

Oak Hollow Homeowners Association, Inc.

Essex Association Management, L.P., 1512 Crescent Drive, Suite 112, Carrollton, TX 75006
(972) 428-2030 info@essexhoa.com

Annual Meeting

Tuesday, October 27, 2015

7:00 p.m.

Agenda

- Call meeting to order
- Establish quorum
 - 60% for all actions except voting and elections
 - 10% for the purpose of voting for the election of officers
- Introductions
 - Board of Directors
 - John Matasso
 - Terry Farrell
 - Lynn Bryan
 - Lori Burns
 - Nicholas Rubits
 - Management
 - Ron Corcoran, Owner, Essex Association Management, L.P.
 - Jim Aenchbacher, Association Manager
 - Connie Kindle, Director of Operations
- Approve prior 2013 Special Meeting Minutes
- 2014 Business
2014 Financial Review
- 2016 Proposed Budget
- Board of Directors Election
 - Candidate Presentations
 - Floor Nominations
 - Election
- Common Area Improvement Project
 - Park
 - Tree Trimming
 - Pool
 - Additional Parking
- Committees
 - Crime Watch
 - Social
 - Communications
- Adjournment

Oak Hollow of Anna Homeowners Association, Inc.

Essex Association Management, L.P. 1512 Crescent Drive, Suite 112, Carrollton, TX 75006 (972)428-2030

Notice of Annual Meeting

Tuesday, October 27, 2015

Dear Oak Hollow of Anna Homeowner:

As the Manager for Oak Hollow of Anna Homeowners Association, Inc., I am pleased to advise you of the Annual Meeting to be held on **Tuesday, October 27, 2015**. The purpose of this meeting is to conduct normal business of the Association, present information on current Association affairs as well as electing (2) two officers for the Board of Directors.

Enclosed for your convenience is a proxy, which can be used in the event that you are unable to attend the meeting and a candidate form to complete if you are interested in serving on the Board. **It is very important that you assign your proxy if you cannot attend. If you do not wish to assign it to a specific neighbor to vote on your behalf, you may place a check mark in the box next to the following statement, "Proxy for quorum only, not assigning vote".**

Date: **Tuesday, October 27, 2015**

Time: **7:00 to 8:00 p.m.**

Location: **North Texas Fellowship Church
804 S. Central Expressway
Anna, Texas 75409**

Check in will begin at 6:45 p.m. We look forward to seeing you on October 27, 2015. If you have any questions please feel free to contact me at (972)428-2030.

Oak Hollow of Anna Homeowners Association, Inc.

By: 

Jim Aenchbacher, Association Manager
Essex Association Management, L.P.

***** Important- Do Not Discard *****

Oak Hollow of Anna Homeowners Association, Inc.

Proxy

I, the undersigned, being the record Owner of the property identified below, or being the authorized voting representative for the property, hereby revoke any previous proxies and grant to the person, identified below ("my Proxy Holder") my revocable Proxy for quorum only and all other respects to act on my behalf as a Member of The Oak Hollow of Anna Homeowners Association, Inc. (the "HOA"), at the Annual meeting of the HOA scheduled for October 27, 2015, or as such meeting may be rescheduled, adjourned, or recessed and reconvened.

Proxy for Quorum Only (Not assigning vote)

- ☐ I hereby assign my proxy to _____ to establish Quorum only at the Oak Hollow of Anna Homeowners Association Annual Meeting.

Or

Proxy for Assigning Vote (Includes Quorum)

- ☐ Member of the HOA Board.
Or
- ☐ To: _____ (please print individual's full name); or if the persons name is absent, incapacitated, or unwilling to act as my proxy, then to the following individual alternate (optional) _____.

Sign and Date

In order for this Proxy to be valid it must be signed and dated.

Executed this Date (specify date) ____/____/2015

(Your Signature-Owner/Member)

(Your Printed Name-Owner/Member)

(Property Address)

(e-mail address)

Where I am present in person and elect to act on my own behalf at said meeting or with respect to a specific act of the Association, such presence or action will supersede and suspend the effectiveness of this proxy.

