

# **TWO SUNSET POINTE HOMEOWNERS ASSOCIATION, INC.**

**ANNUAL MEETING  
MARCH 9, 2023  
6:30 PM**



# AGENDA

- Introduction of the Board Members and Management
- Proof of the Meeting Notice
- Establish Quorum (10%)
- Call to Order – Jason Miller, Board President
- Approval of the 2022 Annual Meeting Minutes
- Candidate Introductions
- Presidents Report
- 2022 Financial Summary
- Management Report
- Election Results
- Adjournment
- Questions and Answers



## **CALL TO ORDER**

**BOARD PRESIDENT, JASON MILLER**

# **INTRODUCTIONS**

## **BOARD OF DIRECTORS**

JASON MILLER, BOARD PRESIDENT  
LOU HASH, VICE PRESIDENT  
HARRIS OSHIOKPEKHAI, TREASURER  
LACEY CULLISON, SECRETARY  
CHRIS HOLDEREMAN, DIRECTOR

## **MANAGEMENT**

TIM MCCONVILLE, CMCA, AMS, PCAM  
ON-SITE COMMUNITY MANAGER  
  
MIKE LUZZI, ADMINISTRATIVE ASSISTANT  
  
BRANDON BERRY, COMPLIANCE COORDINATOR  
  
VANESSA BURCH, CMCA, AMS, PCAM  
PRESIDENT, SBB

**VERIFICATION OF QUORUM  
(Ten Percent)**

**PROOF OF NOTICE OF ANNUAL MEETING**

**In accordance with the Two Sunset Pointe Homeowners Association, Inc. Bylaws, Article II, Section 2.5,  
written notice stating the place, day, and hour of the meeting shall be sent to all property owners of  
Two Sunset Pointe Homeowners Association, Inc.  
no less than 10 days prior to the meeting.**

**Annual Meeting Notice mailed on February 21, 2023.**



## **2022 ANNUAL MEETING MINUTES**

**Homeowners were asked to approve the minutes of the  
2022 Annual Meeting on the ballots.**



# **INTRODUCTION OF CANDIDATES**

**Each Candidate will be provided three (3) minutes  
to introduce themselves to the community.**





Allen Roholt



Lou Hash



Melissa Starr



Rachael Ewertz



Scott Miller

**BALLOT**

**ELECTION OF DIRECTORS  
TWO SUNSET POINTE HOMEOWNERS ASSOCIATION, INC.**

**MARCH 9, 2023  
6:30 PM**

**VOTE FOR TWO (2) PERSONS ONLY**

- ☐ Allen Roholt
- ☐ Lou Hash \*
- ☐ Melissa Starr
- ☐ Rachael Ewertz
- ☐ Scott Miller
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

\* Indicates Incumbents

Please indicate your name and the address of your Sunset Pointe property  
so that your vote may be counted.



# **Association Reports**

## **Board President, Jason Miller**

# OPERATIONS

## The Board of Directors

Monthly Board Meetings Usually 3<sup>rd</sup> Thursday of Month.  
Annual Meeting, Workshops, Training Sessions Held as Needed.

## Architectural Committee

1,001 Architectural Applications Reviewed and Processed  
58 were denied.  
7 are in process.

## Community Standards

5,436 Non-compliance letters issued during the past 12 Months for:  
Weeds, Roof, Trash Cans, Debris, ARC Non-Submittals, Etc.:



