

**DAVIS SPRING RESIDENTIAL PROPERTY OWNERS ASSOCIATION, INC.
ANNUAL MEMBERSHIP MEETING**

AGENDA

Date: Tuesday, March 8, 2016
Time: 6:30 p.m. Sign-in, Meeting begins at 7:00 p.m.
Place: Lord of Life Lutheran Church, 9700 Neenah, Austin, TX, 78717

Sign-in Beginning at 6:30 p.m.

Call Meeting to Order 7:00 p.m.

1. Welcome and Introductions
2. Roll Call/Certifying of Proxies/Proof of Notice of Meeting
3. Reading and Approval of Meeting Minutes from 2015 Annual Meeting
4. Reports from Board of Directors - Committee
5. Manager's Report
6. Nomination & Election of Two (2) Board of Directors for Two (2) Year Term
7. Election Results
8. Homeowner Forum

Adjournment

MINUTES OF THE ANNUAL MEMBERS MEETING OF THE DAVIS SPRING RESIDENTIAL
PROPERTY OWNERS' ASSOCIATION, INC.

February 17, 2015

The undersigned, President of Davis Spring Residential Property Owners' Association, Inc., hereby certifies that at 7:00 pm on February 17, 2015, the Annual Meeting of the Members of the Association was held at the Lord of Life Lutheran Church, 9700 Neenah, Austin, TX 78717. President Mike Harkrider, Vice President Karen McGrath, Treasurer Randy Reavis, and Secretary Cheryl Walker were present. Also in attendance were Community Association Manager, William Brooks and Kellie Reed Assistant Community Manager of RealManage.

President Harkrider called the meeting to order at 7:00pm with the following business being conducted:

Item 1 - Welcome and Introductions

Introduction of Board members and RealManage employees in attendance.

Item 2 - Roll Call

A sign-in sheet verified a roll call of the members. Of the 570 members of record as of February 17, 2015 there were 19 members present and 31 members were represented by proxy for a total of 50 votes. Requirement for Quorum of 10% or 57 was not met; however Section 5.7 (seven) of the Bylaws states that if a quorum is not met, the meeting can proceed by power of the Board.

Votes – Attending	19
<u>Votes – Proxy</u>	<u>31</u>
Total Votes	50
Requirement for Quorum 10%	57
Requirement Met	No (see above)

RealManage maintains the corporate records of the Association. Proxies, Ballots, Proof of Notice and Sign in sheet are filed.

Item 3 – Reading and Approval of the meeting minutes from April 22, 2014

A motion was made to approve the minutes as written. The motion was seconded and the minutes were approved by all members in attendance.

Item 4 – Board of Directors Report

- City of Austin will be to take ownership of retention pond once escrow has closed.
- Water well put in at front of property is saving on water used for landscaping in the common areas
- All repairs on concrete fencing on Parmer have been completed, roots growing around bottom of fence caused most of the damage, all plants have now been removed
- Community Garage Sale April 25, 2015

Item 5 – Committee Reports

Pool Committee- Cheryl Walker

- Pool is being replastered under warranty
- Baby pool is getting an upgrade/facelift

Welcome Committee- Dan Harrison

- Greets new owners with cookies and welcome packet
- Wants to start including renters, but asked for help from neighbors letting him know when someone moves in

Newsletter Committee- Jan Pelosi

- Website is being upgraded
- Need to track more efficiently who wants paper vs electronic copies

Item 6 – Road Construction Update- Al Martin

- Neenah road extension/expansion project expected to be complete by 8/2015
- There will be five lanes including a middle turn lane
- Road will be widened 11 ft
- New high school to be built at Neenah and Pearson Ranch, maybe finished in 2018

Item 7 – Managers Report

- William Brooks presented the manager's report.

Item 8 – Election of Two (2) Board Members for a 2 year term

- Nominations were opened for the two positions to be filled for the next 2 years. There were no nominations from the floor. Karen McGrath and Dan Harrison were on the ballot and both took a moment to introduce themselves to the homeowners. A motion was made and seconded to elect Karen McGrath and Dan Harrison to the board by unanimous acclamation.

Item 9 – Old/New Business & Q&A

- Picnic tables have been replaced, and gradually working on playscape
- Crooked bench near park needs repair
- Street parking- public streets, laws trump community restrictions
- Some owners are concerned about dogs not on leash

The meeting was adjourned at 8:02 pm

ATTEST:

Mike Harkrider President

Davis Spring Residential Property Owners' Association, Inc.

