HOA of Brentwood Place, Inc.

**ANNUAL MEETING** 

June 26, 2024 6:00 P.M.



## Meeting Agenda

#### **AGENDA**

#### 2024 ANNUAL MEETING

- I. Call Meeting to Order
  - a. Establish Quorum
  - b. Proof of Notice
  - c. Introductions
  - d. Approval of 2023 Minutes
- II. Board Candidate Introductions
- III. 2023 Financial Recap
- IV. Community Updates
- V. Election Votes
- VI. Adjournment
- VII. Questions & Answers

# Meeting Quorum Requirements (In Person or by Proxy)

180 Lots / Homeowners

20% of Lot and Homeowners (36 Lots / Homeowners)

**Establish Quorum** 

#### HOA of Brentwood Place, Inc.

#### 2024 ANNUAL MEETING NOTICE Rescheduled Wednesday, June 26, 2024 6:00 P.M.

May 10, 2024

Dear HOA of Brentwood Place Homeowner,

In accordance with Article 4, Section 5 of the Bylaws for HOA of Brentwood Place, Inc., you are hereby given notice of, and requested to attend, the 2024 Annual Meeting for Homeowners. The meeting is scheduled for Wednesday, June 26, 2024, at 6:00 p.m. via www.gotomeeting.com.

The meeting will begin at 6:00 p.m. Please call into +1 571-317-3122 Access Code 493-425-205. You can log in to view the meeting at https://meet.goto.com/493425205

A proxy is a written instrument, signed by the member, which duly appoints the member's voting rights and attendance. Please take a moment to sign and return the enclosed proxy even if you plan to attend, as unforeseen circumstances can occur. The deadline to return the proxy is Tuesday, June 25, 2024, by Noon. Please email the proxy to <a href="mailto:sondra@legacysouthwestpm.com">sondra@legacysouthwestpm.com</a> or submit your proxy on the community website. Your attendance or proxy will help fulfill the quorum requirements. The quorum required to hold a meeting is twenty percent (20%) of all lot owners. If the quorum for the annual meeting is not met, the Association will not be able to conduct any Association business, and will incur additional expenses to recall, reschedule and re-notice.

An election will be held for two (2) positions on the Board of Directors. If you are interested in running, please complete the Candidacy Form enclosed or on the community website or return it via email to sondra@legacysouthwestpm.com by Sunday, June 23, 2024.

If you have any questions or concerns, please let me know.

Regards,

Sondra Franey Association Manager Current
Board
of
Directors

Debbie Jackson

**Chuck Stone** 

Shane Brewer

# Legacy Southwest Team



Sondra Franey – Association Manager 214-705-1615 option 1 sondra@legacysouthwestpm.com



Damian Power – Compliance Manager 214-705-1615 option 6 damian@legacysouthwestpm.com

#### **Board Member Candidate Introductions**

#### Shane Brewer

Please tell us about yourself: (spouse, kids, hobbies / interest, etc.)

I graduate in May from UNT with a Bachelor of Science in Economics. I begin work in June for a global consulting firm specializing in financial compliance. I currently coach a local high school debate team and an international debate team.

Please write past experiences / work that qualifies you for a position of the Board of Directors:

My family has made their career in real estate – from commercial office to housing. That means that conversation around the dinner table frequently included the challenges they faced at work. I feel I have a good perspective on how a well-organized HOA can add real value to our homeowners.

What would you like to do for the association?

I've served as an officer in multiple college organizations. As the vice president of the Economics Student Organization, I helped our group not only grow, but increased the participation of our members. I would work for the HOA to ensure every stakeholder is informed and represented. And hopefully, every HOA member will feel engaged in our community.

Do you have any commitments that will restrict you from serving on the Board of Director? (Travel, Employment, other Meetings): No

By submitting this form and signing below, I acknowledge that if elected I accept those responsibilities as described in the Governing Documents of the Association. I am also aware that information provided on this questionnaire will be published in the 2022 Meeting packet.

