

Hey, neighbor.

Ransom Canyon POA

Community. Bring it
together. Keep it up.





WHO WE ARE

VCM is a family founded (2008) and family run HOA management company that makes you love where you live even more. We're here to ensure every homeowner is heard and your community vision is realized.

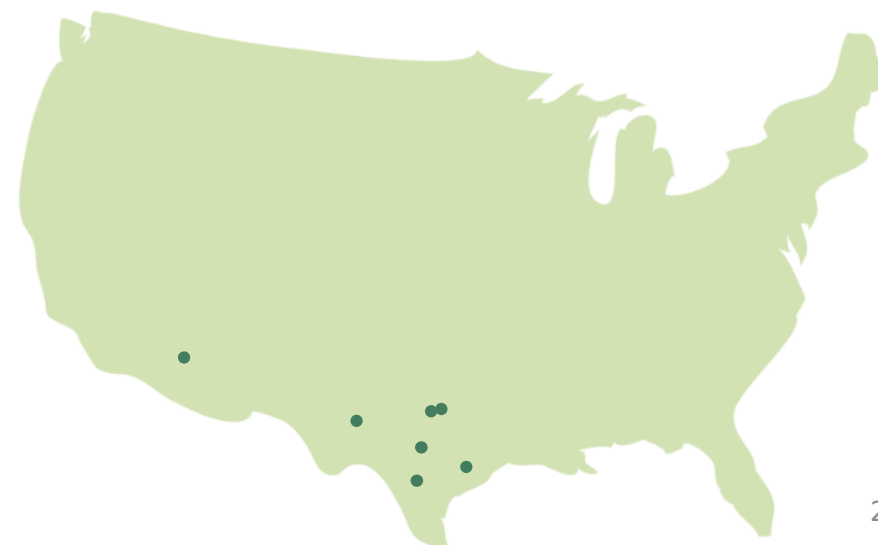
We work directly with HOA board members to tailor our services to your community needs and pass on all of our "happy homeowner" know-how.

From maintenance emergencies to game nights and pool parties, anything you need, you can turn to us.

Because at the end of every day, we want to be the best neighbor you'll ever have.

WHERE WE SERVE

Dallas/Fort Worth
Houston
Austin
San Antonio
Midland/Odessa
Phoenix





WHY VCM, Inc.

Customizable solutions tailored to the unique needs of your neighborhood!

Lean Corporate Operations giving us the ability to streamline operations and processes ensuring Quality Control!

Stable backing of one of the Nations leading management families – The RealManage Family of Brands, giving us a best in class HR and recruiting division to find the right team members for your community!

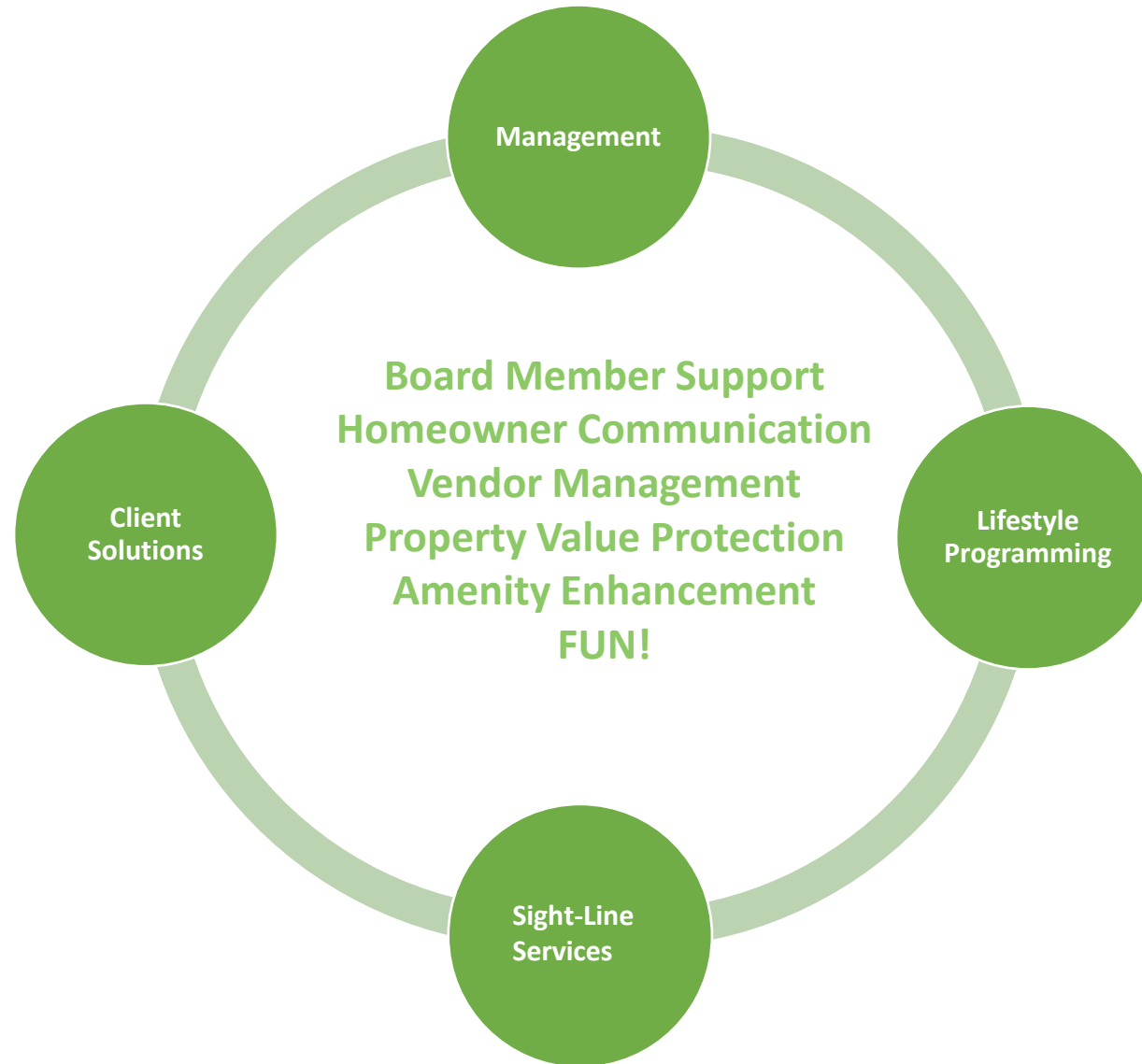
We have Extensive experience managing small gated communities and can provide exceptional customer service so your owners can relax and enjoy where they live!

Guaranteed 24-48 hour response time!





How our team would support your community



Our Executive Team



Amber Anderson, President & Owner

Since helping found VCM in 2008, Amber has been building communities that thrive. Today, as Owner, she continues to grow the business and see that each community's vision is realized.

Amber's passion for the people goes far beyond VCM - she has a heart for encouraging women to be independent, strive for successful careers, and achieve financial freedom. Still she always makes time for her family, the beach, and a good book with a glass of wine.



Michael Kingsbery, CFO & Owner

Mike Kingsbery is a finance professional with over 16 years experience in Banking and Financial Services.

The majority of his career was spent at JPMorgan Chase in a variety of roles across multiple departments including Finance, Strategy and Project Management.

Michael holds a Bachelor's of Arts in Finance from the University of Washington's Foster School of Business and is FINRA Series 79 and 63 licensed. He lives in Prosper, TX and enjoys spending time outdoors with his wife and two young sons.



Christi Garcia, Executive VP of Management & Operations

Christi came to VCM, Inc. in 2020 as Director of Management for the Fort Worth office. With her 10+ years' experience in the Community Management industry, Christi's leadership quickly expanded to include the Midland, Houston and Austin markets where she played a detrimental role in helping to successfully grow these new markets.

Christi holds an Associates Degree in Psychology and is both CMCA and AMS designated. She lives in Fort Worth with her husband and daughter. She enjoys musicals, traveling, and beach vacations with her family.

Our Lifestyle Leadership



Danielle Shepherd, Senior Perception Manager

I am an experienced event planner with a Bachelor's degree in Hospitality Management from the University of North Texas. Currently, I am pursuing my Master's in Marketing. As the Senior Perception Manager, my primary focus is on maintaining strong connections between my team and the residents of our communities. As I embark on an initiative to organize well-planned events to promote camaraderie and growth within communities we maintain, I draw on my strength as a hands on leader to make sure the job is done exceptionally.

Our Sight-Line Leadership Team



Adan Castor

Director of Sight-Line Services



Brian Norris

Senior Manager of Sight-Line Services

Porter Team

Handyman Team

Grounds Maintenance Team



Property Management

How we take care of your community.



Property Management

- Supervise maintenance of common areas and amenities, invoice approvals and payment process.
 - Setup board controls in portal for review and/or approving invoices per the boards desire.
- Perform common area inspections **Quarterly**, with common area inspection reports to be provided to the board(s) of directors. Email a bi-weekly communication to provide community updates.
- VCM, Inc. proactively acts on any issues noted or reported to ensure amenities are left in pristine condition keeping in mind at all times that community amenities must be 75% of overall management and property focus.
- Covenant enforcement drives, with violation reports to be provided to the board(s) of directors. Letters are sent via USPS mail and electronically to the owner. **No per letter additional charge**. Escalate violations through fine, force fix and/or legal process per the filed Covenant Enforcement Policy and directives from the board. **ONLY UPON REQUEST**

ARC Request #36459255 (Fence Paint)

DetailsSet Title & StatusAdvanced Settings

Approved

Fence Paint

Brad Rosenwald (bcr7006@gmail.com)

3211 Amberwood Lane Prosper, TX 75078

Community: Amberwood Farms

Created: Feb 28, 2024 8:46 am

Closed: Feb 29, 2024 7:56 am

REVIEW GUIDELINES >>>

Print Formatted

ADD NOTE / IMAGE / DOCUMENT

→ Status Note

Feb 29, 2024 7:56 am by Assistant Community Manager (Alex Badillo)

This request has been Approved as submitted.

→ Status Change

Feb 29, 2024 7:56 am by Assistant Community Manager (Alex Badillo)

Architectural request status was changed from Under ARC Review to Approved.

→ no concerns- (display for admins/reviewers only)

Feb 28, 2024 8:01 pm by Danette Ewoldt

I voted to approve.



BOOKING EVENTS

USING THE AMENITY CENTER

THE AMENITY CENTER

The amenity center is available for reservations for any events you may want to have. Although you will need to follow the reservation process prior.

HOW DO I RESERVE THE AMENITY CENTER?

Reservations

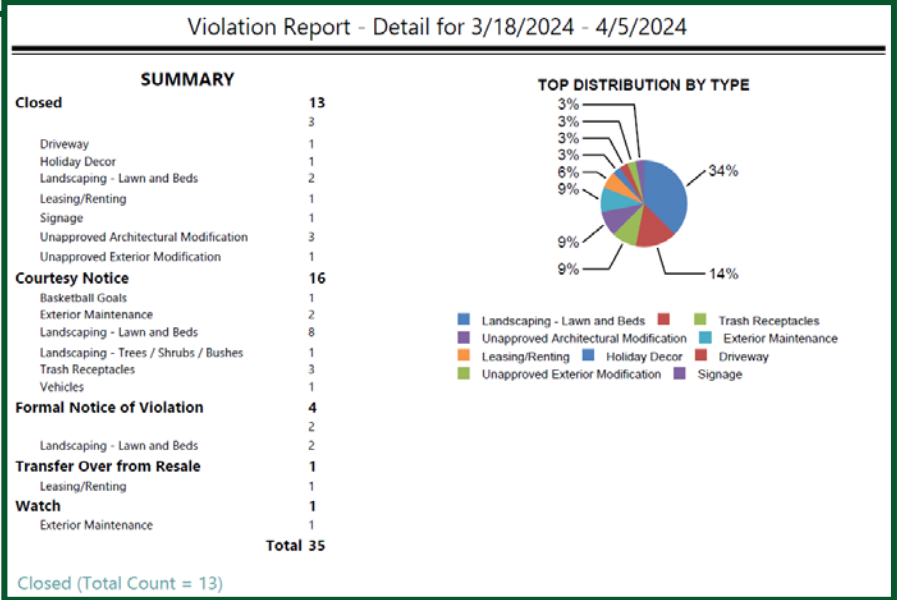
In order to reserve the Amenity Center, you must fill out the reservation form. This is done on the website by going to the reservations form, found on the "For Residents" tab. Reading the Amenity rules, and then selecting the time frame you would like to reserve for.

There is a 5-hour time slot per reservation. All functions must start no earlier than 8am and end no later than 11 PM on the date of the rental. Time slots available - 8am-1pm, 1pm - 4pm, 4pm - 7pm. Only one reservation will be allowed on Fridays, Saturdays and Sundays.

PAYMENT AND PROCESSING

All reservations will be charged a non-refundable rental fee of \$75. (Additional cleaning fees may apply if additional clean up is necessary). Homeowners will also be charged a refundable Security Deposit \$125.00 (Refundable only if there is no damage or clean-up required) Total Due \$200.00 Please send 2 separate checks made payable to Lakeside of Brookhollow HOA. Cash will not be accepted. Reservations are not approved until the payments are received.

