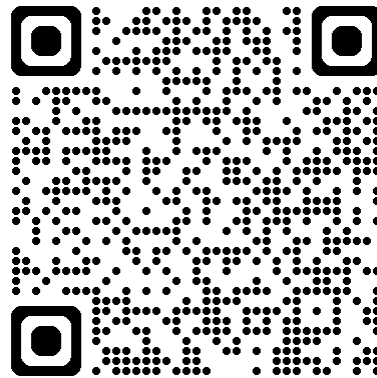




**Board of Directors Meeting  
4<sup>th</sup> Quarter**

**Wednesday, March 5, 2025 ~ 2:00 p.m.**



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

# AGENDA

**Establish Board Quorum**

**Call Meeting to Order**

**Introduction of the Board of Directors**

- **Travis Biber, President**
- **Dustin Warren, Vice President**
- **Victor Tannous, Secretary**

**Introduction of Essex Association Management, L.P. Representatives**

- **Michael Morgan, Director of Association Services**
- **Rebecca Reach, Account Manager**
- **Ryan Corcoran, Property Manager and Ashton Barnes, Assistant**
- **Essex Support Staff**

**Approval of October 2024 Meeting Minutes**

**Financial Review**

- **2024 Fourth Quarter**

**Community / Developer Updates**

**Adjournment**

# APPROVAL OF OCTOBER 2024 MEETING MINUTES

**Board of Directors Meeting Minutes**  
**City Point NRH Residential Homeowners Association, Inc.**  
 10.24.2024

Name	Title	Present
Travis Biber	President	Y
Dustin Warren	Vice President	Y
Victor Tannous	Secretary	Y

**Present from Essex Association Management, L.P.:**

Michael Morgan, Director of Association Services  
 Rebecca Reach, Account Manager  
 Ryan Corcoran, Association Manager  
 Ashton Barnes, Assistant Association Manager  
 Essex Support Staff

**Meeting Type and Location:**

Board of Directors  
 Virtual Meeting  
 October 24, 2024 @ 2:30 pm

Meeting called to order at 2:30 pm.

**Introductions:** Michael gave introductions to the Board of Directors and Essex Association Representatives.

**August 2024 Board of Directors Meeting Minutes:**

- The August 28<sup>th</sup>, 2024, Meeting Minutes were presented and reviewed. With no further questions Dustin Motioned to approve the August 28<sup>th</sup>, 2024, meeting minutes, Travis seconded, with all in favor, motion so carried. **Approved and executed minutes to be posted to the Association's website.**

**Financial Review**

- Michael reviewed September 2024 Balance Sheet and Income Statement Summary explaining what each line item consists of and any significant variances. No further questions from the Board of Directors.

**2025 Budget Approval:**

- Michael briefly reviewed the 2025 Proposed Budget Summary as **Option A (no increase) and Option B (increase)** and explained any changes per line item that may consist of significant variances. No further questions were brought up by the Board. Dustin motioned to approve **Option A with no Assessment increase**, Travis seconded, with all in favor, motion so carried.
- Summary – Option A: No Increase**
  - Regular Assessment
    - \$350.00 Quarterly – Urban and Bungalow
    - \$300.00 Quarterly – Townhome
  - Townhome Assessment
    - \$250.00 Quarterly
  - Home Sales
    - Forecasted 10 home sales per-month
  - Maintenance Costs
    - Increased Landscaping – Common Area
  - Contingency Funding
    - \$1,210.00
- Summary – Option B: Increase**
  - Regular Assessments
    - \$450.00 Quarterly – Urban and Bungalow
    - \$400.00 Quarterly – Townhome
  - Townhome Assessment
    - \$300.00 Quarterly
  - Home Sales
    - Forecasted 10 homes sales per-month

**Board of Directors Meeting Minutes**  
**City Point NRH Residential Homeowners Association, Inc.**  
 10.24.2024

- Summary – Option B: Increase (Continued)**
  - Maintenance Costs
    - Increase Landscaping – Common Areas
    - Pool Addition
  - Contingency Funding
    - \$664.00

**Association Updates:**

Michael reviewed and discussed the following **Community / Developer Updates** to include:

- Pool and Amenity Center Construction Underway
  - 60 days away from being completed. Communication will be sent out and a pool key card hand out will be held.

**Unit Type Listing – Current Units:**

- Single Family / Urban Homes: 62
- Single Family / Bungalow: 23
- Townhomes: 90
- Builder Lots: 189

**Web Submissions:**

Totaled (31) with most of them regarding Maintenance, General Questions, and Billing.

**With no other business to discuss, motion to adjourn at 2:10 pm.** Dustin motioned to adjourn; Travis seconded. With all in favor motion so carried.

