



*The Villages of
Carmel
Homeowners'
Association, Inc.*

ANNUAL MEETING
Thursday, March 30, 2023
6:00 P.M.

Meeting Quorum (In Person or Proxy)

985 Homes

6:00pm 60% (591 Homeowners)

6:15pm 30% (296 Homeowners)

6:30pm 15% (148 Homeowners)

6:45pm 7.5% (74 Homeowners)

*Villages of Carmel
Board Members*

boardofdirectors@villagesofcarmelhoa.com

*Tina Leyva
Board President*

*Bobby Combs
VP /Treasurer*

*Jay Seiver
Secretary*

Legacy Southwest Team



Michelle Dando – Community Manager

214-705-1615 option 11

Michelle@legacysouthwestpm.com



Steven Duckworth – Compliance Manager

214-705-1615 option 5

Steve@legacysouthwestpm.com

2023 Annual Meeting
Agenda
March 30, 2022
6:00PM

- I. Call to Order**
 - a. Establish Quorum
 - b. Proof of Notice
 - c. 2022 Approval of Minutes
- II. Introduction of Board Member(s) Candidate**
 - a. Introduction of Candidates (Each candidate can speak up to 3 minutes)
 - b. Election Voting Instructions
- III. Financials**
 - a. 2022 Financials
 - b. 2023 Year to Date Financials
- IV. Community Update**
 - a. 2023 Community Projects
 - b. 2023 Community Events
- V. Volunteers Needed**

(Volunteer Forms Available at HOA Website www.villagesofcarmelhoa.com)

 - a. Social Committee
 - b. Communications Committee
 - c. Safety / Crime Watch Committee
- VI. Adjournment**
- VII. Q&A -** Time will be limited to 3 minutes per homeowner to allow all homeowners the opportunity to ask questions.

***Voting results will be posted on the Website within 72 hours of the Meeting.**

NOTICE OF ANNUAL MEETING

Thursday, March 30, 2023

6:00 P.M.

March 15, 2023

Dear Villages of Carmel Homeowner,

In accordance with Article 4, Section 4.06 of the bylaws for The Villages of Carmel Homeowners' Association, Inc., you are hereby given notice of and requested to attend the **2023 Annual Homeowners Meeting**. The meeting is scheduled for **Thursday, March 30, 2023, at 6:00 p.m., via gotomeeting.com**. During this meeting, we will be electing one (1) member (owner) for the Board of Directors. The Villages of Carmel HOA anticipates posting election results on the Website within seventy-two hours of the meeting.

Villages of Carmel HOA Meeting

Mar 30, 2023, 6:00 – 8:00 PM (America/Chicago)

Please join my meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/844147085>

You can also dial in using your phone.

Access Code: 844-147-085

United States: [+1 \(224\) 501-3412](tel:+12245013412)

A proxy is a written instrument, signed by the member, which duly appoints the member's voting rights and attendance. The Bylaws state that to hold a meeting and conduct business of the Association, there must be a quorum present. A quorum is the number of homes represented either in person or by proxy. **The quorum required to hold a meeting is sixty percent (60%) or 591 of 985 lot owners. If the required quorum is not present or represented at the meeting, a subsequent meeting will be called at 6:15 p.m. and the required quorum at the meeting shall be one-half (30%) of the required quorum at the preceding meeting. If quorum is not achieved at that time, a subsequent meeting will be called at 6:30 p.m. and the required quorum at the meeting shall be one-half (15%) of the required quorum at the preceding meeting. Please take a moment to sign and return the enclosed proxy even if you plan to attend, as unforeseen circumstances can occur.**

Email the proxy to michelle@legacysouthwestpm.com. Your attendance or proxy will help fulfill the quorum requirements. If you have any questions please contact your community manager, Michelle Dando at michelle@legacysouthwest.com or 214-705-1615, Option 11.

The deadline to return the Proxy Form is March 30, 2023.

2022 Annual Meeting
Minutes
March 21, 2022
6:30PM

1. Meeting officially called to order at 7:15pm by Paul Hoffman
 - a. A Quorum of 74 homeowners were present or by proxy.
 - b. Proof of Notice was established.
2. Election of Board Member(s)
 - a. Board Candidates were introduced and voting process was explained by Paul Hoffman.
3. Financials were presented by Chris Haverstick for 2021 and 2022 ytd.
4. Community Updates were presented by Paul Hoffman
 - a. 2021 Community Projects
 - i. Brick perimeter walls and repairs completed to Capstone, expansion joints and tuck-pointing repairs completed \$8,211.00
 - b. 2021 Community Events
 - i. Easter Event, Movie Night, Halloween Decoration Contest, Christmas Decoration Contest, and Christmas Santa Event
 - c. 2022 Projects
 - i. Landscaper Contract – RFP's in progress
 - d. 2022 Community Events
 1. Annual Events to continue as last year provided volunteers were available
5. Paul Hoffman states volunteers are needed and how to go about volunteering and completing forms
6. 7:59 Meeting adjournment called by Paul Hoffman and seconded by Chris Haverstick.

