

**TENISON  
VILLAGE**  
AT BUCKNER TERRACE  
HOMEOWNERS ASSOCIATION

**Board of Directors Meeting**

**Thursday , May 9, 2024  
2:30 p.m.**

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

# Agenda

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
  - Brock Babb, President
  - Dustin Warren, Vice President
  - Victor Tannous, Secretary
- Introduction of Essex Association Management, L.P. Representatives
  - Michael Morgan, Director of Association Services
  - Jon Baskett, Account Manager
  - Essex Support Staff
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  - 2023 Year End Balance & Income Statement Summary
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# Approval of November 2023 Meeting Minutes

Tenison Village at Buckner Terrace Homeowner's Association, Inc.  
Board of Directors Meeting  
Meeting Minutes  
November 6, 2023

Minutes of the open telephonic meeting of the Board of Directors held on November 6 at 2:15 p.m. on behalf of Tenison Village at Buckner Terrace Homeowners Association, Inc, Dallas, TX.

1. Meeting called to order at 2:26 p.m.

2. Roll Call:

**Board Members Present (Quorum established):**

Dustin Warren, Vice President  
Victor Tannous, Secretary

**Essex Present:**

Michael Morgan, Director of Association Services  
Jon Baskett, Account Manager  
Essex Support Staff

3. Financial Review:

**Michael Morgan reviewed the 2024 Proposed Budget:**

- Approval of 2024 Proposed Budget
  - Victor Tannous Motioned to Approve 2024 Proposed Budget. Dustin Warren, Seconded the Motion
  - Motion so carried.

4. Adjournment:

- Michael Morgan Called for Motion to Adjourn:
- Dustin Warren Motioned to Adjourn. Victor Tannous, Seconded the Motion.
- Motion so Carried.

5. Meeting Adjourned at 2:46 p.m.

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

Minutes Scribe: Wendy Bloom, Essex Association Management, L.P.

# 2023 Year End Balance Sheet

## Balance Sheet Report Tenison Village at Buckner Ter As of December 31, 2023

	<u>Balance Dec 31, 2023</u>	<u>Balance Oct 31, 2023</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Assets</b>			
1010 - First Citizen Bank Operating Account	189,163.64	152,177.56	36,986.08
1011 - RESERVES- First Citizen	12,154.46	6,951.00	5,203.46
<b>Total Assets</b>	<b>201,318.10</b>	<b>159,128.56</b>	<b>42,189.54</b>
<b>Receivables</b>			
1400 - Accounts Receivable	35.00	0.00	35.00
<b>Total Receivables</b>	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>
<b>Total Assets</b>	<b>201,353.10</b>	<b>159,128.56</b>	<b>42,224.54</b>
<b><u>Liabilities</u></b>			
<b>Liabilities</b>			
2000 - Accounts Payable	14,268.55	1,088.38	13,180.17
2050 - Prepaid Assessments	71,182.34	29,205.56	41,976.78
<b>Total Liabilities</b>	<b>85,450.89</b>	<b>30,293.94</b>	<b>55,156.95</b>
<b>Total Liabilities</b>	<b>85,450.89</b>	<b>30,293.94</b>	<b>55,156.95</b>
<b><u>Owners' Equity</u></b>			
<b>Equity</b>			
3900 - Retained Earnings	115,902.21	(5,361.53)	121,263.74
<b>Total Equity</b>	<b>115,902.21</b>	<b>(5,361.53)</b>	<b>121,263.74</b>
<b>Total Owners' Equity</b>	<b>115,902.21</b>	<b>(5,361.53)</b>	<b>121,263.74</b>
<b>Net Income / (Loss)</b>	<b>0.00</b>	<b>134,196.15</b>	<b>(134,196.15)</b>
<b>Total Liabilities and Equity</b>	<b>201,353.10</b>	<b>159,128.56</b>	<b>42,224.54</b>

