



CRAWFORD  
FARMS

## Annual Meeting Agenda

January 25, 2010 6:30 pm Heritage Church

- 1) Welcome and Acknowledgement of Quorum
  - 2) Approval of 2009 Annual Minutes
  - 3) 2009 Review and Accomplishments
  - 4) Financial Review/ Presentation of 2010 Budget
  - 5) Nominations from the Floor
  - 6) Nominee Q&A
  - 7) Committee Reports
    - a) Social Committee
    - b) Safety Committee
    - c) Landscaping Committee
    - d) Architectural Advisory Committee
    - e) Pool Committee
    - f) Communications Committee
  - 8) What to look for in 2010
  - 9) Open Discussion (questions by speaker cards only)
  - 10) Announcement of 2010 Board of Directors/ Voting Results
  - 11) Adjourn
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- 1) Welcome and introductions – Jeff Lederer, HOA President
  - a) Called to order at 7:15pm
  - b) Good evening fellow Homeowner's, my name is Jeff Lederer and I am your HOA Board President. I think it is important before we get started that I introduce you to the Board Members, our Committee Chair's in attendance, as well as our other guests.
  - c) Board Members
    - i) Stacy Zupancic, Vice President
    - ii) Cory Strange, Treasurer
    - iii) Tiffany Sheppard, Secretary
    - iv) Wayne Gerlach, Member at Large
  - d) Committee Chairs
    - i) Kattie Debth, Pool Committee
    - ii) Matt Mitchell, Architectural Control Committee – was unable to make it
    - iii) Pam Bugner, Communications Committee
    - iv) Michelle Stogsdill and Carrie Carson, Social Committee
    - v) Kate Crognale (Interim), Safety Committee
  - e) Our City of Fort Worth Friends
    - i) Tammy Towns, Neighborhood Police Officer
    - ii) Jim Britton, Senior Code Enforcement Officer
  - f) Those Representing our Management Company
    - i) Meka Bowling, Association Manager
    - ii) Mandy Craig, Director
  - g) Hopefully most of you received an agenda as you came in this evening. We will follow along this path and there will be time for questions at the end; it is necessary to fill out a card prior to being recognized. Please do not raise your hand or speak out. In the event you have filled out a card and asked your question already, we ask that you step back in line at the microphone and restate your name, so that Tiffany is able to keep the minutes in order.

The one exception to all this will be after Tammy and Jim speak we will take any questions for them, as they need to get back to work.
- 2) Tammy Towns, Neighborhood Police Officer
  - a) They tackle neighborhood problems and organize Code Blue.
  - b) Crawford Farms has the lowest crime rate of all neighborhoods in North Fort Worth.
  - c) Tammy will put in requests for traffic on Crawford Farms Drive.
  - d) Tammy's cell 817-994-3428
- 3) Jim Britton, Senior Code Enforcement Officer
  - a) Drives the neighborhood one day a week in a marked car.
  - b) Cell 817-994-0693 He answers Monday through Friday from 7 to 5 pm.
- 4) Budget Report – Meka Bowling, Association Manager
  - a) Meka presented the 2009 approved budget which included the 2008 budget.
- 5) Reserve Study – Cory Strange, HOA Treasurer
  - a) Our current funding is not adequate to meet our future needs
  - b) We need to increase our contributions into our reserve fund by 5% per year.
  - c) We will need to have our reserve reviewed every five years.
  - d) This will not increase our dues. This is just moving money from one account to another.
- 6) Committee Reports
  - a) Social Committee – Michele Stogsdill & Carrie Carson