Board Member Candidate Introductions

➤ *Jay Seiver*

Candidate Bio

Please fill out this profile form if you are interested in running for the Board of Directors

Jay Carl Seiver III

972-740-8505

Homeowner Name:

Daytime Phone Number:

3620 Carmino Real Trl.

972-740-8505

Property Address:

Evening Phone Number:

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

My family joined this community back in 2016. I have a wife and two children and three dogs. We are a part of a local church and enjoy traveling and spending time with family.

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

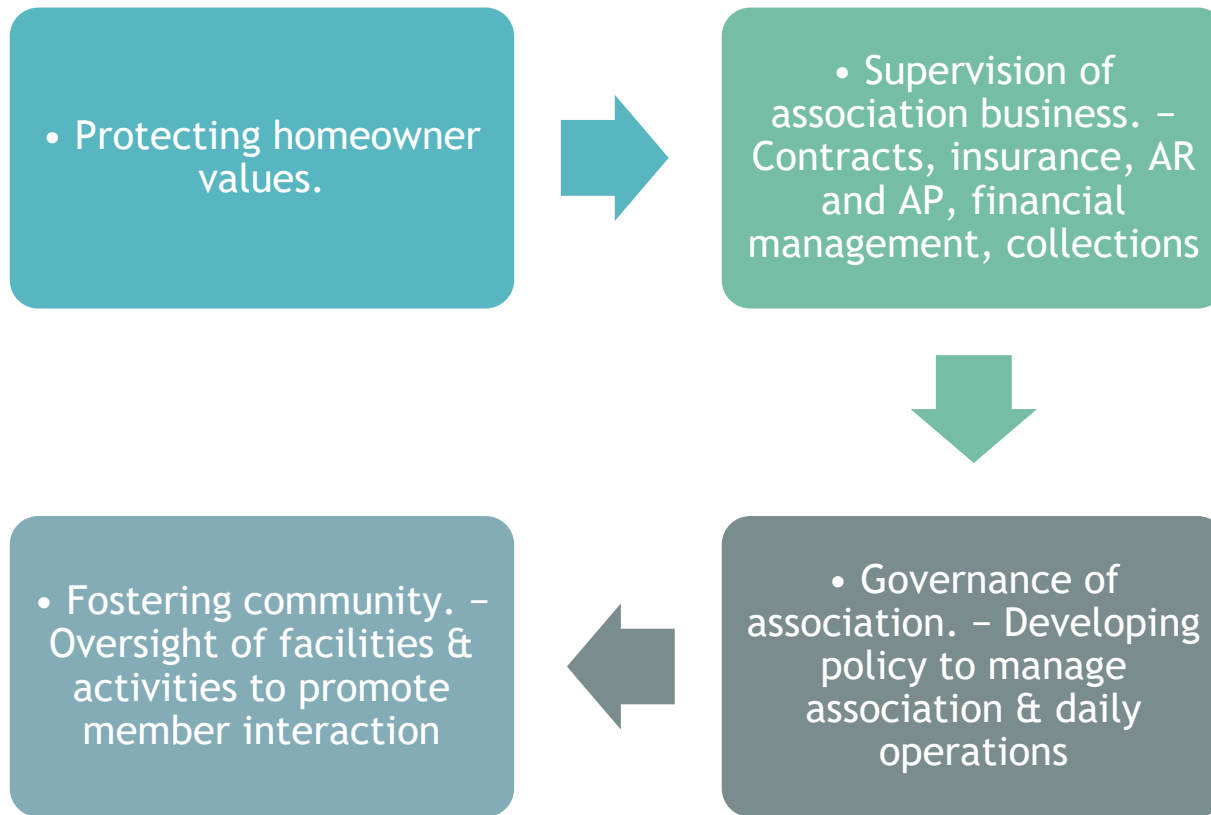
I have good leadership, communication, and customer service skills from the various positions I have had at my current job.

What would you like to do for the association?

I would like to work with the HOA board and other volunteers to maintain property values, preserve community standards, and improve our common areas.

