



ANNUAL MEETING
Tuesday, April 22, 2025
6:00 P.M.



Meeting Quorum Requirements by Time

985 Total Homes

| Time | Quorum Requirement | Number of Homeowners |
|--------|--------------------|----------------------|
| 6:00PM | 60% | 591 |
| 6:10PM | 30% | 296 |
| 6:20PM | 15% | 148 |
| 6:30PM | 7.5% | 74 |
| 6:40PM | 3.75% | 37 |

The quorum percentage represents the minimum portion of homeowners required to be present (in person or by proxy) for the meeting to proceed officially at the specified times.

Villages of Carmel Board Members

boardofdirectors@villagesofcarmelhoa.com

Tina Leyva
Board President

Bobby Combs
VP / Treasurer

Jay Seiver
Secretary

Legacy Southwest Team

New contact emails!



Ryan Smith– Director of Association Management

214-705-1615 option 6

Ryan@legacyswhoa.com



Damian Power – Compliance Manager

damian@legacyswhoa.com



Shannon Ratliff– Administrative Assistant

214-705-1615

shannon@legacyswhoa.com

2025 Annual Meeting
Agenda
April 22, 2025
6:00PM

I. Call to Order

- a. Establish Quorum
- b. Proof of Notice
- c. 2024 Approval of Minutes

II. Introduction of Board Member(s) Candidate

- a. Introduction of Candidates (Each candidate can speak up to 2 minutes)
- b. Election Voting Instructions

III. Financials

- a. 2024 Financials
- b. 2025 Year to Date Financials

IV. Community Update

- a. 2024 Community Improvements
- b. 2024 Community Events
- c. 2025 Anticipated Community Improvements
- d. 2025 Anticipated 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

I. Adjournment

II. 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

Tuesday, April 22, 2025

6:00 P.M.

April 8, 2025

Proof of Meeting Notice

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 the **2025 Annual Homeowners Meeting**. The meeting is scheduled for **Tuesday, April 22, 2025, at 6:00 p.m., via Microsoft Teams**. The purpose of this meeting is to conduct normal business of the Association, present information on current affairs, including a financial overview. During this meeting, we will be electing one (1) member for the Board of Directors. The Villages of Carmel HOA anticipates posting election results on the Website within seventy-two hours of the meeting.

Microsoft Teams

Meeting ID: 282 734 846 891

Passcode: Qw9U5E45 Dial in by phone

+1 323-694-0227, 610662219# United

States, Los Angeles Find a local number

Phone conference ID: 610 662 219#

Villages of Carmel Annual Meeting



To join the meeting: scan the QR Code to download Microsoft Teams or join from your web browser. Enter the Meeting ID and Passcode when prompted.

Meeting ID: 282 734 846 891
Passcode: Qw9U5E45
Dial in by phone: +1 323-694-0227, 610662219# United States
Phone conference ID: 610 662 219#

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 592 of 986 owners. If the required quorum is not present or represented at the meeting, a subsequent meeting will be called at 6:10 p.m. and the required quorum at the meeting shall be one-half (30%) 296 owners of the required quorum at the preceding meeting. If quorum is not achieved at that time, a subsequent meeting will be called at 6:20p.m. and the required quorum at the meeting shall be one-half (15%) 148 owners of the required quorum at the preceding meeting. If quorum is not achieved at that time, a subsequent meeting will be called at 6:30pm with a quorum of one-half (7.5%) 74 owners of the required quorum at the preceding meeting. If quorum is not achieved at that time, a subsequent meeting will be called at 6:40pm with a quorum of one-half (3.75%) 37 owners of the required quorum at the preceding meeting. Your attendance or proxy will help fulfill the quorum requirements. **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 ryan.s@legacysouthwestpm.com.

If you have any questions please contact your community manager, Ryan Smith at ryan.s@legacysouthwest.com or 214-705-1615.

The deadline to return the Proxy Form is noon April 22, 2025.