Manager's Report

Prepared by Bill Brooks, CMCA, AMS for the 2016 Annual Meeting

Item A. Financial Management

The balance sheet is in your packet

Item B. Status of Assessment Collection

RealManage has a full-time Collections staff in place to address delinquent accounts. The Collections staff's sole responsibility lies in monitoring and processing assessment collection and assisting the Association's attorney with Notice of Lien filing, on past-due accounts.

RealManage offers several different payment options for assessments or fees due to the Association which may be found by going to www.RealManage.com or by contacting RealManage at 866-473-2573.

The current delinquency rate represents less than 3.0% of the total assessment income

Item C. Insurance, Utilities, and Real Estate Taxes

1. *Insurance* - Liability insurance in the amount of \$2,000,000 aggregate and \$1,000,000 per occurrence is currently maintained for the benefit of the association and its members. A property coverage policy is in place for the common area elements (amenity center, pool, tennis and basketball courts, playscape, etc). A \$1,000,000 liability policy is also maintained for the voluntary Directors and Officers of the association.
2. *Utilities* – Electricity, water and wastewater services are provided by the City of Austin. Some common area watering is provided by the Associations well.
3. *Real Estate Taxes* - The association is responsible for property taxes on all common area lots, including the amenity center and pool area. RealManage, on behalf of the association, evaluates and, if appropriate, protests appraised values in order to maintain the nominal ten percent of the value allowable for non-profit homeowner associations.

Item D. Status of Property within the Davis Spring Community

1. *Landscape Maintenance* - The common areas, amenity center, and right-of-ways are maintained by contract with Greater Texas Landscaping.
2. *Repairs and Maintenance* – Your Board of Directors has relied the RealManage maintenance staff or a third party contractor handle any problems that arise.
3. *Pool Season* – Lifeguard4hire is the pool maintenance contractor. Service visits during the swim season increase to three times per week, but are limited to once per week during the winter months to conserve costs.

The maintenance and management staff will continue to augment the cleaning efforts of the janitorial service, but appreciate each member's voluntary efforts to keep the pool and park areas picked up and free of food and waste.

It is important that pool parties be booked through RealManage as further services may be needed. Due to the volume of events, please be advised that parties not booked at least two weeks in advance may not be able to be accommodated, so please call early.

Item E. Deed Restriction Enforcement

RealManage provides twice per month drive through inspections of the community. Management also accepts written violation reports, which are subject to verification. Residents wishing to report a violation of the Deed Restrictions may do so by utilizing violation reports which can be provided by RealManage. These reports may be faxed, emailed, mailed or reported via the Resident Portal, but must be made in writing. Anonymous reports will not be accepted, as these cannot be accurately investigated or acted upon. Any questions in this regard can be directed to RealManage at 866-473-2573.

Presently there are 102 open violations in the community.

Item F. Architectural Control Committee

It is important that residents remember that improvements planned for the exterior of the lot need to be submitted in writing to the Architectural Control Committee ("ACC") before the work begins. This procedure is a valuable tool in the Association's effort to protect the value and integrity of your home through proper management of the community. Information relating to the ACC and the Architectural Control Committee Approval Request Form can also be found on the website.

Residents are reminded that prior to construction any improvements upon individual lots, **written approval must be obtained from the Architectural**

Control Committee. Residents are encouraged to familiarize themselves with the Deed Restrictions and the procedures for obtaining approval from the Committee. Residents wishing to make an architectural request may do so by sending a completed form either by mail, fax or email to RealManage.

These procedures have been put in place within Davis Spring to maintain the long-term integrity, attractiveness and value of the community.

On behalf of the Association, we thank all Davis Spring residents who maintain their homes and lots in compliance with the rules of the association. Please remember that the deed restrictions are in place to help preserve the integrity, value, safety and appearance of your property and of your community.

