

Mustang Park Homeowner's Association, Inc.
2017 Annual Meeting Agenda
November 28, 2017

- I. **Call to Order**
 - a. Establish Quorum
 - b. Proof of Notice
 - c. Introductions
- II. **Approval of Minutes of Last Annual Meeting**
- III. **Financial Report**
- IV. **Election of Board Member(s)**
 - a. Nominations from the Floor
 - b. Introduction of Candidates
 - c. Voting
 - d. Announcement of Election Results
- V. **2017 Accomplishments**
- VI. **Adjournment**

Mustang Park Homeowners Association, Inc.
A Texas Non-Profit Corporation

October 25, 2017

Dear Homeowner:

Per the governing documents of the Mustang Park Homeowners Association, there will be an Annual Meeting of the members on **Tuesday, November 28, 2017, at 6:00 p.m. at the Prestonwood Baptist Church 6801 W. Park Plano. TX 75093 Sports & Fitness Center in Room S206 on the second floor.** The meeting will be held for the following purposes:

1. To elect three (3) new Board Member(s).
2. Provide an overview of 2017.

Please find the following enclosed:

1. An agenda for the Annual Meeting.
2. A proxy form in the event you are unable to attend.
3. A Board Member Candidate form.

In the event you are unable to attend the meeting, please complete the enclosed proxy form and return it by email to Selina@Legacysouthwestpm.com.

During the Annual Meeting, the owners will elect three (3) member(s) to the Board. In anticipation of the Annual Meeting, the current Board would like to extend to you the opportunity to nominate either yourself or another owner for election to the Board. Nominations are open to any owner and should be made using the attached Board Member Candidate Profile form. You may return the Board Member Candidate Profile form by following same instructions above for return of the proxy form. **The deadline for receipt of nominations is November 21st, 2017.** Please be advised that nominations will also be called for during the Annual Meeting.

Please arrive at the meeting a few minutes early in order to sign in and receive your materials before the meeting starts. The meeting will promptly begin at 6:00 p.m. We look forward to seeing you at the meeting. If you have any questions, please don't hesitate to call me at 214.705.1615

Regards,

Selina Emminger
Community Manager, Legacy Southwest Property Management

**Mustang Park Homeowners Association
2017 Annual Meeting**

Proxy

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Homeowner in Mustang Park Homeowners Association does hereby constitute, authorize, and appoint: **(please check one of the options below):**

☐ Option #1 _____ (name) (someone who will attend the meeting on your behalf)

By this designation of proxy, the Proxy may attend and represent the Homeowner with the full power to vote and act for the Homeowner in the same manner, to the extent and with the same effect as if the Homeowner were personally present.

☐ Option #2 A Director of the Board who is not running for re-election for both voting and quorum purposes as the Proxy for the Homeowner to act on behalf of Homeowner at the Annual Meeting of members of Mustang Park Homeowners Association, and at any adjournment of the Annual Meeting or any subsequent meeting called to conduct or complete the Annual Meeting.

The Proxy shall have full power to represent the Homeowner and vote on all issues and motions that are properly presented at the meeting(s) for which this designation of proxy is effective. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

☐ Option #3 **This proxy is to be used for quorum purposes only. The proxy will be held by a Director not running but will not be used for their voting privileges.**

Unless sooner terminated, this voting instrument shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.

Owner's Name (Printed)

Signature of Owner

Owner's Property Address

Date

The deadline to return the proxy is November 21, 2017

Legacy Southwest Property Management, LP
6010 West Spring Creek Parkway
Plano, TX 75024
Phone: 214.705.1615 Email: Selina@Legacysouthwestpm.com