Legacy Southwest Property Management, LLC 8668 John Hickman Pkwy., Ste 801, Frisco, TX 75034

E-mail: ryan.s@legacysouthwestpm.com



2024 Meeting Minutes

2024 Annual Meeting

Minutes

March 28th, 2024

6:00PM

Call to Order

- A. Meeting officially called to order by 6:40PM by Tina Leyva
- B. A Quorum of 37 homeowners were present or by proxy.
- C. Proof of Notice was established.
- D. 2023 Meeting Minutes were approved by Tina Leyva and Bobby Combs at 6:47PM

Introduction of Board Member Candidates

- A. Tina Leyva – President
- B. Bobby Combs – Vice-President/Treasurer
- C. With no other candidates a motion was made and to vote by accumulation by Jay Seiver and seconded by Gayle Martin.
- D. Motion passed and Tina Leyva and Bobby Combs were re-elected.

Financials

- A. Financials were presented by Michelle Dando

Community Update

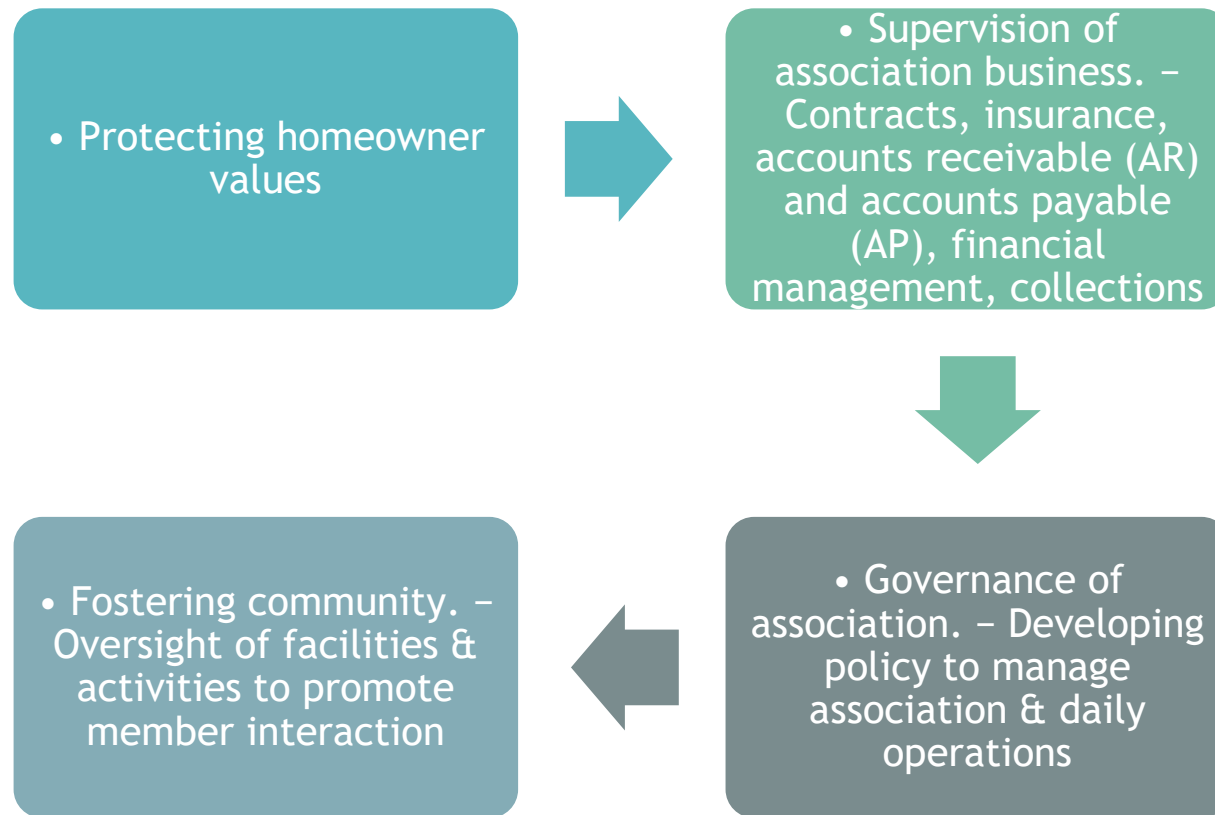
- A. 2023 Community Completed Projects
 - a. Landscaping Improvements
 - b. Monument Sign Improvements
 - c. Swimming Pool Furniture
 - d. Painted the Water Fountain Feature
 - e. Community Storage
 - f. Painting Pool Fencing
 - g. Reserve Study
- B. 2023 Community Completed Events
 - a. Easter Egg Hunt
 - b. Spring Community Garage Sale
 - c. Pool Season Opening Social
 - d. National Night Out
 - e. Fall Community Garage Sale
 - f. Halloween Decorating Contest



