

# KELSEY PARK



2025  
HOMEOWNERS ASSOCIATION  
MEETING

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October 21, 2025

# 2025 Kelsey Park Annual HOA Membership Meeting

Thursday, January 23, 2025

6:30 PM

## AGENDA

- Call to Order – Establish quorum

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- Approval of Previous Membership Meeting Minutes
  - February 10, 2025 - Written Consent of Members in Lieu of Regular Meeting of the Members of Kelsey Park HOA Ratification
- Election of Board Members
  - Ratification of Electronic Voting Results
- Development Update
- Financial Reports
  - Financial Reports
  - Schedule of Fees
  - 2026 Budget
- New Business
- Upcoming Events
- Adjourn

# MEMBERSHIP DEFINITIONS

## Article II

### Section 2.02-2.03

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**2.02 Membership.** Every Owner (including Declarant) shall automatically be and must remain a Member- of the Association so long as such Person is an Owner. The membership of a Person in the Association shall terminate automatically whenever such Person ceases to be an Owner, except that such termination shall not release or relieve such Person from any liability or. obligation arising under this Declaration during such Person's period of ownership. Any transfer of title to a Lot shall operate automatically to transfer membership in the Association appurtenant to such Lot to the new Owner of such Lot.

# MEMBERSHIP DEFINITIONS

## Article II

### Section 2.02-2.03

**2.03 Voting Rights.** The Association shall have the following two (2) classes of voting memberships:

**(a) CLASS A:** "Class A Members" (herein so called) shall be all Member's other than Declarant [except as provided in Section 2.03(b) hereof]. Class A Members shall be entitled to one (1) vote for each Lot in which they hold the interest required for membership. If any Lot is owned by more than one (1) Owner, the number of votes attributable to such Lot still shall be one (1), and such one (1) vote may be cast only if all of the Owners owning such Lot, prior to the time of the vote in question, have delivered to the Association a written agreement as to how such vote is to be cast or a written designation of one (1) of such Owners to cast the vote attributable to such Lot. Any Owner who is not an individual must designate, upon request of the Board, a representative to act for such Owner in Association matters and to cast the vote of such Owner, such designation to be made in writing to the Board.

**(b) CLASS B:** The sole "Class B Member" (herein so called) shall be Declarant. The Class B Member shall be entitled to ten (10) votes for each Lot which it owns. The Class B membership shall cease at such time as Declarant and Declarant's Affiliates no longer own any Lots.

# Quorum

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## **BYLAWS – Section 2.5**

Section 2.5. The members holding one-third of the total votes entitled to be cast, represented in person or by proxy, shall constitute a quorum at meetings of members except as otherwise provided in the Certificate of Formation, the Declaration of Covenants, Conditions Restrictions and Easements, Easements, (the original “Declaration”) filed as Document No. 2012032280, of the Deed Records of Lubbock County, Texas, as may be amended from time to time. If, however, a quorum shall not be present or represented at any meeting of the members, the members present in person or represented by proxy shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented. At such adjourned meeting at which a quorum shall be present or represented any business may be transacted which might have been transacted at the meeting as originally notified.

# Quorum

## **DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS – ARTICLE II, SECTION 2.04, SUBSECTION (c)**

The quorum (a "Regular Quorum") required for any action other than the action referred to in Section 2.05(b) hereof shall be as follows:

Members, represented at a duly called meeting of the Members in person or by a legitimate proxy in form provided in the Association Documents or otherwise approved by the Board, entitled to cast at least **thirty percent (30%)** of all of the votes of Members (both classes of Members taken together) shall constitute a Regular Quorum.

If the required Regular Quorum is not present at such meeting, that meeting may be adjourned, and an additional meeting may be called, subject to the notice requirement set forth herein, with the required Regular Quorum at such second meeting being reduced to **one-half (1/2)** of the required Regular Quorum at the preceding meeting; provided, however, that such second meeting must be held not later than thirty (30) days after the first meeting.

Further, if the reduced required Regular Quorum is not present at such second called meeting, the adjournment of the meeting may be called, subject to the notice requirement set forth herein, with Declarant alone constituting the required Regular Quorum at such third meeting; provided that such third meeting must be held not later than forty-five (45) days after the first meeting.

