



## **Annual Election Meeting of the Members**

Monday, June 13, 2022

5:30 pm – 6:30 pm

**Virtual/In Person**

**Registration URL:** <https://attendee.gotowebinar.com/register/4329319761086159120>

**Webinar ID:** 915-718-571

**Location:** FUSE Workspace (Rally Conference Room – 1<sup>st</sup> Floor)

130 N. Preston Rd., Prosper, TX 75078

**[www.enclaveatlakesofprosper.com](http://www.enclaveatlakesofprosper.com)**

# Agenda

- Establish Quorum (20%) Call Meeting to Order
- Proof of Notice (Call for Candidates & Election Meeting Notice) Pages 1-2
- Meeting Structure & Process Page 3
- Introduction of Board of Directors
  - Michael Duck, President
  - Jermaine Galloway, Vice President
  - John Scott, Secretary
  - Britney Stephens, Treasurer
  - Logan Graff, Member One
- Introduction of Essex Association Management, L.P. Representatives
  - Sean Corcoran, Director of Operations
  - Ashton Barnes, Community Association Manager
- Approval of 2021 Meeting Minutes Page 4
- Election Results Pages 5-7
  - Announce the Two (2) Persons Elected by Ballot
- Financial Review
  - 2021 Year End Balance Sheet & Income Statement Summary Pages 8-9
  - April 2022 Balance Sheet & Income Statement Summary Pages 10-11
- Community & Board Updates Pages 12-15
- Other Reports Pages 16-17
  - Compliance / ACC / Web Submissions
- Adjournment of Open Session Page 18
- Homeowner Q&A Page 19
- Executive Session Page 20

# Proof of Notice – Call for Candidates

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

PRESORTED  
STANDARD MAIL  
U.S. POSTAGE  
PAID  
LETTERSTREAM

## Important HOA Information Enclosed



Prosper TX 75078

THE ENCLAVE AT THE  
**LAKEs OF PROSPER**  
Homeowners Association  
**CALL FOR CANDIDATES**

May 16, 2022

Dear Homeowner(s),

As managing agent of **The Enclave at the Lakes of Prosper Homeowner's Association, Inc.**, we are pleased to announce that the Virtual Annual Election Meeting of the Members has been tentatively set for **Monday, June 13<sup>th</sup>, 2022, at 5:30 p.m.** The purpose of the meeting will be to announce the elected two (2) Class A Members to the Board of Directors, and to discuss regular business of the Association. Enclosed with this Call for Candidates, 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, prior to the deadline date of **Sunday, May 29, 2022, by 5:00p.m.**

Owner may return Candidate Forms to your Association Manager,  
one of three ways:

E-mail to: [abarnes@essexhoa.com](mailto:abarnes@essexhoa.com)  
Subject: Enclave at Lakes of Prosper HOA Candidate

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

HOA Website: [www.enclaveatlakesofprosper.com](http://www.enclaveatlakesofprosper.com)

After the deadline for returning Candidacy Forms, we will issue the Meeting Notice Packet which shall include the notice, meeting agenda, proxy, ballot, and copies of the candidates' statements. All materials will be placed on the Association's website for review as well. Please submit any questions through the "Contact Us" tab on your Association's Website and an Essex representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent  
On Behalf of The Enclave at the Lakes of Prosper Homeowner's 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 Fax: (469) 342-8205  
[abarnes@essexhoa.com](mailto:abarnes@essexhoa.com)  
[www.enclaveatlakesofprosper.com](http://www.enclaveatlakesofprosper.com)

# Proof of Meeting Notice

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

PRESORTED  
STANDARD MAIL  
U.S. POSTAGE  
PAID  
LETTERSTREAM

## Important HOA Information Enclosed

4174102110



Prosper TX 75078



June 2, 2022

### Notice of Annual Election Meeting of the Members

Monday, June 13, 2022, at 5:30 p.m.