# 2022 Accomplishments

- ▶ **The retaining wall repairs for the Dawn Mist pool were completed.**
- ▶ **Canal and weir erosion – Cardinal Strategies North Canal Complete, Weir Complete, working on Lake #3 Overflow now.**
- ▶ **Pool Video Camera project completed.**
- ▶ **Phase 2 landscape light plan completed.**
- ▶ **Phase 3 landscape light plan proposal preparations in progress.**
- ▶ **Pool resurfacing for Leisure Lane completed.**
- ▶ **Pool resurfacing for Dawn Mist Lane completed, After care in progress.**
- ▶ **Drainage for Dawn Mist Park areas completed.**
- ▶ **Holiday Decorations installed and removed.**
- ▶ **Sunlight/FM 423 Drainage Corrections completed.**
- ▶ **Sunlight/FM 423 irrigation/ landscape project completed.**
- ▶ **Sunlight/FM 423 monument flower beds completed.**
- ▶ **Sunny Side/Waterside NE monument flower beds completed.**
- ▶ **Canal diffusers repaired and working as intended.**
- ▶ **Lakes re-stocked with Medium Bluegill, Adult Fathead Minnows & Largemouth Bass.**

# 2022 Accomplishments

- ▶ Engineer's recommendations for the Watercress, Woodlake, and Sunflower, retaining wall repairs completed - Estimates in process.
- ▶ Perimeter Wood Fence Staining Estimates in process.
- ▶ Irrigation Controller at South Canal/Walker Replaced.
- ▶ Irrigation mainlines, lateral lines, and sprinkler head repairs are ongoing.
- ▶ Irrigation monitored with seasonal adjustments made based on weather.
- ▶ Playgrounds and Doggie Stations cleaned twice a week and as needed.
- ▶ Freeze damaged shrubs replaced as needed.
- ▶ Mowed/mulched leaves and debris from beds and in turf areas (twice per month).
- ▶ Pulled weeds in flower beds.
- ▶ Seasonal color installed throughout the year.
- ▶ Acorns were removed from sidewalks as needed.
- ▶ Pre- and post-emergent herbicide plus insecticide to prevent fire ants applied; as well as Certainty herbicide to nutsedge in turf and beds; and Dallis Grass spot treatments.
- ▶ Dawn Mist Splash Pad Repair Estimates in progress.
- ▶ Annual Town of Little Elm Pool Inspection completed with Permits approved.
- ▶ Pool Monitoring during Pool Season conducted.
- ▶ New users added to the pool gate access system as requested. In total 1,714 residences have pool keys.

# Board Code of Conduct

**As a member of the Board of Directors, I will uphold the Office and Duties of the Two Sunset Pointe Homeowners Association, Inc. as follows:**

Exercise powers of the office and fulfill responsibilities in good faith and the best interest of the corporation;  
Exercise these responsibilities with due diligence, care and skill in a prudent manner;  
Respect and support the corporation's Bylaws, Policies, Code of Conduct and decisions of the Board and membership;  
Keep confidential all information learned about Homeowners, Board Members, Personnel, Vendors or other matters specifically determined by a Board motion to keep matters confidential, including matters dealt with during meetings of the Board; and,  
Conduct self in the spirit of collegiality and respect for the collective decisions of the Board  
Immediately declare my personal (real or perceived) conflict of interest that may come to my attention,  
Support the "One Voice" for any topics, decisions, contract negotiation, legal matters, and decisions made by the Board.

**As a member of the Board of Directors, I commit to conducting myself in a manner that models the high standards of accountability incumbent upon the Two Sunset Pointe Homeowners Association, Inc.**

