



LUBBOCK HIGHLAND OAKS HOMEOWNERS ASSOCIATION

Agenda

- Call to Order
- Approval of Previous Membership Meeting Minutes
January 16, 2025
- Election of Board Members
Ratification of Electronic Voting Results
- Water Project Update
- Financial Reports
Financial Reports
Schedule of Fees
2026 Budget
- New Business
- Board Report
- Master Plan
- Adjourn



Election of Directors

Chance Britt

Shannon Hansen

Malcolm Laing

Michelle Newman

Robin Sefcik



Water Project Update



Financial Reports

Balance Sheet

Accrual Basis		
Assets	12/31/2024	12/15/2025
Current Asset		
Operating Account - City Bank	\$ 56,786.49	\$ 18,093.14
Operating Account - Spur Security		64,225.97
Reserve Account - City Bank	\$ 82,348.07	
Reserve Account - Spur Security		\$ 82,871.24
Accounts Receivable	(1,490.00)	12,295.28
Total Current Asset	\$ 137,644.56	\$ 177,485.63
Total Assets	\$ 137,644.56	\$ 177,485.63
Liabilities		
Accounts Payable		\$ 22.47
Prepayments		\$ 1,840.53
N/P - Spur Security - PID		\$ 18,687.00
Total Liabilities	\$ -	\$ 20,550.00
Equity		
Retained Earnings	\$ 116,431.80	\$ 137,644.56
Retained Earnings - Glasheen	\$ 2,884.00	\$ 2,884.00
Net Income	18,328.76	16,407.07
Total Equity	\$ 137,644.56	\$ 156,935.63
Total Liabilities & Equity	\$ 137,644.56	\$ 177,485.63

Budget vs. Actual - Income

				2023	2023	2024	2024	2025	2025
				Actual	Budget	Actual	Budget	Actual thru 12/15/25	Budget
Revenue									
	HOA Dues			\$ 151,600.00	\$ 153,000.00	\$ 152,935.00	\$ 153,000.00	\$ 166,125.53	\$ 168,300.00
	Late Fees			4,100.00		2,025.00		2,909.73	
	Uncollectible								(841.50)
	Interest Income			875.78		832.15			500.00
	Less: Infrastructure Interest								(24,500.00)
	Misc Income			302.32		633.89		4,233.74	
Total Revenue				\$ 156,878.10	\$ 153,000.00	\$ 156,426.04	\$ 153,000.00	\$ 173,269.00	\$ 143,458.50

Budget vs. Actual – Expenditures

Administrative

				2023	2023		2024	2024		2025	2025
				Actual	Budget		Actual	Budget		Actual thru 12/15/25	Budget
Expenditures											
	Administrative Expenditures										
		Administrative Supplies									
		Bank Fees								39.50	
		Community Events		2,278.26	3,500.00		2,608.42	3,500.00		2,337.47	3,500.00
		Committee Expenses									
		Contract Labor									
		Filing Fees									
		Insurance		7,388.00	7,500.00		8,181.00	7,500.00		12,598.00	3,500.00
		Legal & Professional		3,594.04	800.00		3,510.67	3,000.00		2,987.59	600.00
		Management Fees		7,285.00	7,600.00		7,400.00	7,200.00		22,792.86	26,010.00
		Postage		265.10	500.00		661.98	500.00		9.80	500.00
		Publication/Newsletter Expense									
		Rental Expense			212.00						
		Security Service		30,424.96	32,200.00		19,301.50	32,200.00		8,372.00	20,000.00
		Supplies		496.91	700.00		584.09	700.00			500.00
	Total Administrative Expenses			\$ 51,732.27	\$ 53,012.00		\$ 42,247.66	\$ 54,600.00		\$ 49,137.22	\$ 54,610.00