#### **Virtual/In Person**

Registration URL: <https://attendee.gotowebinar.com/register/4329319761086159120>

Webinar ID: 915-718-571

Location: FUSE Workspace (Rally Conference Room – 1<sup>st</sup> Floor)  
130 N. Preston Rd., Prosper, TX 75078

Dear Homeowner(s),

As the Managing Agent for The Enclave at the Lakes of Prosper Homeowner's Association, Inc., we are pleased to announce that the Annual Election meeting of the Members has been scheduled for **Monday, June 13th, 2022, at 5:30 p.m.** The purpose of this meeting is to discuss normal business of the Association, present information on current Association affairs, and announce the two (2) newly elected members to the Board of Directors. Enclosed in this packet you will find the Draft Agenda, Proxy, and Ballot form. You may email, mail, or fax in your Ballot or Proxy. You may also now cast your vote Electronically on your Association's Website at [www.enclaveatlakesofprosper.com](http://www.enclaveatlakesofprosper.com). The annual election meeting cannot be held without the proper quorum; therefore, it is important that you complete and return the proxy, in the event that you are not able to attend the meeting.

A Ballot cast electronically shall also count for quorum. If your vote online, please do not return a ballot or proxy and do not assign your proxy to another owner as it will not be counted.

If you do not vote online and unable to attend it is important that your Ballot or Proxy, be returned by June 12, 2022 in order for it to be counted at the In-Person meeting.

There are 4 ways you can vote:

1. You may now vote Electronically on your Association's Website at [www.enclaveatlakesofprosper.com](http://www.enclaveatlakesofprosper.com)
2. Email your Ballot or Proxy to [ahames@essexhoa.com](mailto:ahames@essexhoa.com) or [proxies@essexhoa.com](mailto:proxies@essexhoa.com)
3. Fax your Ballot or Proxy to: (469) 342-8205 ATTN: Ashlin Barnes
4. Mail the Ballot or Proxy to:

The Enclave at the Lakes of Prosper HOA  
C/O Essex Association Management, L.P.  
ATTN: Ashlin Barnes  
1512 Crescent Drive, Ste. 112,  
Carrollton, TX 75006

(Please be sure if you mail your Ballot or Proxy to allow plenty of time for the mail to reach us.)

We look forward to you joining us on **Monday, June 13th, 2022**. All documentation enclosed will be posted to the Association's website. Only the Owner of record or the proxy holder may cast votes. It is very important that all documents are returned to your Association Manager by or before the deadline mentioned above.

For any questions, please contact us via the "Contact Us" tab on the Association's website.

Sincerely,

Essex Association Management, L.P., Managing Agent  
On Behalf of The Enclave at the Lakes of Prosper Homeowner's Association, Inc.

cc: Association File

Enclosure: Draft Agenda, Proxy, Ballot, Candidate Statements

Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112  
Carrollton, TX 75006

Phone: (972) 428-2030 Fax: (469) 342-8205  
[www.enclaveatlakesofprosper.com](http://www.enclaveatlakesofprosper.com)

# Meeting Structure & Process

There will be no write-in candidates or floor nominations.

All Owners will have audio and voice capabilities during this meeting however, please keep in mind, as with any other meeting, an Owner may not speak from the floor without being recognized by Essex or the Board. If you are attending online through your computer, you may access and use the “Hand Raised” icon and if time permits at the end of the meeting, Essex may choose to accept questions or comments from the floor. Please be sure any written questions are submitted before the meeting is adjourned.

## Introduction of Board Candidates

To establish staggered terms, at the first election after the transition meeting, the three candidates receiving the most votes will serve two (2) year terms, and the candidates receiving the next-highest votes will serve initial terms of one (1) year. Thereafter, the successors will serve a two (2) year terms.

