

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

AGENDA

Date: Tuesday, March 21, 2017
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 2016 Annual Meeting
4. Reports from Board of Directors and Officers - Committee Reports
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.

March 8, 2016

The undersigned, President of Davis Spring Residential Property Owners' Association, Inc., hereby certifies that at 7:00 pm on March 8, 2016, the Annual Meeting of the Members of the Association was held, Vice President Randy Reavis, Treasurer Robert Podnar, and Secretary Dan Harrison were present. Also in attendance were Community Association Manager, William Brooks and Vivian Brulloths Assistant Community Manager of RealManage.:

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 March 8, 2016 there were 21 members present and 14 members were represented by proxy for a total of 35 votes. Requirement for Quorum of 20% or 114 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	21
<u>Votes – Proxy</u>	<u>14</u>
Total Votes	35
Requirement for Quorum 20%	114
Requirement Met	No (see above)

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

Being that quorum was not met the meeting was adjourned at 7:14 pm, as per Section 5.7 of the Bylaws.

Per Section 5.7 of the Bylaws, President McGrath called a meeting to order at 7:15pm with the following business being conducted.

Item 3 – Reading and Approval of the meeting minutes from February 17, 2015

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

- Discussion of possible Baby Pool upgrades
- Landscaping was discussed
- Fence Repairs was discussed
- Retention Pond waiting on the closing date
- Tennis/Basketball Courts get bids for resurfacing - sign up on-line to reserve Tennis
- Paint Fence by Pool Area
- Randy Reviewed Budget

Item 5 – Committee Reports

Pool Committee- Cheryl Walker

- Pool is being re-plastered under warranty
- Baby pool is getting an upgrade/face lift
- Lifeguard 4 Hire to provide maintenance

Website/Newsletter- Frank Maulit

- Newsletter - Quarterly - Question of paper or email Newsletter
- Confusion on RealManage website
- Discussion about DVR's
- Discussion about Form Change to ask Neighbors to approve
- Davisspring.org - Owners can use to get on the agenda for Board Meeting

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. Robert Podnar and Randy Reavis were on the ballot and both took a moment to introduce themselves to the homeowners. A motion was made and seconded to elect Robert Podnar and Randy Reavis to the board by unanimous acclamation.

The meeting was adjourned at 8:30 pm

ATTEST:

Karen McGrath, President

Davis Spring Residential Property Owners Association, Inc.
January 2017 Management Report
Financial Summary

Previous Reporting Period Ending 12/31/2016 Financial Data

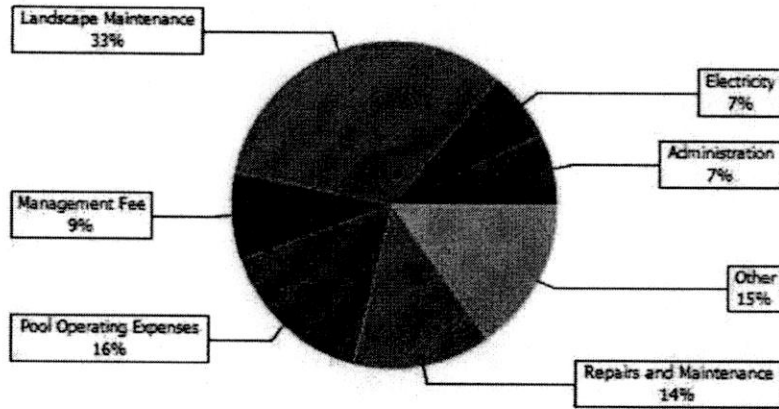
Summary Financial Data

Operating Fund Revenue and Expense Summary	December 2016 - YTD				Performance Indicator
	Budget (\$)	Actual (\$)	Var. (\$)	Var. (%)	
Revenue	\$206,240	\$217,396	\$11,156	5%	↑
Direct Expenses	\$131,511	\$158,051	\$26,540	20%	↓
G&A Expenses	\$53,508	\$55,728	\$2,220	4%	→
Other Expenses	\$0	\$21,381	\$21,381	0%	→
Total Operating Expenses	\$185,019	\$235,160	\$50,141	27%	↓
Net Surplus/(Deficit)	\$21,221	(\$17,763)	(\$38,984)	(184%)	↓