Mustang Park HOA
Income/Expense Statement
Period: 09/01/17 to 09/30/17

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Account	Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME:								
04110	Assessments	579.69	19,535.25	(18,955.56)	230,889.56	175,817.25	55,072.31	234,423.00
04130	Builder Assessments	.00	.00	.00	6,556.14	.00	6,556.14	.00
04340	Pool Access Card Income	25.00	8.33	16.67	275.00	74.97	200.03	100.00
04510	Late Fee Income	.00	.00	.00	1,200.00	.00	1,200.00	.00
04540	Collection Fee Income	.00	.00	.00	(95.00)	.00	(95.00)	.00
04800	Developer Funding	8,000.00	.00	8,000.00	8,000.00	.00	8,000.00	.00
04801	Misc. Income	.00	.00	.00	3,357.30	.00	3,357.30	.00
04810	Interest Income	1.46	4.07	(2.61)	46.93	36.63	10.30	46.81
	Subtotal Income	8,606.15	19,547.65	(10,941.50)	250,229.93	175,928.85	74,301.08	234,571.81
EXPENSES								
Utilities								
05110	Electric	1,789.13	2,083.33	294.20	19,110.66	18,749.97	(360.69)	25,000.00
05120	Water/Sewer-Irrigation	2,379.45	1,060.18	(1,319.27)	12,977.35	9,541.62	(3,435.73)	12,722.18
05125	Water/Sewer-Amenity Ctr/Pool	2,080.38	824.11	(1,256.27)	9,921.17	7,416.99	(2,504.18)	9,889.34
05130	Telephone	182.46	.00	(182.46)	1,008.21	.00	(1,008.21)	.00
05140	Gas	.00	50.27	50.27	540.37	452.43	(87.94)	603.19
	Utilities	6,431.42	4,017.89	(2,413.53)	43,557.76	36,161.01	(7,396.75)	48,214.71
Landscape Maintenance								
05210	Landscaping Contract	2,945.48	3,083.33	137.85	27,606.65	27,749.97	143.32	37,000.00
05240	Landscape Maint/Repair	649.50	437.08	(212.42)	2,598.00	3,933.72	1,335.72	5,245.00
05245	Landscape Improvements	.00	333.33	333.33	449.24	2,999.97	2,550.73	4,000.00
05246	Annual Color	.00	166.67	166.67	1,326.06	1,500.03	173.97	2,000.00
05255	Tree and Shrub Replacement	.00	.00	.00	741.51	.00	(741.51)	.00
05260	Irrigation Repairs	.00	369.34	369.34	269.00	3,324.06	3,055.06	4,432.02
	Landscape Maintenance	3,594.98	4,389.75	794.77	32,990.46	39,507.75	6,517.29	52,677.02
Common Maintenance								
05505	Clubhouse	.00	333.33	333.33	50.85	2,999.97	2,949.12	4,000.00
05509	Electrical R & M	.00	368.09	368.09	2,672.94	3,312.81	639.87	4,417.07
05540	Lighting Maintenance	.00	41.67	41.67	394.50	375.03	(19.47)	500.00
05555	Pond Maintenance	300.00	300.00	.00	1,800.00	2,700.00	900.00	3,600.00
05556	Pond Chemicals	105.64	342.09	236.45	1,371.98	3,078.81	1,706.83	4,105.09
05560	Holiday Decorations	.00	291.67	291.67	.00	2,625.03	2,625.03	3,500.00
05565	Fountain	1,683.29	150.00	(1,533.29)	3,761.15	1,350.00	(2,411.15)	1,800.00
05590	Common Area Maintenance	.00	416.67	416.67	1,466.82	3,750.03	2,283.21	5,000.00
05599	Common Area Misc Expense	.00	.00	.00	374.46	.00	(374.46)	.00

