



Annual Election Meeting of the Members

Tuesday, June 18, 2024

5:30 pm

Town of Westlake

1500 Solana Boulevard, Suite 7100

Westlake, TX 76262

Council Chambers Room

www.quailhollowestateshoa.com

Agenda

- **Establish Quorum (10%)**
- **Call Meeting to Order**
- **Proof of Notices and Explanation of Meeting Structure and Process** **Pages 1-4**
- **Introduction of Board of Directors**
 - **Max Paltsev, President**
 - **Darrell Johnson, Vice President**
 - **Sean Kane, Secretary**
- **Introduction of Essex Association Management, L.P. Representatives**
 - **Ryan Corcoran, Association Manager**
 - **Ashton Barnes, Assistant Association Manager**
- **Approval of February 2023 Annual Election Meeting Minutes** **Page 5**
- **Election** **Page 6**
 - **Introduction of Board Candidates**
 - **Nominations from the Floor**
 - **Vote to Fill Two (2) Board Positions**
- **Financial Review** **Pages 7-8**
 - **April 2024 Balance Sheet & Income Statement Summary**
- **Community & Board Updates** **Page 9**
- **Election Results** **Page 10**
 - **Announce the Two (2) Class A Members Elected by Ballot**
- **Adjournment** **Page 11**
- **Homeowner Q&A** **Page 12**

Proof of for Candidates

Essex Association Management
1512 Crescent Drive, Ste. 112
Carrollton, TX 75006



34893541.1



April 2, 2024

Call for Candidates

Important Election Meeting Information

0009383645000470



Westlake TX 76262

34893541.0

Dear Member(s),

As managing agent of **Quail Hollow Westlake Homeowners Association, Inc.**, we are pleased to announce that an In-Person Election Meeting of the Members will soon be scheduled. The purpose of the meeting will be to discuss normal business of the Association and elect two (2) Class A Members to the Board of Directors.

Enclosed with this notice you will find a blank candidacy form. If you would like to nominate yourself or another Class A Member as a candidate for the Board of Directors, please complete the form and return it to Essex Association Management via Email, Mail, Fax, or by submitting Online through your Association's Website by or before the deadline noted below. We will allow floor nominations and voting to owners present at the meeting. **Please ensure your candidate form is returned to Essex by or before Monday, April 22nd, 2024 at 5:00 p.m.**

Please return your Candidate form Via:

Online: www.quailhollowestateshoa.com
E-mail to: abarnes@esscxhoa.com
Subject: Quail Hollow Candidate

Fax: (469) 342-8205; Attn: Ashton Barnes

Or you may Mail to: Essex Association Management, LP
Attn: Ashton Barnes
1512 Crescent Drive, Suite 112
Carrollton, TX 75006

After the Candidacy Forms have been received and the candidates established, we will issue the In-Person Election Meeting Notice Packet containing the meeting notice, draft agenda, proxy, ballot listing all candidates, and their candidacy statements for review. **Although voting will be held in person during the meeting, online voting will be available and is preferred.**

Sincerely,

Essex Association Management, L.P., Managing Agent
On behalf of Quail Hollow Westlake Homeowners Association, Inc.

cc: HOA File
Enclosures: Candidacy Form

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

Proof of Meeting Notice

Essex Association Management
1512 Crescent Drive, Ste. 112
Carrollton, TX 75006



34893541.1



April 25, 2024

Notice of In-Person Annual Election Meeting of Members

Tuesday, May 21st, 2024, at 5:30pm

Location:

Town of Westlake: Council Chambers Room
1500 Solana Boulevard, Suite 7100
Westlake, Texas 76262

Important Annual Election Meeting Information

0009383645000470



Westlake TX 76262

34893541.0

Dear Homeowner(s),

As the Managing Agent for the Quail Hollow Westlake Homeowners Association, Inc., we are pleased to announce that an In-Person Annual Election Meeting of Members has been scheduled for Tuesday, May 21, 2024, at 5:30 p.m. The purpose of this meeting will be to elect two (2) Class A Members to the Board of Directors and discuss normal business of the Association.

Enclosed in this packet you will find the meeting notice, draft agenda, proxy, and candidacy statements. Even if you plan on attending, it is important that you return your proxy as unforeseen circumstances may occur, preventing you from being able to attend. Voting will be held in person during the meeting and online. Ballots are to be mailed in prior to the deadline date of Monday, May 20th 2024 by 5p.m. The Annual Election Meeting of the Members cannot be held unless quorum requirements are met, either in person, voting, or by proxy.

