Appointment of Cameron Smith to the Assistant Secretary Position. Brock Babb motioned to approve; Ron Corcoran seconded the motion, Brandon Brown motioned to approve. All Board Members Present are in Favor, motion carried.

**Financial Review:**

- Cinnamon Anderson reviewed the **May 2024 Balance Sheet & Income Statement Summary** explaining any significant variances.
- Cinnamon Anderson reviewed the **2024 Amended Budget**
  - o Review and discuss Amended budget with no assessment increase based on current stable expenses.
  - o The amendment was to increase the social committee budget from 35k to 65k.
  - o Cinnamon Anderson moved to approve the 2024 Amended Budget, effective July 1<sup>st</sup>, 2024; Brandon Brown motioned to approve; Brock Babb Seconded, Ron Corcoran Approved. Motion Carried.

Sutton Fields Homeowners Association, Inc.

06.26.2024

**Adoption of Swimming pool rules and Guidelines Policy:**

- Cinnamon Anderson presented the **Proposed Swimming Pool and Guidelines Policy**.
  - o Owners will be required to sign – in and have an active working key card
  - o Maximum of 4 guests per household.
  - o Implementation of Pool Reservation System Coming Soon!
- Cinnamon Anderson Motioned to Approve the adoption of swimming pool rules and guidelines policy. **Brandon Brown motioned to approve; Brock Babb seconded the motion, Ron Corcoran Motioned to Approve.** Motion Carried.
- A recorded copy of the policy will be posted to the HOA website. Sign-in will be implemented once the policy is recorded.

**Approval of Pool Security Proposal:**

- Cinnamon Anderson presented the **Proposed Pool Security Proposal**.
  - o The proposal will enforce guidelines presented in the newly proposed policy.
  - o Proposed pool security 7 days a week from 12 pm – 10 pm. They will start the weekend of 06/29.
- Cinnamon Anderson Motioned to Approve the Pool Security Proposal. **Brandon Brown motioned to approve; Ron Corcoran seconded the motion, Brock Babb Motioned to Approve.** Motion Carried.

**Community & Board Updates:**

- **2024 Completed Projects:**
  - o Sports Court
    - Removed damaged fencing and installed a new fence
    - Converted the old acrylic tennis court to a rubberized court (with 10-year warranty and 20-year lifespan)
  - o Pool house cabana
    - Repainted and rehabbed electric hardware at the pool house counters
  - o March Cutting Project
    - The march was cut down and is currently under management to kill the remaining marsh and clean up the area.
  - o Green space Leveling Project
    - Specifically at the center of the green space and under the bistro lights.
  - o Repairs to pool equipment fence
- **Upcoming Projects:**
  - o Pool toy replacement – toy has been ordered and is currently in manufacturing
  - o Swing set project – installation at the playground
  - o Bike Rack project in the green space
  - o Green Space trash Can addition
  - o Benches for sitting option additions at community lakes
  - o Landscape enhancements
  - o Issuance of community credit card for committee purchases
  - o TX Dot/State of Texas – State purchase of Right of Way.

# Approve June 26, 2024, Board Meeting Minutes

Sutton Fields Homeowners Association, Inc.

06.26.2024

Open Meeting Completed, Cinnamon Anderson moved to adjourn the meeting. Ron Corcoran motioned to approve; Brock Babb seconded the motion; Brandon Brown Motioned to Approve. Motion Carried. Open Meeting adjourned at 3:48 p.m.