# Quorum Calculation

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**796** Total Platted Lots

790 – owned by Builders or Residents

6 – owned by Declarant

(each lot counts as 10 votes)

$$790 + 60 = 850$$

$$850 \times 30\% = 255$$

- **Total needed for Quorum**

$$255 \times 50\% = 127.5 \text{ or } 128$$

- **total needed for reconvened meeting  
Quorum**

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# Development Update

## **DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS – ARTICLE II, SECTION 2.04, SUBSECTION (d)**

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(d) As an alternative to the procedure set forth in this Section, any action may be taken without a meeting upon obtaining the assent given in writing and signed by Members who hold at least {i) sixty percent (60%) of the outstanding votes eligible to be cast by Members (both classes of Members taken together) for actions referred to and requiring a Special Quorum as provided in Section 2.05(b) hereof, or (ii) at least thirty percent (30%) of the outstanding votes eligible to be cast by Members (both classes of Members taken together) for actions referred to and requiring a Regular Quorum as provided in Section 2.05(c) hereof.

**WRITTEN CONSENT OF MEMBERS  
IN LIEU OF REGULAR MEETING  
OF THE MEMBERS  
OF KELSEY PARK HOMEOWNERS ASSOCIATION, INC.**

(the "Association")

**February 10, 2025**

Pursuant to Section 2.04(d) of the Fifth Amended and Restated Declaration of Covenants, Conditions, Restrictions, and Easements for Kelsey Park Subdivision, the undersigned members of Kelsey Park Subdivision hereby consent to the following actions without a formal meeting.

By signing below, the undersigned member(s) approve or disapprove the following HOA matters as indicated:

**BALLOT ISSUE #1 - RATIFICATION OF 1ST & 2ND  
AMENDMENTS TO THE 5TH**

The undersigned member(s) vote as follows regarding the ratification of the First and Second Amendments to the Fifth Amended and Restated Declaration:

- Approve** the ratification of the First and Second Amendments  
 **Disapprove** the ratification of the First and Second Amendments

Reference Document: *First and Second Amendments to the Fifth Amended Declaration are attached hereto as Exhibit "1" and Exhibit "2"*.

**BALLOT ISSUE #2 - PROPOSED THIRD AMENDMENT TO  
THE 5TH**

The undersigned member(s) vote as follows regarding the adoption of the Third Amendment to the Fifth Amended and Restated Declaration:

- Approve** the adoption of the Third Amendment  
 **Disapprove** the adoption of the Third Amendment

Reference Document: *Proposed Third Amendment to the Fifth Amended Declaration is attached hereto as exhibit "3"*.

**MEMBER CERTIFICATION & SIGNATURE**

By signing below, the undersigned certify that they are the owner(s) of record for the property listed and that they are entitled to vote on the above matters in accordance with the governing documents of the Association. The undersigned direct that this consent be filed with the minutes of the proceedings of the Members of the Association.

Executed as of the 10 day of February, 2025

**Declarant:**

Eastwick at Kelsey, LLC, a Texas limited liability company,

By:   
Rex Robertson, Its Manager.