- i) Pokeon game once a month
  - ii) LCR game once a month
  - iii) Ladies Night Out is held monthly
  - iv) Social Committee is in need of volunteers
  - v) There will be a Fall and Spring Garage Sale the will coordinate with Heritage
  - vi) Spring Fling and Easter Egg hunt will be held in April.
  - vii) Summer Bike Parade and Easter Egg Hunt
  - viii) October Fall Festival
  - ix) There is a golf tournament twice a year but they would like to increase the guy events and add paintball and fishing.
- b) Safety Committee – Frank Gatto & Kate Crognale
- i) They are in the process of reorganizing the Safety Committee
    - (1) Neighborhood Crime Watch
    - (2) Code Blue
    - (3) Traffic Issues – They need 10 people to work with the city for 10 months.
- c) Communications Committee – Pam Bugner
- i) Sends out the bimonthly newsletter.
  - ii) She also sends out crime alerts.
  - iii) If you want to be added to the mailing list, sign up.
- d) Architectural Advisory Committee – Matt Mitchell
- i) Jeff Lederer spoke in Matt’s absence.
  - ii) AAC protects your property value- 98% of proposals get approved.
- e) Pool Committee – Kattie Depth
- i) There will be no more jumping off the ledge.
  - ii) The pool will open April 18<sup>th</sup> and close October 11<sup>th</sup>.
  - iii) We will continue to have a pool monitor but will be employing a new company.
- f) Landscaping Committee – Peggy Jansen
- i) 38 homeowners participated in the city’s free curb tree program. She would like to do it again next year.
  - ii) She will be meeting with the city to improve the South Park.
  - iii) The city is supposed to make improvements to the South Park in March of 2009.
  - iv) The Lighting contests were successful.
  - v) She will be coordinating a tree lighting ceremony with the social committee’s Santa visit.
  - vi) She will be adding a live tree that can be decorated for Christmas.
  - vii) She will be accepting new bids for our Holiday lighting.
  - viii) The yard of the month will continue.
- 7) New Amenities – Tiffany Sheppard, HOA Secretary
- a) The following items were presented to the homeowners and the homeowners were asked to fill out the New Amenity Interest Survey.
 

i) Shade trees for the playground. \$6000	v) Covered picnic area \$21,000
ii) Shade covering for the playground. \$16,000	vi) Spray ground \$125,000 - \$220,310
iii) Basketball court \$14,000 - \$38725	
iv) Tennis Court \$72000	
- 8) Open Discussion (questions by cards only)
- a) Can we update/light street signs because most friends and family point out difficulty in reading/seeing at night?
  - b) Is there an update on the changes to golden triangle?
    - (1) The city will break ground at the end of 2009 on Golden Triangle.

- c) We are new to Crawford Farms and have not received an access card. How does the process work? How many per household?
  - (1) After 30 days you will receive a welcome packet with a pool card. The cost to replace the pool card is \$25.
- d) I have seen a few rats around the wild life preserve off Tapestry St. Who do I contact to report this in order that it maybe addressed?
  - (1) Email Meka to report problems. Our landscape company will take care of the rat problem.
- e) Will our pond ever return to a normal color?
  - (1) There was vandalism to our fountain and we are accepting bids to have it fixed.
  - (2) The color is to fix the algae problem and it reduces the algae by 70%.
- ii) If anyone is interested in being notified when Code Blue members observe open garage doors, open car doors, etc., please send an email to [kathytippsphd@aol.com](mailto:kathytippsphd@aol.com)
- iii) How many foreclosed homes or unpaid dues?
  - (1) Delinquent dues are 7% totally \$33,000
  - (2) Foreclosures are approximately four.
- f) How do we determine how much budget surplus each year?
  - (1) We want to pay for amenities but we don't want to deplete our accounts. Cory is looking at financing and investing our surplus to get better interest rates.
- ii) What happen to the potential other pool or meeting facilities?
  - (1) We are focusing on amenities that will not have a lot of maintenance costs.
- iii) Why is the B-Ball court more than double for a full court compared to a half court.
  - (1) The bids came from two different sources. Tiffany will request a bid from the company with the lower costs.
- g) Wall Homes?
  - (1) The lots will be sold, but whoever purchases them will have to build homes to Crawford Farm's standard.
- h) When will the fountain be working again?
  - (1) We are accepting bids to have it fixed right now.
- i) Are there any updates about the zip code change for residents in the Fort Worth area with a Keller address?
  - (1) The post office has delayed making a decision.
- j) How were our \$6000 budgeted amount for holiday decorations spent in 2008.
  - (1) Peggy, Landscape Committee Chair, responded.
  - (2) She is accepting bids for next year and will hopefully get better rates.
- k) Pointed out budget error on the management report.
- l) I'd like to see speed bumps on Crawford Farms Dr. Before amenities are pursued, can we address safety?
  - (1) We can not pay for speed bumps because we don't own our streets.
- ii) Does the spray ground have to be installed within the pool fence? It seems to limit the amount of time we can use it for the amount we have to pay.
  - (1) The pool will be open for an additional month this year and we want to protect our investment.
- iii) Can we become a gated community?
  - (1) No
- m) HOA surplus money investments, how is this determined?
  - (1) Board Decision

9) Dismissal of those who are not Crawford Farms homeowners.