Where I have given my written proxy to another named person dated later than the date hereof, such subsequent proxy will supersede and suspend the effectiveness of this proxy.

This form may be mailed, e-mailed, or faxed. Please see information below.

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, Texas 75006
Fax: (469)342-8205 E-Mail: info@essexhoa.com

2013 Special Meeting Minutes

Oak Hollow of Anna Homeowners Association, Inc.

2013 SPECIAL MEETING

October 24, 2013

7:00 pm

Minutes

The Special meeting for the Oak Hollow of Anna Homeowners Association was called to order by Danielle Lascalere, Essex HOA Management LLC, at 7: 20 pm on October 24, 2013.

Quorum was achieved based on the number of proxies and members present and the meeting began.

Danielle Lascalere introduced herself, Michelle Dando and Ron Corcoran, Owner/President of Essex HOA Management, LLC.

Danielle Lascalere announced that an election will be held by ballot for five positions for the Homeowners Association Board. There were seven members of the Community who expressed interest in running for the Board, all of which were named on the ballot that was handed out at the meeting. Danielle Lascalere introduced each candidate and they were allotted two minutes to say a brief speech on why they would like to be or are qualified to be on the Board. Each candidate stood up and made such speech in the following order:

John Mattasso

Richard Wycoff

Lynn Bryan

John Johnson

Brad Harris

Jim Parry

Raimie Pierce was not present to make her speech.

Danielle Lascalere opened the floor for nominations. Ron Allen expressed interest and was allotted two minutes to say why he would like to be on the Board.

Lora Burns also expressed interest in serving on the Board and was also allotted two minutes to say why she would like to be on the Board.

After Ron, Allen, and Lora Burns made their speeches and no further nominations were expressed, Danielle Lascalere closed the floor.

Danielle Lascalere asked the members that were present to cast their ballot for the Board.

After all ballots were submitted the meeting was adjourned at 7:31pm for tabulation of the votes.

At 7:54 the meeting was re-opened and the election of the new Homeowner Board was announced. The new members are as follows:

John Mattasso

Lynn Bryan

Brad Harris

Jim Parry

Lora Burns

They were welcomed to the Board and the meeting was adjourned by Danielle Lascalere at 7:55pm.

Essex HOA Management

1221 IH 35 E suite 112

Carrollton Texas 75006

info@essexhoa.com

972-428-2030

2014 Financial Summary Report

**Oak Hollow of Anna
2014 Financial Summary Report**

2014 Financial Summary

INCOME

	ACTUAL	BUDGETED	VARIANCE
Assessments	\$ 192,364.87	\$ 196,959.00	\$ (4,594.13)
Late/NSF Fees	\$ 19,753.62	\$ 25,800.00	\$ (6,046.38)
Collections Fees	\$ 12,318.72	\$ 16,280.00	\$ (3,961.28)
Miscellaneous Income	\$ 2,597.88	\$ 2,100.00	\$ 497.88
Violation Fines	\$ 493.25	\$ 225.00	\$ 268.25
Interest Income	\$ 19.44	\$ 26.00	\$ (6.56)
CAP Fees	\$ 33,500.00	\$ 30,000.00	\$ 3,500.00
Pool Key Income	\$ 325.00	\$ 422.00	\$ (97.00)
Other Income	\$ 4,988.90	\$ -	\$ 4,988.90
TOTAL INCOME	\$ 266,361.68	\$ 271,812.00	\$ (5,450.32)

EXPENSES

General & Administrative	\$ 72,740.26	\$ 75,688.00	\$ (2,947.74)
Taxes	\$ 252.94	\$ 250.00	\$ 2.94
Insurance	\$ 14,285.80	\$ 12,582.00	\$ 1,703.80
Utilities	\$ 24,205.58	\$ 27,810.00	\$ (3,604.42)
Infrastructure & Maintenance	\$ 60,832.66	\$ 67,679.00	\$ (6,846.34)
Pool **	\$ 51,435.93	\$ 48,203.00	\$ 3,232.93
Landscaping, Grounds & Irrigatio	\$ 23,682.55	\$ 39,600.00	\$ (15,917.45)
TOTAL EXPENSES	\$ 247,435.72	\$ 271,812.00	\$ (24,376.28)

NET INCOME / (LOSS)	\$ 18,925.96	\$ -	\$ 18,925.96
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Pool This category was over due to new pool furniture purchased and not budgeted for.