YOU CAN ACCESS THE RESERVATION FORM BY CLICKING HERE





- | GL Account | Year 1 - 250 L | Year 2 - 250 Sales
400 Lots | Year 3 - 250 Sales
600 Lots | Year 4 - 250
Sales 800 Lots | Year 5 - 250
Sales 1,115 | Year 6 - 250 Sales
1,300 Lots | Year 7 - 250 Sales
1,610 Lots | Year 8 - 250
Sales 1,840 L | Year 9 - 250 Sales
2,070 Lots | Year 10 - 250
Sales 2,300 Lots | Year 10 - 250
Build Out 2.5 | Notes | |
|---|----------------|--------------------------------|--------------------------------|--------------------------------|-----------------------------|----------------------------------|----------------------------------|-------------------------------|----------------------------------|-----------------------------------|--------------------------------|-----------------|---|
| Income | | | | | | | | | | | | | |
| 10 Year Build Out Projects; Basing this on Wildflower Ranch Hines Lasy River Concept community in Dallas | | | | | | | | | | | | | |
| Owners Equity | | | | | | | | | | | | | |
| 6310 - Homeowner Assessment Income | \$ - | \$ - | \$ 276,000.00 | \$ 552,000.00 | \$ 788,000.00 | \$ 1,064,000.00 | \$ 1,340,000.00 | \$ 1,616,000.00 | \$ 1,892,000.00 | \$ 2,168,000.00 | \$ 2,444,000.00 | \$ 2,760,000.00 | Use \$1,200 in Annual Assessment - suggest assessing Semi-Annually |
| Lazy River Slack Day Pass Then | | | | | | | | | | | | | Per CCRs they will pay at a rate of 50% (no \$600 fee starting point); Assuming 250 Lots in, then sold to HO's |
| 6312 - Builder Assessments | \$ 138,000.00 | \$ 138,000.00 | \$ 138,000.00 | \$ 138,000.00 | \$ 138,000.00 | \$ 138,000.00 | \$ 138,000.00 | \$ 138,000.00 | \$ 138,000.00 | \$ 138,000.00 | \$ - | \$ - | and VOY fee case; and VOY fee will be shared and we will adjust VOY budgets accordingly |
| 6320 - Developer Subsidy | | | | | | | | | | | | | Applicable when in Short Fall - see bottom line |
| 6350 - Legal Fees Reimbursements | \$ - | \$ 4,968.00 | \$ 9,936.00 | \$ 14,184.00 | \$ 19,152.00 | \$ 24,120.00 | \$ 29,088.00 | \$ 34,056.00 | \$ 39,024.00 | \$ 43,992.00 | \$ 49,680.00 | \$ 55,368.00 | based on a 50% recovery of legal expense |
| 6370 - Collections Reimbursements | \$ - | \$ 2,484.00 | \$ 4,968.00 | \$ 7,452.00 | \$ 9,936.00 | \$ 12,420.00 | \$ 14,844.00 | \$ 17,268.00 | \$ 19,692.00 | \$ 21,996.00 | \$ 24,480.00 | \$ 26,964.00 | 100% of these Assessments per CCRs to use \$1,200 as starting point - Builders and Developer exempt; at BO 10% of community to sell VOY (250) |
| 6391 - Capital Contributions | \$ - | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | \$ 276,000.00 | Per CCRs they will start at 0.3% of Gross Selling price but can go up to as high as 1.9% of Gross Selling price - Builders Drive down Budget 3% of community to run over VOY fee into other community. Assume \$500K pure point to be conservative (\$250) - at BO 10% of community to sell VOY (250) |
| 6492 - Community Enhancement Fee | \$ - | \$ 2,760.00 | \$ 5,520.00 | \$ 8,780.00 | \$ 11,500.00 | \$ 14,500.00 | \$ 17,250.00 | \$ 20,000.00 | \$ 22,750.00 | \$ 25,500.00 | \$ 28,250.00 | \$ 31,000.00 | |
| Total Owners Income: | \$ 138,000.00 | \$ 700,267.00 | \$ 986,654.00 | \$ 1,232,876.00 | \$ 1,519,228.00 | \$ 1,804,680.00 | \$ 2,090,382.00 | \$ 2,380,884.00 | \$ 2,665,336.00 | \$ 2,949,843.00 | \$ 3,234,360.00 | \$ 3,518,828.00 | |
| Expenses | | | | | | | | | | | | | |
| Professional & Admin | | | | | | | | | | | | | |
| 7010 - Management Contract | \$ 4,500.00 | \$ 9,000.00 | \$ 16,560.00 | \$ 24,840.00 | \$ 33,120.00 | \$ 41,400.00 | \$ 66,240.00 | \$ 77,280.00 | \$ 88,320.00 | \$ 99,360.00 | \$ 138,000.00 | \$ 138,000.00 | based on \$3/door per month or \$750/lot minimum at 1st owner purchase; at BO 750 covered \$5/door per month |
| 7020 - Annual Term Management Team | \$ - | \$ - | \$ - | \$ 105,000.00 | \$ 110,250.00 | \$ 125,000.00 | \$ 131,250.00 | \$ 137,510.00 | \$ 144,760.00 | \$ 151,938.00 | \$ 159,533.00 | \$ 167,128.00 | On-Site General Manager will be needed 100% closer to BO - + 25% for Benefits and Payroll taxes; add 3% VOY for potential training or on-site assistance |
| 7100 - Annual Term Permit Expenses | \$ 475.00 | \$ 475.00 | \$ 475.00 | \$ 475.00 | \$ 475.00 | \$ 475.00 | \$ 480.00 | \$ 504.00 | \$ 519.00 | \$ 534.00 | \$ 549.00 | \$ 564.00 | Annual fee prep + Audit at year 5 and BO - can prep add 3% VOY after year 5 fee inflation |
| 7160 - Legal Fees | \$ - | \$ 3,820.00 | \$ 11,460.00 | \$ 15,760.00 | \$ 21,280.00 | \$ 26,800.00 | \$ 32,320.00 | \$ 37,840.00 | \$ 43,360.00 | \$ 48,880.00 | \$ 54,400.00 | \$ 59,920.00 | Based on 2% of dues as a place holder |
| 7250 - Bank Charges | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | Annual check or order fee |
| 7260 - Postage & Mail | \$ 500.00 | \$ 1,000.00 | \$ 1,500.00 | \$ 2,000.00 | \$ 2,500.00 | \$ 3,000.00 | \$ 3,500.00 | \$ 4,000.00 | \$ 4,500.00 | \$ 5,000.00 | \$ 5,500.00 | \$ 6,000.00 | Will increase as the community grows; fee Violation notices (avg. certified); collection notices, welcome packets, Owner correspondence, etc. |
| 7261 - Website | \$ 960.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$ 720.00 | \$250 one-time build fee; \$99.95/mo |
| 7270 - Storage | | | | | | | | | | | | | |

XXXX HOA ASSOCIATION Landscape Cost Comparison							
Scope of Work	Visits	Site Ladsclaping - Approved Contract	Site Ladsclaping - Proposed Increase	Site Landscape including Phase 3A & 4B	Southern Botanical	Landscape Horticulture	Superscapes
Turf							
Mow/Edge/Trim	36	\$ 58,880.16	\$ 78,439.32	\$ 141,354.00	\$ 25,259.04	\$ 113,628.00	\$ 74,055.24
Non-Irrigated Mow	18		\$ 8,169.66				
Fertilization	3	\$ 6,549.33	\$ 6,976.52	\$ 16,184.73	\$ 12,259.38		\$ 4,607.53
Pre-Emergent Weed Control	2	\$ 1,010.63	\$ 1,471.31	\$ 1,117.85	\$ 2,111.70		\$ 4,815.72
Post-Emergent Weed Control	2	\$ 1,010.63	\$ 1,139.76	\$ 1,117.85	included		\$ 962.50
Post-Emergent - Grassy Weeds	2	\$ -	\$ -	\$ 1,355.40	included		\$ 743.51
Post-Emergent - Herbicide Walks	12	included	included	\$ -	included		included
Fire Ant Control	as needed	as needed	as needed	as needed	included		included
Trees, Shrubs & Ground Cover							
Hand Weeding	36	included	included	included	\$ 7,855.92		\$ 6,053.40
Shrub & Ground Cover Pruning/Shearing	8	\$ 4,980.96	\$ 2,744.88	\$ 3,875.12	\$ 3,769.83		\$ 4,338.27
Perennial Cut-Back (Native grasses, roses, etc.)	1	\$ 2,185.24	\$ 4,093.22	\$ 5,644.38	\$ 2,755.49		\$ 1,387.93
Pre-Emergent Weed Control	2	0	0	\$ -	\$ 877.56		
Fertilization	3	\$ 887.64	\$ 212.70	\$ -	\$ 547.42		
Tree Pruning - up to 7'	1	\$ 1,729.99	\$ 1,906.17	\$ 3,271.16	\$ 407.26		\$ 2,152.32
Tree Pruning - to ensure sidewalk clearance	as needed	as needed	as needed	as needed	included		
Tree Well Maintenance (trim, edge, removal of weeds)	36	as needed	as needed	as needed	included		
Fire Ant Control	as needed	as needed	as needed	as needed	included		\$ 429.74
Seasonal Color							
Summer Color Change	1	2,418.97	2,833.11	\$ 5,729.83	\$ 3,337.59		\$ 4,680.57
Spring Color Change (number of flats = _____ at \$/flat	1	2,418.97	2,833.11	\$ 5,729.83	\$ 4,211.23		\$ 4,680.57
Fall Color Change	1	2,418.97	2,833.11	\$ 5,729.83	\$ 7,464.14		\$ 4,680.57
Bed Preparation and Fertilization	3	0	0	0	0,004.74		

Board Updates - Bi-Weekly

XXXX HOA Community Update 12/04/2023

Good afternoon,

Please see below/attached for your latest community update. Let us know if you have any questions.

Financials as of 12/4/2023

- Total Operating Account: \$135,941.67
- Petty Cash: \$500.00
- Total Reserve Account: \$27,683.10

Important Dates:

- Board Meeting: 01/16/2024
- Annual Meeting: TBD
- Next Inspection: Week of December 18th
- Irrigation Report: November Irrigation report a few items need attention in the amount of \$3,425.47. See attached report

Awarded Pending Completion Items:

Monument Projects / Repairs / Fence / Wall Repairs – Latest Project updates attached

- ~~Xxx~~ HOA: - Brick in monument new sign Est: 1550 - \$10,500.00 - Approved to move forward since we did not get any feedback from HOA – See attached update from Sightline
- Sightline
 - Westchester Valley: See attached update from Sightline
 - VCM has reached out to Sightline for options on a more permanent fix per the Board's directive at the last Board Meeting. Sightline is looking into an option to just cover/repair the soldiers.
 - ~~Xxx~~ HOA: - Engineer Report – Sightline – Dragoo Construction – 50% completed – Board Approved 07-18 / 07-24 See attached update from Sightline
 - Pending Initial engineer scope starting on 7/6/2023 they are also reviewing older scope from Dotson Engineer from 11/18

Homeowners Escalations – Wall Repairs – Certified Letter are being sent to the homeowners we have been unable to get in contact with.

- Westchester Valley – Sandra Lane – Panels and Soldiers – Est: #1620 - \$22,770.00 – Tabled 07-18-2023
 - 25% - Pending approval & easement agreement confirmation
- WESTCHESTER WEST - 4550 Gildersleeve – Gray Panels – Est: 1619 - \$615.00 – Completed
 - 25% - Pending home owner remove the branch damaging the wall
- WESTCHESTER WEST - 201 Westbriar Ln - Gray Panel – Est: 1548 – 09-01-2023 – Still Waiting

- 50% - city permitting is still pending on the large wooden structure he is building in the yard that is damaging the wall Easement Signed
- WESTCHESTER WEST – 4502 Wescott Dr – Gray Panels – Est: 1547 - \$1,565.00 – 09-01-2023 – Still Waiting
 - 50% - Pending Easement Signature
- WESTCHESTER EAST 2 – 553 Edgeview – Gray Panels – Est: 1546 - \$1,820.00 – 09-01-2023 – Still Waiting
 - Pending company that owns the home to complete the sale to sign the easement signature.
- POLO HEIGHTS - 5808 Palomino Way – Estimate – 1622 - \$760.00 – 09-01-2023 – Still Waiting Working on it
 - Remove and reset wood fencing panel, repair damaged hardware, replace broken section - \$760.00
- POLO HEIGHTS – 608 Jutland Drive – Brick Wall H/O Insurance – Storm Damage – Est: 1509 - \$3,040.00
 - 25% - Pending Scheduling – Completed

Tabled / Pending: Tabled – 04-18-2023 - Sightline – Hills of Westchester - Proposed Repair on rough estimate before full scope build out is \$600,308.59 - pending soil report

- KC Power wash –
 - 10/20/23 was the latest scheduled date. I have reached out to KC Powerwash for an update and pictures.
- Proposal to trim trees along Bardin from Robinson to Carrier – Work is scheduled to begin the week of 11/27- In progress almost completed
- Tabled-Nomination and election of Advisory Board Member-1 open position
- Tabled- Selection of Officers
- Tabled-Consider proposals from Future outdoor to replace the existing gray wall panels to furnish and install 6' Tall Rhino Rock- Precast Concrete Fence located at Bardin from Green Belt to Sierra- East Side in the amount of \$301,615. This wall installation will match the current existing wall recently installed on Dechman Street. (proposal attached)