**Lot Numbers:** see the attached list

**Total Votes:** 690

# Board of Directors

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## Committees

Transition

Budget & Finance

Architectural Review

Safety & Enforcement

Playground

Landscape

Social & Event Planning

Welcome & Newsletter



# Kelsey Park Master Plan

# Well House Repaint & Lighting Installation



KELSEY PARK



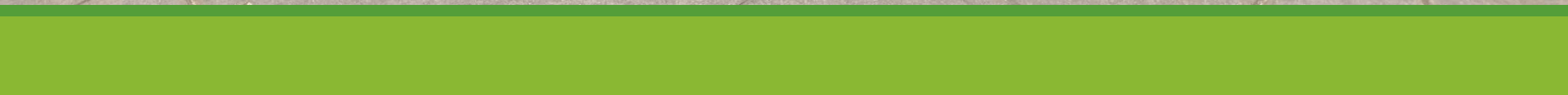
ENCLAVE

at

KELSEY PARK



FORD DEVELOPMENT



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# Financials

**KELSEY PARK  
BALANCE SHEET  
FOR THE YEAR ENDING  
SEPTEMBER 30, 2025  
ACCRUAL BASIS**

<b>ASSETS</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>9/30/2025</b>
<b>Current Assets</b>					
Lubbock National Bank	\$132,754.89	\$181,893.78	\$37,202.62	\$11,655.82	\$61,518.59
Lubbock National Bank - CD-4.2%			\$100,000.00	\$0.00	\$0.00
Accounts Receivable	18,361.55	17,921.14	23,090.55	40,877.22	65,600.91
<b>TOTAL CURRENT ASSETS</b>	<b>\$151,116.44</b>	<b>\$199,814.92</b>	<b>\$160,293.17</b>	<b>\$52,533.04</b>	<b>\$127,119.50</b>
<b>LIABILITIES</b>					
Liabilities					
<b>Current Liability</b>					
Prepayments of Dues	\$1,172.68	\$17,616.00	\$56,375.87	\$11,108.41	\$1,582.14
Accounts Payable	12,855.27	2,135.30	92.83	40,990.25	70.07
<b>Total Current Liability</b>	<b>\$14,027.95</b>	<b>\$19,751.30</b>	<b>\$56,468.70</b>	<b>\$52,098.66</b>	<b>\$1,652.21</b>
<b>Total Liabilities</b>	<b>\$14,027.95</b>	<b>\$19,751.30</b>	<b>\$56,468.70</b>	<b>\$52,098.66</b>	<b>\$1,652.21</b>
<b>EQUITY</b>					
Retained Earnings	\$108,420.89	\$137,088.49	\$180,063.62	\$103,824.47	\$434.38
Net Income	\$28,667.60	\$42,975.13	(\$76,239.15)	(\$103,390.09)	\$125,032.91
<b>Total Equity</b>	<b>\$137,088.49</b>	<b>\$180,063.62</b>	<b>\$103,824.47</b>	<b>\$434.38</b>	<b>\$125,467.29</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 151,116.44</b>	<b>\$ 199,814.92</b>	<b>\$ 160,293.17</b>	<b>\$ 52,533.04</b>	<b>\$ 127,119.50</b>

# Accounts Receivable Breakdown

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**\$65,600.91 –**

**Kelsey Park Proper - \$35,181.64**

- 22 accounts – 16 Liens filed of record – 1 Foreclosure in Process

**Enclave at Kelsey Park - \$9,783.56**

- 15 accounts – 7 Liens filed of record

**Estates of Kelsey Park - \$8,918.27**

- 5 accounts – 1 Lien filed of record

**Eastwick of Kelsey Park - \$11,717.44**

- 25 accounts - 5 Liens filed of record

**KELSEY PARK**  
**STATEMENT OF REVENUE & EXPENDITURES**  
**BUDGET VS ACTUAL**  
**DECEMBER 31, 2024 –SEPTEMBER 30, 2025\***