ے Signed:

#### **Board Member Candidate Introductions**

#### Blake Blochlinger

Please tell us about yourself: (spouse, kids, hobbies / interests, etc.) I'm originally from Kansas and have lived in Texas for just under nine years. I have two dogs, a Miniature Australian Shepherd and a Black Lab/Chow Chow mix. My interests include traveling, after studying abroad in Spain during undergrad, I haven't gotten rid of the travel bug, and going to live shows and concerts. Please write past experiences / work that qualifies you for a position of the Board of Directors: I have a master's degree in business administration from Wichita State. With my current profession, I am constantly collaborating with different departments for projects. My communication skills are excellent. I'm also very honest and am very familiar with the community's HOA handbook. I work from home so I'm nearly always available for anything. What would you like to do for the association? I'd like to improve the looks of the neighborhood. The garbage trucks destroying our curbs was recently fixed, but the added sod is only a bandaid. I'd also like to remove unenforceable items from the CC&Rs, as well as provide more avenues for HOA members to report neighborhood violations and enable bigger deterrences for repeat violators. Do you have any commitments that will restrict you from serving on the Board of Director? (Travel, Employment, other Meetings): No By submitting this form and signing below, I acknowledge that if elected I accept those responsibilities as described in the Governing Documents of the Association. I am also aware that information provided on this questionnaire will be published in the 2024 Meeting packet.

## **Voting Procedure**

Cast your vote via email to <a href="mailto:sondra@legacysouthwestpm.com">sondra@legacysouthwestpm.com</a> or if all in favor of the two candidates for the open positions, no need to continue with voting

a. Subject Line: Community Name, Voting Ballot and address

b. Cast your votes for the candidate(s) you chose to vote for.

Voting results will be posted on the community website and sent via email blast within 72 hours of the meeting.

\*Only one member per household may cast the vote, you must be a homeowner to vote.

## Ballot

Please select one candidate:

- Shane Brewer
- Blake Blochlinger
- Other Candidate 2

Thank you for your participation in the election process.

# 2023 Financial Recap

December 31, 2023

LEGACY			Balance Sheet - Operating HOA of Brentwood Place, Inc
PROPERTY MANAGEMENT			End Date: 12/31/2023
ssets			
Cash Operating			
10-1050-00	VB-Oper-4699	\$70,714.83	
Total Cash Operating:			\$70,714.83
CASH - RESERVE	E	<del>∞</del>	2.5
12-1070-00	Veritex Bank Reserves	166,484.58	
Total CASH - RES	SERVE:		\$166,484.58
Current Assets		***	
13-1310-00	Accounts Receivable	17,748.01	
Total Current Asse	ets:	<u></u>	\$17,748.01
Total Assets:			\$254,947.42



# 2023 Financial Recap

#### Income Statement - Operating

HOA of Brentwood Place, Inc.