Agenda Items/Items to Consider:

- Sight Line needs to evaluate and provide an estimate - Iron Fence on Carrier needs to be painted – in 07.18.23 Board Meeting – per Robert De Los Santos
- Sight Line – Brick Pillars on Carrier – exposed from the lower part of the ground - in 5-23-23 Board Meeting – per Robert De Los Santos
- Discussion: Draft Agenda Procedures-in the works
- Consider Brick Wall Repair due to accident on Forest Edge Dr.-\$1600 repair due to car diving into wall week of 11-30-2023 (proposal attached)
- GFCI OUTLET replacement approved on Sandra and Bardin as well as Polo and Appalossa-\$250 each approved by: Chris Riddick
- Outlet Replacement for Holiday Décor approved on Carrier and Bardin-\$250 approved by: Chris Riddick

Inspection Reports - Quarterly

XXXX HOA Common Areas

Location:

Walls, Fences, Gates, Entry Monuments/Pavers:

- ☐ Perimeter Wall
- ☐ Entrance/Exit Gates
 - o Main gate has security guard, Allied Security. Heavy iron gates plus arm on the entrance side.
 - o Found 1 set of entrance/exit gates
 - o 1 pedestrian gate
 - o Maintenance gate

Landscape:

- ☐ Manicured landscape throughout the community; all small spaces except for the retention pond up front.
- ☐ 1 Park with playground equipment for small children
- ☐ 2 Dog parks

Recreation Area:

- ☐ Pool with Cabana building and restrooms
- ☐ Park benches around detention pond and sidewalks/walking trails
- ☐ Doggy stations throughout
- ☐ Fountains throughout... counted 3 working and 2 not
- ☐ Bar-B-Que grills in several common area locations

Misc:

- ☐ Streets and ally are narrow – mostly there are no driveways (a few exceptions)
- ☐ Street parking
- ☐ Sections of the street are bricked
- ☐ Decorative street lights
- ☐ Front yards face each other with only a sidewalk separating them and/or a water canal
 - o Who is responsible for landscape maintenance?
- ☐ Center medium on Old Katy – who maintains the manicured landscaping?
- ☐ Decorative cement fencing along canals

- ☐ Brick fence surrounds the community
 - o There are wooden fences inside, some are owners back and side yards fence. Others are used for perimeter sections and enclose areas.



Center medium on Old Katy along the perimeter property



Corner of property & at entrance



Exit gate and guard house



In front of the guard house/entrance



Property Management

- Provide community-specific updates through websites such as weed tips & trick, freeze warning, etc.
- Prepare, notice and attend board of director meetings. Present Management Report, oversee Agenda/Packet and take minutes.
- Walk with contracted vendors to review scope of services, quality of work, pending or completed projects, etc. **quarterly**.
- Maintain vendor relationships and actively pursue additional relationships for best in class bids, warranties emergency responsiveness and quality service at all times.

Content Library + Add Template

Lakewood All Categories All Managers Filter

Template	Category	Created By	Access	Management
Bear Alert 1	Alert	Monica Dos Reis	System-wide	Preview Post Create Post
Community Emergency Response Team 1	Alert	Monica Dos Reis	System-wide	Preview Post Create Post
Community Emergency Response Team 2	Alert	Monica Dos Reis	System-wide	Preview Post Create Post
Community Safety	Alert	Nabr Network	System-wide	Preview Post Create Post
Coyote Sighting	Alert			Preview Post Create Post
Flood Watch	Alert			Preview Post Create Post
Flood Watch 2	Alert			Preview Post Create Post


Flood Watch Alert Monica Dos Reis System-wide

[Hide Preview](#) [Create Post](#)

ASSOCIATION NEWS

Administrator
6 years ago • Sep 27, 2018 3:21 pm

Flood Watch
The National Weather Service has issued a Flood [Watch/Warning] for [insert area & date].
Please check on the status of the weather daily for updates. Avoid driving in flooded roads and check the [National Weather Service Website](#) for safety information.



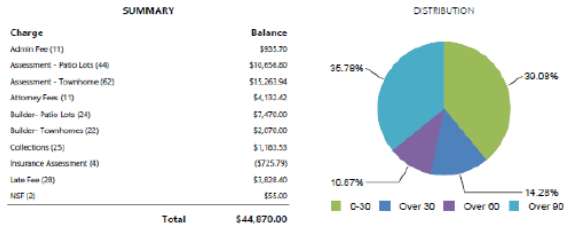
[Write a reply...](#)

Management Reports - presented at Board Meetings

I. FINANCIAL UPDATES, Reporting as of January 24, 2024

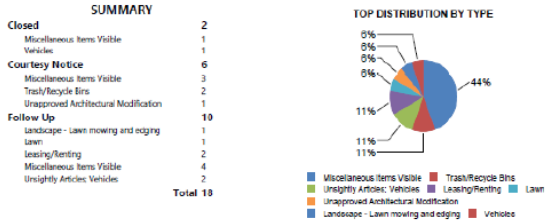
Operating		
PPB - Operating	\$412,404.38	
PPB - Petty Cash	\$2,909.04	
PPB - CS Account	\$50,000.00	
Total Operating		\$465,313.32
Reserve		
PPB - Reserve	\$15,951.47	
Total Reserve		\$15,951.47

II. DELINQUENCY STATUS Reporting as of January 24, 2024

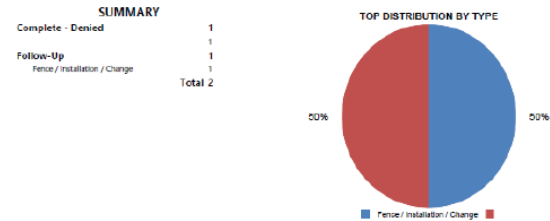


III. MANAGEMENT UPDATES

a. Summary of Violations as of January 24, 2024



b. Summary of ARC Requests as of January 24, 2024



c. New Owner Move-In Report: 23 new owners as of December 2023

RESALE REPORT BASED ON SETTLEMENT DATE FOR: 12.1.23 - 12.31.23						
PROPERTY ADDRESS	NEW OWNER	PREVIOUS OWNER	SALE DATE	SALE PRICE	SETTLE DATE	SETTLE PRICE
1521 Goodview Drive	Vu Hyn & Ton Nguyen	MI Homes	12/5/2023	\$414,000.00	11/15/2023	
2630 Vera Way	Garrah Nemesi Gossens	Gehan Homes	12/6/2023	\$447,992.00	11/29/2023	
2620 Vera Way	Tom Nguyen Pham	Brightland Homes	12/7/2023	\$445,481.00	11/16/2023	
2534 Sedlers Place	Roscoe Rhu	CB Jeni	12/10/2023	\$353,810.00	11/29/2023	
1503 Verdona Lane	Daniel Hanks Lane	MI Homes	12/13/2023	\$345,492.00	11/17/2023	
2713 Horseshoe Trail	Yu Zhe Zhang	MI Homes	12/13/2023	\$304,780.00	11/29/2023	
1517 Verdona Lane	Helen B. Blanton	Brightland Homes	12/13/2023	\$330,000.00	11/7/2023	
2530 Sedlers Place	Bash Naco Pham	CB Jeni	12/13/2023	\$362,460.00	11/16/2023	
1303 Goodview Trail	Christopher Gotsman	MI Homes	12/13/2023	\$299,582.00	11/17/2023	
1505 Goodview Drive	Harry Han Lee	Brightland Homes	12/13/2023	\$100,000.00	11/29/2023	
1522 Haystack Lane	MI Homes	Wiblow	12/14/2023	N/A	12/4/2023	
1522 Haystack Lane	Felice Alon Christopher	Gehan Homes	12/14/2023	\$580,597.00	11/29/2023	
1614 Buckeye Trail	Madison Medina Chelavious	Brightland Homes	12/15/2023	\$498,575.00	11/29/2023	
2530 Sedlers Place	Andres Shorro	CB Jeni	12/15/2023	\$367,419.00	11/28/2023	
1410 Goodview Drive	Greg Arvador	MI Homes	12/15/2023	\$455,797.00	11/29/2023	
1501 Verdona Lane	Kenneth Wayne Hancock	Brightland Homes	12/19/2023	\$418,365.00	11/29/2023	
1513 Goodview Drive	Yu Fei Yuan	MI Homes	12/19/2023	N/A	11/14/2023	
1510 Verdona Lane	Brightland Homes	Wiblow	12/19/2023	N/A	11/16/2023	
1505 Haystack Lane	Brightland Homes	Wiblow	12/19/2023	N/A	11/16/2023	
1405 Haystack Lane	Brightland Homes	Wiblow	12/19/2023	N/A	11/16/2023	
2541 Dodson Street	Alex Soomer	Weston K. Myers	12/19/2023	\$296,250.00	12/15/2023	
2002 Sedlers Place	Israel Asante Wotko	CB Jeni	12/20/2023	\$119,599.00	12/15/2023	

- Total Build Out- 552 Lots at Blvdout
- Total Homeowner Lots: 390
- Total Builder Lots: 85
- Total Developer Lots: 42
- Total Buildout Percentage- 92% (Builder and Owner lots) 52% (just owner lots)

OPEN PROJECTS

- Landscaping:
 - TH Plant Replacement/ Mulch: We received an estimate from Complete for plant replacements on the Townhome lots. The total is \$12,239.00.
 - Tree Replacement/YTL invoices: YTL will be replacing the trees in the common areas that Complete Landscaping has identified. Once this task is finished, the Homeowners Association (HOA) will then submit payment for any outstanding invoices from YTL.

Board Discussion: _____

- Conference Room- The committee would like to allow Homeowners access to reserve the conference room at the Amenity Center. There is no fee to reserve. Please review the guidelines and reservation form they have adjusted and put together for approval.

Board Discussion: _____

- Street Humps- The Committee would like to have speed humps put in within the community. They have reached out to the city of Garland to get all the details and requirements. We have submitted a Grant Application for a Letter of Intent to the City of Garland. The Cost is \$1,400 per hump once all the survey requirements have been met.

Board Discussion: _____

- Homeowner Escalations - 2718 Buckeye trail- Mr. Armando Villanor have reached out to us about damages to his fence that was cause by the Landscapers over a period. His patio fence has damages cause by the landscaping equipment. He is requesting the HOA repair this. We have reached out to Two Vendors to for estimate for repairs and protocols to stop this from happening.
 - TAMARAC- estimate includes both fence repair & protocol to protect the fence from future damages- \$1,000 (Homeowner Requested)
 - Sightline- Estimate includes covering the damaged areas and protective measures to stop future damages- \$935.00
 - CASH- Estimate includes covering the damaged areas and protective measures to stop future damages- \$780.00

Board Discussion: _____

COMPLETED PROJECTS

- Irrigation Inspection Completed
- Community Inspection Completed
- Mulch Replacement Completed (Common Areas only)
- Common Area Tree replacement completed
- All YTL's unpaid invoices has been submitted for payment
- Amenity Center Door fixed
- Street Sign repair completed
- Pool Pump & Filter Repairs Completed

VCM Lifestyle

Events and Community Engagement

We work with Associations who value community engagement but don't have the volunteers or time to plan. We plan, coordinate, host, and clean-up, so that you and your neighbors can have a great time getting to know each other.

All of our events are structured to fit the unique needs of your community, and, as always, everyone is welcome.



Events and Community Engagement

Perception is the department responsible for organizing events and opportunities for neighbors to connect and engage with each other in the community. Our aim is to offer a diverse range of activities that enable families to create lasting memories and enjoy the neighborhood they call home. We strive to provide a platform that fosters a sense of community and encourages social interaction among our residents.



Duties

The Perception Manager is responsible for:


- Coordination of the planning and execution of events.
- They oversee vendor relationships and sponsorship agreements.
- Facilitate communication with residents regarding upcoming events.
- Collaborate with builders and the Board of Directors to provide reports on past community events.

Perception Survey

The Perception Survey serves as a dynamic instrument enabling us to garner real-time feedback regarding the preferences and expectations of the community concerning forthcoming events. Offered online via the community's website.

Perception Survey

Hello everyone! We are introducing a lifestyle program to your community and would like to hear from you about events you'd like to see that bring the community together.



The graphic features a dark green background with a circular inset showing a group of people smiling. The text 'PERCEPTION PROGRAMMING' is written in large, white, serif capital letters across the center. Below the image, it says 'Coming Soon!'. The VCM Perception logo is in the top right corner.