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

\_\_\_\_\_  
 Date

# 2024 – 4<sup>TH</sup> QUARTER BALANCE SHEET

## Balance Sheet Report City Point NRH Residential

As of December 31, 2024

	<u>Balance Dec 31, 2024</u>	<u>Balance Nov 30, 2024</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Assets</b>			
1010 - CIT Bank Operating Account	125,297.55	143,303.48	(18,005.93)
1011 - CIT Bank Reserve Account	114,570.30	109,046.44	5,523.86
<b>Total Assets</b>	<b><u>239,867.85</u></b>	<b><u>252,349.92</u></b>	<b><u>(12,482.07)</u></b>
<b>Receivables</b>			
1400 - Accounts Receivable	3,083.31	4,103.31	(1,020.00)
<b>Total Receivables</b>	<b><u>3,083.31</u></b>	<b><u>4,103.31</u></b>	<b><u>(1,020.00)</u></b>
<b>Total Assets</b>	<b><u>242,951.16</u></b>	<b><u>256,453.23</u></b>	<b><u>(13,502.07)</u></b>
<b><u>Liabilities</u></b>			
<b>Liabilities</b>			
2000 - Accounts Payable	9,092.27	12,902.51	(3,810.24)
2050 - Prepaid Assessments	61,925.30	32,655.51	29,269.79
<b>Total Liabilities</b>	<b><u>71,017.57</u></b>	<b><u>45,558.02</u></b>	<b><u>25,459.55</u></b>
<b>Total Liabilities</b>	<b><u>71,017.57</u></b>	<b><u>45,558.02</u></b>	<b><u>25,459.55</u></b>
<b><u>Owners' Equity</u></b>			
<b>Equity</b>			
3900 - Retained Earnings	70,390.49	70,390.49	0.00
<b>Total Equity</b>	<b><u>70,390.49</u></b>	<b><u>70,390.49</u></b>	<b><u>0.00</u></b>
<b>Total Owners' Equity</b>	<b><u>70,390.49</u></b>	<b><u>70,390.49</u></b>	<b><u>0.00</u></b>
<b>Net Income / (Loss)</b>	<b><u>101,543.10</u></b>	<b><u>140,504.72</u></b>	<b><u>(38,961.62)</u></b>
<b>Total Liabilities and Equity</b>	<b><u>242,951.16</u></b>	<b><u>256,453.23</u></b>	<b><u>(13,502.07)</u></b>

# 2024~4<sup>TH</sup> QUARTER INCOME STATEMENT SUMMARY

## Income Statement Summary City Point NRH Residential

December 01, 2024 thru December 31, 2024

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	6,144.24	10,144.00	(3,999.76)	544,721.24	568,141.34	(23,420.10)	568,141.34
Total Income	6,144.24	10,144.00	(3,999.76)	544,721.24	568,141.34	(23,420.10)	568,141.34
Total General & Administrative	2,838.43	1,960.00	878.43	40,206.49	36,415.00	3,791.49	36,415.00
Total Taxes	0.24	0.00	0.24	(1,151.42)	0.00	(1,151.42)	0.00
Total Insurance	0.00	0.00	0.00	10,275.87	11,867.00	(1,591.13)	11,867.00
Total Utilities	3,432.96	3,330.83	102.13	46,000.39	60,638.00	(14,637.61)	60,638.00
Total Contingency	0.00	318.34	(318.34)	0.00	3,815.34	(3,815.34)	3,815.34
Total Infrastructure & Maintenance	10,713.39	2,356.00	8,357.39	63,058.79	37,280.00	25,778.79	37,280.00
Total Pool	0.00	2,166.66	(2,166.66)	0.00	69,450.00	(69,450.00)	69,450.00
Total Landscaping	8,451.57	10,772.85	(2,321.28)	89,744.53	116,017.00	(26,272.47)	116,017.00
Total Irrigation Maintenance	2,039.24	1,250.00	789.24	49,638.29	15,000.00	34,638.29	15,000.00
Total Townhome Expenses	17,630.03	17,593.29	36.74	145,405.20	216,659.00	(71,253.80)	216,659.00
Total Reserves	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	1,000.00
Total Expense	45,105.86	40,747.97	4,357.89	443,178.14	568,141.34	(124,963.20)	568,141.34
Net Income / (Loss)	(38,961.62)	(30,603.97)	(8,357.65)	101,543.10	0.00	101,543.10	0.00

# COMMUNITY/DEVELOPER UPDATES

**Pool and Amenity Center are nearing completion!**

- **Pool Furniture will be ordered by next week**
- **Estimated Completion – April 2025**