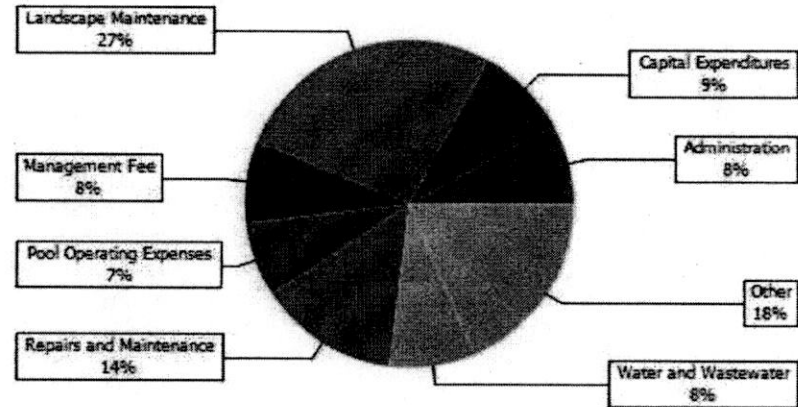
Consolidated Fund Balance Sheet Summary	December 2016 - YTD				Performance Indicator
	Previous Year End (\$)	Current Month End (\$)	Change (\$)	Change (%)	
Assets	\$294,960	\$335,704	\$40,744	14%	
Liabilities	\$23,637	\$35,140	\$11,503	49%	
Operating Fund	\$40,556	(\$195,477)	(\$236,033)	(582%)	↓
Replacement Fund	\$233,265	\$63,670	(\$169,595)	(73%)	↓
Common Property Fund	\$46,919	\$138,254	\$91,335	195%	↑
Total Fund Balances	\$320,740	\$6,447	(\$314,293)	(98%)	↓
Liabilities & Fund Balances	\$344,378	\$41,586	(\$302,792)	(88%)	

Davis Spring Residential Property Owners Association, Inc.
January 2017 Management Report
Financial Summary

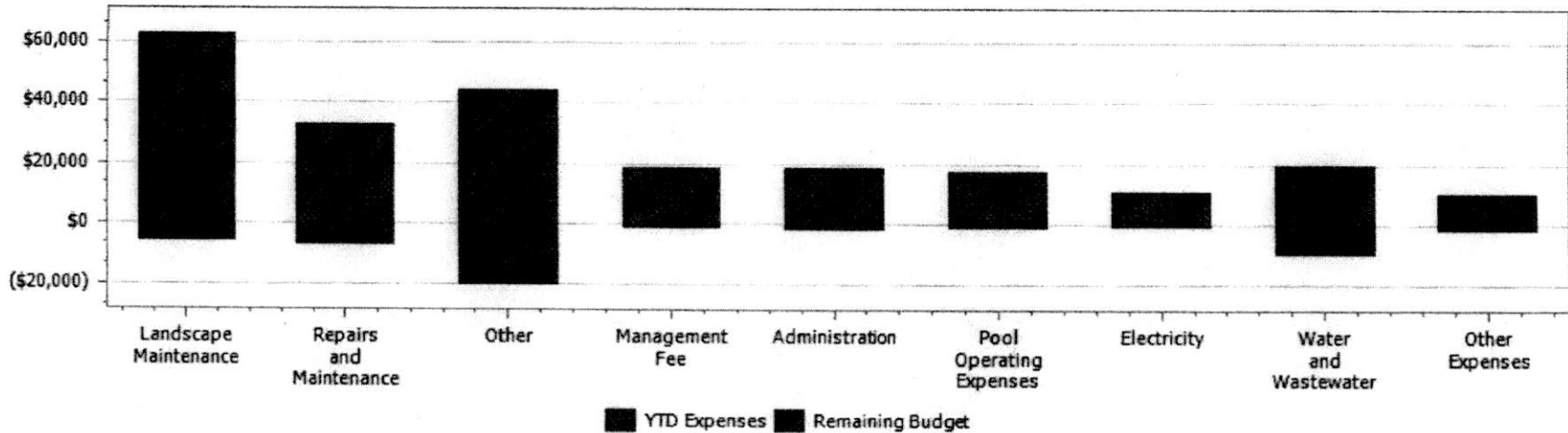
Operating Fund - Current Month Expenses



Operating Fund - YTD Expenses



Operating Fund: Expenses - Annual Budget Analysis



Davis Spring Residential Property Owners Association, Inc.
Detailed Balance Sheet
(Amounts rounded to nearest dollar)