Please list three events you would like to attend for each season. Spring, Summer, Fall, Winter •

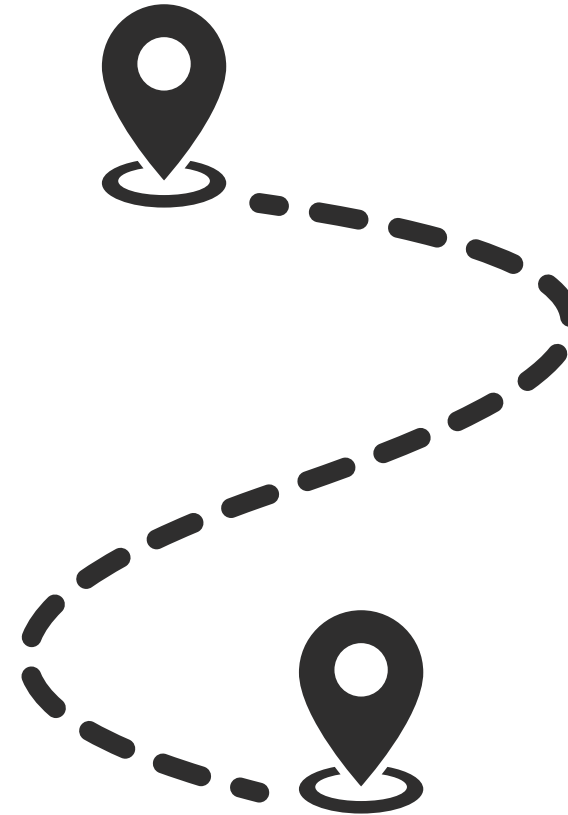
List the top 3 recreational or social activities you enjoy participating in. •

Please check an interest group that you would be intrigued to join •

- ☐ Book Club
- ☐ Game Night
- ☐ Walking Club

ROADMAPS

An event roadmap serves as a comprehensive strategic plan outlining the trajectory of curated events, tailored to align with the goals and objectives of an organization, while also catering to the preferences and perceptions of its target audience. This dynamic tool integrates insights from perception surveys, market research, and stakeholder feedback to meticulously craft a series of events that resonate with attendees, foster engagement, and drive desired outcomes. Each event within the roadmap is thoughtfully designed, with detailed considerations for date, time, event name, elements, budget, vendors, and more, to ensure seamless execution and maximum impact.



Welcome Bags

Welcome packages curated for homeowners, feature bespoke contents meticulously tailored to encapsulate the essence and ethos of the community's brand.

Distributed upon the finalization of home purchases, these welcome packages not only imbue a sense of belonging but also significantly augment the perceived value of the community.



LOVE WHERE YOU LIVE

Programming Event Options

EVENTS FOR SPRING

Easter Egg Hunt
Cocktails and Cottontails- Adult
Egg Hunt
Yappy Hour
Sip & Paint
Fishing Derby
Kite Festival



EVENTS FOR FALL

Fall Festival
Outdoor Movie
Chili Cook-Off
Cornhole Tournament
National Night Out
Halloween Block Party



EVENTS FOR SUMMER

Outdoor Movie
Dive-In Movie
Food Trucks
Concert on the Green
Water Balloon Fight
Summer Kick-Off Pool Party
Back to School Bash
Independence Day Carnival



EVENTS FOR WINTER

Letters to Santa
Hot Cocoa Social
Photos with Santa
Holiday "Blizzard" Bash
Storytime with Ms. Claus
Snowball Fight

Niche Events & Clubs

Niche Creations

Yappy Hour
Ladies Night
Poker Night
Dodgeball & Dads
Couples Events
Toddler Times
Yoga on the Trails
Home Décor Contests



Virtual Events

Bubble Bus
Dance Party in your Driveway
80's Themed or Costume Shows off
Hunt for Animals Zoo
Writing Contests
Furst Ranch Scholarships
Family Photos

Clubs

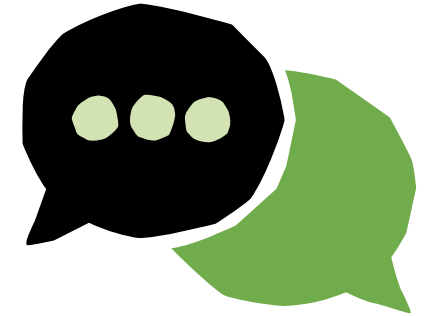
Walking Clubs
55+ Breakfast
Book Club
Fitness Clubs and Water Aerobics
Arts & Crafts



Engage your City

Vendor Fairs
Landscape Tips & Tricks
Farmers Markets
Meet your Neighbors
Meet your ISD/Teachers
Tour your City Hall
Meet your Mayor

COMMUNICATION



Enumerate Engage and/or Social Media

We will reach our target market, homeowners, through customized communications via our app platforms. Expecting notifications via email and SMS at 30, 14, 7, 3, and 1 day before the event, ensuring they have ample time to plan, attend and engage!

Vantaca

A formal announcement of the event is delivered straight to the owner inbox via our Vantaca broadcast email system. Additionally, a reminder will be dispatched the day before the event, ensuring that the event remains at the forefront of their mind!

Model Homes Calendar

A comprehensive calendar featuring the Perception Program's schedule will be conspicuously showcased in our model homes, offering easy access to event details during visits!

Community Signage and Bulletin Boards

Strategically placed signage throughout the community, directing them to the event details, building anticipation for the event. Informative flyers detailing the event's agenda and offerings will be prominently displayed on bulletin boards throughout the community and onsite management office(s) and Amenity Centers!

Final Reminder Post

An hour before the commencement of the event, a final reminder will be posted on Enumerate or Alosant (app partners), ensuring that no homeowner misses out!



WE HEAR YOU!

CALENDAR OF EVENTS

JOIN US THIS MONTH

Friday, April 5th, 7-9 PM: Cocktails & Cottontails: A Boozy Bunny Egg Hunt
 This event is for our 21-year-old & up Ranchers. Bring your basket or pillow sack down to the mailbox parking lot for the best Easter egg hunt you'll ever participate in. Refreshments and mixers will be provided. DJ Ray will be spinning tunes for our post-egg-hunt celebration.

Saturday, April 6th, 9-10 AM: Fit with Carolina
 Join your neighbors at the mailbox parking lot for a fitness class with your friendly neighborhood instructor, Carolina. Make sure to bring some water and a mat!

Saturday & Sunday, April 20th-April 21st
 It's time to spring clean! Feel free to put together a garage sale this weekend if you like. We will advertise via banners that the neighborhood spring garage sales will occur.

Tuesday, April 23rd, 5-8 PM: Cousin's Maine Lobster Truck
 Come on down to the mailbox parking lot to grab the best lobster a food truck has to offer. Cousin's Maine Lobster will be available for your dinner purchasing options, and you can even order ahead on their app for convenient pickup. Check Enumerate for details.

Saturday, April 27th, 1-2:30 PM: Celebrating Our Seniors Parade
 Let's show the Class of 2024 off in style! Please make signs, gather balloons, and shout as the seniors make their way through the neighborhood. Seniors - decorate your cars and come on through! Let us celebrate you! Meet in the mailbox parking lot at 1 PM.



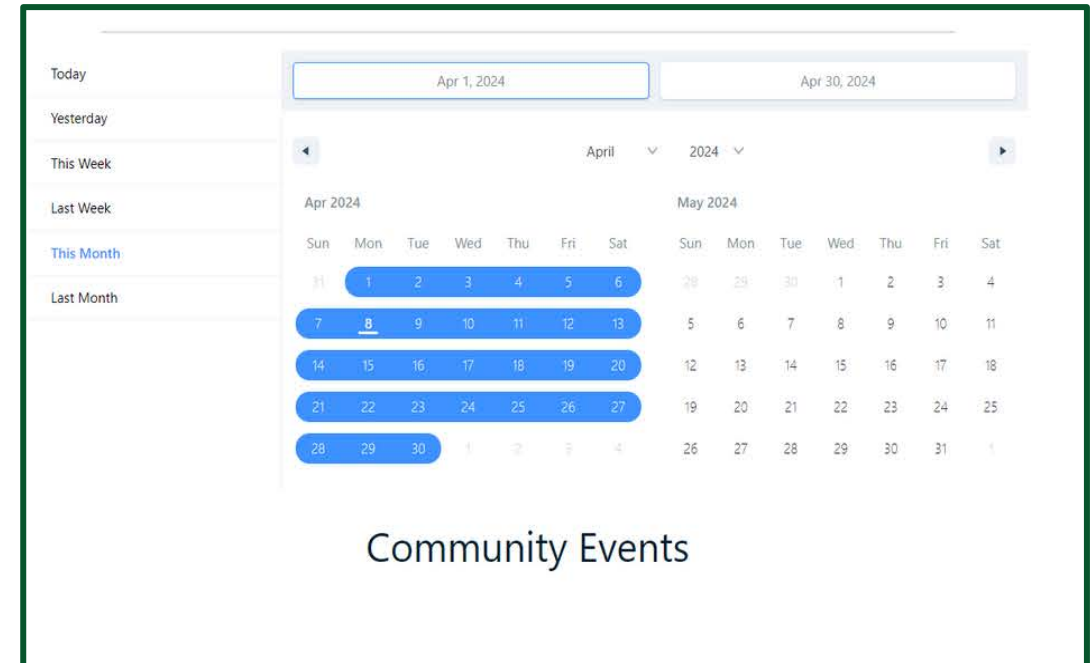
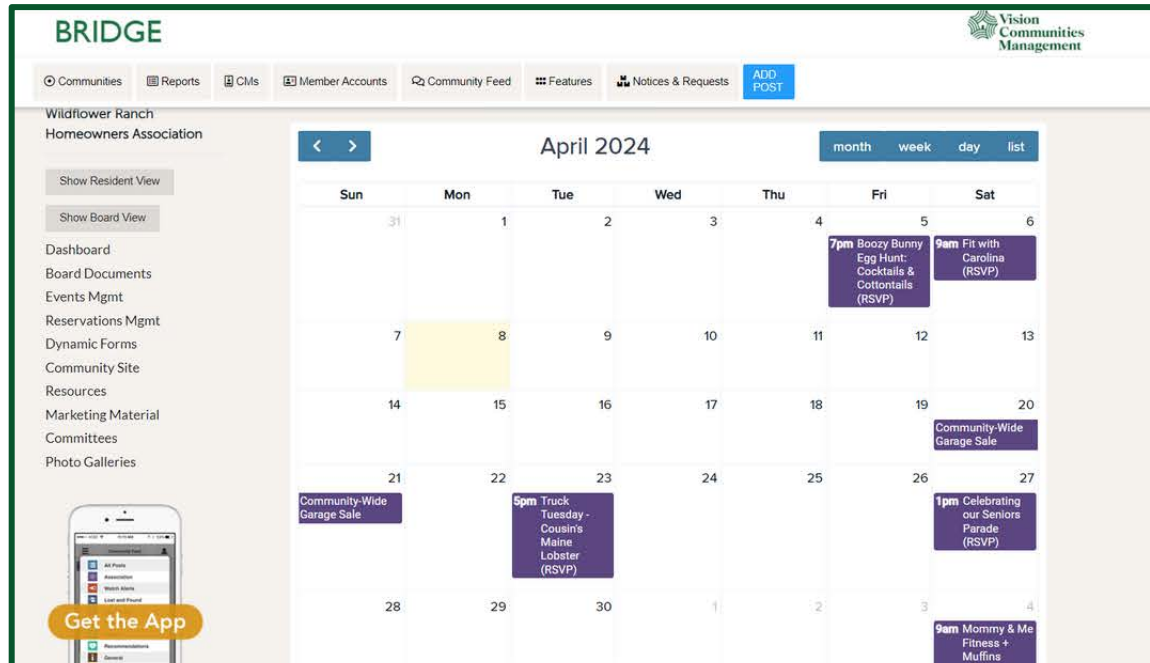
APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5 Adult Egg Hunt	6 Fit with Carolina
7	8	9	10	11	12	13
14	15	16	17	18	19	20 Garage Sales
21 Garage Sales	22	23 Cousin's Maine Lobster	24	25	26	27 Senior Parade
28	29	30				



This professionally curated event calendar will be dropped off at model homes and posted on bulletin boards for homeowner convenience. We encourage them to utilize this resource to stay informed about upcoming events and easily RSVP to secure their participation. It will always loop them back to the community website.

CALENDAR OF EVENTS




Our organization is proud to introduce an innovative feature on our website: an interactive event calendar designed to enhance engagement and streamline event management processes for homeowners. This dynamic tool provides a comprehensive overview of our curated events, allowing users to seamlessly navigate through each event, access detailed information, and conveniently RSVP, all within a user-friendly interface.



Reports



A perception report focuses on past events and delves into the impressions, feedback, and sentiments expressed by attendees, participants, and stakeholders regarding the specific events that have taken place. This report aims to provide a comprehensive analysis of how these events were perceived by various individuals or groups involved.



Wildflower RANCH

FEBRUARY 2024

Perception REPORT

PREPARED BY
DANIELLE SHEPHERD

972-809-9276
danielle@vcmtexas.com

VCMTexas

2023 YEAR IN REVIEW

January - 5 events
February - 4 events
March - 4 events
April - 4 events
May - 5 events: 1 social activity
June - 4 events: 2 social activities
July - 4 events: 2 social activities
August - 4 events: 2 social activities
September - 5 events
October - 3 events: 1 social activity: 1 contest
November - 5 events
December - 3 events: 1 contest

Most Attended Events:
 Snowball Fight - 80
 Big Shots Couples Night - 60
 Spring on the Ranch - 100
 Lazy River Grand Opening - 150
 Independence Bash - 100
 Dive-In Movie - 85
 Harvest Festival - 100
 Winterfest - 120

50 events last year!

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COMMUNITY EVENTS

FOSTERING RELATIONSHIPS, TOGETHER

This month we held three community events. We did a snowball fight, a virtual Couples Paint Night, and a coffee and donuts food truck. We actively promote the events via the Homeowner Website and encourage homeowners to RSVP through that channel to provide accurate numbers and supplies. We also encourage homeowners to share flyers via their social media pages to increase awareness of the community events for those who may have missed our notifications.