► *Jay Seiver*

Role of the Board of Directors



Voting Procedure

Cast your vote via email to Michelle@legacysouthwestpm.com

a. Give your name and address

b. Cast your vote

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

***Only one vote per household is allowed.**

2022 Financial Recap

December 31, 2022

2022 Financial Report	Actual	Budgeted
Income	\$239,640.00	\$284,640.54
Utilities	\$18,551.02	\$17,125.00
Landscaping	\$56,947.43	\$65,208.00
General & Administrative	\$64,643.11	\$80,849.00
Maintenance & Repairs	\$6,401.04	\$26,533.65
Insurance and Taxes	\$12,216.38	\$11,830.00
Operating Accounts as of 12/31/22	\$243,701	
Reserve Operating Account as of 12/31/22	\$95,393	
AR - as of 12/31/22	\$23,009.70	

2023 YTD Financial Recap

February 28, 2023

2023 Financial Report	Actual	Budgeted
Income	\$251,168.35	\$40,650.84
Utilities	\$3,002.72	\$2,949.84
Landscaping	\$11,342.44	\$10,329.52
General & Administrative	\$16,911.42	\$12,937.10
Maintenance & Repairs	\$425.00	\$1,082.68
Insurance and Taxes	\$14,572.73	\$12,687.07
Operating Accounts as of 2/28/23	\$291,253.44	
Reserve Account as of 2/28/23	\$120,700.26	
AR as of 02/28/23	\$75,405.43	

What do our assessments pay for?

Association Insurance & Property Taxes

Social Events

Landscape Maintenance of Common Areas

Legal Services

Swimming Pool & Park Areas

Management & Compliance Enforcement

Utilities

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 your payments, please go to the CINC portal at lswpm.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 validation.

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

Homeowner Portal

► If you would like to make a payment online, please go to lswpm.cincwebaxis.com . 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: <https://www.youtube.com/watch?v=gyveFNCiGNA> – please allow 24 hours for approval.

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

HOA Website

- ▶ HOA Website
 - ▶ www.villagesofcarmelhoa.com
- ▶ Access to:
 - ▶ Governing Documents
 - ▶ Budget Information
 - ▶ Financials
 - ▶ Payment Information
 - ▶ ACC Requests
 - ▶ Payment Plan Requests



How to submit an ACC Request

- ▶ ACC Request Forms can be completed online. A separate request for each change is required.
- ▶ https://www.villagesofcarmelhoa.com/Libraries/Architectural_Documents/VOC_ACC_Form.sflb.ashx
- ▶ 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.

2023 Ongoing Projects

Landscaping Improvements
Swimming Pool Improvements
Playground Improvements
Monument Sign Improvements
Painting Improvements
Reserve Study in Progress

2023 Swimming Pool Information

- ▶ To get a swimming pool key card go to:
https://www.villagesofcarmelhoa.com/Libraries/Pool_Documents/Key_Request.sflb.ashx Please allow 14 days for your key card to arrive as it is mailed.
- ▶ Opening Day May 6, 2023 / Closing Day October 8, 2023
- ▶ Pool Hours - 9am - 9pm (Fridays, Saturdays, and Sunday only during school year)
- ▶ Adult Swim 7am - 9am

2023 Community Events

Easter Egg Hunt April 7th 6-8pm

Garage Sale Friday April 28th -
Sunday April 30th

Pool Opening Social May 6th

Events for 2023 will continue provided we have
volunteers

Christmas Decorating Contest



Halloween Decorating Contest



Candidate Questionnaire

Volunteers Needed

Name: _____ Address: _____
Phone: _____ Email: _____

Please tell us about yourself: Include Business, Spouse, Children, Hobbies etc., Number of years lived in Villages of Carmel HOA.

Please write past experiences/work that qualifies you for a position to serve on any of the committee listed below.

Areas that you feel can be improved in the Villages of Carmel HOA:

Please circle the committees you may be interested in:

1. Social Committee 2. Landscape 3. Safety / Crime Watch Committee

Do you have any commitments that will restrict you from serving on any committee (Travel, Employment, Other meetings)?

By submitting this form and signing below, I acknowledge that if appointed by the Board of Directors I accept those responsibilities as described in the Governing Documents of the Association.

Sign and date

Please return this form via email Michelle@legacysouthwestpm.com

City of Denton

Free Tree Give Away

Save the Date

The 25th Annual Community Tree Giveaway will take place October 21, 2023.
Registration will open in October 2023.

How do I register?

Register online here: <https://bit.ly/2022TreeGiveaway>. If you have issues using our registration software, you may also call (940) 349-7275 to register over the phone.

For more information:

<https://www.cityofdenton.com/DocumentCenter/View/3603/2022-Community-Tree-Giveaway-Frequently-Asked-Questions-PDF?bidId=>

Neighborhood Information

- ▶ Engage Denton - Report streetlight outages, vehicle complaints, and other code violations. <https://dentontx.citysourced.com/servicerequests/create>
- ▶ Animal Control - <https://www.countyoffice.org/denton-city-animal-control-denton-tx-e7b/> or you can call 940-349-7594.
- ▶ Police Department - Report complaints (loud music or other minor incidents) by calling 940-349-8181.

Adjournment

Thank you for joining us. If you have any questions or concerns that were not covered in tonight's meeting, please email michelle@legacysouthwestpm.com



Question and Answer

In order to allow all homeowners an opportunity to ask question please limit your time to approximately 3 minutes.