## 2025 Spring Plans and Projects

# Pool Opening!



**Repairs to alleyways**



**Paint / Repair Entry Sign**



**Add Boulders to avoid damage to sod**

# COMMUNITY UPDATES

## Unit Type Listing by Date City Point NRH Residential As Of Wed Mar 05, 2025

Unit Type	Max. Units	Curr. Units	Sq. Foot	Percent Interest	Late Fee	Occupied Flag
01 -- Single Family Urban Homes	126	76			0.00	Occupied
02 -- Single Family Bungalows	46	40			0.00	Occupied
03 -- Townhomes	207	100			0.00	Occupied
04 -- Builder Urban Homes		32			0.00	Occupied
05 -- Builder Bungalows		7			0.00	Occupied
06 -- Builder Townhomes		109			0.00	Occupied
07 -- Declarant Lots	364	0			0.00	Occupied
08 -- Common Area Lots		0			0.00	Occupied
COMMON -- Common Area Unit	1	1		0.00000000%	0.00	Unoccupied
Total Percentage Interest based on Max number of units:				<u>0.00000000%</u>		



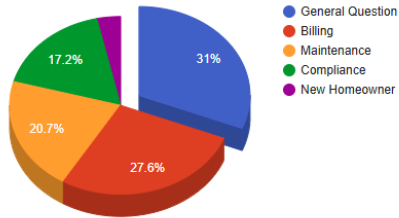
# COMMUNITY UPDATES

## City Point NRH Residential Association Community Charts

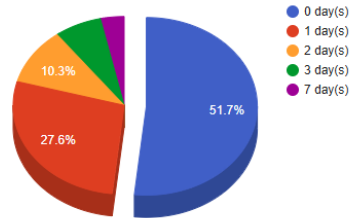
Conversation Started: 10/01/24 to 12/31/24

Total Number of Submissions for Date Range: 29

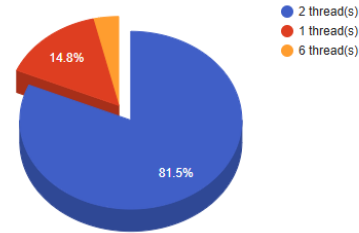
Submissions by Category



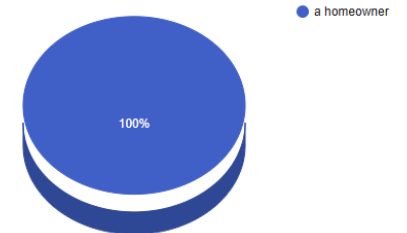
Statistics by Age



Statistics by Conversation Thread



Statistics by Submission Group



### Statistics by:

#### Category Data

Selection	Count
General Question	9
Billing	8
Maintenance	6
Compliance	5
New Homeowner	1

#### Age Data

Aged	Count
0 day(s)	105
1 day(s)	56
2 day(s)	21
3 day(s)	14
7 day(s)	7

#### Conversation Thread

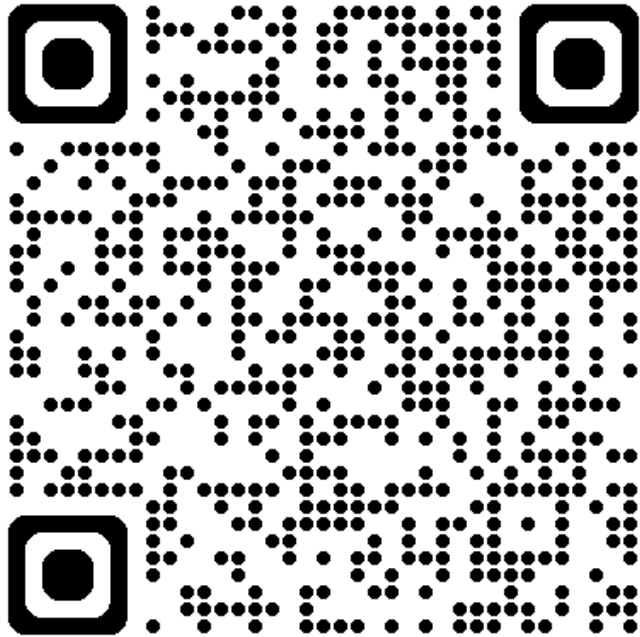
Threads	Count
1 thread(s)	4
2 thread(s)	22
6 thread(s)	1

#### Submission Group

Entity	Count
a homeowner	2

29 total submissions by Category for City Point NRH Residential Association

➤ **HOMEOWNERS CONTACT US!**



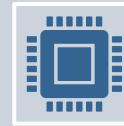
A PROFESSIONAL PROPERTY MANAGEMENT COMPANY



**Phone: (972) 428-2030**



**Fax: (469) 342-8205**



**After Hours  
Emergency Line:  
(888) 740-2233**

For a quick response, go to your community website or [www.essexhoa.com](http://www.essexhoa.com) and submit your inquiry under the “Contact Us” page. An agent will begin working on your inquiry the moment it is received.



CITY POINT  
NORTH RICHLAND HILLS  
RESIDENTIAL ASSOCIATION

**ADJOURNED**