# 2021 Annual Meeting Minutes

The Enclave at the Lakes of Prosper Homeowner's Association, Inc.,  
Board of Directors Meeting Minutes  
3.30.2021

Name	Title	Present
JJ Singh	President	Y
Ronald Corcoran	Vice President	Y
Robert Aguam	Secretary	Y

Present from Essex Association Management, L.P.  
Ashton Barnes, Community Association Manager  
Sean Corcoran, Director of Operations

Meeting Type, Location and Time  
Annual Election Meeting  
Telephonic, at 6:00 pm on 3.30.2021

25 Ballots | 14 Proxies

Introductions: Sean introduced the Board of Director Members and Essex Association Representatives. Meeting called to order at 6:04 pm.

25 Ballots | 14 Proxies

#### Explanation of Election and Meeting Structure and Process

Sean showed the Proof of Call for Candidates as well as the Proof of Notice of Meeting. The explanation of the meeting process was explained. The ballots and votes have already been determined and therefore, no write-ins or floor nominations will be accepted. Any questions will be saved for the end of the meeting. 5 members will be elected filling the positions of: President, Vice President, Secretary, Treasurer, and Member 1.

#### Election

Sean reviewed the candidates up for election. The results were as follows: Britney Stephens (43), Michael Duck (38), Jermaine Galloway (35), Logan Graff (35), and John Scott (32).

#### Financial Review

The 2020 Year End Balance Sheet Report was reviewed line by line. The balance sheet showed a negative total liabilities and equity of \$1,145.88. Sean explained the negative accounts receivable is prepaid assessments. The 2020 Year End Income Statement was also reviewed with any significant variances explained. The total utilities were over budget due to the water expenses. The community had a total loss at year-end of \$14,609.98. The January 2021 Balance Sheet & Income Statement Summary was reviewed by line item. Total expense for the first period was \$8,957.06 to a budget of \$10,519.

#### Community Updates

##### Completed Projects:

- Multiple Irrigation Repairs
- Electrical Repairs- Pool Gate
- Updated Landscape Contract (added amenity pool area and installed mulch in flower beds)
- Repaired LED Lighting on Pool Deck
- Multiple Repairs/ Re Installing Screening Fence

The Enclave at the Lakes of Prosper Homeowner's Association, Inc.,

3.30.2021

#### Projects in Progress:

- Storm Damage Repairs- (install new inline chlorinator, sand filter air relief and backwash valve)
- Tree Replacement around Pond
- COVID Protocol- pool opening & pool monitors

#### Developer Updates

Current Single-Family Homes (97) 88% mark.

Current Builder Lots (14)

Total Units at Build Out (112)

Builders- Megatel Homes

Sean said we will look back into the notes regarding the landscaping on Beacon Hill Dr. just past the tree line. Sean will check the plat to ensure it is our responsibility.

#### Other Reports

- Compliance/ ACC/ Web Submission

Sean reviewed the total violations count of 74. Most of the violations were trash containers. The notice and fining policy were reviewed. Web submissions totaled 67 with most of them regarding pool and general questions. Most were resolved within 0-1 days. Majority of web submissions were submitted by homeowner. Sean explained how to submit a web submission on the community website.

#### Adjournment

With no other business to discuss, motion to adjourn open session at 6:29 PM.

Britney Stephens motioned to adjourn; Jermaine Galloway seconded; with all in favor motion so carried.

#### Homeowner Q&A

Homeowner asked regarding the trash violations on trash day. Sean said we will inform our compliance department.

Homeowner asked about some web submissions not going through. Ashton said they will contact the web master to see if there are any errors.

Next meeting is tentatively set for: last week of April.

Signature of Secretary or Board President

Date

Minutes Prepared by: Hanna Van Wilgen

# Board Candidates

## Candidates up for Election

**John Scott**

**Jeremy Whisler**

**Sarah Journey**

**Greg Wielgus**

# Election Results

**Ballot Counts Are In... The Newly Elected Members of Enclave at the Lakes of Prosper Board of Directors are...**

*Congratulations!*  
**Jeremy Whisler**  
**Sarah Journey**

## Next Scheduled Meeting

**Organizational Meeting : Pending Date**

**Board of Directors Meeting: Pending Date**



# Thank You!

**John Scott & Logan Graff**

**We wanted to express our sincere gratitude for believing in the Board and Community's mission, offering invaluable leadership and support, and the volunteered time you both provide while serving on the Board of Directors.**