Mustang Park HOA

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Income/Expense Statement

Period: 09/01/17 to 09/30/17

Account	Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
	Common Maintenance	2,088.93	2,243.52	154.59	11,892.70	20,191.68	8,298.98	26,922.16
Amenity Center/Pool Maint								
06105	Playground	.00	212.50	212.50	2,625.06	1,912.50	(712.56)	2,550.00
06110	Pool Contract Maintenance	.00	860.59	860.59	5,958.54	7,745.31	1,786.77	10,327.08
06115	Pool Chemicals	.00	484.82	484.82	2,241.41	4,363.38	2,121.97	5,817.89
06120	Pool Supplies & Maintenance	.00	680.44	680.44	3,765.18	6,123.96	2,358.78	8,165.31
06124	Pool Fence/Wall Repair & Main	.00	39.17	39.17	.00	352.53	352.53	470.00
06126	Pool Cabana Rep & Maint	.00	.00	.00	927.50	.00	(927.50)	.00
06130	Pool Telephone	.00	361.67	361.67	2,659.81	3,255.03	595.22	4,340.04
06140	Porter Service	.00	736.10	736.10	5,280.62	6,624.90	1,344.28	8,833.20
06180	Pest Control	.00	175.03	175.03	1,379.14	1,575.27	196.13	2,100.38
06190	Pet Stations	239.15	199.17	(39.98)	1,732.82	1,792.53	59.71	2,390.00
06199	Misc. Amenities Expense	420.00	.00	(420.00)	903.13	.00	(903.13)	.00
06800	Contingency Fund	.00	2,778.75	2,778.75	.00	25,008.75	25,008.75	33,345.00
06820	Gate Maintenance and Repair	.00	.00	.00	666.20	.00	(666.20)	.00
	Amenity Center/Pool Main	659.15	6,528.24	5,869.09	28,139.41	58,754.16	30,614.75	78,338.90
General & Administrative								
07010	Management Fees	1,183.33	1,300.00	116.67	11,349.99	11,700.00	350.01	15,600.00
07050	Bad Debt Expense	.00	.00	.00	90.00	.00	(90.00)	.00
07115	Postage	.00	36.14	36.14	143.16	325.26	182.10	433.65
07120	Administrative Supplies	114.70	149.00	34.30	1,660.22	1,341.00	(319.22)	1,788.00
07121	Website	377.49	62.50	(314.99)	1,059.98	562.50	(497.48)	750.00
07122	Storage	.00	16.67	16.67	.00	150.03	150.03	200.00
07130	Crime Watch	.00	.00	.00	358.18	.00	(358.18)	.00
07210	Annual Review/Tax Return	.00	29.17	29.17	415.00	262.53	(152.47)	350.00
07215	Licenses and Fees	.00	19.67	19.67	100.00	177.03	77.03	236.00
07216	ARC Software	139.00	31.98	(107.02)	427.52	287.82	(139.70)	383.77
07230	Legal Expenses	.00	83.33	83.33	1,543.32	749.97	(793.35)	1,000.00
07250	Association Meetings	.00	66.67	66.67	.00	600.03	600.03	800.00
07310	Newsletter/ Other Mailings	.00	.00	.00	219.79	.00	(219.79)	.00
07320	Website	.00	.00	.00	189.00	.00	(189.00)	.00
07330	Social Committee	.00	166.67	166.67	33.46	1,500.03	1,466.57	2,000.00
	General & Administrative	1,814.52	1,961.80	147.28	17,589.62	17,656.20	66.58	23,541.42
Insurance and Taxes								
07910	Director and Officers Insuran	.00	143.67	143.67	.00	1,293.03	1,293.03	1,724.00
07920	TX Comm. Property Policy	.00	166.00	166.00	649.00	1,494.00	845.00	1,992.00
07930	Excess Liability Insurance	3,286.20	62.22	(3,223.98)	8,409.20	559.98	(7,849.22)	746.60
07940	Automobile Insurance	.00	13.75	13.75	.00	123.75	123.75	165.00
07960	Property Taxes	.00	20.83	20.83	.00	187.47	187.47	250.00

Period: 09/01/17 to 09/30/17

Account	Description	Actual	Current Period		Year-To-Date			Yearly Budget
			Budget	Variance	Actual	Budget	Variance	
	Insurance and Taxes	3,286.20	406.47	(2,879.73)	9,058.20	3,658.23	(5,399.97)	4,877.60
	TOTAL EXPENSES	17,875.20	19,547.67	1,672.47	143,228.15	175,929.03	32,700.88	234,571.81
	Operating Net Income (Loss)	(9,269.05)	(.02)	(9,269.03)	107,001.78	(.18)	107,001.96	.00

Mustang Park Homeowners Association, Inc.
Board Member Candidate Questionnaire

Due by November 21, 2017

PLEASE FILL OUT THIS PROFILE FORM IF YOU ARE INTERESTED IN RUNNING FOR THE
BOARD OF DIRECTORS

NAME:	DAYTIME PHONE NUMBER:
ADDRESS:	EVENING PHONE NUMBER:

PLEASE TELL US ABOUT YOURSELF: (SPOUSE, KIDS, HOBBIES/INTEREST, ETC.)	
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PLEASE WRITE PAST EXPERIENCES/WORK THAT QUALIFIES YOU FOR A POSITION ON THE BOARD OF DIRECTORS:	
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WHAT WOULD YOU LIKE TO DO FOR THE ASSOCIATION?	
--	--

Please mail this form to the address below or email to **Selina@Legacysouthwestpm.com**

Mustang Park Homeowners Association, Inc.

2017 Annual Meeting Ballot

Please vote for three (3) members to be elected to the board.

▪ Ananth Reddy

▪ _____

▪ _____

▪ _____

▪ _____

▪ _____

NAME (please print clearly)

ADDRESS (please print clearly)

MUST LIST ADDRESS IN ORDER TO BE VALID