10) Lawyer Update – Stacy Zupancic, HOA Vice-President

- a) Read the letter from Riddle & Williams explaining that they are still in the discovery phase and listed some things that we needed.

11) Meeting adjourned 9:11pm

**CRAWFORD FARMS HOA  
2010 Approved Budget**

OPERATING FUND		2009		2010	Notes
		Budget	Projected Actuals	Projected Budget	
<b>INCOME:</b>					
4110	Homeowner Dues (1072 lots at \$396 each)	424,512	424,863	424,512	
4125	Prior Year Income	1,500	-	-	
4340	Pool Access Card Income	500	775	600	
4510	Late Fee Income	3,500	5,855	5,000	
4512	Collection Fee Income	3,000	6,960	10,000	
4520	Legal Fees Income	5,000	14,290	25,000	
4530	NSF Fees	-	125	-	
4540	Fine Income	-	725	1,000	
4810	Interest Income	4,000	4,983	6,000	
<b>TOTAL INCOME</b>		<b>442,012</b>	<b>458,576</b>	<b>472,112</b>	
<b>EXPENSES:</b>					
<b>Utilities</b>					
5110	Electric	22,000	18,552	22,000	
5120	Water	75,000	43,140	70,000	
5130	Telephone/Modem	900	780	900	
<b>Total Utilities</b>		<b>97,900</b>	<b>62,472</b>	<b>92,900</b>	
<b>Landscape Maintenance</b>					
5210	Landscape Maintenance Contract	110,000	106,385	108,000	
5220	Rough/Detention Area Mowing	3,000	632	3,000	
5225	Resident Lot Mows	400	2,422	700	
5245	Landscape Improvements/Upgrades	8,000	20,861	6,000	
5250	Tree and Shrub Maintenance	1,000	1,685	3,300	Also includes injecting iron into 24 trees
5255	Tree and Shrub Replacement	1,000	-	-	
5260	Irrigation Repairs	8,000	13,322	10,000	
<b>Total Landscape Maintenance</b>		<b>131,400</b>	<b>145,307</b>	<b>131,000</b>	
<b>Common Area Maintenance</b>					
5510	Fence and Wall Maintenance	2,000	10,756	2,000	
5520	Lake Maintenance	4,500	3,933	4,000	
5225	Fountain Maintenance	1,000	-	1,000	
5539	Grounds Miscellaneous	1,000	-	-	
5540	Lights Maintenance	2,000	1,089	7,895	Includes quote to raise electrical for lighting above ground at pond
5590	Holiday Decoration	8,000	8,957	8,000	
5565	Street Signs/ Utility Poles	1,000	75	1,000	Need to have some painted in 2010
5599	Common Area Miscellaneous	2,000	1,513	2,000	
<b>Total Common Area Maintenance</b>		<b>21,500</b>	<b>26,323</b>	<b>25,895</b>	
<b>Pool/Amenities Center</b>					
6110	Pool Maintenance Contract/ Janitorial	26,000	22,717	26,000	
6115	Pool Supplies/Repairs	6,000	8,157	7,000	
6126	Pool Cabana Repair/Maintenance	3,500	172	1,000	
6128	Pool Furniture	1,500	1,517	1,500	
6130	Access Cards	500	310	700	*higher because of sports courts
6135	Access System Repairs/Maintenance	2,000	295	1,000	
6145	Pest Control	200	-	200	
6155	Pool Monitor Service	12,000	15,132	14,000	*Includes extra patrol services
6180	Pool Signs	200	147	200	
6185	Pool Permits	820	1,173	1,000	
6190	Sports Courts Maint./ Imp	-	201,922	2,000	
<b>Total Pool/Amenities Center</b>		<b>52,720</b>	<b>251,542</b>	<b>54,600</b>	
<b>General and Administrative</b>					
7110	Professional Management Fee	51,400	48,171	41,808	based on per door fee of \$3.25
7120	Administrative Supplies/Expenses	12,000	9,973	10,000	
7122	Bank Service Charge - NSF	-	25	-	
7210	Annual Review/Tax Return Prep.	1,650	2,100	1,650	
7220	Collection Fees	3,500	6,947	6,000	
7230	Legal Expenses	5,500	19,285	13,000	
7310	Newsletter/ Other mailings	-	5,244	6,000	
7320	Website Maintenance	2,500	1,893	2,000	
7450	Unrecovered Assessments	3,000	6,482	3,000	
7510	Social	300	62	-	
7520	Meetings Expense	200	1,058	1,000	
7600	Reserve Study	2,000	900	-	
<b>Total General and Administrative</b>		<b>82,050</b>	<b>102,140</b>	<b>84,458</b>	
<b>Committees</b>					
7810	Landscape	750	1,143	750	
7815	Pool	300	-	300	
7820	Social	7,948	6,704	6,000	
7860	Safety	750	766	1,000	
<b>Total Committees</b>		<b>9,748</b>	<b>8,613</b>	<b>8,050</b>	