**We will certainly miss working with you as a Board Member but look forward to staying in touch with each other for the years to come.**

# 2021 Year End Balance Sheet Report

## Balance Sheet Report The Enclave at the Lakes of Prosper Homeowner's Association As of December 31, 2021

	<u>Balance Dec 31, 2021</u>	<u>Balance Dec 31, 2020</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Assets</b>			
1010 - CIT Bank Operating Account	2,264.13	18,961.24	(16,697.11)
<b>Total Assets</b>	<b>2,264.13</b>	<b>18,961.24</b>	<b>(16,697.11)</b>
<b>Receivables</b>			
1400 - Accounts Receivable	3,218.79	(20,106.90)	23,325.69
<b>Total Receivables</b>	<b>3,218.79</b>	<b>(20,106.90)</b>	<b>23,325.69</b>
<b>Total Assets</b>	<b>5,482.92</b>	<b>(1,145.66)</b>	<b>6,628.58</b>
<b><u>Liabilities</u></b>			
<b>Liabilities</b>			
2000 - Accounts Payable	395.60	12,430.02	(12,034.42)
2050 - Prepaid Assessments	10,028.00	0.00	10,028.00
2200 - Notes Payable	26,935.95	15,844.30	11,091.65
<b>Total Liabilities</b>	<b>37,359.55</b>	<b>28,274.32</b>	<b>9,085.23</b>
<b>Total Liabilities</b>	<b>37,359.55</b>	<b>28,274.32</b>	<b>9,085.23</b>
<b><u>Owners' Equity</u></b>			
<b>Equity</b>			
3000 - Opening Bal Equity	15,952.66	15,952.66	0.00
3900 - Retained Earnings	(47,829.29)	(45,372.64)	(2,456.65)
<b>Total Equity</b>	<b>(31,876.63)</b>	<b>(29,419.98)</b>	<b>(2,456.65)</b>
<b>Total Owners' Equity</b>	<b>(31,876.63)</b>	<b>(29,419.98)</b>	<b>(2,456.65)</b>
<b>Net Income / (Loss)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities and Equity</b>	<b>5,482.92</b>	<b>(1,145.66)</b>	<b>6,628.58</b>

# 2021 Year End Income Statement Summary

## Income Statement Summary The Enclave at the Lakes of Prosper Homeowner's Association

December 01, 2021 thru December 31, 2021

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	0.07	524.00	(523.93)	90,695.86	89,537.00	1,158.86	89,537.00
Total Income	0.07	524.00	(523.93)	90,695.86	89,537.00	1,158.86	89,537.00
Total General & Administrative	1,112.61	971.00	141.61	13,406.97	13,190.00	216.97	13,190.00
Total Taxes	0.00	0.00	0.00	199.73	140.00	59.73	140.00
Total Insurance	367.60	536.00	(168.40)	7,092.96	6,700.00	392.96	6,700.00
Total Utilities	454.34	2,753.00	(2,298.66)	17,419.71	33,040.00	(15,620.29)	33,040.00
Total Infrastructure & Maintenance	683.82	5,102.25	(4,418.43)	10,944.29	22,721.25	(11,776.96)	22,721.25
Total Pool	160.03	1,876.00	(1,715.97)	21,689.79	22,496.00	(806.21)	22,496.00
Total Landscaping	2,029.04	2,631.00	(601.96)	22,399.06	31,575.00	(9,175.94)	31,575.00
Total Expense	4,807.44	13,869.25	(9,061.81)	93,152.51	129,862.25	(36,709.74)	129,862.25
Net Income / (Loss)	(4,807.37)	(13,345.25)	8,537.88	(2,456.65)	(40,325.25)	37,868.60	(40,325.25)