Events

- Snowball Fight!**
 - Saturday, February 3rd, 1-2 PM
 - Attendance: 85
 - RSVPs: 100
- Virtual Couples Paint Night**
 - Friday, February 16th, 7-8:30 PM
 - Attendance: 12 couples
 - RSVPs: 24
- Food Truck Friday**
 - Friday, February 23rd, 5-8 PM
 - Attendance: 0
 - RSVPs: 26

Event Summary

Last month, we organized events for kiddos and couples. We had a snowball fight at the playground, followed by a choice of Kona ice cream cones or hot cocoa. The hot cocoa wasn't as popular as expected due to the warm weather. For Valentine's weekend, we had a virtual paint night with Paint Parties by Jello. Although 24 RSVP'd, only 12 couples attended due to the warmer weather. Nevertheless, everyone had a great time, and their paintings turned out wonderfully.

Finally, we finished the month with our Food Truck Friday. Originally, we had a Food Truck Friday event, but the coffee and donuts truck cancelled last minute. Taylor's Salads stepped in, but unfortunately, they didn't show up that evening.

Pictured: Kids enjoying the snowball fight while parents video and laugh on the sidelines.

Pictured: Couples showing their artwork at the Virtual Paint Night.

Pictured: Kids enjoying the snowball fight.

February Perception Report | page 03

MESSAGE FROM YOUR PERCEPTION MANAGER

HEY, NEIGHBOR!

I'm embarking on an initiative to organize well-planned events to promote camaraderie and growth within our community! I am an experienced event planner with a Bachelor's degree in Hospitality Management from the University of North Texas. Currently, I am pursuing my Master's in Marketing. As the Senior Perception Manager, my primary focus is on establishing strong connections between my team and the residents of our community. When I am not working, I enjoy cooking, shopping, meditating, and spending quality time with my children. I hope to see you at the next event.

Danielle Shepherd
Senior Perception Manager

MARCH EVENTS

Fix with Carolina - 3/9/24

Meet your friendly, neighborhood fitness instructor, Carolina, in the mailbox parking lot off of Canyon Maple for a workout on Saturday, March 9th from 9-10 AM. Be sure to bring a mat and water. Dress for the weather.

Star Party - 3/12/24

Fort Worth Astronomical Society is coming out to teach us about all things night sky on Tuesday, March 12th during spring break! Grab your lawn chair and dress for the weather. Starts at 7:30 PM this evening, and we'll be observing the skies from the night. Light snacks and water provided while supplies last.

Spring on the Ranch - 3/17/24

Come on down to the playground for some springtime celebration! We'll have an Easter egg hunt from 3-3:30 PM (2 separate age groups). The Easter Bunny will be around for photos throughout the event! There will be a petting zoo, a balloon artist, a giraffe lettuce artist, and Family Tunes! Funnel food truck will be there for your chance to purchase some carnival eats and treats!

Karaoke on the River - 3/22/24

Drop by the mailbox parking lot anytime from 5-8 PM to pick up some delicious dinner from My Way Vietnamese. They specialize in Japanese grill plates & you don't want to miss it. DJ Ray will provide karaoke in the lazy river pavilion from 7 PM to 9 PM. Karaoke is BYOB for ages 21+. Bring a lawn chair. Let's get ready to rock! Please note: There will be no swimming during this event.

Holi Party - 3/24/24

Join your neighbors at the playground for a hot celebration! We'll have color throws and a foam glow party afterward. Variety Cafe & Toppers food truck will have sweets available while supplies last. You'll get a ticket directly from me for this. They will also have their full coffee and drink menu available for purchase. You'll want to wear white and don't forget a towel for this one - you'll need it! Let's celebrate the triumph of light over darkness!

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PERCEPTION FINANCIALS REPORT

Annual Budget

Event Supplies

\$40,000

Actuals YTD Spent- to- Date

Events

12.4% \$4,930.95

Cost Per Homeowner Lot

\$10.83

VCMTexas

February Perception Report | page 04

ABOUT PERCEPTION

Our Perception Team collaborates with Associations who prioritize community engagement but lack volunteers or time to organize events. We take care of planning, coordinating, hosting, and clean-up, providing you and your residents with an enjoyable opportunity to socialize and get acquainted.

OUR SERVICES AND QUALITY

Our Perception events are tailored to meet the specific needs of your community, and we warmly welcome everyone to attend!

#WHERE NEIGHBORS
BECOME FRIENDS!

Hey, Neighbor! Contact us:
Perception@vcmtexas.com



VCMTexas.COM

ONSITE PERCEPTION

When you invest at least \$45,000 in event supplies, you'll receive a dedicated manager who will solely focus on your community and charge a monthly fee of \$5,416. This manager will plan and execute monthly events and clubs with your brand, consisting of at least one major event and three smaller events catering to specific interests.



NICHE EVENTS

Yappy Hour - Ladies Night
Couples Events - Toddler Times
Mens Night
Food Truck Friday
Seasonal-Themed Contest:
Home Decor, Costume, etc.

CLUBS

Walking Clubs - 55+ Breakfast - Book Club
Various Fitness Classes –
Arts and Crafts
& More

LARGE SCALED EVENT EXAMPLES

Snowball Fights, Hot Cocoa Socials, Spring Festivals with Easter Egg Hunts, Outdoor Movie/Dive-In Movie, Concert on the Green, Summer Kick-Off Pool Party, Fall Festival, Chili Cook-Offs, National Night Out, Winter Holiday Celebrations and so many more!

1/3 MANAGER PROGRAMMING

Investing a minimum of \$10,000 in event supplies grants you a portfolio manager for a monthly fee of \$1,650. This manager will arrange 1-2 events per month according to your budget,

1/2 MANAGER PROGRAMMING

Investing in event supplies worth a minimum of \$25,000 will entitle you to a dedicated portfolio manager. This skilled manager will charge a monthly fee of \$2,916 and organize 2-3 events every month. The type of events will depend on your budget and can range from large-scale to niche. The decision to implement clubs will be based on community interest.

Lifestyle Programming



WELCOME BAGS

Customized for your community



EVENTS FOR SPRING

Easter Egg Hunt: \$1,000-\$4,500
Yappy Hour: \$300-\$800
Sip & Paint: \$1,000-\$1,500
Food Trucks: \$250-\$1,000
Fishing Derby: \$400-\$1,000
Kite Festival: \$300-\$1,000

EVENTS FOR SUMMER

Outdoor Movie: \$1,000-\$2,500
Dive-In Movie: \$1,000-\$2,500
Food Trucks: \$500-\$1,000
Concert on the Green:
\$1,000-\$3,000
Water Balloon Fight: \$500-\$800
Summer Kick-Off Pool Party:
\$1,000-\$3,500
Back to School Bash: \$500-\$2,000

EVENTS FOR FALL

Fall Festival: \$2,250-\$3,000
Outdoor Movie: \$1,000-\$2,500
Chili Cook-Off:
\$1,500-\$3,000
Food Trucks: \$250-\$1,000
Cornhole Tournament: \$750-\$1,000
National Night Out:
\$1,000-\$3,500
Halloween Block Party: \$1,000-\$2,500

EVENTS FOR WINTER

Letters to Santa: \$300
Hot Coca Social: \$1,000-1,600
Photos with Santa: \$1,000-\$3,000
Storytime with Ms. Claus: \$800-1,200
Snowball Fight: \$655-2,000

Perception A La Carte

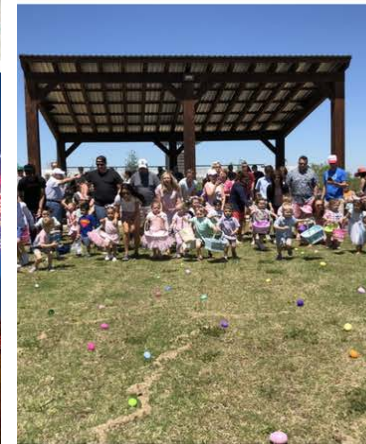
ABOUT ALA CARTE

Our Perception Team collaborates with Associations that prioritize community engagement but lack volunteers or time for planning. We take care of everything from planning, coordination, hosting, and cleaning up so that you and your residents can have a wonderful time getting to know each other.

OUR SERVICES AND QUALITY

Our Perception ALa Carte events are designed to cater to the specific requirements of your community, with an open invitation extended to all attendees!





VCM Sight-Line

Property Maintenance



Our Sight-Line service team offers in house maintenance, porter services, groundskeeping, project management and more. We keep things in tip-top shape so you can focus on running your community.

Project Management

Our Project Management team helps take care of large-scale construction projects so you don't have to! VCM has over 20 years of experience handling everything from landscape design to site planning and engineering. Contact us today for all your project management needs.



5757 Alpha Rd,
Dallas, TX 75240

(972) 612-2303

SightLine@VCMTexas.com

VCMTexas.com



Vision Communities Management

Sight-Line Services



Handyman

Need help with repairs around the community? New benches or trash cans to keep your streets neat and comfortable? Or maybe you're looking for a new stain on a section of fence to heighten your neighborhoods appeal. Our handymen can take care of these "to-do" list items, and more!

A small sample of services we offer:

- Trash Can/ Bench/ Dog Station Installs
- Door, Lock, and Fence Repairs
- Flag Replacement Program
- Restroom and Amenities Winterization
- Holiday Decorations, and more!

Porter

Our Porters clean and maintain your pool and amenity center, offer bathroom cleaning services, and remove extra litter around your neighborhood and communal areas.

We also offer dog station services as well as clean-up of walking trails and trash cans around the community.

Whether a small startup in development or a fully furnished community with amenities, we are here to help. **Contact us today for a quote!**

Groundskeeper

New Development Package

Our New Development Package includes a variety of helpful and important services for a community under development that needs to maintain it's appearance, value and cleanliness throughout all stages of the community.

Compliance Package

The Compliance Package is a helpful tool for the HOA to remedy the accountability of the residence and uphold the integrity of the community.

Emergency Package

When the unexpected happens in the event of a storm or any emergency, our Groundskeeper team can assist in the refresh of monuments, flower beds, trees and an over-all service to restore and repair the community accents.

Vision Communities Management

Sight-Line

XXXX HOA Update

Monument Signs

Name	Person	Status	Date	Status 1	Notes
• Castle Ridge East/Bardin - Waiting on BID 4-10	Aden Castor	Denied	2023-09-22	Working on it	Denied small repair, does not meet boards specification on a repairable job for the small fracture on the sign
Westchester Valley - Monument Letter Painting	Miguel Imperial	Billed	2023-08-26	Do Not Bill	Completed
WEstchester Glen - Monument Letter Painting	Miguel Imperial	Billed	2023-08-26	Do Not Bill	Completed
Cedaridge East Signs - Monument Letter Painting	Miguel Imperial	Billed	2023-08-26	Do Not Bill	Completed
Cedaridge West Sign - Monument Letter Painting	Miguel Imperial	Billed	2023-08-26	Do Not Bill	Completed
Westchester East - North Sign Letter Painting	Miguel Imperial	Billed	2023-08-26	Do Not Bill	Completed
The Enclave at Westchester - Letter Painting	Miguel Imperial	Billed	2023-10-07	Do Not Bill	Completed
The Bluffs - Monument Letter Painting	Miguel Imperial	Billed	2023-10-07	Do Not Bill	Completed
WC E - 4310 Clayton St, Grand Prairie, TX 75052 - Brick Joint Repair	Carlos Alvarado	Billed	2023-12-12	Do Not Bill	Completed
WC E - 808 Chaparral Dr, Grand Prairie, TX 75052 - Brick Joint Repair	Carlos Alvarado	Billed	2023-12-12	Do Not Bill	Completed
WC E - 4392 Caroline St, Grand Prairie, TX 75052 - Brick Seal Repair	Carlos Alvarado	Billed	2023-12-13	Do Not Bill	Completed
Cedaridge - 4556 Friars Ln, Grand Prairie, TX 75052 - Brick Seal Repair	Carlos Alvarado	Billed	2023-12-14	Do Not Bill	Completed
Cedaridge - 4804 Friars Ln, Grand Prairie, TX 75052 - Brick Seal Repair	Carlos Alvarado	Billed	2023-12-14	Do Not Bill	Completed
WC E - 530 Winston St, Grand Prairie, TX 75052 - mortar seal repair	Carlos Alvarado	Done	2023-12-13	Do Not Bill	Completed
WC E - 521 Edgeview Dr, Grand Prairie, TX 75052 - Mortar seal repair	Carlos Alvarado	Done	2024-01-18	Do Not Bill	Completed
WC E - 502 Winston St, Grand Prairie, TX 75052 - Mortar repair	Carlos Alvarado	Done	2024-01-18	Do Not Bill	Completed
WC E - 422 Hampton Cir, Grand Prairie, TX 75052	Carlos Alvarado	Billed	2023-12-19	Do Not Bill	Completed
WC - 104 Mary Pat Dr, Grand Prairie, TX 75052 - Tuckpoint	Carlos Alvarado	Billed	2023-12-19	Do Not Bill	Completed
WC - 804 Chandri Pkwy, Grand Prairie, TX 75052	Carlos Alvarado	Billed	2023-12-22	Do Not Bill	Completed
WC - 4583 Westchester Glen Dr, Grand Prairie, TX 75052 - Seal repair	Carlos Alvarado	Billed	2023-12-22	Do Not Bill	Completed