12/01/2023 to 12/31/2023

		Current Period			Year-to-date		Annu
escription	Actual	Budget	Variance	Actual	Budget	Variance	Budg
PERATING INCOME							
Income							
4010 Assessment Income	\$36,000.00	\$36,000.00	\$-	\$432,000.00	\$432,000.00	<b>\$</b> -	\$432,000.0
4050 Capital Contribution (CAP)	-	-	-	3,000.00	-	3,000.00	
4060 Collection Fees	110.00	-	110.00	1,285.00	-	1,285.00	
4080 Fines	-	-	-	700.00	-	700.00	
4115 Interest - Collections	35.41		35.41	448.15	-	448.15	
4120 Late Fees	150.00	-	150.00	3,000.00	-	3,000.00	
4125 Legal Fees	182.69	-	182.69	579.46	-	579.46	
4150 Miscellaneous Income	-	-	-	1,400.00	-	1,400.00	
4160 NSF Charges			-	75.00	-	75.00	
Total Income	\$36,478.10	\$36,000.00	\$478.10	\$442,487.61	\$432,000.00	\$10,487.61	\$432,000.0
otal OPERATING INCOME	\$36,478.10	\$36,000.00	\$478.10	\$442,487.61	\$432,000.00	\$10,487.61	\$432,000.0
PERATING EXPENSE							
General & Administrative							
5510 Accounting Fees	85.00	85.00	-	1,020.00	1,020.00	-	1,020.
5515 Administrative Supplies	111.35	83.37	(27.98)	1,360.23	1,000.00	(380.23)	1,000.
5590 Collection Costs	90.00	166.63	76.63	1,921.93	2,000.00	78.07	2,000.
5710 Holiday Decorations	-	41.63	41.63	-	500.00	500.00	500.
5730 Legal Fees - Collections	182.69	75.00	(107.69)	1,080.53	900.00	(180.53)	900.
5735 Legal Fees - General	-	98.25	98.25	363.49	1,179.00	815.51	1,179.
5750 Management Fees	950.00	950.00	-	11,400.00	11,400.00	-	11,400.
5755 Tax Preparation	-	47.88	47.88	355.00	575.00	220.00	575.
5756 1099s	-	-	-	83.82	-	(83.82)	
5770 Meetings		20.87	20.87		250.00	250.00	250.
5771 Association Document Storage	25.00	25.00	-	300.00	300.00		300.
5850 Postage & Delivery	563.27	106.25	(457.02)	1,556.08	1,275.00	(281.08)	1,275.
5890 Reserve Study	(E4.04)	208.37	260.31	2,590.00	0.500.00	(2,590.00)	0.500
5900 Social/Community Events	(51.94) 75.00	33.37		1,027.19 395.90	2,500.00 400.00	1,472.81 4.10	2,500. 400
5930 Website			(41.63)				
Total General & Administrative	\$2,030.37	\$1,941.62	(\$88.75)	\$23,454.17	\$23,299.00	(\$155.17)	\$23,299.
Insurance & Taxes							
7305 Buy Down	(8,792.00)	4,240.13	13,032.13	136,632.96	50,882.00	(85,750.98)	50,882.
7310 Directors & Officers	-	181.88	181.88	1,351.30	2,183.00	831.70	2,183.
7385 TX Comm Property	(21,511.08)	7,714.00	29,225.08	72,380.97	92,568.00	20,187.03	92,568.
7390 Umbrella Policy	(246.64)	66.88	313.52	910.56	803.00	(107.56)	803.
7420 Property Taxes	-	9.72	9.72		116.64	116.64	116.
Total Insurance & Taxes	(\$30,549.70)	\$12,212.61	\$42,762.31	\$211,275.79	\$146,552.64	(\$84,723.15)	\$146,552.
Landscaping							
6050 Irrigation Maintenance	-	1,058.37	1,058.37	28,337.25	12,700.00	(15,637.25)	12,700.
6060 Landscape Contract	8,660.00	3,668.37	(4,991.63)	110,551.40	44,020.00	(66,531.40)	44,020.
6070 Landscape Extras	-	2,500.00	2,500.00	8,535.52	30,000.00	21,464.48	30,000.
6160 Tree Removal	4,330.00		(4,330.00)	4,330.00		(4,330.00)	
Total Landscaping	\$12,990.00	\$7,226.74	(\$5,763.26)	\$151,754.17	\$86,720.00	(\$85,034.17)	\$86,720.
Maintenance & Repairs							
6565 Maintenance & Repairs -General	-	666.63	666.63	5,700.00	8,000.00	2,300.00	8,000.
6636 Pet Clean Up	-	-	-	1,097.66	-	(1,097.66)	
6640 Playground Maintenance	-	-	-	123.01	-	(123.01)	
6670 Porter Service	1,391.23	930.38	(460.85)	10,573.81	11,165.00	591.19	11,165.
6690 Roofs	-	72.88	72.88	1,490.00	875.00	(615.00)	875.
6710 Signs		16.63	16.63		200.00	200.00	200.
Total Maintenance & Repairs	\$1,391.23	\$1,686.52	\$295.29	\$18,984.48	\$20,240.00	\$1,255.52	\$20,240.
Pool & Spa							
6990 Pool Supplies	-	-	-	68.93	-	(68.93)	
Total Pool & Spa	\$-		\$-	\$68.93	\$-	(\$68.93)	5
Utilities	•	-	-		-	,	
7010 Electricity	(652.31)	208.37	860.68	595.98	2.500.00	1.904.02	2.500.
70 TO Electricity	(002.01)	_00.01	300.00	000.00	_,500.00	.,50 1.02	2,000