# April 2022 Balance Sheet

## Balance Sheet Report The Enclave at the Lakes of Prosper Homeowner's Association

As of April 30, 2022

	<u>Balance Apr 30, 2022</u>	<u>Balance Mar 31, 2022</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Assets</b>			
1010 - CIT Bank Operating Account	28,545.08	32,770.68	(4,225.60)
<b>Total Assets</b>	<b>28,545.08</b>	<b>32,770.68</b>	<b>(4,225.60)</b>
<b>Receivables</b>			
1400 - Accounts Receivable	3,385.77	3,265.77	120.00
<b>Total Receivables</b>	<b>3,385.77</b>	<b>3,265.77</b>	<b>120.00</b>
<b>Total Assets</b>	<b>31,930.85</b>	<b>36,036.45</b>	<b>(4,105.60)</b>
<b><u>Liabilities</u></b>			
<b>Liabilities</b>			
2000 - Accounts Payable	4,360.81	735.86	3,624.95
2050 - Prepaid Assessments	3,888.00	3,838.00	50.00
2200 - Notes Payable	26,935.95	26,935.95	0.00
<b>Total Liabilities</b>	<b>35,184.76</b>	<b>31,509.81</b>	<b>3,674.95</b>
<b>Total Liabilities</b>	<b>35,184.76</b>	<b>31,509.81</b>	<b>3,674.95</b>
<b><u>Owners' Equity</u></b>			
<b>Equity</b>			
3000 - Opening Bal Equity	15,952.66	15,952.66	0.00
3900 - Retained Earnings	(47,829.29)	(47,829.29)	0.00
<b>Total Equity</b>	<b>(31,876.63)</b>	<b>(31,876.63)</b>	<b>0.00</b>
<b>Total Owners' Equity</b>	<b>(31,876.63)</b>	<b>(31,876.63)</b>	<b>0.00</b>
<b>Net Income / (Loss)</b>	<b>28,622.72</b>	<b>36,403.27</b>	<b>(7,780.55)</b>
<b>Total Liabilities and Equity</b>	<b>31,930.85</b>	<b>36,036.45</b>	<b>(4,105.60)</b>

# April 2022 Income Statement

## Income Statement Summary The Enclave at the Lakes of Prosper Homeowner's Association April 01, 2022 thru April 30, 2022

	Current Period			Year to Date (4 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	2,061.26	1,065.00	996.26	54,445.04	52,312.00	2,133.04	105,086.00
Total Income	2,061.26	1,065.00	996.26	54,445.04	52,312.00	2,133.04	105,086.00
Total General & Administrative	1,082.08	1,224.00	(141.92)	3,878.04	4,173.00	(294.96)	10,821.00
Total Taxes	0.00	0.00	0.00	0.00	200.00	(200.00)	200.00
Total Insurance	368.60	547.00	(178.40)	1,472.40	2,188.00	(715.60)	7,476.00
Total Utilities	852.86	1,569.00	(716.14)	2,712.58	6,278.00	(3,565.42)	18,835.00
Total Infrastructure & Maintenance	1,422.64	996.00	426.64	3,474.10	3,984.00	(509.90)	11,951.00
Total Pool	3,953.44	1,909.00	2,044.44	6,198.35	7,637.00	(1,438.65)	22,912.00
Total Landscaping	2,162.19	2,298.00	(135.81)	8,086.85	9,192.00	(1,105.15)	27,575.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	5,316.00
Total Expense	9,841.81	8,543.00	1,298.81	25,822.32	33,652.00	(7,829.68)	105,086.00
Net Income / (Loss)	(7,780.55)	(7,478.00)	(302.55)	28,622.72	18,660.00	9,962.72	0.00