	(1) Operating Fund	(2) Replacement Fund	(3) Common Property Fund	All Funds
	As of 12/31/2016	As of 12/31/2016	As of 12/31/2016	As of 12/31/2016
	Actual	Actual	Actual	Actual
ASSETS				
Current Assets				
Cash - Operating Fund	19,520	0	0	19,520
Cash - Excess Replacement Fund	0	26	0	26
Cash - Replacement Fund	0	109,497	0	109,497
Cash - New York Life Annuity	0	106,720	0	106,720
Accounts Receivable	23,157	0	0	23,157
Allowance for Bad Debts	(4,300)	0	0	(4,300)
Prepaid Expenses	2,048	0	0	2,048
Prepaid Insurance	2,848	0	0	2,848
Total Current Assets	43,273	216,242	0	259,515
Fixed Assets				
Court(s) and Recreation	0	0	22,627	22,627
Pool Access System	0	0	10,188	10,188
Land and Facilities	0	0	105,982	105,982
Accumulated Depreciation	0	0	(64,367)	(64,367)
Total Fixed Assets	0	0	74,430	74,430
Other Assets				
Other Assets	359	0	0	359
Deposits - Other	1,400	0	0	1,400
Total Other Assets	1,759	0	0	1,759
TOTAL ASSETS	45,032	216,242	74,430	335,704
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Current Liabilities				
Accounts Payable	8,530	0	0	8,530
Prepaid Assessments	31,071	0	0	31,071
Other Accrued Expenses	6,550	0	0	6,550
Total Current Liabilities	46,151	0	0	46,151
TOTAL LIABILITIES	46,151	0	0	46,151
FUND BALANCES				
Fund Transfers	(199,113)	60,316	138,797	0
Prior Years Surplus (Deficit)	215,757	113,417	(57,851)	271,323
YTD Net Surplus (Deficit)	(17,763)	42,510	(6,516)	18,230
TOTAL FUND BALANCES	(1,119)	216,242	74,430	289,553
TOTAL LIABILITIES AND FUND BALANCES	45,032	216,242	74,430	335,704

Unaudited

Davis Spring Residential Property Owners Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 12/31/2016				YTD 12/31/2016				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Revenues											
Assessments											
Regular Assessments											
Full Rate	20,520	20,520	0	0%	246,240	246,240	0	0%	246,240	0	0%
TOTAL Regular Assessments	20,520	20,520	0	0%	246,240	246,240	0	0%	246,240	0	0%
Assessment Allocation											
Assessment Allocation	(3,337)	(3,337)	0	0%	(40,000)	(40,000)	0	0%	(40,000)	0	0%
TOTAL Assessment Allocation	(3,337)	(3,337)	0	0%	(40,000)	(40,000)	0	0%	(40,000)	0	0%
TOTAL Assessments	17,183	17,183	0	0%	206,240	206,240	0	0%	206,240	0	0%
Other Income											
Late Payment Charges	115	0	115	100%	1,625	0	1,625	100%	0	(1,625)	0%
Lien Filing	272	0	272	100%	2,768	0	2,768	100%	0	(2,768)	0%
Late Payment Charges Waived	0	0	0	0%	(80)	0	(80)	(100%)	0	80	100%
Miscellaneous Income	3,308	0	3,308	100%	4,381	0	4,381	100%	0	(4,381)	0%
Returned Check Fees	0	0	0	0%	50	0	50	100%	0	(50)	0%
Insurance	1,164	0	1,164	100%	2,412	0	2,412	100%	0	(2,412)	0%
TOTAL Other Income	4,859	0	4,859	100%	11,156	0	11,156	100%	0	(11,156)	0%
TOTAL Revenues	22,042	17,183	4,859	28%	217,396	206,240	11,156	5%	206,240	(11,156)	(5%)
Expenses											
Operating Expenses											
Direct Operating Expenses											
Electricity											
General	1,259	850	(409)	(48%)	10,683	10,200	(483)	(5%)	10,200	(483)	(5%)
TOTAL Electricity	1,259	850	(409)	(48%)	10,683	10,200	(483)	(5%)	10,200	(483)	(5%)
Landscape Maint.											
Contract	4,197	4,021	(176)	(4%)	59,873	56,192	(3,681)	(7%)	56,192	(3,681)	(7%)
Seasonal Color / Flowers	1,884	0	(1,884)	(100%)	1,884	0	(1,884)	(100%)	0	(1,884)	0%
Trees	0	0	0	0%	1,406	1,000	(406)	(41%)	1,000	(406)	(41%)
TOTAL Landscape Maint.	6,081	4,021	(2,060)	(51%)	63,163	57,192	(5,971)	(10%)	57,192	(5,971)	(10%)
Pool Operating Expenses											
Permits	0	0	0	0%	600	500	(100)	(20%)	500	(100)	(20%)
Pool Operating Expenses	974	984	10	1%	13,090	12,763	(327)	(3%)	12,763	(327)	(3%)
Repairs	1,950	0	(1,950)	(100%)	3,616	2,700	(916)	(34%)	2,700	(916)	(34%)
TOTAL Pool Operating Expenses	2,924	984	(1,940)	(197%)	17,306	15,963	(1,343)	(8%)	15,963	(1,343)	(8%)

