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1/18/14

High Point Ranch Property Owners Annual Meeting



Agenda

- **Establish Quorum, proof of notice**
- **Approval of last year's minutes**
- **Election of directors**
- **Financial Review**
- **President's Report**
- **RealManage-Resident Portal**
- **Open Forum**
- **Election Results**
- **Adjourn**

Introductions

Board Members

- Alex Flores-President
- Roman Buckner-Vice President
- David Turner-Secretary/Treasurer

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- Amy Roberson-Community Association Manager
- Jennifer Lasater-Assistant Community Manager

Election of Directors

- **One position is open for election**
- **Nominations from the floor**

Financial Summary

- **HPR POA is in strong financial condition:**
 - Expenses are under budget
 - Cash on hand is building
- **Cash cushions are building toward recommended targets:**
 - Six months operating expense - \$45K
 - Replacement /wear-out of common items – \$220K (Park, Playground, Front)
- **Emphasis on maint & renovation/ No grandiose spending planned - \$27.5K Front Ent.**

HPR POA Financial Summary

2014 Annual Meeting

	2013 Year			2014	
	Act	Bud	Delta	Bud	
Assessments	\$ 101,200	\$ 101,200	\$ -	\$ 101,200	
Other Income	\$ 43,200	\$ 13,250	\$ 29,950	\$ 12,900	Fines & Int.
Total Revenues	\$ 144,400	\$ 114,450	\$ 29,950	\$ 114,100	
Direct Operating Exp	\$ 39,780	\$ 44,400	\$ 4,620	\$ 37,580	
G&A	\$ 39,554	\$ 46,840	\$ 7,286	\$ 45,653	Insurance & New Adm Contr.
Total Operating Exp	\$ 79,334	\$ 91,240	\$ 11,906	\$ 83,233	
Capex (non-capitalized)	\$ 4,580	\$ 15,000	\$ 10,420	\$ 27,500	Phase 3 of Front Entrances
Other	\$ 8,000	\$ -			Accrual for Front Lights Rep.
Total Expense	\$ 91,914	\$ 106,240	\$ 22,326	\$ 110,733	
NET Surplus (Deficit)	\$ 52,486	\$ 8,210	\$ 52,276	\$ 3,367	

Cash Balances	12/31/13
Operating Fund (Net PPd)	\$40,124
Replacement Fund	\$73,195
Damage Deposits	\$7,023
Cash on Hand	\$120,342

Cash Balance Targets	
6 mo Op Exp	\$ 45,000
Capital Replacement (50%)	\$ 110,000
Future Projects	\$ 50,000
Total	\$ 205,000

President's Report

- **Recap of 2013**
- **2014 Projects and Planning**

Architectural Approval

- 1. The ACC is comprised of 3 of your neighbors who volunteer their time.
- 2. Contact the ACC at: acc@myhighpointtranch.org
 - a. Items sent to this e-mail address are re-directed to the e-mails of each member of the ACC and the management company.
 - b. Make sure any response to the ACC includes the e-mail address: acc@myhighpointtranch.org to copy all ACC members, not just the ACC responder.
- 3. Things you can do to speed up the ACC review process:
 - a. If you use e-mail, reference your address in the subject line of the e-mail. It makes it a lot easier for the 3 volunteers to track.
 - b. Use the Applications provided on the HPR website: www.myhighpointtranch.org – go to Association Documents, go to ACC.
(Signatures from your neighbors are no longer required)
 - c. Provide all pages of the application, even the last page for the ACC response.
 - d. Provide all items requested in the application. We can't complete our review until all items are received.
 - e. If you use e-mail, provide attachments in PDF format, if at all possible.

Manager's Report

Amy Roberson

**Community Association Manager
RealManage**

RealManage Update

- **1-866-4RealService (866-473-2573)**
 - Extended customer service hours (7:30 am – 7:00 pm)
 - Multi-lingual customer service (English, Spanish and other languages)
 - Instant email fulfillment of most information requests
- **Resident Portal (www.RealManage.com)**
 - Owner statements and payment history
 - Assessment rules information
 - Online payments
 - Online service requests
 - Deed restriction summary
 - Deed restriction violation reporting
 - Directory
 - Document archive

**Email to use for all correspondence
HIGHPOINT@ciramail.com**

Open Forum

Director Elections

- **Election Results**



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