2016 Approved Budget

Spread Report Oak Hollow of Anna Homeowners 2016 Budget -Approved

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Income													
301 - 4100 – Assessments	218,956	0	0	0	0	0	0	0	0	0	0	0	218,956
301 - 4200 – Late/NSF Fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
301 - 4250 – Collection fee Charge	833	834	833	833	834	833	833	834	833	833	834	833	10,000
301 - 4350 – Violation charge	0	108	0	109	0	108	0	108	0	109	0	108	650
301 - 4500 – Interest Income	2	1	2	2	1	2	2	1	2	2	1	2	20
301 - 4801 – Working Revenue (CAP Fees)	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
301 - 4831 – Pool Key Revenue	0	0	75	75	75	75	75	75	0	0	0	0	450
Total Income	223,041	4,193	4,160	4,269	4,160	4,268	4,160	4,268	4,085	4,194	4,085	4,193	269,076
General & Administrative													
301 - 5104 – Administrative Expenses/Postage	567	566	567	567	566	567	567	566	567	567	566	567	6,800
301 - 5105 – Website Expense	98	0	0	97	0	0	98	0	0	97	0	0	390
301 - 5106 – Homeowner Functions	667	0	0	666	0	667	0	667	0	666	0	667	4,000
301 - 5109 – Licenses, Permits, & Fees	0	0	0	0	0	83	0	0	0	0	0	82	165
301 - 5110 – Professional Management	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	42,000
301 - 5115 – Collection Expense Billed back	833	834	833	833	834	833	833	834	833	833	834	833	10,000
301 - 5122 – Meeting Expenses (Includes Annual)	0	150	0	0	150	0	0	150	0	150	150	0	750
301 - 5160 – Bad Debt Expense	417	416	417	417	416	417	417	416	417	417	416	417	5,000
301 - 5176 – Legal Fees	42	41	42	42	41	42	42	41	42	42	41	42	500
301 - 5177 – Legal Fees Billed Back	42	41	42	42	41	42	42	41	42	42	41	42	500
301 - 5180 – Audit & Accounting	0	0	0	0	3,000	0	0	0	0	0	0	0	3,000
301 - 5181 – Tax Preparation	0	0	0	0	0	0	0	370	0	0	0	0	370
Total General & Administrative	6,166	5,548	5,401	6,164	8,548	6,151	5,499	6,585	5,401	6,314	5,548	6,150	73,475
Taxes													
301 - 5201 – Property Taxes	0	0	0	0	0	0	0	0	0	0	0	1,200	1,200
Total Taxes	0	0	0	0	0	0	0	0	0	0	0	1,200	1,200
Insurance													
301 - 5310 – General Liability	1,083	1,084	1,083	1,083	1,084	1,083	1,083	1,084	1,083	1,083	1,084	1,083	13,000
301 - 5320 – Directors & Officers Liability	0	0	0	0	2,700	0	0	0	0	0	0	0	2,700
Total Insurance	1,083	1,084	1,083	1,083	3,784	1,083	1,083	1,084	1,083	1,083	1,084	1,083	15,700
Utilities													
301 - 6000 – Telephone	77	77	77	77	77	78	77	77	77	77	77	77	925