# 2023 Year End Income Statement Summary

## Income Statement Summary Tenison Village at Buckner Ter December 01, 2023 thru December 31, 2023

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	9,927.31	7,581.00	2,346.31	243,555.21	207,265.34	36,289.87	207,265.34
Total Income	9,927.31	7,581.00	2,346.31	243,555.21	207,265.34	36,289.87	207,265.34
Total General & Administrative	1,359.93	1,845.00	(485.07)	11,002.34	15,495.00	(4,492.66)	15,495.00
Total Insurance	0.00	0.00	0.00	7,552.78	7,000.00	552.78	7,000.00
Total Utilities	1,240.74	1,917.00	(676.26)	10,489.16	39,000.00	(28,510.84)	39,000.00
Total Infrastructure & Maintenance	3,692.34	825.00	2,867.34	28,532.85	24,656.00	3,876.85	24,656.00
Total Pool	0.00	1,553.00	(1,553.00)	0.00	63,610.00	(63,610.00)	63,610.00
Total Landscaping	5,840.09	4,158.00	1,682.09	49,659.72	49,900.00	(240.28)	49,900.00
Total Irrigation Maintenance	8,498.73	417.00	8,081.73	15,054.62	5,000.00	10,054.62	5,000.00
Total Reserves	62,150.00	2,604.34	59,545.66	62,150.00	2,604.34	59,545.66	2,604.34
Total Expense	82,781.83	13,319.34	69,462.49	184,441.47	207,265.34	(22,823.87)	207,265.34
Net Income / (Loss)	(72,854.52)	(5,738.34)	(67,116.18)	59,113.74	0.00	59,113.74	0.00

# March 2024 Balance Sheet

## Balance Sheet Report Tenison Village at Buckner Ter

As of March 31, 2024

	<u>Balance Mar 31, 2024</u>	<u>Balance Feb 29, 2024</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Assets</b>			
1010 - First Citizen Bank Operating Account	283,611.50	339,438.16	(55,826.66)
1011 - RESERVES- First Citizen	68,572.71	16,160.21	52,412.50
<b>Total Assets</b>	<b>352,184.21</b>	<b>355,598.37</b>	<b>(3,414.16)</b>
<b>Receivables</b>			
1400 - Accounts Receivable	54,987.50	68,790.31	(13,802.81)
<b>Total Receivables</b>	<b>54,987.50</b>	<b>68,790.31</b>	<b>(13,802.81)</b>
<b>Total Assets</b>	<b>407,171.71</b>	<b>424,388.68</b>	<b>(17,216.97)</b>
<b><u>Liabilities</u></b>			
<b>Liabilities</b>			
2000 - Accounts Payable	7,861.56	22,107.24	(14,245.68)
2050 - Prepaid Assessments	9,056.35	7,749.13	1,307.22
<b>Total Liabilities</b>	<b>16,917.91</b>	<b>29,856.37</b>	<b>(12,938.46)</b>
<b>Total Liabilities</b>	<b>16,917.91</b>	<b>29,856.37</b>	<b>(12,938.46)</b>
<b><u>Owners' Equity</u></b>			
<b>Equity</b>			
3900 - Retained Earnings	115,902.21	115,902.21	0.00
<b>Total Equity</b>	<b>115,902.21</b>	<b>115,902.21</b>	<b>0.00</b>
<b>Total Owners' Equity</b>	<b>115,902.21</b>	<b>115,902.21</b>	<b>0.00</b>
<b>Net Income / (Loss)</b>	<b>274,351.59</b>	<b>278,630.10</b>	<b>(4,278.51)</b>
<b>Total Liabilities and Equity</b>	<b>407,171.71</b>	<b>424,388.68</b>	<b>(17,216.97)</b>

# March 2024 Income Statement Summary

## Income Statement Summary Tenison Village at Buckner Ter March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	9,759.54	3,083.00	6,676.54	326,249.61	257,737.34	68,512.27	302,799.33
Total Income	9,759.54	3,083.00	6,676.54	326,249.61	257,737.34	68,512.27	302,799.33
Total Expenses	0.00	948.00	(948.00)	0.00	2,844.00	(2,844.00)	11,374.33
Total General & Administrative	2,423.08	3,313.00	(889.92)	6,204.59	6,444.00	(239.41)	27,860.00
Total Insurance	0.00	0.00	0.00	6,132.72	8,000.00	(1,867.28)	8,000.00
Total Utilities	169.76	1,507.91	(1,338.15)	1,473.14	4,522.71	(3,049.57)	29,000.00
Total Infrastructure & Maintenance	2,956.24	17,490.00	(14,533.76)	6,883.19	29,800.00	(22,916.81)	74,975.00
Total Pool	0.00	0.00	0.00	0.00	0.00	0.00	64,990.00
Total Landscaping	8,488.97	3,917.00	4,571.97	31,204.38	11,750.00	19,454.38	67,000.00
Total Irrigation Maintenance	0.00	833.00	(833.00)	0.00	2,500.00	(2,500.00)	10,000.00
Total Reserves	0.00	800.00	(800.00)	0.00	2,400.00	(2,400.00)	9,600.00
Total Expense	14,038.05	28,808.91	(14,770.86)	51,898.02	68,260.71	(16,362.69)	302,799.33
Net Income / (Loss)	(4,278.51)	(25,725.91)	21,447.40	274,351.59	189,476.63	84,874.96	0.00