# Community & Board Updates *(1 of 4)*

## Completed Projects

- **Changed Pool Vendors from TX Pool Professionals to ASP Frisco Pools**
  - **Pool & Porter Service**
- **Multiple Pool Repairs**
  - **Replaced Pump Motor on Pump 2**
  - **Replaced Multi Port**
  - **Installed New Sand in Both Pump Filters**
  - **Replaced Pool Lighting**
  - **Installed New Pool Drains**
  - **Drinking Fountain Repaired**
  - **911 Emergency Phone Speaker Replaced**
  - **Secured Screening Fence around Pool**
  - **Electrical Repairs – Push Exit Button on Pool Gate Replaced**
- **No Holiday Lighting Installed for 2021 to save funds for the Association**
- **Amended Verbiage for Trash Container Violation Letters**
  - **When Trash Containers are Allowed to be Placed for Service**
  - **Where Trash Containers are to be Stored when Not Out for Service**
- **City Repaired Sidewalk along Pond**
  - **Main Line Irrigation Repaired under Sidewalk**

# Community & Board Updates *(2 of 4)*

## Board Member Updates / Completed Actions

- Held meet and greet to discuss how we would communicate with the HOA and each other as well as other administrative best practices
- Created our first LOPN Mission, Vision and Values statements to guide our focus and interactions
- Participated in rezoning discussions of area north of Waterview with Seller, Economic Development Committee and City Council to ensure best outcome for LOPN.
- Created Rezoning Committee Charter (and blank Charter for future committees), our first committee to follow up and work with the City to ensure what the city committed to comes to fruition.
- Established relationships with Town of Prosper and City Council members
- Procured Director and Officer Insurance
- Met with Owner Landscape company with Essex to align on expectations
- Review all expenses and worked all year to lower annual expenses. Reduced budget from almost \$129,862.02 to \$105,086.00.
- Obtained bids for pool service and replaced pool Company after 6 months nonpayment and negotiations with both parties threatening legal action
- Put out RFP for Landscaping and current vendor continues to be best value
- Changed watering of common areas to start June 1, and end Sept, to save on water bill
- Obtained insurance for the retaining wall along the lake and iron fence above.
- Worked with AT&T and the city to get approval to use free AT&T dirt to fill un-lanscaped area North of the lake on Beacon Hill. Held first community event to level the dirt.
- Worked with city on Kirkwood and Sabine Watermain break. Working with them on final grade and sodding.
- Removed 3 Trees from Sabine and Kirkwood area that were putting pressure on retaining wall
- Removed dead portions of 75+ plants around the pool and removed about 10 dead plants
- Board communicated almost weekly all year long to vote, get input and align on issues.



# Community & Board Updates *(3 of 4)*

## Projects in Progress

- Installing Dirt around Pond to help with Erosion – VOLUNTEERS Needed
  - Cattail Removal around lake when Prosper population reaches 40k (State Mandate)
- Landscape Improvements
  - Improving low spots along walking path behind Sagebrush
  - Improve low areas in Common Area by Beacon Hill
    - Sod previously laid August 2021
- Improve better forms of Communication with Essex, Residents, and Board
  - Town Sq



**Erosion Control  
Pond**



**Walking Path  
Sagebrush**



**Beacon Hill  
Common Area**



# Community & Board Updates *(4 of 4)*

## Board Member Updates / Projects in Progress

- Loose Edging (along sidewalk and flower beds) on Beacon Hill
- Erosion Control and Plant Replacement options around Lake (City Request)
- Clearing Drainage area on Northwest side of Lake (City Request)
- Removing Construction Barrier Fence Screening along West side of Lake (City Request)
- Plant Replacement (as needed) around Pool (City Request)
- City to Complete Repairs by Grading and Grassing area between Sidewalk and Wall by Kirkwood and Sabine
  - Five (5) Sprinkler Heads to be Raised prior to laying Dirt
- Compromised Retaining Wall and Iron Fence
- Update Landscape CCR for Clarity aligned with Community Standards and Historic Enforcement
- Planning for Reserves in future budgets if possible (we have none currently)

# Enforcement / Fining Policy

## Covenants Count Report

The Enclave at the Lakes of Prosper Homeowner's Association, Inc.

January 01, 2021 thru June 9, 2022

Description	Violations
Trash Containers	19
Lawn Maintenance	7
Exterior Maintenance	4
Unauthorized Parking	3
Improper Signage	1

**Total Number of Violations: 34**

**Help Keep the Community Beautiful!**

Actively Seeking Volunteers in Many Capacities  
to Include Compliance!