Budget vs. Actual Expenditures Operating

			2023	2023	2024	2024	2025	2025
			Actual	Budget	Actual	Budget	Actual thru 12/15/25	Budget
Operating Expenses								
Utilities								
	Electric		\$ 13,352.87	\$ 19,500.00	\$ 13,593.46	\$ 16,000.00	\$ 12,999.38	\$ 15,000.00
	Garbage		329.25	600.00	825.78	600.00	355.21	800.00
	Internet		1,039.88	1,200.00	1,015.88	1,200.00	1,661.27	1,200.00
	Telephone		625.46	624.00	634.77	624.00		700.00
	Water							
	Total Utilities		\$ 15,347.46	\$ 21,924.00	\$ 16,069.89	\$ 18,424.00	\$ 15,015.86	\$ 17,700.00
Landscape Maintenance								
	Fertilizer/Chemicals				300.00			
	Irrigation Repair			\$ 1,600.00	\$ 475.00	\$ 1,600.00	\$ 497.16	\$ 500.00
	Landscape Maintenance Contract		20,350.00	21,000.00	22,750.00	21,000.00	15,750.00	25,000.00
	Repair & Maintenance							
	Seasonal Color						947.69	
	Tree Trimming/Replacement		1,400.00	2,000.00	6,050.00	6,000.00	1,500.00	
	Total Landscape Maintenance		\$ 21,750.00	\$ 24,600.00	\$ 29,575.00	\$ 28,600.00	\$ 18,694.85	\$ 25,500.00
Common Area Maintenance								
	Common Area Miscellaneous							
	Fence Maintenance							
	Fountain Maintenance		1,067.50	6,000.00	1,951.65	6,500.00	1,645.00	2,000.00
	Holiday Décor		1,550.00	1,200.00	1,449.65	1,200.00	1,064.75	1,200.00
	Lights Maintenance		1,414.99					500.00
	Playground Maintenance		9,000.00	9,000.00			2,682.60	3,500.00
	Well Maintenance		1,445.14					
	Total Common Area Maintenance		\$ 14,477.63	\$ 16,200.00	\$ 3,401.30	\$ 7,700.00	\$ 5,392.35	\$ 7,200.00
Amenity Center								
	Clubhouse Maintenance		\$ 1,975.00	\$ 1,800.00	\$ 2,125.00	\$ 2,000.00	\$ 250.93	\$ 2,000.00
	Clubhouse Repairs		119.56	1,500.00	280.26	1,500.00	92.01	1,500.00
	Clubhouse Supplies		319.87	500.00	261.75	500.00	114.83	400.00
	Playground Equipment Repairs				1,428.31	1,000.00	1,704.48	
	Pool Chemicals/Supplies		126.93				54.10	500.00
	Pool Equipment		3,940.30				-	
	Pool Maintenance Contract		9,200.00	8,555.00	9,745.00	9,500.00	12,245.25	10,000.00
	Pool Repairs		1,773.75	9,500.00	3,606.44	3,500.00	1,739.72	
	Splashpad Maintenance		1,010.00					
	Splashpad Repairs		2,832.00	2,800.00	8,137.48	200.00		
	Splashpad Supplies							
	Total Amenity Center		\$ 21,297.41	\$ 24,655.00	\$ 25,584.24	\$ 18,200.00	\$ 16,201.32	\$ 14,400.00
Taxes								
	Property Taxes		\$ 2,486.78	\$ 3,000.00	\$ 2,404.99	\$ 3,000.00		\$ 2,500.00
	Income Taxes				233.00		221.95	200.00
	Total Taxes		\$ 2,486.78	\$ 3,000.00	\$ 2,637.99	\$ 3,000.00	\$ 221.95	\$ 2,700.00
	Total Operating Expenditures		\$ 75,359.28	\$ 143,391.00	\$ 77,268.42	\$ 130,524.00	\$ 104,663.55	\$ 122,110.00
Total Expenditures			\$ 127,091.55	\$ 143,391.00	\$ 119,516.08	\$ 130,524.00	\$ 104,663.55	\$ 122,110.00
Excess of Revenue over Expenditures			\$ 29,786.55	\$ 9,609.00	\$ 36,909.96	\$ 22,476.00	\$ 68,605.45	\$ 21,348.50

