

**Orchard Park Homeowners' Association**  
**Annual Members' Meeting**  
**Tuesday, November 7, 2017 at 7:00PM**  
**First Bank & Trust Conference Center**

- I. Call to Order and Introductions.** President, Drew Anderson, called the meeting to order at 7:04pm. Members representing fifty-five HOA lots were in attendance by physical appearance or previously submitted proxy vote. Anderson introduced the current HOA Board Members.
- II. Approval of 2016 Annual Meeting Minutes.** Member, Marc McDougal moved to approve the 2016 annual meeting minutes as written and submitted. Member, Holly Holder seconded. Motion passed unanimously.
- III. Special Speaker.** Steve Massengale, Lubbock City Councilman for District 4, spoke to attendees on the status of future expansion of 114<sup>th</sup> Street. Specifically, he projected that the 114<sup>th</sup> Street would likely be funded for expansion between Norfolk and Quaker sometime in 2018 or 2019.
- IV. Nomination and Election of New Board Members.** Ed Nichols, David Simek, Rodney Madsen, and David McClure were nominated to serve on the Board to fill the vacancies of Drew Anderson, Holly Holder, Holly Haseloff, and Dave Marcinkowski. Anderson requested nominations from the floor; as no nominations were made, Caroline Kopp moved to accept the nomination slate as presented. The motion was seconded by Holly Holder, and unanimously approved.
- V. 2017 Financials.** Treasurer, Terry Wright, reported on the 2017 budget and financial statements. Copies are attached hereto. Noteworthy, most capital expenditures were dedicated to tree replacements, irrigation issues, and neighborhood Christmas lighting and flags. The neighborhood Christmas lighting costs would significantly decrease in future years as the 2017 investment included the cost of the lights (in addition to the installation).
- VI. Proposed 2018 Budget.** Wright also reported on the proposed 2018 Budget and note that there would be no increase in dues from the membership. Dues would remain \$700/year for members, and \$1,400/year for Enclave members. A motion was made to accept the proposed budget as written. The motion was seconded, and unanimously approved.
- VII. Community Survey Results.** Holly Holder reported on the results of the survey that went out to all members concerning proposed capital improvements to the neighborhood. He noted that the easement behind 107<sup>th</sup> Street received the most affirmative votes, but that the costs for improvements to that area (ie., walking trail, benches, etc.) exceeded the HOA budget. The pocket park on 113<sup>th</sup> Street near Memphis received the next most affirmative votes. He proposed that benches and a seating area be placed in this park.

- VIII. Entry Feature Proposal.** Holly Holder presented a proposal to create better visibility to the front entrance at 109<sup>th</sup> and Quaker by creating an additional entrance sign and adding lighted flag poles behind the current sign. There was mixed discussion from the attendees as to whether the proposal was best suited for the entry. Brad Burgess moved that a committee be designated to decide how to update the front entry to achieve better visibility and that the project commence by summer of 2018. subject to final Board approval. Motion seconded, and passed.
- IX. New Business.** No further new business was reported.
- X. Adjourn.** The meeting was adjourned at 8:04p.m.

**ORCHARD PARK HOMEOWNER'S ASSOCIATION**  
**Statement of Assets and Liabilities**  
**Projected as of December 31, 2017**

**ASSETS:**

FB&T Bank Account	\$ 37,330.00
First Capital Bank Account*	\$ 27,324.63
* (estimated based on 2017 Annualized Statement of Income & Expenses)	

***Estimated Total Assets:*** \$ 64,654.63

**LIABILITIES:**

Liabilities	\$ -
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***Estimated Total Liabilities:*** \$ -