Cash Basis

REVENUE	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2025 Actual thru 9/30/2025
ASSOCIATION FEE INCOME - Kelsey Park - 235	\$ 84,600.00	\$ 102,333.91	\$ 84,600.00	\$ 68,348.74	\$ 105,750.00	\$ 98,965.33
ASSOCIATION FEE INCOME - Enclave- 236	69,360.00	65,743.89	66,960.00	65,826.31	90,900.00	93,839.16
ASSOCIATION FEE INCOME - Estates - 91	31,560.00	39,519.48	32,520.00	24,002.55	40,350.00	37,073.64
ASSOCIATION FEE INCOME - Eastwick - 234	18,480.00	42,261.11	37,800.00	35,433.19	68,400.00	70,406.66
ASSOCIATION FEE INCOME - Multi-Family	11,400.00	11,400.00	11,400.00	34,350.00	26,700.00	26,700.00
ASSOCIATION LATE FEE INCOME (1%)	2,154.00	7,871.06	2,332.80	7,737.88	3,321.00	12,957.18
ENCLAVE DEVELOPED LOTS	3,600.00	1,860.00	1,440.00			
EASTWICK DEVELOPED LOTS	10,980.00	9,360.00	11,160.00		12,300.00	
RESALE INCOME						500.00
TRANSFER FEE INCOME						13,000.00
OTHER INCOME		924.24	1,000.00	3,853.43	1,000.00	750.00
<b>TOTAL REVENUE</b>	<b>\$ 232,134.00</b>	<b>\$ 281,273.69</b>	<b>\$ 249,212.80</b>	<b>\$ 239,552.10</b>	<b>\$ 348,721.00</b>	<b>\$ 354,191.97</b>
<b>EXPENDITURES</b>						
BANK FEES/CONVENIENCE FEE	\$ -	\$ 6.40	\$ 50.00	\$ -	\$ 50.00	\$ 3.00
INTERNET/WEBSITE EXPENSE		362.63	900.00	586.90	900.00	438.12
INSURANCE	9,350.00	10,290.00	11,500.00	9,985.00	11,500.00	7,287.00
INTEREST						791.23
LANDSCAPING*	134,000.00	203,666.18	246,650.00	308,184.35	227,802.50	196,087.74
LEGAL & PROFESSIONAL FEES	3,000.00	548.00	1,000.00	2,690.23	3,000.00	13,267.00
MANAGEMENT FEES	22,440.00	30,502.00	39,900.00	27,647.50	41,472.00	42,504.75
OFFICE SUPPLIES	1,500.00	2,361.93	1,500.00	4,963.13	1,500.00	975.00
OTHER EXPENSES	250.00	5,693.39	1,500.00	2,531.83	3,000.00	613.00
PROPERTY TAXES	1,650.00	1,742.68	1,900.00	4,971.36	2,500.00	4,279.42
REPAIRS	7,500.00	871.42	3,000.00	400.00	3,000.00	1,178.70
SPECIAL PROJECTS	30,890.00	56,419.68	10,000.00	2,098.17	10,000.00	1,308.49
SUPPLIES	1,500.00	1,361.02	1,000.00	445.78	1,500.00	1,279.87
UTILITIES	13,800.00	11,302.03	12,000.00	13,489.18	13,000.00	8,104.94
<b>TOTAL EXPENDITURES</b>	<b>\$ 225,880.00</b>	<b>\$ 325,127.36</b>	<b>\$ 330,900.00</b>	<b>\$ 377,993.43</b>	<b>\$ 319,224.50</b>	<b>\$ 278,118.26</b>
<b>EXCESS RESERVE/CONTINGENCIES</b>	<b>\$ 6,254.00</b>	<b>\$ (43,853.67)</b>	<b>\$ (81,687.20)</b>	<b>\$ (138,441.33)</b>	<b>\$ 29,496.50</b>	<b>\$ 76,073.71</b>
<b>CAPITAL IMPROVEMENTS</b>						
CAPITAL IMPROVEMENTS - PARK						\$ 2,135.00
<b>TOTAL EXCESS OF REVENUES LESS EXPENDITURES &amp; CAPITAL IMPROVEMENTS</b>						<b>\$ 73,938.71</b>

# Landscape Breakdown

<b>Landscaping Expense Breakdown</b>	<b>2024 Actual</b>	<b>Actual thru 9/30/2025</b>
Flowerbed Maintenance Contract	\$18,545.15	\$18,642.50
Irrigation Repairs	11,643.65	44,200.35
Chemical/Fertilizer		16,350.00
Landscape Maintenance Contract	260,715.80	93,609.89
Tree Trimming/Replacement	15,100.00	
Shredding/Tumbleweeds/Cattails	1,160.00	21,820.00
Misc. Landscaping		965.00
Drainage Repair/Maintenance	1,019.75	500.00
<b>TOTALS</b>	<b>\$308,184.35</b>	<b>\$196,087.74</b>





- 89.5 total acres of Park
- 30.4 acres of turf and
- 59 acres which have to be shredded

# Increase explanation

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(b) The Board may establish the maximum annual Regular Assessment and the maximum Per-Lot Regular Assessment Amount for each Lot, provided that the maximum annual Regular Assessment and the maximum Per-Lot Regular Assessment Amount may not be increased more than twenty-five percent (25%) above the maximum annual Regular Assessment and the maximum Per-Lot Regular Assessment Amount for the previous year unless approved by a Special Quorum of the Members of the Association as provided in Section 2.04(b) hereof. Notwithstanding the foregoing, in the event that the Board determines that due to unusual circumstances the maximum annual Regular Assessment and the maximum Per-Lot Regular Assessment Amount even as increased by twenty-five percent (25%) will be insufficient to enable the Association to pay the Common Expenses, then in such event, the Board shall have the right to increase the maximum annual Regular Assessment and the maximum Per-Lot Regular Assessment Amount by the amount necessary to provide sufficient funds to cover the Common Expenses without the approval of the Members as provided herein; provided, however, the Board shall only be allowed to make one (1) such increase per calendar year without obtaining approval of a Special Quorum of the Members as provided in Section 2.04(b) hereof.