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# 2023 Financial Recap



#### Income Statement - Operating

HOA of Brentwood Place, Inc.

12/01/2023 to 12/31/2023

	Current Period				Annual		
Description	Actual	Budgel	Variance	Actual	Budget	Variance	Budget
7150 Water	\$575.49	\$2,750.00	\$2,174.51	\$48,398.99	\$33,000.00	(\$15,398.99)	\$33,000.00
Total Utilities	(\$76.82)	\$2,958.37	\$3,035.19	\$48,994.97	\$35,500.00	(\$13,494.97)	\$35,500.00
Contingency 8000 Contingency	-	9,974.03	9,974.03	-	119,688.36	119,688.36	119,688.36
Total Contingency	<b>\$</b> -	\$9,974.03	\$9,974.03	<b>\$</b> -	\$119,688.36	\$119,688.36	\$119,688.36
90-9910 Interest Income - Reserves Reserves	(282.31)	-	282.31	(2,620.57)	-	2,620.57	-
9921 Roofing Expense	250.00	-	(250.00)	250.00	-	(250.00)	-
Total Reserves	\$250.00	\$-	(\$250.00)	\$250.00	\$-	(\$250.00)	\$-
Total OPERATING EXPENSE	(\$14,247.23)	\$35,999.89	\$50,247.12	\$452,161.94	\$432,000.00	(\$20,161.94)	\$432,000.00
Net Income:	\$50,725.33	\$0.11	\$50,725.22	(\$9,674.33)	\$0.00	(\$9,674.33)	\$0.00

# 2023 YTD Financial Recap May 31, 2024



#### **Balance Sheet - Operating**

HOA of Brentwood Place, Inc.

End Date: 05/31/2024

Cash Operating

Current Assets

10-1050-00 VB-Oper-4699 \$119,173.78

Total Cash Operating: \$119,173.78

CASH - RESERVE

12-1070-00 Veritex Bank Reserves 150,594.77

Total CASH - RESERVE: \$150,594.77

13-1310-00 Accounts Receivable 18,619.39

Total Current Assets: \$18,619.39

Total Assets: \$288,387.94

# 2024 YTD Financial Recap May 31, 2024



#### Income Statement - Operating

HOA of Brentwood Place, Inc.