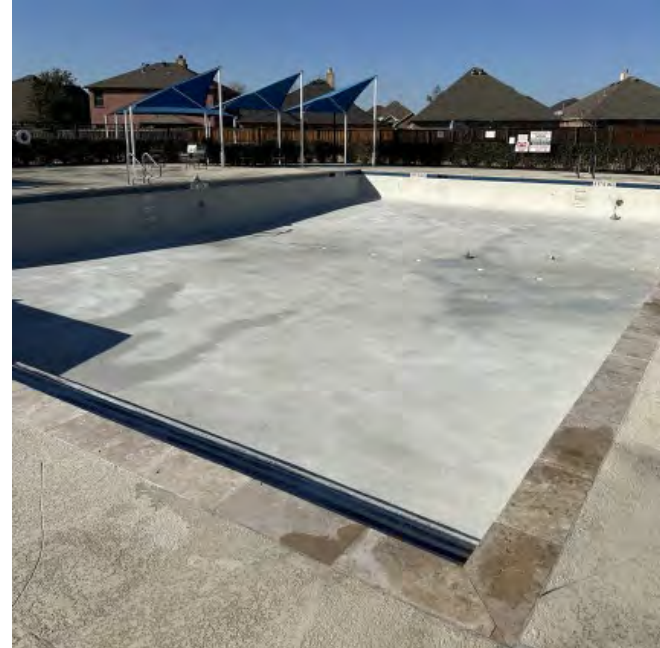
Supporting the objectives of the Two Sunset Pointe (Association);  
Serving the overall best interest of the Association rather than any particular constituency;  
Bringing credibility and goodwill of the Association;  
Respecting the principles of fellow Board Members, Homeowners, Agent, Staff, Legal, and the Association;  
Respecting my position and will not speak on behalf of the Board of Directors, in person, electronically, and/or over social media and direct questions from residents on the operations and policy of the Association to the Manager (Agent);  
Demonstrating respect and fair consideration for individuals in all areas related to culture, diversity, and life circumstances, and opposing views;  
Demonstrating due diligence and dedication in preparation and attendance at meetings, special events, and in all activities on behalf of the Corporation;  
Ensuring that the financial affairs of the Association are conducted in a reasonable and transparent manner with regard to a fiduciary responsibility;  
Conforming to all Bylaws, Governing Documents, Policies, and Rules of the Association;  
Publicly demonstrating acceptance, respect and support for the decisions the Board as a whole has taken.

# Dawn Mist Pool Plaster Enhancements





# Leisure Lane Pool Plaster Enhancements



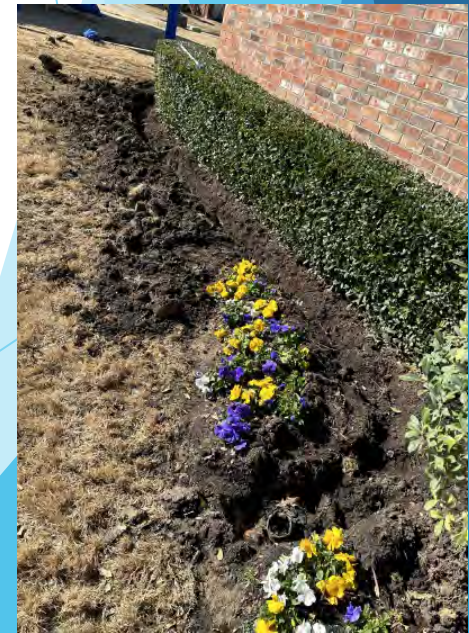
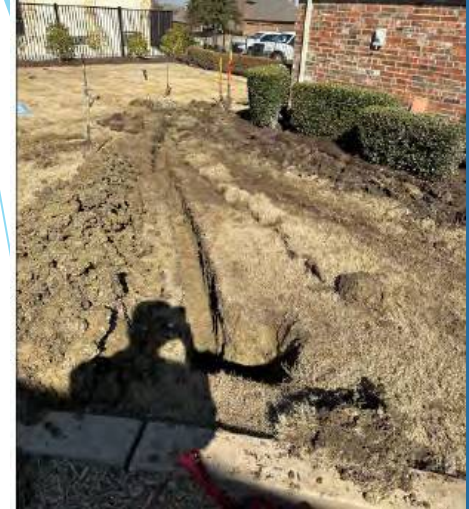


# Dawn Mist Pool Retaining Wall





# Dawn Mist Park Drainage





# Canal and Lake Enhancements





# Canal Weir Enhancements





# South Canal and Lake Enhancements



# COMMON AREA MAINTENANCE AND ENHANCEMENTS





## Common Area Tree Replacement Project



# **2023 Goals**

## **Projects already underway**

- **Feasibility Study for additional amenities and enhancements**
- **Wood Fence Re-Staining**
- **Preventive Maintenance and Repair Brick Fencing**
- **Renovate the baseball diamond at the Dawn Mist Park**
- **Additional Electrical Power to Monuments**
- **Resurfacing of Dawn Mist Pool Splash Padding**
- **Preventive Maintenance and Repair of Retaining Walls**