2024 Meeting Minutes continued

- a. Christmas Decorating Contest
- A. 2024 Community Ongoing Projects
 - a. Landscaping Improvements
 - b. Amenity Center Area Improvements
 - c. Drainage
 - d. Monument Peak Improvements
 - e. Pool Furniture
 - f. New Pool Monitors to Save Money
- B. 2024 Community Upcoming Events
 - a. Easter Egg Hunt - March 29th – 6:30pm – 7:30pm
 - b. Spring Community Garage Sale – Tentative April 26 - 28th
 - c. Pool Monitor Training – TBD
 - d. Pool Opening Social - May 4th
 - e. National Night Out Block Party – October 1st
 - f. Fall Garage Sale – Tentative October 4 – 6th
 - g. Halloween Decorating Contest
 - h. Christmas Decorating Contest
- C. Adjourn at 7:38 pm by Tina Levy and Bobby Combs

Role of the Board of Directors



Board Member Candidate Introductions

➤ Jay Seiver



Candidate Bio

Please tell us about yourself: (spouse, kids, hobbies, and skills etc.)

I've worked in the DFW area since 2008 and have lived in Villages of Carmel since 2016.
We are a family of 4 with three dogs! My spouse is a middle school nurse, and our kids
attend local schools. I have a background in technology and management, which has
given me strong problem-solving and communication skills.

Please share past experiences and qualifications that make you a suitable Board Candidate to serve the community:
I manage a team in the software industry and bring experience in leadership, budgeting,
and customer service. I regularly work with diverse groups to find solutions, align goals,
and improve outcomes. I'd like to use these skills to help maintain transparency, support
smart planning, and keep our neighborhood a great place to live.

What would you like to do for the association?

I'd like to continue to work with the current board to improve communication,
support transparency, and help maintain the quality and value of the neighborhood.

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

Jay Seiver

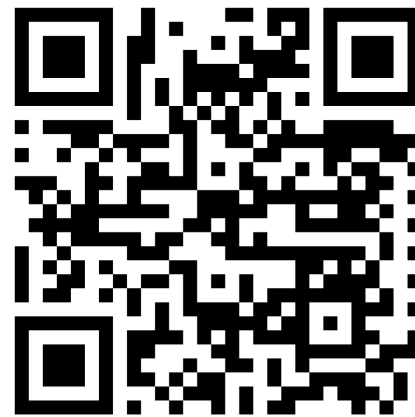


Voting Procedure

Cast your vote for Board of Directors on villagesofcarmelhoa.com or via email by going to the HOA Website the homeowner dashboard and select online forms.

You will be allowed one vote per household. Voting results will be posted on the community website and sent via email blast within 72 hours of the meeting.

villagesofcarmelhoa.com



2024 Financial Recap

Year-to-Date Financial Report for The Villages of Carmel Homeowners' Association, Inc.

January 1, 2024 - December 31, 2024

The Villages of Carmel Homeowners' Association, Inc. presents its financial performance for the 2024 fiscal year, reflecting a solid financial position with balanced operations and reserve funding.