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

# Web Submissions

## The Enclave at the Lakes of Prosper HOA Community Charts

Conversation Started: 01/01/22 to 06/09/22

Total Number of Submissions for Date Range: 23

### Statistics by Category Data

Selection	Count
Compliance	9
Billing	5
General Question	4
Pool	4
Resale	1

### Statistics by Age Data

Aged	Count
1 day(s)	8
0 day(s)	6
24 day(s)	2
3 day(s)	2
2 day(s)	2
20 day(s)	1
25 day(s)	1
4 day(s)	1

### Statistics by Conversation Thread

Threads	Count
2 thread(s)	16
1 thread(s)	7
4 thread(s)	1

### Statistics by Submission Group

Entity	Count
a homeowner	19
a renter or lessee	3
a realtor	1

# Meeting Adjourn

Thank You For

A T T E N D I N G

THE ENCLAVE AT THE  
LAKES OF PROSPER

Homeowners Association

# Homeowner Questions?

For any questions, comments, or concerns please submit an inquiry via the “Contact Us” tab through your Associations website and an Essex Representative will respond back shortly.



[www.enclaveatlakesofprosper.com](http://www.enclaveatlakesofprosper.com)

# Executive Session



# 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

**[www.essexhoa.com](http://www.essexhoa.com)**

# The Role of Essex Association Management, L.P.

**The day to day functions of your management team includes many different tasks.**

**Such tasks may include but are not limited to:**

- Advise and provide administrative, managerial and operational counsel to the Board of Directors in order to assist the Board in decision making and in the operation of the business affairs of the Association
- Perform periodic site inspections of the community's common areas and routine site inspections of the individual homes
- Direct the enforcement of the restrictive covenants
- Assist in the processing of Architectural Modification Requests
- Obtain bids, evaluate and assist in acquiring insurance consistent with the restrictions and/or needs of the Association
- Supervise maintenance activities and contractor performances of vendors, obtain bids and provide proposals to the Board of Directors for new service and renewing contracts
- Provide Association financial reports, kept in accordance with GAAP (Generally Accepted Accounting Principles)
- Accounts payable and accounts receivable including the collection of delinquent accounts
- Develop and prepare Association budgets
- Work with an independent CPA firm to audit the Association books and records
- Serve as a receiving center for Association related homeowner and vendor telephone calls of all type and nature
- Reserve Fund Contribution



# What Your Assessments Pay For

Essex Association Management, L.P. has been selected by the Board of Directors of your Association to provide professional management services. It is the goal of Essex Association Management to provide your community with quality service while fostering a mutual relationship of respect and trust.

- **General maintenance of all common areas:**
  - Mowing, edging, tree trimming, chemical treatments
  - Porter services
  - Replacement of trees and shrubs in the common areas
  - Installation and maintenance of seasonal color changes and mulch
- **Electricity**
  - To operate and maintain the Association's common elements and amenities, including lighting and irrigation systems
- **Repairs and General Maintenance of the Common Areas, Elements, and Amenities**
- **Legal and tax services**
  - Filing corporate, federal and state taxes, annual audits, and continual maintenance of Association books and records
- **Insurance premiums**
  - Ensuring the proper insurance is obtained, maintained, and premiums met
- **General and Administrative services (including but not limited to)**
  - The Enclave at the Lakes of Prosper Homeowner's Association, Inc. website, correspondence, collection letters, ACC's, postage, supplies, inspections, filing of Association documents, meetings and more.

[www.enclaveatlakesofprosper.com](http://www.enclaveatlakesofprosper.com)

- **Modification Request Forms may now be Submitted Online.**
- **Income Statements and Balance Sheets**
- **Governing Documents**
- **Important Phone Numbers**
- **Bulletin Board**
- **Volunteer Forms**
- **Email Updates: Sign up Now!**