**ESTIMATED NET ASSETS:** \$ 64,654.63

# 2017 FINANCIAL REPORT

Orchard Park HOA 2017		**Cash Basis Except As Noted Below**	
INCOME	2017 Budget	2017 Actual (including 2017 Dues Paid in 2016)	Difference
2017 Orchard Park Lot Dues Paid in 2017 (See Note 1)	\$ 161,700.00	\$ 138,251.00	\$ (2,349.00)
2017 Orchard Park Lot Dues Paid in December 2016 (See Note 2)	\$ -	\$ 21,100.00	
2017 Enclave Lot Dues (See Note 3)	\$ 19,600.00	\$ 18,200.00	\$ -
2017 Enclave Lot Dues Paid in December 2016 (See Note 4)	\$ -	\$ 1,400.00	
Late Fees 2017	\$ 500.00	\$ 380.07	\$ (119.93)
Interest Income	\$ -	\$ 153.83	\$ 153.83
Convenience Fee Income	\$ -	\$ 135.50	\$ 135.50
Estimated Delinquent Rate 3% (See Note 5)	\$ (5,439.00)	\$ -	\$ 5,439.00
Carry Over from Prior Year (See Note 6)	\$ 7,887.00	\$ -	\$ (7,887.00)
<b>Total Income</b>	<b>\$ 184,248.00</b>	<b>\$ 179,620.40</b>	<b>\$ (4,627.60)</b>
EXPENSES	2017 Budget	2017 Actual - Annualized (Annualization is based on Estimates)	Difference
Bank Fees	\$ -	\$ 148.75	\$ 148.75
Computer & Internet Expenses - Orchard Park / Website	\$ 475.00	\$ 550.00	\$ 75.00
Computer & Internet Expenses - Enclave	\$ -	\$ 721.35	\$ 721.35
Insurance	\$ 8,500.00	\$ 6,693.00	\$ (1,807.00)
Lawn/Landscaping Maintenance - Orchard Park (See Note 7)	\$ 57,000.00	\$ 75,080.60	\$ 5,330.60
Lawn/Landscaping Maintenance - Enclave	\$ 12,750.00	\$ -	
Lawn/Landscaping - Tree Replacement (See Note 8)	\$ -	\$ 5,230.00	\$ 5,230.00
Legal & Professional	\$ 3,000.00	\$ 685.00	\$ (2,315.00)
Management Fees (See Note 9)	\$ 19,200.00	\$ 19,200.00	\$ -
Office Expenses & Supplies	\$ 1,000.00	\$ 974.05	\$ (25.95)
Postage (See Note 10)	\$ -	\$ 693.61	\$ 693.61
Property Taxes	\$ 2,000.00	\$ 1,958.88	\$ (41.12)
Rental Expense - P.O. Box	\$ -	\$ 112.00	\$ 112.00
Repairs - Orchard Park	\$ 12,000.00	\$ 5,034.74	\$ (6,965.26)
Repairs & Gate Maintenance - Enclave	\$ 500.00	\$ 1,514.37	\$ 1,014.37
Special Improvements (See Note 11)	\$ 53,000.00	\$ 38,709.64	\$ (14,290.36)
Supplies - Orchard Park	\$ -	\$ 1,953.21	\$ 1,953.21
Supplies & Fountain Expenses - Enclave	\$ 1,000.00	\$ 543.73	\$ (456.27)
Utilities HOA	\$ 11,500.00	\$ 8,183.96	\$ (3,316.04)
Utilities Enclave	\$ 2,250.00	\$ 2,784.88	\$ 534.88
<b>Estimated Annualized Total Expenses</b>	<b>\$ 184,175.00</b>	<b>\$ 170,771.77</b>	<b>\$ (13,403.23)</b>
<b>Estimated Annualized Net Income</b>	<b>\$ 73.00</b>	<b>\$ 8,848.63</b>	<b>\$ 8,775.63</b>
<b>Note: Separate emergency reserve balance is \$37,330.00</b>			