2022-08-26 to 2024-01-18

Before



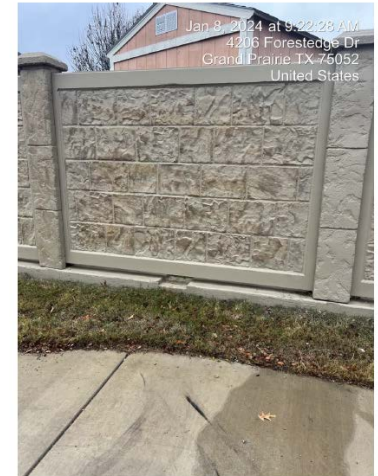
After



Before



After



Weekly Updates



Porter Update

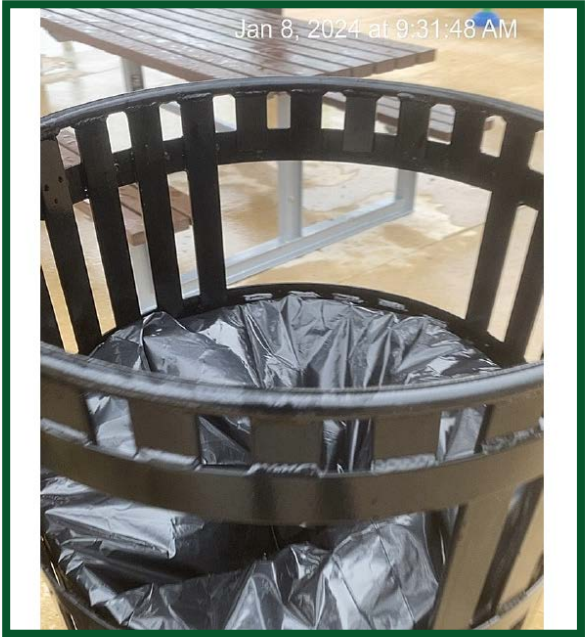
XXX HOA

COMMON AREAS

- ☐ Empty/Clean/Reline dog waste stations throughout community
- ☐ Check all common areas throughout the community for trash (walking trails, playground, splash pad)
- ☐ Empty/Clean/Reline trash cans in community (splash-pad, playground)

SIGNATURE_____

DATE_____



Contract



XXXX HOA

Proposal for Sight-Line Services

This proposal includes Porter Services for the Wildflower Ranch community to be performed 5 days per week, during service hours of 9:00 AM to 8:30 PM Tuesday – Sunday during pool season (regular porter services to continue after pool season).

Scheduled Service Days:

- Porter service to include 6 visits per week. Porter service will be provided Tuesday from 9:00 AM to 11:00 AM, Wednesday – Friday 9:00 AM – 11:00 AM and 6:00 PM – 8:30 PM (8:00 PM plus closing duties), Saturday and Sunday 9:00 AM – 6:00 PM.
- Porter will not be available for federal holidays.

General Cleaning and Litter Removal:

- Porter will remove litter and general debris from common areas in the community (not to include homeowners' yards and active construction). Items deemed too large to be removed by porter service will be brought to the HOA management teams attention, and can be removed by Sight-Line groundskeeping for additional fee. Trash and debris will be disposed of in community dumpster area.
- Empty, wipe down, and reline dog waste stations in the community. Restock bags as needed and report any damages to dog stations to HOA management.
- Cleanup and removal of any dirt or debris on sidewalks, parking lots, or streets around community.
- Porter will report any damages, vandalism, or any other variances in the community to HOA management.

Pool Area Services (to be provided during May through October):

- Porter will clean countertops and hard surfaces such as sinks, toilets, and restroom stalls. Porter will wipe down mirrors as well as remove any cobwebs inside the building. Restock restroom materials as needed.
- Cleanup of litter and small debris around pool and in restrooms (Does not include cleanup of debris in the pool). Blow or wash off any dirt and debris from pool deck.
- Empty, wipe down, and reline trash cans located in the pool area. Dispose of trash in community dumpster. If community dumpster is full or not available, trash will be disposed of off-site for an additional fee.
- Wipe down of pool patio furniture, and re-home if needed. Report any damaged or missing pool furniture to HOA management.
- Porter will wipe down counters and hard surfaces at snack bar, pick up trash and debris and empty trash cans.
- Porter will transport tubing to lazy river at start of day and remove tubes at end of day to transport to storage, as well as inflate tubes as needed.

Trash Services:

- Porter will empty trash containers around the community and dispose of trash in dumpster enclosures provided by community. The trash receptacles will be cleaned as needed for appearance and to remove any unpleasant odors.
- Porter will place all trash in and around the dumpster enclosure inside the dumpsters. If dumpsters are full and no trash will fit, Porter will contract Sight-Line groundskeeping team to remove excess trash for an additional fee.

Pricing:

Sight-Line will provide all materials and labor to provide the services listed in the contract for a monthly cost of \$4,500 per month. This will include tools, materials and equipment necessary to perform the scope of duties listed. Sight-Line will provide a utility vehicle for the Porter to use on-site. Wildflower Ranch will provide an approved location to store materials and tools on-site. Hourly rate for Porter service outside of scheduled hours is \$50/hr. Any projects or services not specifically listed in the proposal will be reviewed and pricing will be provided to HOA management prior to commencing work.

Provided by: _____ Date: _____

Accepted by: _____ Date: _____

Porter Services

Our porter services go beyond traditional cleaning to ensure your community spaces are immaculately maintained. From pool and amenity center upkeep to bathroom cleaning, we handle it all. Our team removes litter and debris from communal areas, ensuring a pristine environment for residents to enjoy.

We also take care of servicing dog stations by cleaning and refilling baggies, cleaning up walking trails and emptying trash cans throughout the community.

Whether your community is just starting up, in development, or fully established with amenities, our services are tailored to your needs. Contact us today for a bid, and let us help you create a clean and inviting environment for your residents to thrive in.

AMENITY CENTER



- Project management oversight for the opening of a lazy river amenity, including coordination of delivery and installation of appliances, technology, signage, branding, furniture, and equipment.
- Supervision of staging and installation processes to ensure efficient setup and cohesive branding throughout the center.
- Training of staff members on operational procedures, customer service, and safety protocols to ensure smooth operation of the facility.
- Comprehensive oversight to ensure timely completion and integration of all components for a successful launch.
- Emphasis on delivering a fully equipped, branded, and professionally operated amenity to enhance resident and guest experiences.



Project Management

Sight-Line Project Management Services provides extensive support to communities for projects of all sizes, ranging from small-scale improvements to larger initiatives. Our expertise encompasses the maintenance and enhancement of essential community features, including fencing, brick, stone, retaining walls, and iron fencing, all of which contribute significantly to the aesthetics, safety, and overall value of the community.

Our team specializes in various maintenance tasks, such as painting, mortar repairs, and promptly addressing weather damage or accidents. By efficiently managing these tasks, we ensure the longevity and functionality of community structures. Moreover, we recognize the importance of continuous upkeep to preserve the community's appeal and functionality, offering comprehensive solutions tailored to each community's unique needs and requirements.

PERIMETER FENCING

Before



Dechman Dr Project

- Sight-Line oversaw and project-managed the Dechman Dr project, facilitating collaboration between the State of Texas, City of Grand Prairie, and Westchester Public Improvement District.
- Procured easements from homeowners, the City of Grand Prairie, and the Westchester PID to integrate fence line easements into PID maintenance ownership.
- Managed vendors, workload, materials, and overall completion, ensuring a seamless transition from wood fencing to stone-look fencing.
- Successfully executed the project, enhancing the aesthetics and durability of the fencing infrastructure while meeting all stakeholder requirements and deadlines.

After



Handyman Services

Sight-Line Handyman Services offers a wide range of convenient and reliable solutions to meet various community needs. Some of the services we provide include:

- Installation of trash cans, benches, and dog stations to enhance community amenities. Replacement and repair of door locks for all commercial door styles, including pool, bathroom, and deadbolts. We also offer master key services for comprehensive security management.
- Fence repairs, staining, and repainting for wood, iron, and vinyl fences to maintain their integrity and appearance.
- General storage solutions for patio and pool furniture, Christmas decorations, committee supplies, or other miscellaneous equipment to keep common areas organized.
- Power washing services for monuments, fences, decking, and other surfaces to remove dirt, grime, and debris.
- Graffiti cleanup to maintain the cleanliness and attractiveness of community spaces.
- Parking lot striping and curb repairs to ensure safe and orderly traffic flow. Flag replacement to proudly display community symbols and patriotism.
- Restroom and amenities winterization to protect facilities from cold weather damage.
- Holiday décor installation to bring festive cheer to the community during special occasions.
- These are just a few examples of the comprehensive services we offer to support the maintenance and enhancement of community spaces. At Sight-Line, we strive to provide efficient and professional solutions tailored to meet the unique needs of each community we serve.

FENCE STAINING

Before



- Re-stain 3000 linear feet of wood fencing to enhance appearance and prolong lifespan.
- Power washing to remove dirt, debris, and old stain, preparing the surface for refinishing.
- Thorough preparation including sanding and priming as necessary to ensure proper adhesion of new stain.
- Application of high-quality wood stain to provide protection against weathering and UV damage.
- Completion of the project to improve the aesthetics and durability of the fencing, enhancing the overall appeal of the property.



After



MAILBOX CLUSTER



- Ordering, delivery, and installation of mailbox clusters to enhance community functionality and aesthetics.
- Coordination with the postmaster general to manage key and lock delivery, ensuring seamless access for residents.
- Efficient handling of logistics to ensure timely delivery and installation of mailbox clusters.
- Emphasis on providing convenient and reliable solutions to enhance community infrastructure and resident satisfaction.



Groundskeeping Services

Groundskeeping offers comprehensive services tailored to various community needs. Our services are designed to maintain the appearance, value, and cleanliness of communities under development, helping homes sell by ensuring their attractiveness throughout all stages of development.

In addition, our emergency services offer immediate assistance during unexpected events such as storms or emergencies. Our team can rebuild or refresh broken monuments, flower beds, or address downed trees or limbs to restore and repair the community promptly.

Sample services include:

- Overgrown lawn and weed management
- Fallen fence repair
- Removal and clean-up of damaged walls or monuments
- Ice melt and winterization services
- Brush and tree removal

These are just a few examples of the services we offer to ensure communities remain well-maintained, safe, and attractive, regardless of the situation or stage of development.

CITY COMPLIANCE MAINTENANCE



- Groundskeeping and pond compliance maintenance services ensuring the upkeep of community green spaces and water features. Removal of beavers and dams to mitigate damage and maintain the integrity of ponds and surrounding areas.
- Remediation of overgrown plant life in creeks and ponds to promote healthy ecosystems and prevent obstruction of water flow.
- Addressing erosion issues and storm drain maintenance to prevent flooding and maintain infrastructure integrity.
- Replenishing rip rap pads in detention ponds to stabilize banks and prevent erosion, ensuring long-term functionality and compliance.



CITY COMPLIANCE MOWING



- City compliance mowing during initial construction phases of community to adhere to municipal regulations and maintain a tidy appearance.
- Utilization of heavy brush mowing equipment such as skid steers and brush cutters to efficiently clear overgrown vegetation and brush.
- Implementation of safe and effective mowing techniques to ensure thorough coverage and compliance with city standards.
- Coordination with construction teams to schedule mowing activities at appropriate times during the development process.
- Emphasis on timely and thorough mowing to promote safety, aesthetics, and compliance throughout the construction phases of the community.



Sight-Line | Groundskeeping Services

- New Development Services
- Our New Development Package includes a variety of helpful and important services for a community under development that needs to
 - maintain it's appearance, value and cleanliness throughout all stages of development. We help homes sell!
- Compliance Services
- The Compliance Package is a helpful tool for the management team and board of directors to provide resources to help remedy an out of compliance resident/home.
- A small sample of services we offer:
 - Over grown lawn and weeds
 - Fallen over fence
- Emergency Services
 - When the unexpected happens due to a storm or any emergency, our Groundskeeper team can assist to rebuild or refresh broken monuments, destroyed flower beds or downed trees/limb. This package provides over-all immediate service to restore and repair the community
- A small sample of services we offer:
 - Removal and clean-up of damaged walls/monuments
 - Ice Melt/Winterization



Sight-Line | Forced Compliance Services

<u>Fence Repair</u>	\$500 Half-day labor to repair damaged panels/pickets
<u>Fence Staining</u>	\$4.25 per linear ft. of power washing and prep to stain wood fencing
<u>House Number</u>	\$190 Power wash and re-paint house number
<u>Garage Door Re-Painting</u>	\$1,500 Power was and re-paint garage door to compliance
<u>Door Color Re-Paint</u>	\$1,500 Sand down and prep to re-paint doors to remain compliant

Many other services offered – ask us for a quote today!

*Theses charges will be billed back to the homeowner account and fully recoverable by the HOA

*Pricing may vary based on scope of work



Sight-Line | New Development Services

<u>Construction Debris Removal</u>	\$500 Half day cleaning service and dumping fees
<u>City Compliance Tree Trimming</u>	\$380 Half day trimming service with limb mulch and disposal
<u>Mowing Undeveloped Lots</u>	\$380 Half day mowing service in undeveloped lots or fields
<u>Dead End Street Clean Up</u>	\$500 Removing construction debris, tires, pallets, and all materials dumped on the dead ended streets in new development
<u>Flowerbed Maintenance</u>	\$380 Mulch refresh, replenish color and live goods, edging and weed remediation
<u>Pest Control</u>	\$380 Fire ant treatment control, wasp and bee nest removal, amenity center treatment

Many other services offered – ask us for a quote today!