# 2026 ASSESSMENTS

The Per-Lot Regular Assessment for  
2026 will be as follows:

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**\$550.00 - Completed  
residence**

**\$180.00 - Developed Lot**

**Late fees:**

\$50.00 Late Fee - March 1st

\$10.00 Late Fee - April 1st

\$10.00 Late Fee - May 1st

\$10.00 Late Fee - June 1st

\$10.00 Late Fee - July 1st

\$10.00 Late Fee - August 1st

Lien Fee - \$50.00

Attorney Fee - \$250.00

**Violation Fines:**

1st Offense - \$50.00

2nd Offense - \$100.00

3rd Offense - \$200.00

**Resale Certificates:**

\$375.00

**Transfer Fee:**

\$500.00



**HOMEOWNERS ASSOCIATION, INC.**  
**2026 BUDGET**

<b>REVENUE</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>
ASSOCIATION FEE INCOME - Kelsey Park - 235	\$ 84,600.00	\$ 84,600.00	\$ 105,750.00	\$ 129,250.00
ASSOCIATION FEE INCOME - Enclave- 236	69,360.00	66,960.00	90,900.00	120,633.33
ASSOCIATION FEE INCOME - Estates - 91	31,560.00	32,520.00	40,350.00	48,583.33
ASSOCIATION FEE INCOME - Eastwick - 234	18,480.00	37,800.00	68,400.00	92,766.67
ASSOCIATION FEE INCOME - Multi-Family	11,400.00	11,400.00	26,700.00	27,270.00
ASSOCIATION LATE FEE INCOME (1%)	2,154.00	2,332.80	3,321.00	3,912.33
ENCLAVE DEVELOPED LOTS	3,600.00	1,440.00		
EASTWICK DEVELOPED LOTS	10,980.00	11,160.00	12,300.00	
RESALE INCOME				
TRANSFER FEE INCOME				
OTHER INCOME		1,000.00	1,000.00	1,000.00
<b>TOTAL REVENUE</b>	<b>\$ 232,134.00</b>	<b>\$ 249,212.80</b>	<b>\$ 348,721.00</b>	<b>\$ 423,415.67</b>
<b>EXPENDITURES</b>				
BANK FEES/CONVENIENCE FEE	\$ -	\$ 50.00	\$ 50.00	\$ 50.00
INTERNET/WEBSITE EXPENSE		900.00	900.00	600.00
INSURANCE	9,350.00	11,500.00	11,500.00	11,500.00
INTEREST				-
LANDSCAPING*	134,000.00	246,650.00	227,802.50	264,520.00
LEGAL & PROFESSIONAL FEES	3,000.00	1,000.00	3,000.00	3,000.00
MANAGEMENT FEES	22,440.00	39,900.00	41,472.00	50,200.00
OFFICE SUPPLIES	1,500.00	1,500.00	1,500.00	3,462.60
OTHER EXPENSES	250.00	1,500.00	3,000.00	1,500.00
PROPERTY TAXES	1,650.00	1,900.00	2,500.00	5,000.00
REPAIRS	7,500.00	3,000.00	3,000.00	3,000.00
SPECIAL PROJECTS	30,890.00	10,000.00	10,000.00	10,000.00
SUPPLIES	1,500.00	1,000.00	1,500.00	1,500.00
UTILITIES	13,800.00	12,000.00	13,000.00	13,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 225,880.00</b>	<b>\$ 330,900.00</b>	<b>\$ 319,224.50</b>	<b>\$ 367,332.60</b>
<b>EXCESS RESERVE/CONTINGENCIES</b>	<b>\$ 6,254.00</b>	<b>\$ (81,687.20)</b>	<b>\$ 29,496.50</b>	<b>\$ 56,083.07</b>
<b>CAPITAL IMPROVEMENTS</b>				
CAPITAL IMPROVEMENTS - PARK				\$ 10,000.00
<b>TOTAL EXCESS OF REVENUES LESS EXPENDITURES &amp; CAPITAL IMPROVEMENTS</b>				<b>\$ 46,083.07</b>



# Projected Landscape Budget

*LANDSCAPING EXPENSE BREAKDOWN	Projected
Flowerbed Maintenance Contract	\$25,000.00
Irrigation Repairs	25,000.00
Landscape Maintenance Contract w/chemical application	178,020.00
Tree Replacement/Trimming	10,000.00
Shredding/Tumbleweeds/Cattails	24,000.00
Drainage Repair	1,000.00
Misc. Landscaping	\$ 1,500.00
<b>TOTAL</b>	<b>\$ 227,802.50</b>

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# New Business

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# Election

## Nominated Candidates:

Bruce Lowe

Lee McClure

Savannah York

## Write-Ins from Electronic Voting:

Michael Carman

Alex Martinez

Amber Tucker

Michelle Thodes

Kanye West

# Board of Directors Election

### **Current Board Members:**

Jason Riebe – President

Bruce Lowe – VP

Savannah York –  
Sec./Treas.