05/01/2024 to 05/31/2024

		Current Period			Year-to-date		Annua
Description	Actual	Budgel	Variance	Actual	Budget	Variance	Annua Budge
PERATING INCOME							
Income							
4010 Assessment Income	\$39,600.00	\$39,600.00	<b>\$</b> -	\$198,000.00	\$198,000.00	<b>\$</b> -	\$475,200.00
4050 Capital Contribution (CAP)	1,000.00	-	1,000.00	3,500.00	-	3,500.00	-
4060 Collection Fees	195.00	83.33	111.67	690.00	416.65	273.35	1,000.00
4080 Fines	-	-	-	100.00	-	100.00	-
4115 Interest - Collections	15.56	-	15.56	163.44	-	163.44	-
4120 Late Fees	75.00	-	75.00	910.00	-	910.00	-
4125 Legal Fees	192.88	-	192.88	1,626.42	-	1,626.42	-
4150 Miscellaneous Income	1,000.00 25.00	-	1,000.00 25.00	3,500.00 75.00	-	3,500.00 75.00	-
4160 NSF Charges		<del></del> _					-
Total Income	\$42,103.44	\$39,683.33	\$2,420.11	\$208,564.86	\$198,416.65	\$10,148.21	\$476,200.00
otal OPERATING INCOME	\$42,103.44	\$39,683.33	\$2,420.11	\$208,564.86	\$198,416.65	\$10,148.21	\$476,200.00
DPERATING EXPENSE							
General & Administrative							
5510 Accounting Fees	85.00	85.00	-	425.00	425.00	-	1,020.00
5515 Administrative Supplies	100.03	83.33	(16.70)	519.84	416.65	(103.19)	1,000.00
5590 Collection Costs	145.00	141.67	(3.33)	650.00	708.35	58.35	1,700.00
5710 Holiday Decorations		41.67	41.67		208.35	208.35	500.00
5730 Legal Fees - Collections	224.75	75.00	(149.75)	1,756.79	375.00	(1,381.79)	900.00
5735 Legal Fees - General	070.50	100.00 978.50	100.00	4.892.50	500.00 4.892.50	500.00	1,200.00
5750 Management Fees	978.50	978.50 50.00	50.00	4,892.50 365.00	4,892.50 250.00	(115.00)	11,742.00 600.00
5755 Tax Preparation	-	7.08	7.08	253.06	250.00 35.40	(217.66)	85.00
5756 1099s 5770 Meetings	-	20.83	20.83	253.00	104.15	104.15	250.00
5770 Meetings 5771 Association Document Storage	25.00	25.00	20.00	125.00	125.00	104.10	300.00
5850 Postage & Delivery	48.87	88.75	39.88	185.27	443.75	258 48	1.065.00
5900 Social/Community Events	309.32	208.33	(100.99)	554.68	1.041.65	486.97	2.500.00
5930 Website	50.00	37.50	(12.50)	235.90	187.50	(48.40)	450.00
Total General & Administrative	\$1,966.47	\$1,942.66	(\$23.81)	\$9,963.04	\$9,713.30	(\$249.74)	\$23,312.00
Insurance & Taxes							
7310 Directors & Officers	-	135.13	135.13	-	675.65	675.65	1,621.56
7385 TX Comm Property	85,302.26	2,676.85	(82,625.41)	85,302.26	13,384.25	(71,918.01)	32,122.24
7390 Umbrella Policy	-	115.72	115.72	-	578.60	578.60	1,388.64
7420 Property Taxes	-	4.17	4.17	-	20.85	20.85	50.00
7430 Income Taxes	-	-	-	506.00	-	(506.00)	-
Total Insurance & Taxes	\$85,302.26	\$2,931.87	(\$82,370.39)	\$85,808.26	\$14,659.35	(\$71,148.91)	\$35,182.44
Landscaping							
6050 Irrigation Maintenance	568.31	1,150.00	581.69	6,530.67	5,750.00	(780.67)	13,800.00
6060 Landscape Contract	9,486.77	8,000.00	(1,486.77)	36,067.56	40,000.00	3,932.44	96,000.00
6070 Landscape Extras	-	833.33	833.33	2,327.38	4,166.65	1,839.27	10,000.00
6150 Seasonal Color	-	-	-	901.18	-	(901.18)	-
6165 Tree & Shrub Replacement			-	2,392.33		(2,392.33)	-
Total Landscaping	\$10,055.08	\$9,983.33	(\$71.75)	\$48,219.12	\$49,916.65	\$1,697.53	\$119,800.00
Maintenance & Repairs							
6330 Building Repairs	-	-	-	757.75	-	(757.75)	-
6420 Fences/Walls	-	-	-	17,276.70	-	(17,276.70)	-
6540 Janitorial Supplies	-	-	-	635.21	-	(635.21)	-
6565 Maintenance & Repairs - General	-	416.67	416.67	-	2,083.35	2,083.35	5,000.00
6660 Plumbing Repairs	-	-	-	3,464.00	-	(3,464.00)	-
6670 Porter Service	914.30	916.67	2.37	5,132.86	4,583.35	(549.51)	11,000.00
6690 Roofs	250.00	158.33	(91.67)	2,125.00	791.65	(1,333.35)	1,900.00
6710 Signs		7.08	7.08		35.40	35.40	85.0
Total Maintenance & Repairs	\$1,164.30	\$1,498.75	\$334.45	\$29,391.52	\$7,493.75	(\$21,897.77)	\$17,985.00
Utilities							
7010 Electricity	57.35	175.00	117.65	320.42	875.00	554.58	2,100.00
7150 Water	7,574.69	2.333.33	(5,241.36)	13.928.60	11.666.65	(2,261.95)	28.000.00