# Financial Report



**Budget**

**Income Statement**

**Balance Sheet**

**Harris Oshiokpekhai**  
**Treasurer**

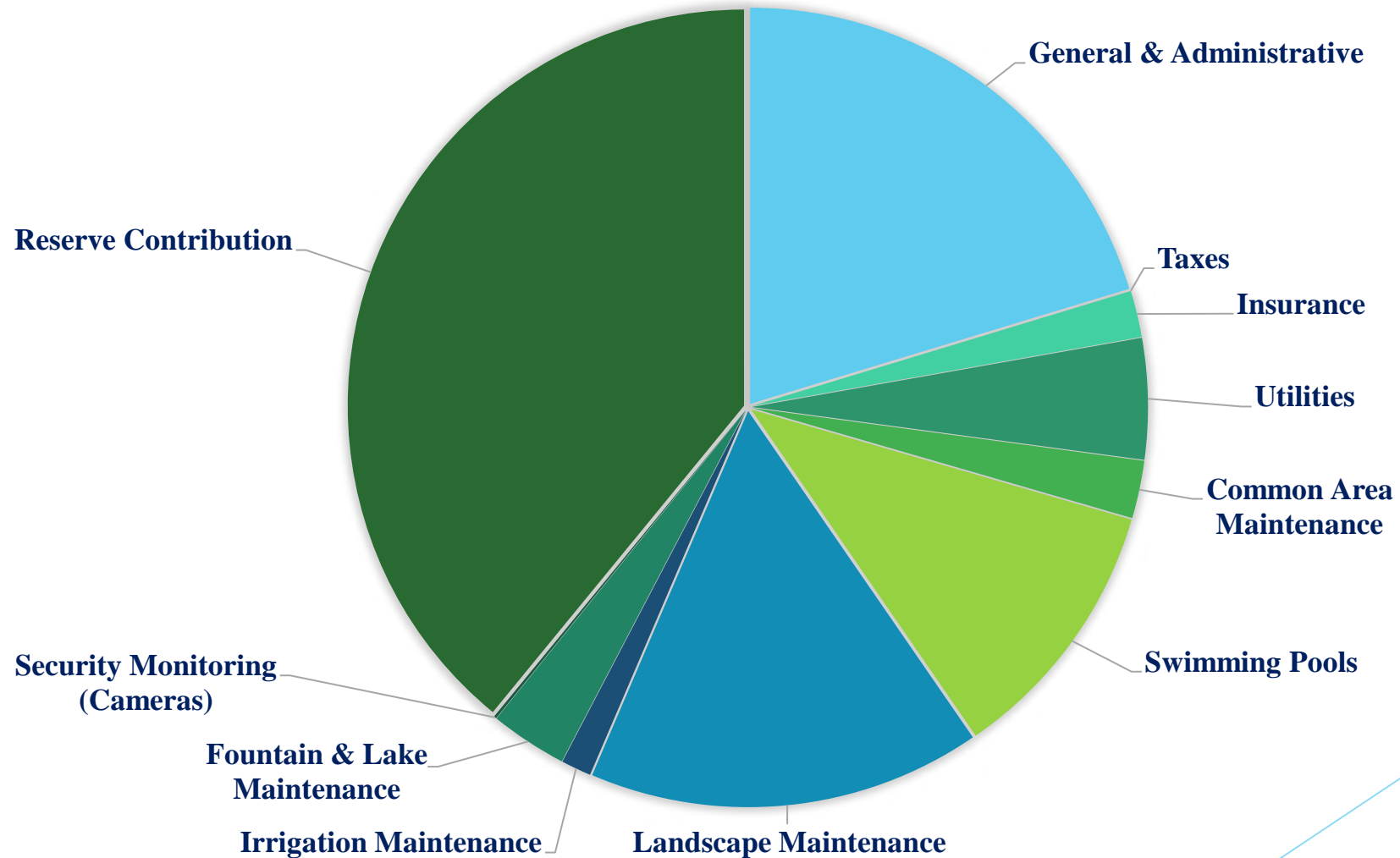
# Consolidated Income Statement

## 2022 Actual vs. 2023 Budget

	2022	2023
▶ Assessments	1,977,150	2,175,360
▶ Other Income	36,426	67,926
▶ Total Income	<u>2, 013,576</u>	<u>2,243,286</u>
▶ Total: General & Administrative	531,793	606,624
▶ Total: Taxes	50	2,500
▶ Total: Insurance	51,053	56,116
▶ Total: Utilities	132,979	104,456
▶ Total: Common Area Maintenance	63,269	109,620
▶ Total: Swimming Pools	294,349	295,350
▶ Total: Landscape Maintenance	431,665	439,194
▶ Total: Irrigation Maintenance	33,209	29,520
▶ Total: Security Monitoring	2,924	8,640
▶ Total: Fountain & Lake Maintenance	84,877	44,000
▶ Total: Reserve Contribution	<u>1,053,665</u>	<u>629,326</u>
▶ Total: Expenses	2,696,658	2,243,286
▶ Net Income (Loss)	(548,782)	0



# 2022 EXPENDITURES







## **The Purpose of Community Committees**

- HOA Committees assist the Board of Directors by addressing specific tasks.
- Reporting back to the Board of Directors with the information gathered and their findings.

## **There are two types of Committees**

- Standing – Permanent and meet on a regular schedule
- Ad Hoc – Usually for a specific project or task.
  - Each Committee will be provided with a Committee Charter
  - Have a clear purpose and mission
  - Goals and Responsibilities
  - Provide minutes and updates to the Board of Directors