<b>Insurance and Taxes</b>					
7910	Directors and Officers Insurance	2,325	2,330	2,395	
7920	Texas Commercial Property Policy	6,500	6,532	5,500	
7930	Excess Liability/Umbrella	730	728	350	
7950	Workman's Comp Insurance	250	216	258	
7960	Property Taxes	500	196	500	
7970	Franchise Taxes	6,000	(1,965)	-	
<b>Total Insurance and Taxes</b>		<b>16,305</b>	<b>8,037</b>	<b>9,003</b>	
<b>TOTAL OPERATING EXPENSES</b>					
		<b>411,623</b>	<b>604,434</b>	<b>405,906</b>	
<b>OPERATING FUND SURPLUS/(DEFICIT) BEFORE RESERVE</b>		<b>30,389</b>	<b>(145,858)</b>	<b>66,206</b>	
<b>Reserve Fund Transfers</b>					
9110	Reserve Fund Transfer	32,160	32,160	33,768	*Per reserve study
		-	-	-	
<b>Total Transfers to Reserves</b>		<b>32,160</b>	<b>32,160</b>	<b>33,768</b>	
<b>OPERATING FUND SURPLUS/(DEFICIT) AFTER RESERVE</b>		<b>(1,771)</b>	<b>(178,018)</b>	<b>32,438</b>	
<b>RESERVE FUND</b>					
<b>Reserve Fund Income</b>					
9210	Reserve Fund Contribution	32,160	32,160	33,768	
9305	Reserve Fund Interest Income	3,100	1,981	2,000	
<b>Total Reserve Fund Income</b>		<b>35,260</b>	<b>34,141</b>	<b>35,768</b>	
<b>Reserve Fund Expenses</b>					
9120	Reserve Fund Expenditures	45,394	42,051	4,000	*Per reserve fund
9310	Reserve Landscape Maintenance and Repair	-	-		
9315	Reserve Irrigation Maintenance and Repair	-	-		
9320	Reserve Lake Maintenance	-	-		
9325	Reserve Fountain Maintenance	-	-	7,500	*Per reserve fund
9330	Reserve Fence and Wall Maintenance	-	-		
9335	Reserve Pool Repairs and Maintenance	-	-		
9340	Reserve Amenity Center Repairs and Maintenance	-	-	4,000	Paint trim and ceilings
<b>Total Reserve Fund Expenses</b>		<b>45,394</b>	<b>42,051</b>	<b>15,500</b>	
<b>RESERVE FUND SURPLUS (DEFICIT)</b>		<b>(10,134)</b>	<b>(7,910)</b>	<b>20,268</b>	
<b>COMBINED FUND SURPLUS (DEFICIT)</b>		<b>(11,905)</b>	<b>(185,928)</b>	<b>52,706</b>	