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# 2024 YTD Financial Recap May 31, 2024



#### Income Statement - Operating

HOA of Brentwood Place, Inc.

05/01/2024 to 05/31/2024

	Current Period			Year-to-date		Annual
Actual	Budgel	Variance	Actual	Budget	Variance	Budget
\$7,632.04	\$2,508.33	(\$5,123.71)	\$14,249.02	\$12,541.65	(\$1,707.37)	\$30,100.00
\$-	\$20,818.38	\$20,818.38	\$-	\$104,091.90	\$104,091.90	\$249,820.56
\$-	\$20,818.38	\$20,818.38	\$-	\$104,091.90	\$104,091.90	\$249,820.56
(280.32)	-	280.32	(1,386.89)	-	1,386.89	-
-	-	-	275.00	-	(275.00)	-
\$-	\$-	\$-	\$275.00	\$-	(\$275.00)	\$-
\$105,839.83	\$39,683.32	(\$66,156.51)	\$186,519.07	\$198,416.60	\$11,897.53	\$476,200.00
(\$63,736.39)	\$0.01	(\$63,736.40)	\$22,045.79	\$0.05	\$22,045.74	\$0.00
	\$7,632.04 \$- \$- (280.32) - \$- \$105,839.83	\$7,632.04 \$2,508.33  \$- \$20,818.38  \$- \$20,818.38  (280.32) -  - \$-  \$-  \$- \$- \$- \$- \$- \$- \$- \$- \$- \$- \$-	\$7,632.04 \$2,508.33 (\$5,123.71)  \$- \$20,818.38 \$20,818.38 \$- \$20,818.38 \$20,818.38 (280.32) - 280.32	Actual         Budget         Variance         Actual           \$7,632.04         \$2,508.33         (\$5,123.71)         \$14,249.02           \$-         \$20,818.38         \$20,818.38         \$-           \$-         \$20,818.38         \$20,818.38         \$-           (280.32)         -         280.32         (1,386.89)           -         -         -         275.00           \$-         \$-         \$275.00           \$105,839.83         \$39,683.32         (\$66,156.51)         \$186,519.07	Actual         Budget         Variance         Actual         Budget           \$7,632.04         \$2,508.33         (\$5,123.71)         \$14,249.02         \$12,541.65           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90           (280.32)         -         280.32         (1,386.89)         -           -         -         275.00         -           \$-         \$-         \$275.00         \$-           \$105,839.83         \$39,683.32         (\$66,156.51)         \$186,519.07         \$198,416.60	Actual         Budget         Variance         Actual         Budget         Variance           \$7,632.04         \$2,508.33         (\$5,123.71)         \$14,249.02         \$12,541.65         (\$1,707.37)           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$-         \$104,091.90         \$104,091.90           \$-         \$20,818.38         \$20,818.38         \$20,818.38         \$20,818.