  - Elect a Chairperson, Co-Chair, and a Secretary.

# **TWO SUNSET POINTE HOMEOWNERS ASSOCIATION COMMITTEES**

**BUILDING AND GROUNDS COMMITTEE**

**SOCIAL/LIFESTYLE COMMITTEE**

**NEIGHBORHOOD WATCH COMMITTEE – NEW**

**COMMUNICATION COMMITTEE – NEW**

**WELCOME – NEW**

**Consider volunteering your talents and experiences!  
Volunteer forms are located at [www.twosunsetpointe.com](http://www.twosunsetpointe.com)**

# **ELECTION RESULTS**

The background features a series of overlapping triangles in various shades of blue and orange, creating a modern, geometric pattern. The orange triangles are primarily located in the upper left and center, while the blue triangles are more prominent on the right and bottom edges.

*Congratulations!*

**TO THE NEW  
BOARD MEMBERS**



# SPECIAL THANKS TO OUR COMMITTEE MEMBERS

## **Buildings & Grounds:**

Naga Praveen kumar Vutukuri  
Heather Erickson  
Jennifer Kirk  
Chris Holderman  
Lauren Nagel  
Aubrey Futral

## **Social:**

Kim Williams  
Tiffany Brooks  
Dhivya Prabhu

## **Architectural:**

Bradley Allen  
Paul Estes  
Scott Miller  
Mark Weiler  
Aubrey Futral  
Lauren Nagel  
Deborah Anderson

Heather Erickson  
Sandi Hill  
Jennifer Kirk



# A Community Connected



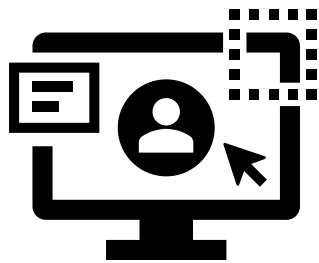
Sunset Pointe Website



Two Sunset Pointe  
Weekly E-Blast



Find us on Facebook  
Twosunsetpointehoa



Homeowner Portal  
owner.sbbmanagement.com



Calendar of Events



Face-to-Face

**ADJOURNMENT**



Thank  
You