Davis Spring Residential Property Owners Association, Inc.
January 2016 Management Report
Financial Summary

Previous Reporting Period Ending 12/31/2015 Financial Data
Summary Financial Data

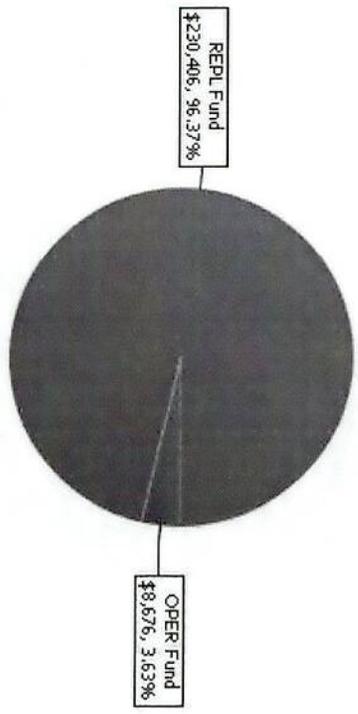
Operating Fund Revenue and Expense Summary	December 2015 - YTD				Performance Indicator
	Budget (\$)	Actual (\$)	Var. (\$)	Var. (%)	
Revenue	\$206,240	\$216,260	\$10,020	5%	↔
Direct Expenses	\$117,489	\$144,990	\$27,501	23%	↓
G&A Expenses	\$51,603	\$56,001	\$4,398	9%	↓
Other Expenses	\$0	\$54,352	\$54,352	0%	↔
Total Operating Expenses	\$169,092	\$255,343	\$86,251	51%	↓
Net Surplus/(Deficit)	\$37,148	(\$39,083)	(\$76,231)	(205%)	↓

Consolidated Fund Balance Sheet Summary	December 2015 - YTD				Performance Indicator
	Previous Year End (\$)	Current Month End (\$)	Change (\$)	Change (%)	
Assets	\$351,900	\$294,960	(\$56,940)	(16%)	
Liabilities	\$36,507	\$24,666	(\$11,841)	(32%)	
Operating Fund	\$56,010	\$39,527	(\$16,483)	(29%)	↓
Replacement Fund	\$181,743	\$233,265	\$51,522	28%	↑
Common Property Fund	\$56,135	\$46,919	(\$9,216)	(16%)	↓
Total Fund Balances	\$293,888	\$319,711	\$25,823	9%	↑
Liabilities & Fund Balances	\$330,395	\$344,378	\$13,983	4%	

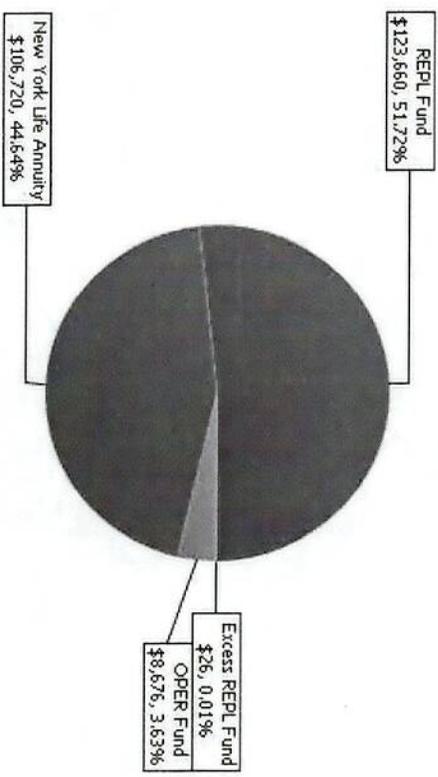
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Cash And Investments Period Ending 12/31/2015