Date: Tuesday, May 21st, 2024
Time: 5:30pm – 6:30pm
Location: Town of Westlake
Council Chambers Room
Westlake, TX 76262

Check-in will begin at 5:15 p.m. We look forward to seeing you on Tuesday, May 21st, 2024. To view the meeting material and documents please visit the Association's website at www.quailhollowestateshoa.com. If you have any questions about the agenda or the upcoming meeting, you can submit them via the "Contact Us" tab and an Essex Representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent
On Behalf of Quail Hollow Westlake Homeowners Association, Inc.

cc: Association File

Enclosures: Draft Agenda, Proxy, Ballot, and Candidacy Statements

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030 Fax: (469) 342-8205
www.quailhollowestateshoa.com

Proof of Rescheduled Meeting Notice



May 20, 2024

RESCHEDULED

Notice of In-Person Annual Election Meeting of Members

Tuesday, June 18th, 2024, at 5:30pm

Location:

Town of Westlake: Council Chambers Room
1500 Solana Boulevard, Suite 7100
Westlake, Texas 76262

Dear Homeowner(s),

As the Managing Agent for the Quail Hollow Westlake Homeowners Association, Inc., We would like to inform you that the In-Person Annual Election Meeting of Members has been rescheduled for Tuesday, June 18, 2024, at 5:30 p.m. The purpose of this meeting will be to elect two (2) Class A Members to the Board of Directors and discuss normal business of the Association.

Enclosed in this packet you will find the meeting notice, draft agenda, proxy, and candidacy statements. Even if you plan on attending, it is important that you return your proxy as unforeseen circumstances may occur, preventing you from being able to attend. Voting will be held in person during the meeting and online. Ballots are to be mailed in prior to the deadline date of Monday, June 17th 2024 by 5p.m. The Annual Election Meeting of the Members cannot be held unless quorum requirements are met, either in person, voting, or by proxy.

Date: Tuesday, June 18th, 2024
Time: 5:30pm – 6:30pm
Location: Town of Westlake
Council Chambers Room, Suite 7100
Westlake, TX 76262

Check-in will begin at 5:15 p.m. We look forward to seeing you on Tuesday, June 18th, 2024. To view the meeting material and documents please visit the Association's website at www.quailhollowestateshoa.com. If you have any questions about the agenda or the upcoming meeting, you can submit them via the "Contact Us" tab and an Essex Representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent
On Behalf of Quail Hollow Westlake Homeowners Association, Inc.

cc: Association File

Enclosures: Draft Agenda, Proxy, Ballot, and Candidacy Statements

Explanation of Meeting Structure & Process

Meeting will be conducted in an orderly manner. Only one person should speak at a time. No interruptions please. Save your questions until the end of the presentation. Person or persons that are not conducting themselves in an appropriate manner will be asked to leave the meeting.

Board Candidates

There Will Be Write-In Candidates

Introduction of Board Candidates

Open the Floor for Nominations

Vote to Fill 2 Board Positions / Turn In Ballot

We will ask for one (1) Homeowner Volunteer to assist with Tallying Votes

Hold Annual Meeting

Discuss Normal Business of the Association

Election Results

Announce the Two (2) Members Elected by Ballot to the Board of Directors

Next Scheduled Meeting

Organizational Meeting: To Determine New Board Member Terms and Roles

February 23rd, 2023, Special Elec. Meeting Minutes

Quail Hollow Westlake Homeowners Association, Inc.
Virtual Special Election Meeting of the Members
February 23rd, 2023

Present from Essex Association Management, L.P.
Ryan Corcoran, Association Manager
Caspar Sullivan, Assistant Association Manager
Holly Belvin, Account Manager

Meeting Type, Location and Time
Virtual Meeting – Zoom
Special Election Meeting
5:30 pm on Thursday, February 23rd, 2023

Introductions: Ryan introduced the Board of Directors and Essex Association Representatives. Quorum requirements were established at (10%). Meeting called to order at 5:31pm.

Explanation of Election and Meeting Structure and Process
Ryan showed the Proof of Meeting Notices. The explanation of the meeting process was explained.

Financial Review

- Ryan reviewed 2022 Year End Balance Sheet Report and Income Statement Summary explaining what each line item consists of and any significant variances.
- Ryan presented the 2023 Proposed Budget with a 30% Increase and Special Assessment. Ryan explained what each line item consists of and any significant variances.

Association Updates:

Ryan reviewed and discussed the following **Old Business** to include:

- Paver Project should be done at the end of next week.
- Securitas will begin their service March 1st
- Waiting on approval from the city to install way finder signage along Davis Blvd.

Ryan reviewed and discussed the following **New Business** to include:

- Obtaining estimate to install lighting on main entrance pillars.
- Landscaping along Dove Road.

Election Results

- Board Candidates
 - Sean Kane
 - Matt Alvin

Ballot counts were in, and the newly elected Member to the Board of Directors is;

- Sean Kane, who will be serving a two (2) year term.

Adjournment

With no other business to discuss, the meeting was adjourned at 6:15 PM.

