

**HARPER'S PRESERVE COMMUNITY ASSOCIATION, INC.**  
**MINUTES OF SPECIAL MEETING OF BOARD OF DIRECTORS – NOVEMBER 18, 2022**

BE IT REMEMBERED that on this 18th day of November, 2022 at 1:00 PM via Zoom meeting, the Harper's Preserve Community Association, Inc. held a meeting with the following board members present:

Sam Yager III

Arthur J. Sullivan III

Greg Voinis

**1. CALL TO ORDER**

Call to order made by Sam Yager III at approximately 1:00 PM.

**2. ROLL CALL**

Roll call was made by Sam Yager III who confirmed that Arthur J. Sullivan III and Greg Voinis were also in attendance.

**3. MEETING AGENDA APPROVAL**

Motion by Sam Yager III, seconded by Arthur J. Sullivan III, to approve the meeting agenda for November 4, 2022 attached as Exhibit "A" hereto. Motion unanimously approved.

**4. 2023 BUDGET APPROVAL**

Motion by Sam Yager III, seconded by Arthur J. Sullivan III, to approve the 2023 Budget for Harper's Preserve Community Association, Inc. attached as Exhibit "B" hereto. Motion unanimously approved.

**5. 2023 REGULAR ANNUAL ASSESSMENT, QUARTERLY FRONT YARD ASSESSMENT AND CAPITAL ASSESSMENT APPROVAL**


Motion by Sam Yager III, seconded by Arthur J. Sullivan III, to approve the 2023 regular annual assessment subject to that certain First Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for Harper's Preserve, recorded under Document No. 2011011454 in the Official Public Records of Montgomery County, Texas, as may be amended (the "Declaration") to be set at \$1,127.50 per lot, the quarterly assessment for front yard maintenance during the calendar year 2023 to be set at \$174.00 per lot per quarter, and the capital assessment for the calendar year against the purchaser of each lot encumbered by the Declaration at the time of the transfer of the title to such lot to be 50% of the regular annual assessment amount for such lot for the year of conveyance. Motion unanimously approved.

**6. MEETING ADJOURNED**

Motion by Sam Yager III to adjourn the meeting at approximately 1:15PM, seconded by Arthur J. Sullivan III. Motion unanimously approved.

The above and foregoing minutes were read and approved by all the Harper's Preserve Community Association, Inc. board members.

Attest:

  
\_\_\_\_\_  
Sam Yager III, Director

  
\_\_\_\_\_  
Greg Voinis, Director

  
\_\_\_\_\_  
Arthur J. Sullivan III, Director

**EXHIBIT “A” OF SPECIAL MEETING MINUTES  
HARPER’S PRESERVE COMMUNITY ASSOCIATION, INC.  
AGENDA – NOVEMBER 18, 2022**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. MEETING AGENDA APPROVAL**
- 4. 2023 BUDGET APPROVAL**
  - a. Consider and approve the 2023 Budget for Harper’s Preserve Community Association, Inc. attached as Exhibit “A” hereto.
- 5. 2023 REGULAR ANNUAL ASSESSMENT, QUARTERLY FRONT YARD ASSESSMENT AND CAPITAL ASSESSMENT APPROVAL**
  - a. Consider and approve the 2023 regular annual assessment subject to that certain First Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for Harper’s Preserve, recorded under Document No. 2011011454 in the Official Public Records of Montgomery County, Texas, as may be amended (the “Declaration”) to be set at \$1,127.50 per lot, the quarterly assessment for front yard maintenance during the calendar year 2023 to be set a \$174.00 per lot per quarter, and the capital assessment for the calendar year against the purchaser of each lot encumbered by the Declaration at the time of the transfer of title to such lot to be 50% of the regular annual assessment amount for such lot for the year of convenience.
- 6. MEETING ADJOURNED**

**EXHIBIT "A" OF THE AGENDA**

**Harper's Preserve Community Association, Inc.**

**2023 Budget**

**Income**

CODE	DESCRIPTION	AMOUNT
4000 010	Assessment Income - Owner	\$2,401,575
4000 060	Assessment Income - Prorated	\$0
4000 015	Assessment Income- Builders	\$0
4100 065	Other Asmt- Mowing Fee	\$1,482,480
4000 125	Assessment Income Working Capital Cont	\$112,750
4300 010	Finance Charges	\$20,000
4305 000	Late Fees	\$60,000
4325 000	Access Card Income	\$5,000
4460 010	Facilities- Social Room Rental	\$2,000
4510 030	Non Owner Income- Shared Expense	\$60,000
4500 010	Other Income - Interest	\$500
	<b>Total Income</b>	<b>\$4,144,305</b>