1	There are now 233 Orchard Park lots and not 231 lots. Dues are \$700 per lot.
2	Some of the 2017 Orchard Park dues were paid in 2016 (these payments do not appear on the Association's Income Statement (which was prepared on a cash basis)).
3	There are 14 Enclave lots. Dues are \$1,400 per lot.
4	Some of the 2017 Enclave dues were paid in 2016 (these payments do not appear on the Association's Income Statement (which was prepared on a cash basis)).
5	We are currently seeking payment from 3 lot owners for non-payment; all other lot owners have paid their 2017 dues.
6	The Carry Over from Prior Year was not an actual income item to recognize in 2017.
7	Includes \$6,144.25 for December.
8	Includes \$5,320.00 for December.
9	Includes \$1,600.00 for December.
10	Includes \$250.00 for Postage on Statements.
11	Includes: \$11,423.60 for new pump; \$201.00 for water well video; \$100.00 for painting of well house door; \$6,187.75 for sprinkler nozzle replacement; \$6,144.25 for rock along Norfolk; \$3,756.82 for electrical; \$7,996.22 for Christmas lights; and \$2,900.00 for flags & installation.

# 2018 BUDGET

Orchard Park HOA 2018		**Cash Basis**	
INCOME	2017 Actual (including 2017 Dues Paid in 2016)	2018 Budget	Difference
Orchard Park Lot Dues - 233 lots x \$700	\$ 159,351.00	\$ 163,100.00	\$ 3,749.00
Enclave Lot Dues - 14 lots x \$1,400	\$ 19,600.00	\$ 19,600.00	\$ -
Late Fees	\$ 380.07	\$ 500.00	\$ 119.93
Interest Income	\$ 153.83	\$ 150.00	\$ (3.83)
Convenience Fee Income	\$ 135.50	\$ 135.50	\$ -
Estimated Delinquent Rate 3%		\$ (5,481.00)	\$ (5,481.00)
<b>Total Income</b>	<b>\$ 179,620.40</b>	<b>\$ 178,004.50</b>	<b>\$ (1,615.90)</b>
EXPENSES	2017 Actual - Annualized (Annualization is based on Estimates)	2018 Budget	Difference
Bank Fees	\$ 148.75	\$ 150.00	\$ 1.25
Computer & Internet Expenses - Orchard Park / Website	\$ 550.00	\$ 550.00	\$ -
Computer & Internet Expenses - Enclave	\$ 721.35	\$ 790.00	\$ 68.65
Insurance	\$ 6,693.00	\$ 8,500.00	\$ 1,807.00
Lawn/Landscaping Maintenance	\$ 75,080.60	\$ 72,250.00	\$ (2,830.60)
Lawn/Landscaping - Tree Replacement	\$ 5,230.00	\$ 5,000.00	\$ (230.00)
Legal & Professional	\$ 685.00	\$ 1,000.00	\$ 315.00
Management Fees	\$ 19,200.00	\$ 19,200.00	\$ -
Office Expenses & Supplies	\$ 974.05	\$ 1,000.00	\$ 25.95
Postage	\$ 693.61	\$ 500.00	\$ (193.61)
Property Taxes	\$ 1,958.88	\$ 2,000.00	\$ 41.12
Rental Expense - P.O. Box	\$ 112.00	\$ 112.00	\$ -
Repairs - Orchard Park	\$ 5,034.74	\$ 6,250.00	\$ 1,215.26
Repairs & Gate Maintenance - Enclave	\$ 1,514.37	\$ 500.00	\$ (1,014.37)
Special Improvements	\$ 38,709.64	\$ 46,000.00	\$ 7,290.36
Supplies - Orchard Park	\$ 1,953.21	\$ 2,000.00	\$ 46.79
Supplies & Fountain Expenses - Enclave	\$ 543.73	\$ 600.00	\$ 56.27
Utilities - Orchard Park	\$ 8,183.96	\$ 8,500.00	\$ 316.04
Utilities - Enclave	\$ 2,784.88	\$ 3,000.00	\$ 215.12
<b>Estimated Annualized Total Expenses</b>	<b>\$ 170,771.77</b>	<b>\$ 177,902.00</b>	<b>\$ 7,130.23</b>
<b>Estimated Income</b>	<b>\$ 8,848.63</b>	<b>\$ 102.50</b>	<b>\$ (8,746.13)</b>