Signature of Secretary or Board President

Date

Board Candidates

- **Candidates up for Election**
- **Introduction of Board Candidates**
- **Nomination from the Floor**
- **Vote to fill two (2) Board Positions**



April 2024 Balance Sheet Report

<u>Assets</u>	<u>Balance Apr 30, 2024</u>	<u>Balance Mar 31, 2024</u>	<u>Change</u>
Assets			
1010 - FCB Bank Operating Account	10,534.88	32,972.55	(22,437.67)
1011 - FCB Bank Reserve Account	75,114.45	75,095.93	18.52
1013 - Vista Bank--Quail Hollow	255,253.47	254,367.35	886.12
1015 - CDARS CD 8/24 Maturity -First Citizen	256,469.05	256,469.05	0.00
1100 - FCB Bank ICS Sweeps account	400,085.11	400,009.85	75.26
Total Assets	997,456.96	1,018,914.73	(21,457.77)
Receivables			
1400 - Accounts Receivable	99,168.72	132,010.00	(32,841.28)
Total Receivables	99,168.72	132,010.00	(32,841.28)
Total Assets	1,096,625.68	1,150,924.73	(54,299.05)
<u>Liabilities</u>			
Liabilities			
1501 - Reimbursable Builder Deposits	67,500.00	67,500.00	0.00
2000 - Accounts Payable	41,972.39	45,230.61	(3,258.22)
2050 - Prepaid Assessments	8,090.00	6,970.00	1,120.00
Total Liabilities	117,562.39	119,700.61	(2,138.22)
Total Liabilities	117,562.39	119,700.61	(2,138.22)
<u>Owners' Equity</u>			
Equity			
3900 - Retained Earnings	416,863.64	416,863.64	0.00
Total Equity	416,863.64	416,863.64	0.00
Total Owners' Equity	416,863.64	416,863.64	0.00
Net Income / (Loss)	562,199.65	614,360.48	(52,160.83)
Total Liabilities and Equity	1,096,625.68	1,150,924.73	(54,299.05)

April 2024 Income Statement Summary

Income Statement Summary Quail Hollow Westlake Homeowners Association, Inc. April 01, 2024 thru April 30, 2024

	Current Period			Year to Date (4 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	3,079.32	10,583.00	(7,503.68)	780,106.78	775,858.00	4,248.78	792,650.00
Total Income	3,079.32	10,583.00	(7,503.68)	780,106.78	775,858.00	4,248.78	792,650.00
Total General & Administrative	7,173.87	5,610.00	1,563.87	18,995.62	18,185.00	810.62	52,295.00
Total Insurance	0.00	1,200.00	(1,200.00)	0.00	7,800.00	(7,800.00)	9,000.00
Total Utilities	1,237.48	1,578.00	(340.52)	4,877.03	6,314.00	(1,436.97)	18,940.00
Total Infrastructure & Maintenance	37,122.49	40,873.00	(3,750.51)	153,677.96	163,495.00	(9,817.04)	490,484.00
Total Landscaping	9,706.31	13,325.00	(3,618.69)	40,356.52	53,300.00	(12,943.48)	159,901.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	62,030.00
Total Expense	55,240.15	62,586.00	(7,345.85)	217,907.13	249,094.00	(31,186.87)	792,650.00
Net Income / (Loss)	(52,160.83)	(52,003.00)	(157.83)	562,199.65	526,764.00	35,435.65	0.00

Community & Board Updates

Old Business

- Purchased additional Headlamp Tags for Toll Reader
- Replaced Barrier Arm
- Well Maintenance
- Multiple Irrigation Repairs
- Replaced Construction Gate – Contractor Reimbursement
- Builder Compliance Fining / Gate Restructure
- New Landscaper – Sage & Stone
- New Amended / Adopted Policies in full effect

New Business

- Property Wide Tree Cleanup
- Landscape Architect Design for Davis Blvd ROW
- Town Takeover of Davis Blvd. Median Maintenance Responsibility
 - Looking to take over our ROW from the Town to establish continuity.
- Possible New Exit Gate at Lakeshore Dr. – Obtaining Estimates
- Now have roughly 30 Homes under Construction

Election Results

The Two (2) Class A Members Newly Elected to the Board of Directors will serve a two (2) year term.

Congratulations!



Meeting Adjourn

Thank You For

A T T E N D I N G

Homeowner Questions?

If we were not able to address your question during this meeting the Board and/or Essex will be reaching out to you directly or you may submit an inquiry via the “Contact Us” tab through your Associations website and an Essex Representative will respond back shortly.



Thank you all for Attending

www.quailhollowestateshoa.com

Office Information

Essex Association Management, L.P.

Monday – Friday
9:00 am – 5:00 pm

1512 Crescent Dr. Suite 112

Carrollton, Texas 75006

Phone: (972) 428-2030

Fax: (469) 342-8205

After Hours Emergency Line: (888) 740-2233

Association Manager: Ryan Corcoran

Ryan@essexhoa.com

www.essexhoa.com