**Expenses**

Code	Description	Amount
5100 000	Administrative Fees - Admin Recoverable	\$14,000.00
5100 010	Administrative Fees - Admin Other	\$16,000.00
5100 030	Administrative Fees - NFC Software	\$1,079.85
5150 000	ARC Review - ARC Review Expense	\$8,750.00
5250 000	Audit/Tax Preparation -	\$1,000.00
5350 000	Bank Charges -	\$100.00
6510 080	Clubhouse - CH Cleaning	\$22,000.00
5300 020	NFC Community Events	\$100,000.00
5300 010	Community Events - Event Coordinator	\$108,423.00
5750 000	Holiday Decorations -	\$20,000.00
5700 000	Insurance -	\$45,823.00
5650 020	Legal Fees - Legal Collections	\$15,000.00
5600 000	Management Fees -	\$73,000.00
5500 000	Meeting Expense -	\$800.00
5400 060	Office Supplies - Misc Office Supplies	\$6,000.00
5400 010	Office Supplies - Postage	\$2,000.00
5275 010	Professional Fees - Prof Legal	\$50,000.00
5275 005	Professional Fees - Prof Consultants	\$40,000.00
6400 055	Reserve Contribution - Road Fund	\$30,000.00
5550 000	Taxes - Property Taxes	\$1,500.00
6700 020	Miscellaneous Expense - Interest Expense	\$0.00
5850 000	Landscape - Lnds Contract	\$410,000.00
5850 014	Landscape - Lnds Front Yards	\$1,013,292.00
5850 030	Landscape - Irrigation Repairs	\$60,000.00
5850 080	Landscape - Tree Maintenance	\$40,000.00
5850 010	Landscape - Lnds Extra	\$100,000.00
5140 005	Access Control - Devices	\$10,000.00
5140 010	Access Control - Access Cntrl Maint.	\$8,000.00
6250 020	Fitness Management - NFC Sports/Rec	\$3,763.80
6450 000	Lake Management - Lke Mgmt Contract	\$55,000.00
6450 010	Lake Management - Lke Mgmt Supplies	\$14,000.00
6450 020	Lake Management - Lke Mgmt Chem/Svc	\$0.00
6450 015	Lake Management - Lke Repairs	\$1,100.00
5900 000	Maint. & Rprs - Common Area Mtns/Rpr	\$70,000.00
5900 060	Maint. & Rprs - Electrical Maint.	\$30,000.00
5900 020	Maint. & Rprs - Gate Maint.	\$30,000.00
5900 030	Maint. & Rprs - Park/Playground Mtn	\$35,000.00
5900 097	Maint. & Rprs - Recreation Maint.	\$35,000.00
5900 099	Maint. & Rprs - Streets/Drive	\$75,000.00
6510 065	Clubhouse - A/C Maint	\$0.00
6610 010	Patrol Services - Patrol-Guard Shack	\$130,000.00
6150 000	Pest Control - Pest Cntrl -Contract	\$0.00
6150 020	Pest Control - Mosquito Spray	\$8,000.00
6500 080	Pool - NFC Pool Barn Expenses	\$0.00
6510 090	Clubhouse - NFC Kitchen Supplies	\$9,719.75
6510 095	Clubhouse - NFC Event Room Supplies	\$10,335.00
6550 020	Janitorial Services - NFC Janitorial Supplies	\$4,368.00
6650 000	Signs and Monuments -	\$20,000.00
6650 005	Signs and Monuments - Traffic Signs	\$25,000.00
6500 000	Pool - Contract	\$106,000.00
6500 065	Pool - Furniture	\$40,000.00
6500 010	Pool - Repairs	\$40,000.00
6500 020	Pool - Supplies	\$10,000.00
6950 000	Electricity - Common Area Electric	\$40,000.00
5950 010	Electricity - Streetlights	\$16,000.00
6050 005	Telecomm - General Telecomm.	\$0.00
6075 000	Gas -	\$1,200.00
6500 030	Pool - Phone	\$12,000.00
6000 010	Water - Irrigation Water	\$135,000.00
6800 000	Capital Improvements -	\$991,050.56
	<b>Total Expense</b>	<b>\$4,144,305.00</b>
	2023 Total Income	\$4,144,305.00
	Less: Total 2023 Budget Expenses	(\$4,144,305.00)
	Surplus/Deficit	\$0.00

**Note: Harper's Preserve Community Association, Inc. (the "Association") may use Capital Improvements funds to purchase furniture to serve the recreation centers within the Association.**