Summary

As of December 31, 2024, the HOA maintained total assets of \$344,441.86, including \$163,471.96 in operating cash and \$153,198.97 in reserves, ensuring liquidity for both daily operations and future capital needs. Liabilities totaled \$60,503.48, primarily from prepaid assessments, while equity stood at \$255,459.49, bolstered by a year-to-date (YTD) net income of \$28,478.89. Total operating income for 2024 reached \$281,817.70, exceeding the budget of \$251,819.00 by \$29,758.70, driven by significant contributions from late fees, legal fees, and capital contributions. Reserve income added \$26,691.92, mainly from contributions and interest. Operating expenses totaled \$253,098.81, slightly above the budgeted \$251,819.00 by \$1,279.81, with notable spending on reserve projects like cameras, gates, and landscaping. The resulting net income of \$28,478.89 reflects a year of prudent financial management, though areas like collections and reserve planning require attention.

- ▶ The HOA's strong cash reserves and positive net income position it well for 2025.



2024 Financial Rebalance Sheet Summary

As of 12/31/2024

- **Total Assets:** \$344,441.86
 - **Cash Operating:** \$163,471.96 (VB-Oper-4988)
 - **Cash Reserves:** \$153,198.97
 - VB-Res-4740: \$78,152.73
 - VB-CDARS: \$75,046.24
 - **Accounts Receivable:** \$27,770.93
- **Total Liabilities:** \$60,503.48 (Prepaid Assessments)
- **Total Equity:** \$255,459.49
 - Prior Year Equity - Operating: \$118,287.83
 - Prior Year Equity - Reserves: \$86,656.11
 - Retained Earnings: \$50,505.55
- **Year-to-Date (YTD) Net Income:** \$28,478.89
- **Total Liabilities & Equity:** \$344,441.86

2024 Financial Rebalance Statement Highlights

Operating Income

(YTD: 01/01/2024 - 12/31/2024)

- **Total YTD Operating Income:** \$281,817.70 (Budget: \$251,819.00, Variance: \$29,758.70)
 - **Assessment Income:** \$236,400.00 (Budget: \$237,840.00, Variance: -\$1,440.00)
 - Slightly below budget, possibly due to collection timing or delinquent accounts.
 - **Capital Contribution:** \$9,900.00 (Budget: \$5,250.00, Variance: \$4,650.00)
 - Reflects contributions from new homeowners or property transfers.
 - **Collection Fees:** \$7,006.00 (Budget: \$7,500.00, Variance: -\$494.00)
 - **Late Fees:** \$10,280.00 (Unbudgeted, Variance: \$10,280.00)
 - **Legal Fees:** \$11,015.48 (Unbudgeted, Variance: \$11,015.48)
 - **Fines:** \$1,231.00 (Unbudgeted, Variance: \$1,231.00)
 - **Interest - Collections:** \$1,488.58 (Unbudgeted, Variance: \$1,488.58)
 - **Other Income:** Includes NSF Charges (\$175.00) and Pool Key (\$175.00).
 - **Transfer to Reserves:** -\$22,737.28 (Funds allocated to reserves).
- **Reserve Income:** \$26,691.92 (Budget: \$1,229.00, Variance: \$25,462.92)
 - **Reserve Contribution:** \$22,737.28
 - **Interest Income - Reserves:** \$3,954.64 (Budget: \$1,229.00, Variance: \$2,725.64)

2024 Financial Report Statement Highlights

Operating Expenses

(YTD: 01/01/2024 - 12/31/2024)