Spread Report

Oak Hollow of Anna Homeowners

2016 Budget -Approved

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Utilities													
301 - 6010 -- Electric	667	666	667	667	666	667	667	666	667	667	666	667	8,000
301 - 6020 -- Water/Sewer	833	834	833	833	834	833	833	834	833	833	834	833	10,000
Total Utilities	1,577	1,577	1,577	1,577	1,577	1,578	1,577	1,577	1,577	1,577	1,577	1,577	18,925
Infrastructure & Maintenance													
301 - 6260 -- Electrical Repairs & Maintenance	83	84	83	83	84	83	83	84	83	83	84	83	1,000
301 - 6262 -- Play Ground Maint.-3	0	0	500	0	0	0	0	0	500	0	0	0	1,000
301 - 6264 -- Holiday Decoration	0	0	0	0	0	0	0	0	0	0	0	300	300
301 - 6280 -- Wall & Fence Repairs	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
301 - 6290 -- Common Area Maintenance/Cleaning	250	250	250	250	250	250	250	250	250	250	250	250	3,000
301 - 6292 -- Lighting Supplies & Maint	83	0	84	0	83	0	83	0	84	0	83	0	500
301 - 6294 -- Parks Maint & Imprv	0	0	0	9,759	9,758	9,759	0	0	0	0	0	0	29,276
301 - 6505 -- Creek Path & Creek Maintenance	833	834	833	833	834	833	833	834	833	833	834	833	10,000
301 - 6520 -- Lot Maintenance	125	125	125	125	125	125	125	125	125	125	125	125	1,500
301 - 6600 -- Security	42	41	42	42	41	42	42	41	42	42	41	42	500
Total Infrastructure & Maintenance	2,416	2,334	2,917	12,092	12,175	12,092	2,416	2,334	2,917	2,333	2,417	2,633	59,076
Pool													
301 - 6300 -- Pool Monthly Contract Maintenance	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	13,500
301 - 6310 -- Pool Key Expense	375	375	375	375	0	0	0	0	0	0	0	0	1,500
301 - 6330 -- Pool Supplies/Maint (non contractual)	417	416	417	417	416	417	417	416	417	417	416	417	5,000
301 - 6335 -- Pool Gate Repair & Maint	0	0	0	0	250	250	250	250	0	0	0	0	1,000
301 - 6342 -- Cabana/Restroom Repair & Maint	0	0	0	0	1,250	1,250	1,250	1,250	0	0	0	0	5,000
301 - 6344 -- Pool Imprv & Additions	0	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0	0	7,000
301 - 6350 -- Pool Furniture and Fixtures	0	0	2,500	2,500	2,500	2,500	0	0	0	0	0	0	10,000
301 - 6360 -- Pool Monitoring / Porter Service	0	0	0	0	3,600	3,600	3,600	3,600	3,600	0	0	0	18,000
Total Pool	1,917	1,916	5,417	5,417	10,141	10,142	7,642	7,641	6,142	1,542	1,541	1,542	61,000
Landscaping													
301 - 6400 -- Landscaping (Contract Services)	2,875	2,875	2,875	2,875	2,875	2,875	2,875	2,875	2,875	2,875	2,875	2,875	34,500
301 - 6402 -- Tree Maint & Expenses	0	750	750	0	0	0	0	0	0	0	0	0	1,500
301 - 6404 -- Landscape Repair & Maint(Non Contractual	0	250	0	250	0	0	0	250	0	250	0	0	1,000

Spread Report
Oak Hollow of Anna Homeowners
2016 Budget -Approved

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Landscaping													
301 - 6500 -- Irrigation	450	0	450	0	450	0	450	0	450	0	450	0	2,700
Total Landscaping	3,325	3,875	4,075	3,125	3,325	2,875	3,325	3,125	3,325	3,125	3,325	2,875	39,700
Total Expense	16,484	16,334	20,470	29,458	39,550	33,921	21,542	22,346	20,445	15,974	15,492	17,060	269,076
Net Income / (Loss):	206,557	(12,141)	(16,310)	(25,189)	(35,390)	(29,653)	(17,382)	(18,078)	(16,360)	(11,780)	(11,407)	(12,867)	0