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# Upcoming Events

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# Concerns

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# Questions



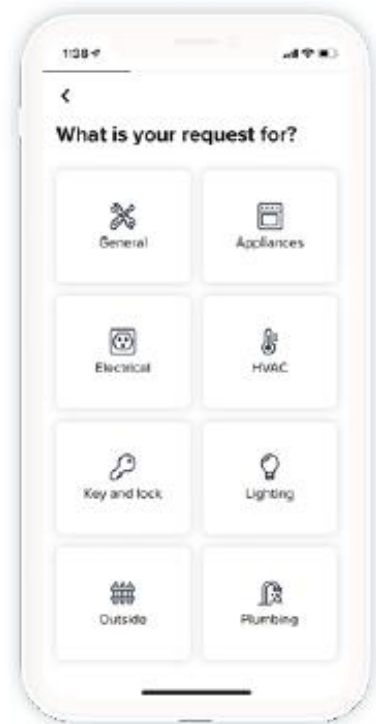
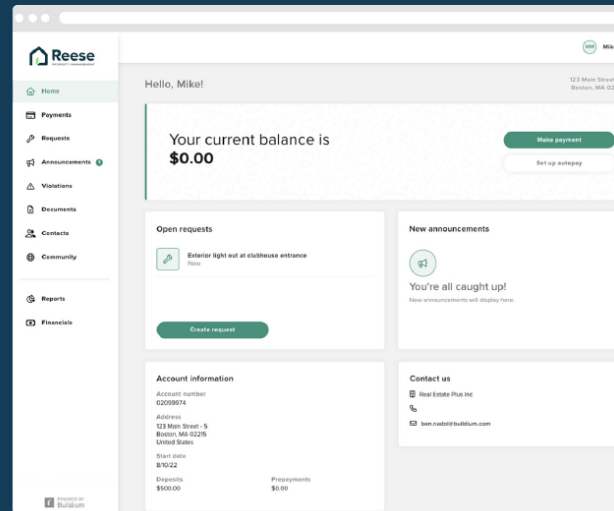


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# Say hello to a better resident experience.

Most of your life is managed online, so why should your resident experience be any different?

We are pleased to offer you the Resident Center, which gives you easy access to manage your living experience online.



Scan the QR Code for Resident Center

## BENEFITS



### Online Payments

Make online payments and keep track of your payment history



### Manage Violations

Easily manage, update and resolve violations.



### Maintenance Requests

Submit maintenance requests from your mobile device or computer



### Access Documents

Get easy access to important documents related to your lease



### Messages

View notifications and announcements in one convenient place



### Mobile App

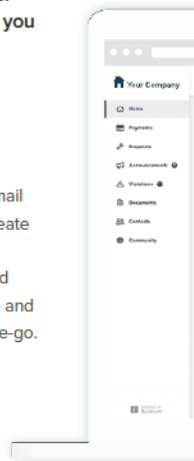
Easily access the Resident Center app at anytime, anywhere

## Resident Center Guide

Welcome to the Resident Center! It has been designed specifically to let you easily manage your living experience and and make payments online. We've provided some instructions below to help you get up and running— let's get started!

### Create a password and sign in

Your password will be sent in a welcome email. This email will contain the website URL and your username. To create your account click "Activate Account". Next, set your password to create your account. Note: We recommend bookmarking the Resident Center URL for desktop use and downloading the Resident Center mobile app for on-the-go.



[www.KelseyPark.com](http://www.KelseyPark.com)

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12402 Slide Road

Suite#204

Lubbock, TX 79424

For assistance with account access, please  
visit

[www.HawkizeMgmt.com](http://www.HawkizeMgmt.com)

or email

[Info@HawkizeMgmt.com](mailto:Info@HawkizeMgmt.com)

[806-368-4007](tel:806-368-4007)

**KELSEY PARK**

The Kelsey Park logo features the words "KELSEY PARK" in a green, serif font. Below the text is a decorative graphic consisting of a horizontal line with a stylized, swirling leaf or vine motif in the center.