- **Total YTD Operating Expenses:** \$253,098.81 (Budget: \$251,819.00, Variance: \$1,279.81)
 - **General & Administrative:**
 - **Management Fees:** \$37,599.96 (Budget: \$37,600.04, Variance: -\$0.08)
 - **Administrative Supplies:** \$2,766.05 (Budget: \$4,800.00, Variance: -\$2,033.95)
 - **Bad Debt:** \$1,530.71 (Budget: \$400.00, Variance: \$1,130.71)
 - **Collection Costs:** \$6,159.00 (Budget: \$6,000.00, Variance: \$159.00)
 - Other expenses include Postage & Delivery (\$3,524.84) and Social/Community Events (\$2,480.91).
 - **Maintenance & Repairs:**
 - **Gate Access Software:** \$3,998.32 (Unbudgeted, Variance: \$3,998.32)
 - **General Maintenance & Repairs:** \$2,500.00 (Budget: \$2,500.00, Variance: \$0.00)
 - **Other:** Includes Plumbing Repairs (\$687.19) and Signs (\$1,376.94, Variance: \$1,176.94).
 - **Pool & Spa:**
 - **Pool Contract:** \$22,018.08 (Budget: \$22,284.00, Variance: -\$265.92)
 - **Pool/Misc Amenities:** \$1,353.13 (Budget: \$5,000.00, Variance: -\$3,646.87)
 - **Total Pool & Spa:** \$36,768.01 (Budget: \$46,734.00, Variance: -\$9,965.99)
 - **Utilities:**
 - **Electricity:** \$5,599.91 (Budget: \$5,000.00, Variance: \$599.91)
 - **Water:** \$10,841.16 (Budget: \$10,000.00, Variance: \$841.16)
 - **Total Utilities:** \$20,475.16 (Budget: \$20,100.00, Variance: \$375.16)
 - **Reserve Expenses:**
 - **Cameras:** \$4,729.00 (Unbudgeted, Variance: \$4,729.00)
 - **Gates:** \$2,659.50 (Unbudgeted, Variance: \$2,659.50)
 - **Landscaping:** \$16,778.75 (Unbudgeted, Variance: \$16,778.75)
 - **Total Reserve Expenses:** \$24,167.25 (Unbudgeted, Variance: \$24,167.25)
 - **Contingency:** \$2,480.91 (Budget: \$28,480.80, Variance: -\$25,999.89)

Net Income

- **YTD Net Income:** \$28,478.89 (Budget: \$0.00, Variance: \$28,478.89)
 - Driven by higher-than-budgeted income from late fees, legal fees, fines, and reserve interest, offset by reserve and maintenance expenses.



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

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 from CINC Systems with a link to set your password. **If you do not receive the email within 24 hours, please check your spam folder.** You can then log in with your email address and new password to make payments. Please allow 24 hours for your registration to process.
- ▶ You can view your account, violations, submit your email or address changes and make online payments.
- ▶ If using a mobile phone, you must download the app.



HOA Website

www.villagesofcarmelhoa.com

- ▶ Access to:
 - ▶ Governing Documents
 - ▶ Budget Information
 - ▶ Financials
 - ▶ Payment Information
 - ▶ ACC Requests
 - ▶ Payment Plan Requests
 - ▶ Community Events



To receive emails, be sure to opt in to notifications.

Payment Options

Payment Option

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



How to submit an ACC Request

- ▶ ACC Request Forms can be completed online. A separate request for each change is required. Please include supporting documentation.
- ▶ 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.

Community Volunteers

We appreciate all our volunteers who currently serve the community and we always welcome additional volunteers to join.

- ▶ Social Committee
- ▶ Landscape
- ▶ Safety / Crime Watch Committee

Please sign up via the HOA Website: villagesofcarmelhoa.com

Go to Online Forms, Committee Candidate Forms

Or email: ryan@legacyswhoa.com for additional details.



2025 Swimming Pool Information

- ▶ To get a swimming pool key card go to: www.villagesofcarmelhoa.com
- ▶ Go to Documents/Pool Documents/Key Request. Fill out the form and email it to the email address on the form.
- ▶ Opening Day Friday May 2, 2025 / Closing Day September 29th, 2025
- ▶ Pool Hours - 9am - 9pm (Fridays, Saturdays, and Sunday only during school year) See website for full season schedule details.



Neighborhood Information

- ▶ Engage Denton - Report streetlight outages, Parking / 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.



Volunteers Needed

Please complete the candidate form on the
HOA Website and email to Ryan

Candidate Questionnaire

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

Adjournment

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



Question and Answer

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