# EXHIBIT "B" OF SPECIAL MEETING MINUTES

## Harper's Preserve Community Association, Inc.

### 2023 Budget

Income			Expenses		
CODE	DESCRIPTION	AMOUNT	Code	Description	Amount
4000 010	Assessment Income - Owner	\$2,401,575	5100 000	Administrative Fees - Admin Recoverable	\$14,000.00
4000 060	Assessment Income - Prorated	\$0	5100 010	Administrative Fees - Admin Other	\$16,000.00
4000 015	Assessment Income - Builders	\$0	5100 030	Administrative Fees - NFC Software	\$1,079.85
4100 065	Other Asmt- Mowing Fee	\$1,482,480	5150 000	ABC Review - ABC Review Expense	\$8,750.00
4000 125	Assessment Income Working Capital Cont	\$112,750	5250 000	Audit/Tax Preparation -	\$1,000.00
4300 010	Finance Charges	\$20,000	5350 000	Bank Charges -	\$100.00
4305 000	Late Fees	\$60,000	6510 080	Clubhouse - CH Cleaning	\$22,000.00
4325 000	Access Card Income	\$5,000	5300 020	NFC Community Events	\$100,000.00
4460 010	Facilities- Social Room Rental	\$2,000	5300 010	Community Events - Event Coordinator	\$108,423.00
4510 030	Non Owner Income- Shared Expense	\$60,000	5750 000	Holiday Decorations -	\$20,000.00
4500 010	Other Income - Interest	\$500	5700 000	Insurance -	\$45,823.00
	Total Income	\$4,144,305	5650 020	Legal Fees - Legal Collections	\$15,000.00
			5600 000	Management Fees -	\$73,000.00
			5500 000	Meeting Expense -	\$800.00
			5400 060	Office Supplies - Misc Office Supplies	\$6,000.00
			5400 010	Office Supplies - Postage	\$2,000.00
			5275 010	Professional Fees - Prof Legal	\$50,000.00
			5275 005	Professional Fees - Prof Consultants	\$40,000.00
			6400 055	Reserve Contribution - Road Fund	\$30,000.00
			5550 000	Taxes - Property Taxes	\$1,500.00
			6700 020	Miscellaneous Expense - Interest Expense	\$0.00
			5850 000	Landscape - Lnds Contract	\$410,000.00
			5850 014	Landscape - Lnds Front Yards	\$1,013,292.00
			5850 030	Landscape - Irrigation Repairs	\$60,000.00
			5850 080	Landscape - Tree Maintenance	\$40,000.00
			5850 010	Landscape - Lnds Extra	\$100,000.00
			5140 005	Access Control - Devices	\$10,000.00
			5140 010	Access Control - Access Cntrl Maint.	\$8,000.00
			6250 020	Fitness Management - NFC Sports/Rec	\$3,763.80
			6450 000	Lake Management - Lke Mgmt Contract	\$55,000.00
			6450 010	Lake Management - Lke Mgmt Supplies	\$14,000.00
			6450 020	Lake Management - Lke Mgmt Chem/Svc	\$0.00
			6450 015	Lake Management - Lke Repairs	\$1,100.00
			5900 000	Maint. & Rprs - Common Area Mtn/Rpr	\$70,000.00
			5900 060	Maint. & Rprs - Electrical Maint.	\$30,000.00
			5900 020	Maint. & Rprs - Gate Maint.	\$30,000.00
			5900 030	Maint. & Rprs - Park/Playground Mtn	\$35,000.00
			5900 097	Maint. & Rprs - Recreation Maint.	\$35,000.00
			5900 099	Maint. & Rprs - Streets/Drive	\$75,000.00
			6510 065	Clubhouse - A/C Maint	\$0.00
			6610 010	Patrol Services - Patrol-Guard Shack	\$130,000.00
			6150 000	Pest Control - Pest Cntrl-Contract	\$0.00
			6150 020	Pest Control - Mosquito Spray	\$8,000.00
			6500 080	Pool - NFC Pool Barn Expenses	\$0.00
			6510 090	Clubhouse - NFC Kitchen Supplies	\$9,719.79
			6510 095	Clubhouse - NFC Event Room Supplies	\$10,355.00
			6550 020	Janitorial Services - NFC Janitorial Supplies	\$4,368.00
			6650 000	Signs and Monuments -	\$20,000.00
			6650 005	Signs and Monuments - Traffic Signs	\$25,000.00
			6500 000	Pool - Contract	\$106,000.00
			6500 065	Pool - Furniture	\$40,000.00
			6500 010	Pool - Repairs	\$40,000.00
			6500 020	Pool - Supplies	\$10,000.00
			5950 000	Electricity - Common Area Electric	\$40,000.00
			5950 010	Electricity - Streetlights	\$16,000.00
			6050 005	Telecomm - General Telecomm.	\$0.00
			6075 000	Gas -	\$1,200.00
			6500 030	Pool - Phone	\$12,000.00
			6000 010	Water - Irrigation Water	\$135,000.00
			6800 000	Capital Improvements -	\$991,050.56
				<b>Total Expense</b>	<b>\$4,144,305.00</b>
				2023 Total Income	\$4,144,305.00
				Less: Total 2023 Budget Expenses	(\$4,144,305.00)
				Surplus/Deficit	\$0.00

**Note: Harper's Preserve Community Association, Inc. (the "Association") may use Capital Improvements funds to purchase furniture to serve the recreation centers within the Association.**