### **Development / Community Updates**

- Dead Trees removed from storms
- Irrigation Repairs from freeze
- New Sod in areas damaged from dump trucks
- Fence restrained
- Retention Pond Cleaned out to flow better
- Landscape added landscaping to enhance community.
- Signage Beware of Snakes at the retention pond

## What do our assessments pay for?

Association Insurance & Property Taxes

**Social Events** 

Landscape Maintenance Common and Homeowners

**Legal Services** 

Common Area / Pavilion Maintenance

Management & Compliance Enforcement

**Utilities** 

### **HOA** Website

- HOA Website
  - www.brentwoodplacetxhoa.com
- Access to:
  - Community Events
  - Governing Documents
  - Budget Information
  - Financials
  - Payment Information
  - ACC Requests
  - Payment Plan Requests
  - Insurance Certificates



### **Homeowner Portal**

If you would like to make a payment online, please go to <a href="Issuercincwebaxis.com">Issuercincwebaxis.com</a>. If this is your first visit to the portal, you will need to register. To register click on the "Sign In" button at the upper right corner of the window, then click "Create Account" at the bottom right. Once your registration request is reviewed and validated by Legacy, you will receive an email with a link to set your password. You can then log in with your email address and new password to make payments. Please allow 24 hours for your registration to process.

Here is a short video on how to register: <a href="https://www.youtube.com/watch?v=gyveFNCiGNA">https://www.youtube.com/watch?v=gyveFNCiGNA</a> – please allow 24 hours for approval.

You can view your account, violations, submit your email or address changes and make online payments.

## **Payment Options**

#### **Payment Options**

#### Option 1

Your Banks Online BillPay
Name of your Community
c/o Legacy Southwest Property Management
PO Box 294047
Lewisville, TX 75029-4047

#### Option 2

#### CINC Payment Portal

To make you payments, please go to the CINC portal at Iswpm.cincwebaxis.com. On the first visit to the portal, you will need to register. Simply click on the "Sign In" button at the upper right corner of the window, then click "Create Account" at the bottom right. Once your registration request is reviewed and validated by Legacy Southwest, you will receive an email with a link to set your password. You can then log in with your email address and new password to make payments. Please allow 24 hours for validated.

#### Option 3

#### Lockbox Payment

Make out a check payable to Name of your Community with your property address on the check and mail to the address below.

Name of your Community c/o Legacy Southwest Property Management PO Box 294047 Lewisville, TX 75029-4047

#### Option 4

#### Corporate Payment

Make out a check payable to Name of your Community with your property address on the check and mail to the address below.

Name of your Community c/o Legacy Southwest Property Management 8668 John Hickman Pkwy., Ste 801 Frisco, TX 75034

## How to submit an ACC Request

- ACC Request Forms can be completed online. A separate request for each change is required.
- https://www.brentwoodplacetxhoa.com/admin/login.aspx?ReturnUrl=%2fhomeowner%2fonline-forms%2facc-request.aspx
- As each of us bought our property in the Association, we agreed by our signatures to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping the community a highly desirable place to live. ACC (Architectural Control Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible. You will also be required to supply a drawing of work to be done. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The goal of the ACC is to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.
- Please allow 30 days for your completed request to be processed. If no response is received the request is considered denied.

## **Community Events**

Community Garage Sale – May 4, 2024 Easter Egg Hunt – March 23, 2024 Valentine's Goodies – Feb 2024

## **Up Coming Summer Events**

Summer Event – July 13 from 10AM-12PM
Fall Fest – Sept. 14 from 2PM-4PM
\*Halloween – Oct. 26 (committee going door to door)
Winter Event – Dec. 7 from 2PM-4PM

# **Neighborhood Information**

 Engage Denton - Report streetlight outages, Parking / vehicle complaints, and other code violations.

https://dentontx.citysourced.com/servicerequests/create

- → Animal Control <a href="https://www.countyoffice.org/denton-city-animal-control-denton-tx-e7b/">https://www.countyoffice.org/denton-city-animal-control-denton-tx-e7b/</a> or you can call 940-349-7594.
- Police Department Report complaints (loud music or other minor incidents) by calling 940-349-8181.

## <u>Adjournment</u>

Thank you for joining us. If you have any questions or concerns that were not covered in tonight's meeting, please email <a href="mailto:sondra@legacysouthwestpm.com">sondra@legacysouthwestpm.com</a>



## **Question and Answer**

In order to allow all homeowners an opportunity to ask question please limit your time to approximately 2 minutes.