Candidate Form
Current Candidates

Candidate Form
Current Candidates

Oak Hollow of Anna
2015 Annual Meeting

Candidate Questionnaire

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____

Introduce yourself; include business, homeowner association or other experience, number of years at Oak Hollow of Anna Homeowners Association, Inc. _____

Desire/Reason in running for the Board of Directors. Include neighborhood interest, desired improvement for Oak Hollow of Anna Homeowners Association, Inc. _____

Areas you feel need more of the Board of Directors attention in the up-coming year. What areas could you make the greatest conurbation: Architectural, financial, legal, maintenance, social, etc? _____

Do you have any commitments that will deter you from serving on the Board of Directors? (Travel, employment, other meetings) _____

By submitting this form, I acknowledge that I accept those responsibilities as described in the Bylaws if elected, and I am aware that the information provided on this questionnaire will be published in the Annual Meeting Welcome Packet.

Please return this form via e-mail to jim@essexhoa.com or mail or fax to Attn: Jim Aenchbacher Address and fax number provided below. FORM MUST BE RECEIVED BY 12:00p.m. 10/26/2015.

Oak Hollow of Anna

2015 Annual Meeting

Candidate Questionnaire

NAME: TERRY FARRELL DATE: 27 SEPT 2015

ADDRESS: 1805 CEDAR WOOD TRAIL Anna Tx 75409

PHONE: 814-590 7548

Introduce yourself; include business, homeowner association or other experience, number of years at Oak Hollow of Anna Homeowners Association, Inc. Currently Serving on the B.O.D of OAK Hollow. In the Past I have Served on other B.O.D.

Desire/Reason in running for the Board of Directors. Include neighborhood interest, desired improvement for Oak Hollow of Anna Homeowners Association, Inc. NEED MORE Parking at the Pool.

Areas you feel need more of the Board of Directors attention in the up-coming year. What areas could you make the greatest conurbation: Architectural, financial, legal, maintenance, social, etc? cleaning up the Violation Report.
also Architectural/Engineering & Maintenance

Do you have any commitments that will deter you from serving on the Board of Directors? (Travel, employment, other meetings) I Am Retired and have No other job.

By submitting this form, I acknowledge that I accept those responsibilities as described in the Bylaws if elected, and I am aware that the information provided on this questionnaire will be published in the Annual Meeting Welcome Packet.

Please return this form via e-mail to ckindle@essexhoa.com or mail or fax to Attn: Connie Kindle. Address and fax number provided below.

9/28/15

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, Texas 75006
Office: (972)428-2030 Fax: (469)342-8205

Candidate Questionnaire

NAME: Rene Martinez

DATE: October 5, 2015

ADDRESS: 2121 Mulberry Drive, Anna, Texas 75409

PHONE: Mobile: (469) 352-6357, Work: (469) 569-8811, Home: (469) 352-6358

Introduce yourself; include business, homeowner association or other experience, number of years at Oak Hollow of Anna Homeowners Association, Inc. I have been married to my wife Divina for nine years and I'm the proud father of three happy and loving children. I'm a Computer Engineer with a global company. My job allows me to be a fulltime home office worker and that has afforded me the free time to volunteer.

I have lived in Anna, Texas and Oak Hollow for over a year, since June of 2014. In that time I have been appointed to the City of Anna Parks Advisory Board, City of Anna Citizen's Academy and the Oak Hollow Social Events Committee. As chairman of the social committee I've organized and executed several successful events such as the Easter Egg Hunt, Summer Block Party, Back To School Bash, and currently working on the Fall Festival.

I've also been instrumental in getting the City of Anna and LGI to address street repairs in Phase 6 and I'm currently working with the police department to create neighborhood watch programs in several sections of Oak Hollow.