Budget vs. Actual – Expenditures

Non-Operating

			2023	2023		2024	2024		2025	2025
			Actual	Budget		Actual	Budget		Actual thru 12/15/25	Budget
Non-Operating Revenues/Expenditures										
	Venue Rental Income		\$ 18,456.00			\$ 14,903.50			\$ 700.00	\$ 15,875.00
	Venue Rental Cleaning								(3,175.00)	
	Venue Rental Expenses - Other		(20,881.00)	(2,500.00)		(16,578.50)	(2,500.00)		(2,589.80)	(14,000.00)
Total Non-Operating Revenue Over Expenditures			\$ (2,425.00)	\$ (2,500.00)		\$ (1,675.00)	\$ (2,500.00)		\$ (5,064.80)	\$ 1,875.00
Capital Revenue/Expenditures										
	Reserve Revenue									
	Reserve Assessment									
	Reserve Interest								523.17	
	Capital Improvement								(26,500.00)	(26,000.00)
Total Reserve Revenue			\$ -	\$ -		\$ -	\$ -		\$ (25,976.83)	\$ (26,000.00)
Capital Infrastructure										
	Infrastructure Assessment Revenue									\$ 350,000.00
	Infrastructure Revenue									24,500.00
	Infrastructure Debt Service									(24,500.00)
	Infrastructure Legal Counsel					(15,000.00)			(23,257.50)	(3,000.00)
	Engineering/Surveying		(3,994.35)			(1,906.20)			(6,960.00)	(300,000.00)
	Construction Project Management									
Total Capital Infrastructure			\$ (3,994.35)	\$ -		\$ (16,906.20)	\$ -		\$ (30,217.50)	\$ 47,000.00
Excess Capital Revenue over Expenditures			\$ (6,419.35)	\$ (2,500.00)		\$ (18,581.20)	\$ (2,500.00)		\$ (61,259.13)	\$ 22,875.00
Total Excess Revenues over Expenditures			\$ 23,367.20	\$ 7,109.00		\$ 18,328.76	\$ 19,976.00		\$ 7,346.32	\$ 44,223.50



2026 Annual Assessment - \$660.00

Late Fee - \$100.00 monthly

Accrual Rate - 18%

Clubhouse Rental Fee - \$250.00

Clubhouse Deposit - \$200.00 -
Refundable after inspection

Fines:

1st Notice - \$100.00

2nd Notice - \$100.00

3rd Notice - \$200.00

Schedule of Fees
Effective January 1, 2026

2026 Budget Adm. & Operating

				2024	2025	2026
				Budget	Budget	Preliminary Budget
Revenue						
	HOA Dues			\$ 153,000.00	\$ 168,300.00	\$ 168,300.00
	Late Fees					
	Uncollectible				(841.50)	(841.50)
					500.00	500.00
					(24,500.00)	
	Misc Income					
Total Revenue				\$ 153,000.00	\$ 143,458.50	\$ 167,958.50
Expenditures						
Administrative Expenditures						
	Administrative Supplies					
	Bank Fees					50.00
	Community Events			3,500.00	3,500.00	5,000.00
	Committee Expenses					1,000.00
	Insurance			7,500.00	3,500.00	14,000.00
	Legal & Professional			3,000.00	600.00	2,400.00
	Management Fees			7,200.00	26,010.00	26,010.00
	Postage			500.00	500.00	750.00
	Security Service			32,200.00	20,000.00	2,500.00
	Supplies			700.00	500.00	500.00
Total Administrative Expenses				\$ 54,600.00	\$ 54,610.00	\$ 52,210.00
Operating Expenses						
Utilities						
	Electric			\$ 16,000.00	\$ 15,000.00	\$ 15,000.00
	Garbage			600.00	800.00	800.00
	Internet			1,200.00	1,200.00	2,000.00
	Telephone			624.00	700.00	700.00
	Water					
Total Utilities				\$ 18,424.00	\$ 17,700.00	\$ 18,500.00