# Community Updates

## Completed:

- Multiple repairs of vehicle gate
- Removed dead native trees in common area
- Repaired several irrigation leaks
- Added decorative rocks to prevent damage and protect landscaping

## In Progress:

- Adding security cameras
  - License plate readers
  - Motion activated
- Repair damaged streetlights and street signs



# Community Updates



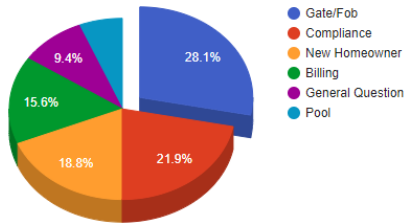
## Tenison Village at Buckner Terrace Community Charts

Conversation Started: 01/01/24 to 04/25/24

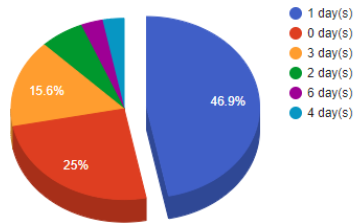
Total Number of Submissions for Date Range: 32

Pie Charts ordered by: Percentage (high-to-low)

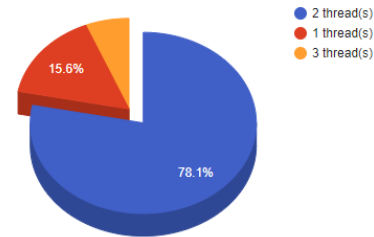
Submissions by Category



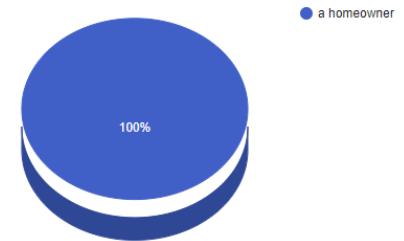
Statistics by Age



Statistics by Conversation Thread



Statistics by Submission Group



## Unit Type Listing Tenison Village at Buckner Ter

Unit Type	Max. Units	Curr. Units	Sq. Foot	Percent Interest	Late Fee	Occupied Flag
01 -- Villas		117			0.00	Occupied
02 -- Builders		111			0.00	Occupied
03 -- Developer		0			0.00	Occupied
05 -- Urban Homes		4			0.00	Occupied
COMMON -- Common Area Unit	1	1		0.00000000%	0.00	Unoccupied
COMMONS -- Common Areas		0			0.00	Occupied
Total Percentage Interest based on Max number of units:				0.00000000%		

# Policy Updates

## Corporate Transparency Act (CTA)

- **Effective January 1, 2024**
- A copy of your current, valid driver's license or a copy of your passport; listing your full date of birth and your current, full mailing address

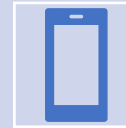
## Mandatory Policy Changes

- **State Mandated Policies to be Amended/ Adopted**
  - Adopt- Collections/ Payment Plan Policy
  - Adopt- Enforcement Policy
  - Adopt- Security Measures Policy
- **Not Required but Highly recommended be Amended/ Adopted**
  - Adopt- Records Production & Copying Policy
  - Adopt- Email Registration Policy
  - Adopt- Generator Policy
  - Adopt- Lightning Rod Policy
  - Adopt- Pandemic Policy
  - Adopt- Community Wide Standard Policy
  - Adopt- Drones and Unmanned Aircraft Policy

# ➤ Contact Us!



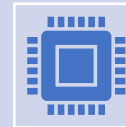
A PROFESSIONAL PROPERTY MANAGEMENT COMPANY



**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.

# TENISON VILLAGE

AT BUCKNER TERRACE  
HOMEOWNERS ASSOCIATION



Adjourned