Desire/Reason in running for the Board of Directors. Include neighborhood interest, desired improvement for Oak Hollow of Anna Homeowners Association, Inc. I love to volunteer and nothing would make me happier than having a chance to do it in my own neighborhood. Since moving here last year I have attended most board meetings and have become very involved in the community. I'm not afraid to knock on doors to talk to homeowners in order to find that balance between the needs and wants of the community. My desire is to help Oak Hollow become a close-knit community with lots of social events and children's activities throughout the year. To become a prestigious community and in turn increase our property values.

Areas you feel need more of the Board of Directors attention in the up-coming year. What areas could you make the greatest contribution: Architectural, financial, legal, maintenance, social, etc?

I believe that I could make my greatest contributions in the areas of capital improvements, amenities and social events. I also believe that my relationships with city officials and business owners can be a great asset.

Commitments that will deter you from serving on the Board of Directors. (Travel, employment, other meetings). I have no commitments which would deter me from serving.

By submitting this form, I acknowledge that I accept those responsibilities as described in the Bylaws if elected, and I am aware that the information provided on this questionnaire will be published in the Annual Meeting Welcome Packet.

Please return this form via e-mail to ckindle@essexhoa.com or mail or fax to Attn: Connie Kindle. Address and fax number provided below.

Oak Hollow of Anna
2015 Annual Meeting

Candidate Questionnaire

NAME: Danny L Ussery DATE: October 11, 2015

ADDRESS: 1813 Sablewood Dr Anna, Tx 75409

PHONE: 972-924-7375 home 903-450-7747 cell

Introduce yourself; include business, homeowner association or other experience, number of years at Oak Hollow of Anna Homeowners Association, Inc. I am an assistant director of security of The Hockaday School, I've lived here in OH for 2 yrs, have taken the Anna citizens academy, and want to make a real difference in my community

Desire/Reason in running for the Board of Directors. Include neighborhood interest, desired improvement for Oak Hollow of Anna Homeowners Association, Inc. I want to make OH safe, fun, and a desirable place to live for us all.

Areas you feel need more of the Board of Directors attention in the up-coming year. What areas could you make the greatest conurbation: Architectural, financial, legal, maintenance, social, etc? I believe my expertise in emergency mgt would help in our neighborhood watch, my desire for transparency and order will help us get more citizen involvement.

Do you have any commitments that will deter you from serving on the Board of Directors?
(Travel, employment, other meetings) no

By submitting this form, I acknowledge that I accept those responsibilities as described in the Bylaws if elected, and I am aware that the information provided on this questionnaire will be published in the Annual Meeting Welcome Packet.

Please return this form via e-mail to ckindle@essexhoa.com or mail or fax to Attn: Connie Kindle. Address and fax number provided below.

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, Texas 75006
Office: (972)428-2030 Fax: (469)342-8205

Absentee Ballot

By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any nominations from the floor, if a meeting is held. This means that if there are additional members who express interest in being on the Board your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.

Oak Hollow of Anna Homeowners Association, Inc.

Essex Association Management, L.P., 1512 Crescent Drive, Suite 112, Carrollton, TX 75006 (972)-428-2030

ABSENTEE BALLOT

October 27, 2015

Annual Meeting

Absentee Ballot to vote on Candidates running for two (2) available positions on the Board of Directors.

I (We) Hereby cast our vote for the following two (2) candidates:

- ☐ Terry Ferrell
- ☐ Rene Martinez
- ☐ Danny Ussery

Mail: Oak Hollow of Anna
c/o Essex Association Management
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
or, Email: jim@essexhoa.com
or, Fax: (469) 342-8205

Name: _____ Address: _____

Signature: _____ Date: _____

BALLOT MUST BE SIGNED BY THE OWNER, CONTAIN A LEGIBLE NAME AND ADDRESS, AND RETURNED NO LATER THAN MIDNIGHT ON OCTOBER 26, 2015

By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any nominations from the floor, if a meeting is held. This means that if there are additional members who express interest in being on the Board your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail. Please return this form along with your proxy no later than 12:00 p.m., October 26, 2015.