\_\_\_\_\_  
Signature of Secretary or Board President

\_\_\_\_\_  
Date

Minutes Prepared by: Kennedy Middlebrooks, Essex Association Management, L.P.,  
On behalf of Sutton Fields Homeowner's Association, Inc., Board of Directors

## Homeowner Q&A

- Do we have any plans to build a sand volleyball court in the community?
  - Not at this time, we can follow up because it wasn't an agenda item but can be addressed in the future.
- When will we get to vote for new board members?
  - in 9 months, the association will be holding an election for Board positions that end at the end of March 2025.
- About landscaping, what can be done to motivate homeowners to maintain landscaping?
  - We have various tactics in the association to be utilized. One of the main ones is email blasts. I usually do the top 5 to top 10 violations that occur in the community. We also have initiated self-help options where the association does take care of it ourselves and will bill the residence back.
  - The HOA/committees may begin a yard of the month program to incentivize and acknowledge yards that are well maintained.
- Green area on the hedge well has no fence a lot of children play there, one of the major roads for the entrance. do we have plans for that area?
  - We are engaging with some vendors for options whether for fencing or hedge bushing. Something that can stop children from wanting to run out onto the street. Trying to find something that elevates the area, keeping an eye on beautification from the neighborhood. Timeline is varying, if it's something we could fit in this year we will try if not next fiscal year.
- We are stopping the gardening area so what are we planning to do with it?
  - That is a conversation for the landscaping committee, currently we are clearing the area and finding new homes for the equipment. we have not explored what we will do with that area and city implications.
- How did the board decide to appoint Cameron Smith for the special appointment?
  - We have been in conversation as to who is in the advisory chair. There was already communication about Cameron joining the board, since we were already working with Cameron, he was the next choice when we were going to move him to an advisory chair. It was the next best course of action for the 9-month period available.

Sutton Fields Homeowners Association, Inc.

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- We used to have town halls monthly, why can't we have town halls regularly? We are working to establish a new rotation of quarterly meetings.
- Are we doing anything to secure green area next to Crutchfield drive next to the big tower? Discussions have been held regarding adding hedge bushes along the edge and considering additional amenities, such as a dog park or playground area. We will add to the project planning for 2025.

What are the qualifications considered when appointing board members without any community feedback? As written in the community CCR's, while in the declarant control period, the board has the discretion to select a member to fulfill a resigning board member's remaining term.

When exercising this discretion, the board typically considers the following qualifications:

1. **Professional Experience:** Candidates with relevant work experience, especially in leadership or management roles, that align with the board's objectives and responsibilities.
2. **Expertise:** Individuals possessing specific skills or knowledge beneficial to the board's operations, such as finance, law, marketing, or strategic planning.
3. **Commitment and Availability:** Potential board members who demonstrate a willingness and ability to dedicate sufficient time and effort to fulfill board duties and attend meetings regularly.
4. **Track Record:** A history of performance and contributions in previous roles or on other boards, showing the candidate's ability to add value.
5. **Alignment with Mission and Values:** Individuals who understand and support the board's mission, vision, and values, ensuring decisions align with the community's purpose.
6. **Interpersonal Skills:** Candidates with strong communication and collaboration skills, essential for working effectively with other board members and stakeholders.
7. **Diversity and Inclusion:** Consideration of diversity in terms of gender, race, age, and background to ensure a broad range of perspectives and ideas are represented.

By evaluating these qualifications, the board aims to appoint a member who can effectively contribute to the organization's success and uphold the community's standards and objectives.

- How can residents know what is on track to be addressed in the landscape and development this year? As to avoid re-reporting the same issues? The community currently utilizes regular updates from the board, our community website, social media, resident committee members, and feedback channels. We ask that you continue to submit your feedback via the community HOA site. We are considering additional strategies to improve communication further as we move forward.
- How sure are you about the voting in March 2025? Is there a possibility that the terms will be auto-extended for another term. -The 2 elected homeowner board member terms will expire March 2025 which is when an election will take place to elect the 2 successors. Declarant appointed members are not up for election.
- What's the current address of the HOA board? boardofdirectors@suttonfieldshoa.com

# Approve November 14, 2023, Board Meeting Minutes

Board of Directors Meeting Minutes  
Sutton Fields Homeowner's Association, Inc.  
November 14<sup>th</sup>, 2023