*Pricing may vary based on scope of work





Sight-Line | Emergency/Rapid Response Services

Downed Tree/Branch Removal..... \$380 Half day service and removal of downed trees, limbs, and shrubbery from storm damaging winds

Mulch Clean Up And Refresh..... \$380 Mulch clean up and refresh from heavy rains and storms

Monument Flower Bed Refresh..... \$500 Rapid response flower bed refresh, replace plants, remove dead plants, clean and remove weeds and debris

Mowing, Trimming, Edging..... \$500 Half day service to mow, trim, edge in the common areas of the community

Monument Power Wash..... \$290 Per monument power wash with cleaner

Monument Letter Paint Refresh..... \$450 Per monument letter painting refresh

Many other services offered – ask us for a quote today!

*Pricing may vary on scope of work





Client Solutions

Exceptional Back Office – *Because Good is the enemy of Great!*
Client Services, Finance, IT & Operations Teams

VCM has a full team of back office support that oversees all aspects of association business in conjunction with the board of directors.





VCM Client Solutions Team

IT/Operations Team - who maintains the integrations in our software platforms for real time access for your homeowners and board members to view: account balances, work orders and modification requests, violations, HOA governing documents, financial records, calendar of events and so much more!

Access Control Team - who manages all aspects of our communities access control systems including gates, pools, cameras, amenity centers, and reservations.

Finance Team - who oversee association funds, financial packages, tax returns, vendor 1099's, etc.

Insurance Team – overseeing policy bid-out annually and development management

Resale Team – same day response to new home sales; 3-5 turn around on resale disclosures collected at closing vs. upfront

payment

Onboarding Team – overseeing the successful onboard process 60-90 days in advance at no charge. Full Management begins on Day 1!

AR/AP Team – dedicated to friendly owner payment communications and weekly vendor check runs (not Net terms) for valued owners and vendor relationships

Customer Service Team – providing immediate access to our teams via live phone team (**No automated attendant**) & email who deliver on our response time commitment. This team can handle 80-90% of all homeowner inquiries.

vcminfo@vcmtexas.com

manager@hoa.com – ensures escalations are handled in conjunction with your management team

24 hour emergency call line – Your Management Team responds directly within 10 minutes





Financial Management

- Maintain association funds – provide board with Best in Class investment recommendations
- Maintain storage and backups of all HOA and owner accounts and records. Multiple servers (on-site and off) backup records throughout the day to minimize any lost data or downtime
- Maintain and record owner contact history and notes in API integrated systems (with bank) to ensure real time accuracy of payment history and/or delinquent or payment plan communication(s)
- Process accounts receivables in conjunction with approved Collections Policy and Board of Directors directives up to and including legal action
- Process all accounts payables weekly via check or ACH payments to minimize fraud or USPS time – NO vendor management fees or check processing fees! Vendors do not pay fees to be a qualified vendor. VCM will oversee vendor insurance and tax processes.
- Provide monthly financial statements and analysis of current financial status. Board can also access Bank Balances, paid invoices and/or Reports real time through portal. Developer Clients receive packages first (typically about the 15th)! Monthly package includes:
 - Variance Report
 - Utility Usage Report
 - Balance Sheet, P&L, Reserve Statement, Check Registers & Full General Ledger
 - Bank Statements & all Vendor Invoice images



XXXX HOA

Dear Board of Directors,

It is with great pleasure that we present the December 2023 Financial Package for Wildflower Ranch Homeowners Association! Below is a brief recap of the Associations variances for this month.

YTD the Association has accumulated a Net Gain of \$73,038.81 and is under budget by \$19,561.35.

INCOME/EXPENSE STATEMENT

Income – This month the association earned \$0.00 in non-assessment income.

Expenses – The association was over budget this month (over \$100.00) for the following expenses:

7000 Total Professional & Administrative – This variance is due to the management contract, Rhino trash termination letter and 30-day collections letters sent out. The association is under budget for the year in this expense category.

8000 Total Social Activities – This variance is due to the holiday decors. The association is over budget for the year in this expense category.

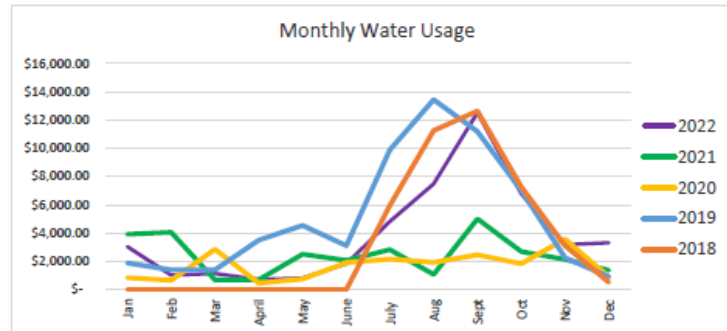
8900 Total Utilities – This variance is due to higher than anticipated water usage. The association is under budget for the year in this expense category.

Please do not hesitate to contact me with any questions regarding your Financial Package. It is our continued pleasure working with you!

HOA - 2022 Utility Usage Report



Acct#	Meter Location	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ELECTRIC		11/9-12/9	12/9-1/11	1/11-2/9	2/9-3/10	3/10-4/8	4/8-5/10	5/10-6/9	6/9-7/11	7/11-8/9	8/9-9/9	9/9-10/10	10/10-11/8
9001207972	Coserv - No Contract												
9001207970	3432 Timber Ridge	43.27	48.39	34.79	33.95	33.90	33.04	33.84	33.81	33.65	34.40	34.59	34.50
9001207971	6588 Hampstead	68.01	75.07	51.32	49.63	49.20	59.68	77.09	76.18	68.66	72.26	67.94	49.32
9001207973	5588 4th Army Memorial	28.15	28.15	28.15	28.15	28.15	28.15	28.15	28.15	28.15	28.15	28.15	29.51
9001207969	6300 Edgestone	762.11	850.02	717.87	735.25	712.93	756.33	819.20	1,115.17	1,028.30	1,029.13	912.69	700.88
9001207968	4140 Hazelwood	31.13	31.40	30.97	31.13	31.18	31.64	31.77	31.82	31.64	32.54	32.01	31.47
9001207974	6469 Edgestone	70.97	81.15	47.36	45.53	44.81	45.52	45.91	45.33	44.49	49.43	48.13	40.70
9001398043	4082 Stonebrook	60.37	65.04	50.76	49.06	49.50	51.91	58.14	52.83	49.49	56.53	56.50	57.80
	6675 Gavin Dr	667.84	632.92	628.54	606.35	632.20	624.45	796.09	729.22	789.51	579.75	721.28	836.02
TOTAL		\$ 1,731.85	\$ 1,810.14	\$ 1,589.76	\$ 1,579.05	\$ 1,581.87	\$ 1,631.62	\$ 1,890.19	\$ 2,112.51	\$ 2,073.89	\$ 1,882.19	\$ 1,901.29	\$ 1,780.20
WATER		10/29-12/1	12/1-1/3	1/3-2/3	2/3-3/7	3/7-4/8	4/8-5/9	5/9-6/8	6/8-7/7	7/7-8/8	8/8-9/7	9/7-10/7	10/7-11/7
68-0119-00	City of Frisco - AutoPay												
68-0014-01	3889 Marble Hill	36.81	30.68	30.68	30.68	30.68	31.53	106.76	124.61	196.43	200.68	78.28	53.63
68-0008-00	6300 Edgestone	200.23	184.01	286.76	194.89	223.53	252.19	296.64	341.11	370.75	267.00	303.57	224.53
68-0267-01	4029 Stonebrook	135.61	139.28	139.28	139.28	139.28	139.28	139.28	139.28	139.28	139.28	139.28	139.28
68-0257-01	4494 Stonebrook	134.97	98.61	97.76	97.76	97.76	155.56	238.01	1,920.25	2,439.13	1,597.07	510.10	765.68
68-0324-01	4082 Stonebrook	132.84	111.19	31.31	2.77	21.73	177.43	276.69	861.80	1,022.61	561.68	181.48	411.09
68-0323-01	4073 Stonebrook	243.36	89.89	67.73	3.83	56.02	420.89	1,247.12	1,739.57	3,865.95	1,906.14	842.63	762.75
68-0363-01	3523 Stonebrook	384.66	25.13	36.00	-	72.63	451.99	2,219.67	2,001.56	4,119.85	1,825.84	818.99	727.61
68-0681-01	6675 Gavin Dr	155.22	281.38	373.27	202.34	146.03	166.78	191.48	239.89	259.65	174.68	230.01	175.67
	6847 Albany Park	1597.64	51.08	68.93	30.68	30.68	30.68	90.61	101.66	111.86	100.81	58.73	43.01
TOTAL		\$ 3,021.34	\$ 1,011.25	\$ 1,131.72	\$ 702.23	\$ 818.34	\$ 1,826.33	\$ 4,806.26	\$ 7,469.73	\$ 12,525.51	\$ 6,773.18	\$ 3,163.07	\$ 3,303.25
GAS		11/9-12/9	12/9-1/11	1/11-2/9	2/9-3/10	3/10-4/8	4/8-5/10	5/10-6/9	6/9-7/11	7/11-8/9	8/9-9/9	9/9-10/10	10/10-11/8
8482055	6300 Edgestone Dr	40.24	40.24	40.24	40.24	41.16	40.24	40.24	40.24	43.35	40.24	40.24	41.46
PHONE		1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31					
40906	Kings III - No contract												
53089	6300 Edgestone Pkwy	162.61		162.61		162.61		162.61		162.61			
	6678 Gavin Dr		185.76		185.76		185.76		185.76				
INTERNET		1/13-2/12	2/13-3/12	3/13-4/12	4/13-5/12	5/13-6/12	6/13-7/12	7/13-8/12	8/13-9/12	9/13-10/12	10/13-11/12	11/13-12/12	12/13-1/12
Spectrum	No Contract - Auto Pay												
	8260 13 036 3354534	286.52	286.52	320.54	319.54	319.54	343.36	319.54	319.54	319.54	319.54	319.54	319.54
	8260 13 036 4759962							177.28	80.93	78.28	78.28	78.28	78.28
INSURANCE		Property & Liability			Directors & Officers			Umbrella			Crime		
Policy Period		2/1/2022-2/1/2023			2/1/2022-2/1/2023			2/1/2022-2/1/2023			2/1/2022-2/1/2023		
Broker		BCH											





SAMPLE Homeowner's Association, Inc.

Balance Sheet For 12/31/2022

Operating		
1111 - PPB - Operating	\$1,344,295.72	
1115 - PPB - Petty Cash	<u>\$8.36</u>	
Total Operating		\$1,344,304.08
Reserve		
1205 - PPB - Reserve	<u>\$109,575.48</u>	
Total Reserve		\$109,575.48
Accounts Receivables		
1310 - Community Receivables	\$15,279.16	
1391 - Capital Contributions	<u>(\$350.00)</u>	
Total Accounts Receivables		\$14,929.16
Prepaid Expenses		
1610 - Prepaid Insurance	<u>\$11,031.38</u>	
Total Prepaid Expenses		\$11,031.38
Fixed Assets		
2020 - Equipment	\$62,184.56	
2220 - Accumulated Depreciation	<u>(\$30,258.87)</u>	
Total Fixed Assets		\$31,925.69
	Total Assets	<u>\$1,511,765.79</u>
Accounts Payable		
3010 - Accounts Payable	\$3,071.79	
3015 - Owner refunds	<u>(\$8,925.72)</u>	
3052 - Unidentified Funds	<u>\$834.00</u>	
Total Accounts Payable		(\$5,019.93)
Owner Assessments		
3310 - Prepaid Owner Assessments	<u>\$621,576.29</u>	
Total Owner Assessments		\$621,576.29
R&R Reserves		
5999 - General Reserves	<u>\$109,575.48</u>	
Total R&R Reserves		\$109,575.48
Owners Equity		
5509 - Current Year's Adjustment	\$1,852.20	
5510 - Prior Year's Adjustment	<u>(\$6,962.40)</u>	
5511 - Retained Earnings	\$470,746.80	
5998 - Net Income (loss)	<u>\$319,997.35</u>	
Total Owners Equity		\$785,633.95
	Total Liabilities / Equity	<u>\$1,511,765.79</u>