Unaudited

Davis Spring Residential Property Owners Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 12/31/2016				YTD 12/31/2016				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Repair/Maint - General											
General	1,481	1,663	182	11%	19,760	20,000	240	1%	20,000	240	1%
TOTAL Repair/Maint - General	1,481	1,663	182	11%	19,760	20,000	240	1%	20,000	240	1%
Repairs/Maint - Irrigation											
Irrigation	1,020	350	(670)	(191%)	12,830	5,600	(7,230)	(129%)	5,600	(7,230)	(129%)
TOTAL Repairs/Maint - Irrigation	1,020	350	(670)	(191%)	12,830	5,600	(7,230)	(129%)	5,600	(7,230)	(129%)
Taxes - Real Property											
Real Property	(13)	0	13	100%	352	375	23	6%	375	23	6%
TOTAL Taxes - Real Property	(13)	0	13	100%	352	375	23	6%	375	23	6%
Telephone											
Telephone	249	279	30	11%	3,516	3,337	(178)	(5%)	3,337	(178)	(5%)
TOTAL Telephone	249	279	30	11%	3,516	3,337	(178)	(5%)	3,337	(178)	(5%)
Trash Removal											
Trash Removal	77	75	(2)	(3%)	934	900	(34)	(4%)	900	(34)	(4%)
TOTAL Trash Removal	77	75	(2)	(3%)	934	900	(34)	(4%)	900	(34)	(4%)
Water and Wastewater											
Amenity Center	565	300	(265)	(88%)	11,520	4,740	(6,780)	(143%)	4,740	(6,780)	(143%)
TOTAL Water and Wastewater	565	300	(265)	(88%)	11,520	4,740	(6,780)	(143%)	4,740	(6,780)	(143%)
Water - Irrigation											
Irrigation	276	350	74	21%	8,176	5,050	(3,126)	(62%)	5,050	(3,126)	(62%)
TOTAL Water - Irrigation	276	350	74	21%	8,176	5,050	(3,126)	(62%)	5,050	(3,126)	(62%)
Other Operating Expenses											
Other Expenses	194	250	56	22%	3,108	3,000	(108)	(4%)	3,000	(108)	(4%)
Patrol Service	200	424	224	53%	6,705	5,154	(1,551)	(30%)	5,154	(1,551)	(30%)
TOTAL Other Operating Expenses	394	674	280	42%	9,813	8,154	(1,659)	(20%)	8,154	(1,659)	(20%)
TOTAL Direct Operating Expenses	14,313	9,546	(4,767)	(50%)	158,051	131,511	(26,540)	(20%)	131,511	(26,540)	(20%)
General and Administrative Expenses											
Professional Fees											
Income Tax Preparation	226	0	(226)	(100%)	227	0	(227)	(100%)	0	(227)	0%
Professional Fees	272	350	78	22%	4,781	4,178	(604)	(14%)	4,178	(604)	(14%)
TOTAL Professional Fees	498	350	(148)	(42%)	5,008	4,178	(831)	(20%)	4,178	(831)	(20%)
Bad Debts											