Name	Title	Present
Brock Babb	President	Y
Dustin Warren	Vice President	Y
Ron Corcoran	Board Member	Y
Brandon Brown	Board Member	Y
Radhika Vedula	Board Member	N

**Present from Essex Association Management, L.P.:**  
Al Silva, Community Association Manager  
Julie Dodd, Community Account Manager  
Christina Duarte, Assistant Community Association Manager

**Meeting Type and Location:**  
Board of Directors Meeting  
Virtual meeting via Microsoft Teams  
November 14, 2023 @ 2:00 pm

Verified all present could hear and reply via Microsoft Teams; Established Board Quorum with three (3) Board Members present.

Meeting called to order by Al Silva at 2:03 p.m.

**Introductions:**  
Al Silva introduced the Board of Directors and Essex Association Representatives.

**Financial Review:**

- Al Silva reviewed the August 2023 Balance Sheet & Income Statement Summary explaining any significant variances.

**Review & Approve Proposed 2024 Budget:**

- Al Silva reviewed the 2024 Proposed Budget
  - Approve \$550 no increase, effective January 1st, 2024.
  - Insurance has a 5% increase from 2023.
  - Al Silva moved to approve the 2024 Proposed Budget, effective January 1, 2024: Dustin Warren motioned to approve; Brock Babb seconded the motion. Motion Passed.
  - An official statement will be mailed out to all homeowners.

**State Mandated Policies to be Amended / Adopted Policy Review:**

Board of Directors Meeting Minutes  
Sutton Fields Homeowner's Association, Inc.  
November 14<sup>th</sup>, 2023

- Policies listed below were drafted with the protection of the Association and homeowners in mind. It would be in the best interests of the Association and owners to approve the following policies. Adopt or amend certain policies on behalf of the Association to comply with local House Bills and Texas State Legislature passed in September 2021 (often referred to as "SB1588") and recent legislation passed in 2023.
  - Amend – Collections / Payment Plan Policy
    - Extended Time Frame from 30 days to 45 days
  - Amend – Enforcement and Fine Policy
    - Extended Time Frame from 30 days to 45 days
  - Adopt – Security Measures Policy
- Al Silva moved to approve/amend SB1588 policies. Ron Corcoran motioned to approve the policies. Dustin Warren seconded the motion. All in favor. Motion so carried.

Adjourn Open Session at 2:20pm

With no other business to discuss, Al Silva moved to adjourn the meeting. Brandon Brown motioned to adjourn; Ron Corcoran seconded the motion; motion carried. Meeting adjourned at 2:25p.m.

\_\_\_\_\_  
Signature of Secretary or Board President

\_\_\_\_\_  
Date

**Minutes Prepared by:** Christina Duarte, Essex Association Management, L.P.,  
On behalf of Sutton Fields Homeowner's Association, Inc.



# Acknowledge by Board Resolution:

## -Board of Directors Change in Office

- Acknowledge Reassignment of Ronald Corcoran from Secretary to Member 1
- Acknowledge Appointment of Brandon Brown as Secretary to the Board of Directors

-Approve Appointment of Cameron Smith as Assistant Secretary to the Board of Directors



# Community Updates:

- TX Dot/State of Texas - State purchase of Right of Way
  - 4 parcels of land along 1385.
  - The HOA has received initial offer letter & plans to submit counteroffer. The Board is reviewing next steps accordingly.
- Issuance of Community Credit Card for HOA & Committee purchases
  - The HOA Board holds possession of the credit card. Management & the Board are responsible for monthly reconciliation.
  - Effective **08/15/2024**
  - Individual reimbursement requests will no longer be processed. Effective 08/15/2024, all purchases must be done utilizing the Sutton Fields HOA credit card.
  - All receipts affected by this change must be brought to the attention of your property manager Cinnamon Anderson and the Board of Directors.
- Marsh Cutting performed July 2024.



# ADJOURN OPEN MEETING





# Q&A Session

2 minutes per person & only questions pertaining to the agenda