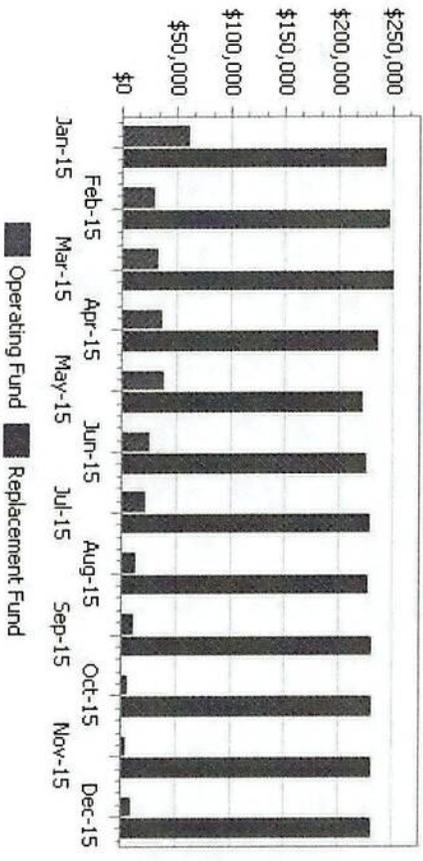
Cash and Investments by Fund



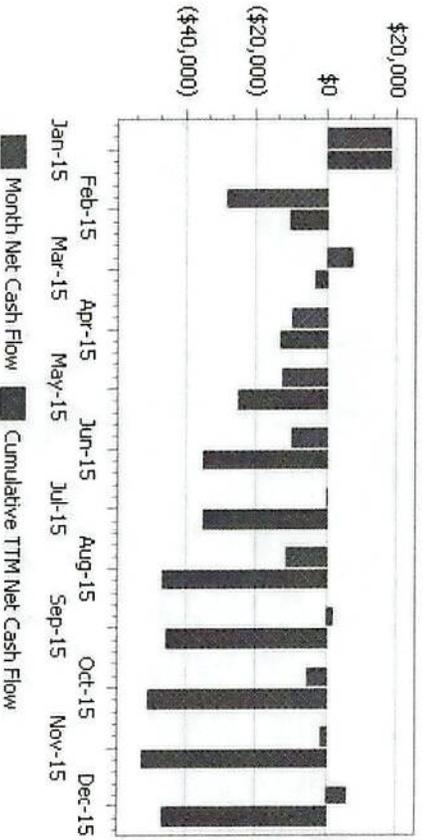
Cash and Investments by Account



Trailing 12-Month Cash and Investment Balances by Fund

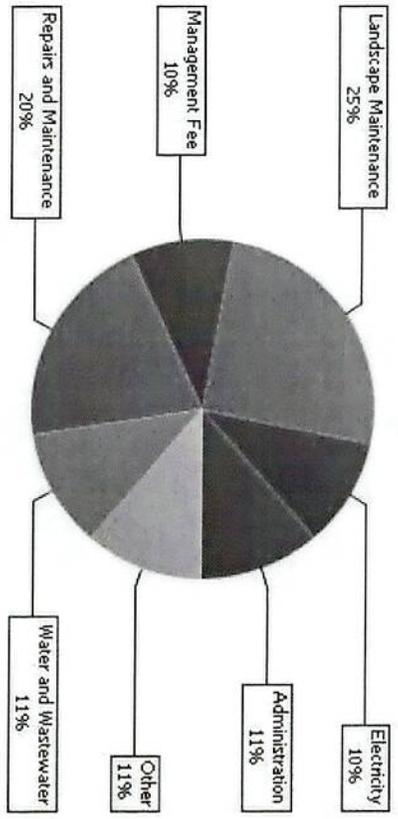


Trailing 12-Month (TTM) Net Cash Flow (All Funds)

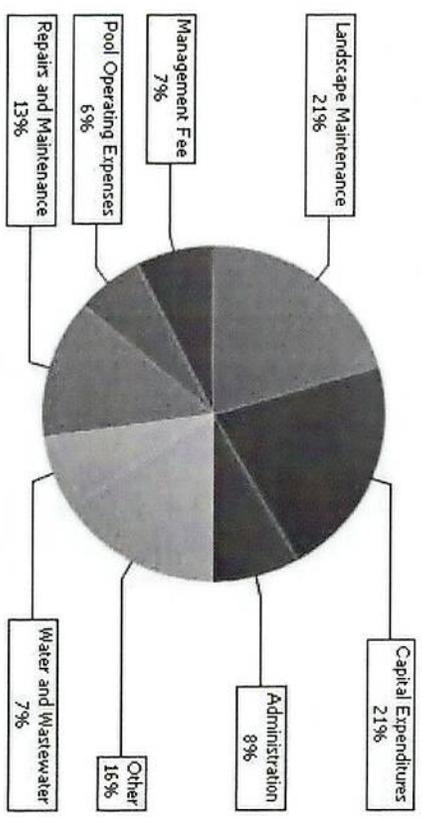


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January 2016 Management Report
Financial Summary

Operating Fund - Current Month Expenses



Operating Fund - YTD Expenses



Operating Fund: Expenses - Annual Budget Analysis