Unaudited

Davis Spring Residential Property Owners Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 12/31/2016				YTD 12/31/2016				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Bad Debts	(36)	40	76	190%	(36)	480	516	108%	480	516	108%
TOTAL Bad Debts	(36)	40	76	190%	(36)	480	516	108%	480	516	108%
Bank Charges											
Bank Charges	0	0	0	0%	35	0	(35)	(100%)	0	(35)	0%
TOTAL Bank Charges	0	0	0	0%	35	0	(35)	(100%)	0	(35)	0%
Collection Expense											
Collection Expense	175	172	(2)	(1%)	2,094	2,053	(41)	(2%)	2,053	(41)	(2%)
TOTAL Collection Expense	175	172	(2)	(1%)	2,094	2,053	(41)	(2%)	2,053	(41)	(2%)
Homeowner Activities											
Social Events	0	1,200	1,200	100%	4,293	5,400	1,107	20%	5,400	1,107	20%
TOTAL Homeowner Activities	0	1,200	1,200	100%	4,293	5,400	1,107	20%	5,400	1,107	20%
Homeowner Communications											
Homeowner Communications	0	0	0	0%	312	640	328	51%	640	328	51%
TOTAL Homeowner Communications	0	0	0	0%	312	640	328	51%	640	328	51%
Insurance											
General, Property & Liability	570	567	(3)	(1%)	6,502	6,749	247	4%	6,749	247	4%
TOTAL Insurance	570	567	(3)	(1%)	6,502	6,749	247	4%	6,749	247	4%
Management Fee											
Contract	1,571	150	(1,421)	(947%)	18,847	17,420	(1,427)	(8%)	17,420	(1,427)	(8%)
TOTAL Management Fee	1,571	150	(1,421)	(947%)	18,847	17,420	(1,427)	(8%)	17,420	(1,427)	(8%)
Administration											
Administration	873	860	(12)	(1%)	10,470	10,265	(205)	(2%)	10,265	(205)	(2%)
Coupons	0	8	8	100%	891	74	(817)	(>999%)	74	(817)	(>999%)
Miscellaneous	300	163	(137)	(85%)	4,343	1,978	(2,365)	(120%)	1,978	(2,365)	(120%)
Postage	0	216	216	100%	1,199	2,592	1,393	54%	2,592	1,393	54%
Storage	145	140	(5)	(4%)	1,769	1,680	(89)	(5%)	1,680	(89)	(5%)
TOTAL Administration	1,318	1,387	69	5%	18,673	16,589	(2,084)	(13%)	16,589	(2,084)	(13%)
TOTAL General and Administrative Expenses	4,094	3,865	(229)	(6%)	55,728	53,508	(2,220)	(4%)	53,508	(2,220)	(4%)
TOTAL Operating Expenses	18,407	13,411	(4,996)	(37%)	213,779	185,019	(28,759)	(16%)	185,019	(28,759)	(16%)
Capital Expenditures (Non-capitalized)											
Capital Expenditures											
Capital Expenditures	0	0	0	0%	18,481	0	(18,481)	(100%)	0	(18,481)	0%

Unaudited

Davis Spring Residential Property Owners Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 12/31/2016				YTD 12/31/2016				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Reserve Study	0	0	0	0%	2,900	0	(2,900)	(100%)	0	(2,900)	0%
TOTAL Capital Expenditures	0	0	0	0%	21,381	0	(21,381)	(100%)	0	(21,381)	0%
TOTAL Capital Expenditures (Non-capitalized)	0	0	0	0%	21,381	0	(21,381)	(100%)	0	(21,381)	0%
TOTAL Expenses	18,407	13,411	(4,996)	(37%)	235,160	185,019	(50,140)	(27%)	185,019	(50,140)	(27%)
NET SURPLUS (DEFICIT)	3,635	3,772	(136)	(4%)	(17,763)	21,221	(38,984)	(184%)	21,221	38,984	184%

Unaudited

Davis Spring Residential Property Owners Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget

Replacement Fund

(Amounts rounded to nearest dollar)

	Month Ending 12/31/2016				YTD 12/31/2016				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Revenues											
Assessments											
Assessment Allocation											
Assessment Allocation	3,337	3,337	0	0%	40,000	40,000	0	0%	40,000	0	0%
TOTAL Assessment Allocation	3,337	3,337	0	0%	40,000	40,000	0	0%	40,000	0	0%
TOTAL Assessments	3,337	3,337	0	0%	40,000	40,000	0	0%	40,000	0	0%
Other Income											
Miscellaneous Income	0	0	0	0%	5,279	0	5,279	100%	0	(5,279)	0%
Interest Income	18	0	18	100%	250	0	250	100%	0	(250)	0%
TOTAL Other Income	18	0	18	100%	5,529	0	5,529	100%	0	(5,529)	0%
TOTAL Revenues	3,355	3,337	18	1%	45,529	40,000	5,529	14%	40,000	(5,529)	(14%)
Expenses											
Capital Expenditures (Non-capitalized)											
Capital Expenditures											
Furniture and Fixtures	0	0	0	0%	3,019	0	(3,019)	(100%)	0	(3,019)	0%
TOTAL Capital Expenditures	0	0	0	0%	3,019	0	(3,019)	(100%)	0	(3,019)	0%
TOTAL Capital Expenditures (Non-capitalized)	0	0	0	0%	3,019	0	(3,019)	(100%)	0	(3,019)	0%
TOTAL Expenses	0	0	0	0%	3,019	0	(3,019)	(100%)	0	(3,019)	0%
NET SURPLUS (DEFICIT)	3,355	3,337	18	1%	42,510	40,000	2,510	6%	40,000	(2,510)	(6%)

Unaudited