XXXX HOA

Statement of Revenues and Expenses 12/1/2023 - 12/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Owners Equity							
6000 - Totals Owners Income	30,792.29	72,503.18	(41,710.89)	923,465.16	870,038.49	53,426.67	870,038.49
6340 - Late Fee Income	50.00	-	50.00	50.00	-	50.00	-
Total Owners Equity	30,842.29	72,503.18	(41,660.89)	923,515.16	870,038.49	53,476.67	870,038.49
Total Income	30,842.29	72,503.18	(41,660.89)	923,515.16	870,038.49	53,476.67	870,038.49
Operating Expense							
Professional & Admin							
7000 - Total Professional & Administrative	13,602.70	12,775.97	(826.73)	137,573.98	153,311.20	15,737.22	153,311.20
Total Professional & Admin	13,602.70	12,775.97	(826.73)	137,573.98	153,311.20	15,737.22	153,311.20
Social Activities							
8000 - Total Social Activities:	23,018.79	8,545.87	(14,472.92)	118,677.43	102,550.00	(16,127.43)	102,550.00
Total Social Activities	23,018.79	8,545.87	(14,472.92)	118,677.43	102,550.00	(16,127.43)	102,550.00
Grounds & Maintenance							
9000 - Total Grounds & Maintenance	24,580.40	25,976.19	1,395.79	294,966.82	311,714.50	16,747.68	311,714.50
Total Grounds & Maintenance	24,580.40	25,976.19	1,395.79	294,966.82	311,714.50	16,747.68	311,714.50
Pool							
8800 - Total Pool & Amenity Center:	6,950.00	7,541.63	591.63	140,214.77	90,500.00	(49,714.77)	90,500.00
Total Pool	6,950.00	7,541.63	591.63	140,214.77	90,500.00	(49,714.77)	90,500.00
Utilities							
8900 - Total Utilities:	26,567.65	16,581.63	(9,986.02)	147,092.15	198,980.00	51,887.85	198,980.00
Total Utilities	26,567.65	16,581.63	(9,986.02)	147,092.15	198,980.00	51,887.85	198,980.00
Taxes & Insurance							
8700 - Total Taxes & Insurance	1,719.25	1,081.87	(637.38)	11,951.20	12,982.00	1,030.80	12,982.00
Total Taxes & Insurance	1,719.25	1,081.87	(637.38)	11,951.20	12,982.00	1,030.80	12,982.00
Total Expense	96,438.79	72,503.16	(23,935.63)	850,476.35	870,037.70	19,561.35	870,037.70
Operating Net Total	(65,596.50)	.02	(65,596.52)	73,038.81	.79	73,038.02	.79
Net Total	(65,596.50)	.02	(65,596.52)	73,038.81	.79	73,038.02	.79

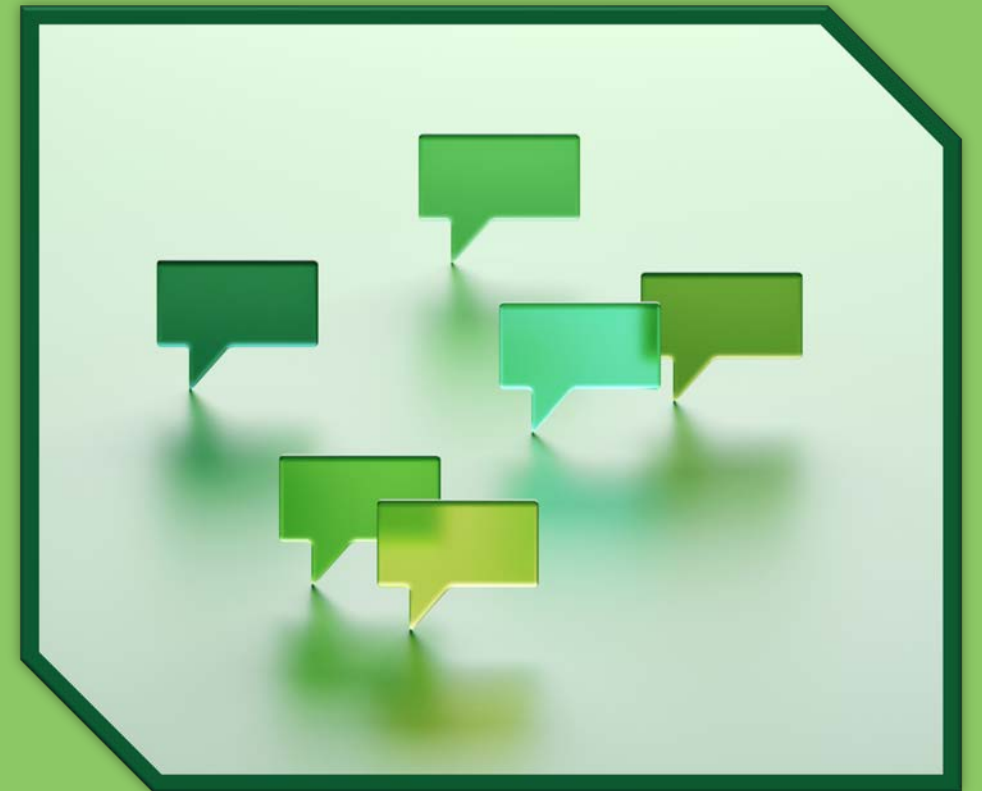
Financial Management Continued



- Prepare annual budget for board(s) of directors approval. Budget process includes:
 - Soliciting bids for enhancement projects, Board 'wish list' and Contract re-negotiations
 - Reserve study review to cross reference real time need on amenity replacement and/or repair recommendations
 - Investment or project opportunities with surplus funds
 - Ancillary Services &/or Additional Amenity Presentation
 - Analysis of EOY budgets vs. actuals for trending and future year(s) forecasting
- Preparation of EOY 1099's and Financial Statements
- Contract for year end financial review or audits and tax filings
- Provide online and auto draft payment options – several options are free of charge
- Provide resale and refinance package to title and mortgage professionals
- Welcome new owner package of HOA information and Welcome Bag (with branded merchandise) if approved by board
- Set-up billing and collections for special assessments, if needed

Website Management

We'll take on the tech stuff.



VCM Bridge

Mobile App and Website

VCM Bridge is a mobile app and website interface for your official association news, events, communication and documents.

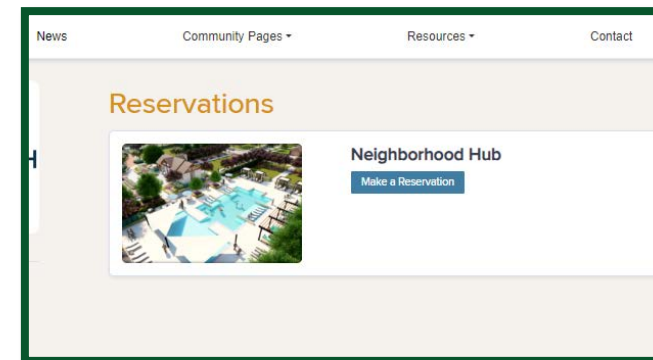
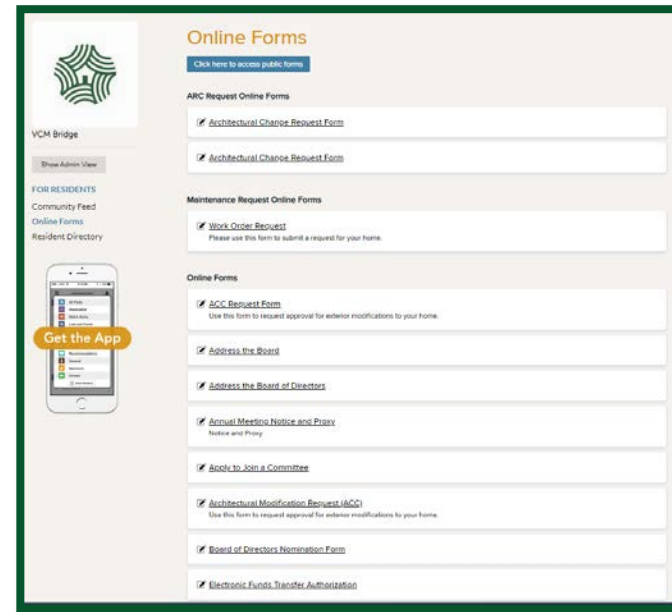
Bridge gives homeowners instant, mobile access to your association – allowing them to connect to their community through an updated, modernized desktop or mobile website





Website Management

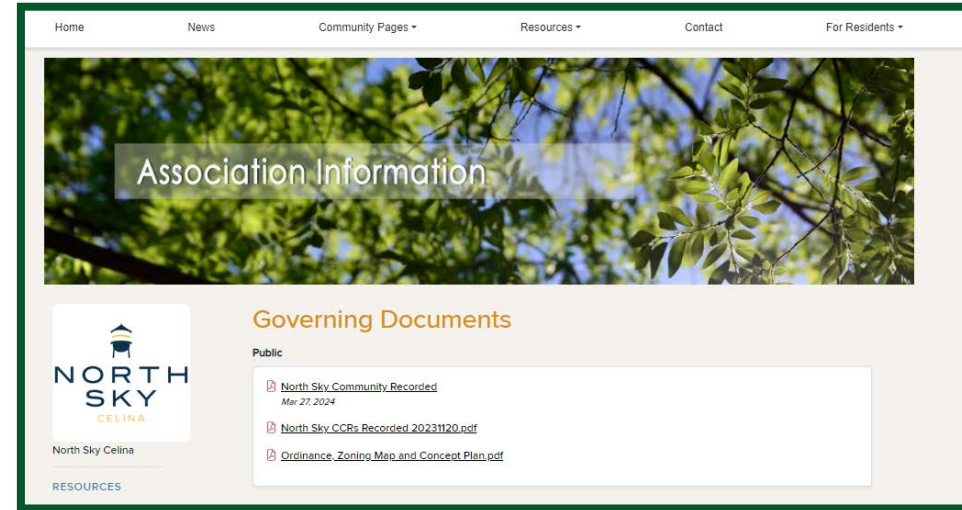
- Notifications via email, text or app (dependent on homeowner notification preferences) for any issues that arise – Real Time Notifications
- Architectural request submittals, for homeowners
- Architectural chat, review and approval/denial, for the architectural control committee
- Pool reservations including reservation calendar, for homeowners
- Board portal, with contracts, updates, financial packages and much more!
- Homeowner online payment options, with single sign-on to make HOA dues payments, replacement pool cards
- Unlimited online forms for homeowner inquiries from “report aviolation” to “join a committee”
- Daily management of work orders
- Committee-specific portals for discussion, calendar events, etc.
- Document repository for Covenant enforcement drives and Common Area inspection reports, management reports, insurance policies and so much more!





Website Management

- Process owners architectural modification requests utilizing our online portal/app for ease in electronic submission, voting and owner/board viewing capabilities in real time.
- Frequent electronic communication is sent related to all aspects of HOA business (lifestyle or group events, HOA education, tips, tricks and reminders, real time community issues, gate malfunctions, etc.), project updates, payment reminders, upcoming trainings, volunteer opportunities, upcoming meetings, etc..
- Approved board meeting minutes uploaded for homeowner view
- Income/expense statement and balance sheet for homeowner view
- Full financial packages for board view
- Online nomination forms, election or other voting
- Homeowner surveys, as needed





Try it out today!

Visit: visiondemo.nabrnetwork.com.

To view as an Admin:

Login: websitedemo@vcmtexas.com

Password: VCMdemo21

To view as a Resident:

Login: vcmdemoresident@demo.com

Password: VCMdemores



Pricing

Ransom Canyon POA





Pricing Outline

- **Monthly Management Fee: \$2.50 per door/ per month**
 - Quarterly Board Meetings during business hours via zoom plus (1) Annual Meeting during evening hours via zoom
 - Quarterly Common Area/Amenity Walk
 - Property Management, Financial & Website Management as noted in service pages all included

Additional Drives &/or in person meetings: (covenant enforcement, vendor walks, committee/board meetings etc.) to be billed at our hourly rate of \$95.00 + mileage



Administrative Fee Schedule

Postage	At cost plus 5%
Copies	0.14 each
Color Copies.....	0.19 each
Misc. Supplies.....	Files, folders, binders, etc. at cost plus 5%
Invoices/Statements.....	At cost plus 5%
Checks.....	At cost
Community Wide Mailing	Postcards, copies and or envelopes at cost plus 5%
Prep of 1099's.....	\$10.00 each
Physical/Electronic Storage	\$20.00 per month
Website Set Up Fee	\$250.00 one time charge
Community Website Fee	\$59.95 per month
E-Newsletter or Branding production	\$95.00 per hour
General Hourly Rate – Professional Admin	\$95.00 per hour (insurance claims, lawsuits, board meeting attendance outside of contract, meeting attendance longer than two hours per meeting in evenings, etc.)

Administrative Fee Schedule

Fees charged back
to the homeowner



Delinquency

Processing	\$10.00 Reminder Notice (30 days)
	\$15.00 Late Notice (60 days)
	\$25.00 Referral to Attorney “Certified” (90 days & 120 days)
	\$30.00 NSF Returned check
	\$25.00 Set-up of payment schedule or non-routine custom collection correspondence

Legal Fees	Attorney Time, Postage and Fees at cost
	\$50.00 per hour Document Prep Legal Referrals
	\$75.00 per hour Document Prep Foreclosure

All charges/fees are subject to change with 30 days written advance notice to the Board

Administrative Fee Schedule

Fees charged back
to the homeowner



Resale or 1st Buyer Transfer.....\$340.00 Resale Package (collected at closing)
\$250.000 Covenant Inspection Fee (Optional per buyer request)
\$250.00 Transfer Fee (collected at closing)

Refinance, Statement Of
Account & Estoppel Processing\$50.00 per transaction (collected in advance)

Online Payment ACH/Direct Debit – \$3.95 per transaction
\$3.75% credit
\$7.95 per transaction debit payment

All charges/fees are subject to change with 30 days written advance notice to the Board

Thank you!