				2024	2025	2026
				Budget	Budget	Preliminary Budget
Landscape Maintenance						
	Fertilizer/Chemicals					500.00
	Irrigation Repair			\$ 1,600.00	\$ 500.00	\$ 500.00
	Landscape Maintenance Contract			21,000.00	25,000.00	25,000.00
	Repair & Maintenance					
	Seasonal Color					1,500.00
	Tree Trimming/Replacement			6,000.00		5,000.00
Total Landscape Maintenance				\$ 28,600.00	\$ 25,500.00	\$ 32,500.00
Common Area Maintenance						
	Common Area Miscellaneous					
	Fence Maintenance					
	Fountain Maintenance			6,500.00	2,000.00	2,000.00
	Holiday Décor			1,200.00	1,200.00	3,000.00
	Lights Maintenance				500.00	500.00
	Playground Maintenance				3,500.00	3,500.00
	Well Maintenance					
Total Common Area Maintenance				\$ 7,700.00	\$ 7,200.00	\$ 9,000.00
Amenity Center						
	Clubhouse Maintenance			\$ 2,000.00	\$ 2,000.00	\$ 1,000.00
	Clubhouse Repairs			1,500.00	1,500.00	1,500.00
	Clubhouse Supplies			500.00	400.00	400.00
	Playground Equipment Repairs			1,000.00		-
	Pool Chemicals/Supplies				500.00	500.00
	Pool Equipment					
	Pool Maintenance Contract			9,500.00	10,000.00	13,000.00
	Pool Repairs			3,500.00		1,500.00
	Splashpad Maintenance					
	Splashpad Repairs			200.00		1,000.00
	Splashpad Supplies					
Total Amenity Center				\$ 18,200.00	\$ 14,400.00	\$ 18,900.00
Taxes						
	Property Taxes			\$ 3,000.00	\$ 2,500.00	\$ 3,500.00
	Income Taxes				200.00	250.00
Total Taxes				\$ 3,000.00	\$ 2,700.00	\$ 3,750.00
Total Operating Expenditures				\$ 130,524.00	\$ 122,110.00	\$ 134,860.00
Total Expenditures				\$ 130,524.00	\$ 122,110.00	\$ 134,860.00
Excess of Revenue over Expenditures				\$ 22,476.00	\$ 21,348.50	\$ 33,098.50

2026 Budget – Non-Operating

				2024	2025	2026
				Budget	Budget	Preliminary Budget
Non-Operating Revenues/Expenditures						
	Venue Rental Income				\$ 15,875.00	\$ 2,000.00
	Venue Rental Cleaning					(1,000.00)
	Venue Rental Expenses - Other			(2,500.00)	(14,000.00)	(2,500.00)
	Total Non-Operating Revenue Over Expenditures			\$ (2,500.00)	\$ 1,875.00	\$ (1,500.00)
Capital Revenue/Expenditures						
	Reserve Revenue					
	Reserve Assessment					
	Reserve Interest					
	Capital Improvement				(26,000.00)	(50,000.00)
	Total Reserve Revenue			\$ -	\$ (26,000.00)	\$ (50,000.00)
Capital Infrastructure						
	Infrastructure Assessment Revenue				\$ 350,000.00	\$ -
	Infrastructure Revenue				24,500.00	-
	Infrastructure Debt Service				(24,500.00)	-
	Infrastructure Legal Counsel				(3,000.00)	-
	Engineering/Surveying				(300,000.00)	-
	Construction Project Management					
	Total Capital Infrastructure			\$ -	\$ 47,000.00	\$ -
	Excess Capital Revenue over Expenditures			\$ (2,500.00)	\$ 22,875.00	\$ (51,500.00)
	Total Excess Revenues over Expenditures			\$ 19,976.00	\$ 44,223.50	\$ (18,401.50)



New Business



Board Report



Master Plan

Legend

Existing pergolas

Shade Canopy

The Park

TODAY

Shade area, 12' x 37'

15 spaces

X

Surface badly broken up – use @ your own risk

An aerial photograph of Highland Oaks park. The map shows a clubhouse with a pool, a basketball court, a tennis court, and a ball diamond. Several orange squares indicate the locations of pergolas, and a yellow rectangle indicates a shade area. Red 'X' marks are placed on the tennis court. The map is surrounded by streets labeled 7540, 7550, 1840, 1850, and 1540. A red pin marks the location of Highland Oaks. The Google logo is visible at the bottom center.

Pergolas – four, 12' x 12'

9-2

This aerial map shows the Highland Oaks Golf Course clubhouse and surrounding area. The clubhouse is centrally located, with two pavilions (1 and 2) and a ball diamond nearby. The map includes various annotations such as colored boxes (orange, yellow, black), letters (a, b, c, d, L, S, #), and numbers (1, 2, 8, 15). A red location pin marks the clubhouse area. The map also shows surrounding roads (C R 7540, C R 1850, 7540, 1840, 7550) and a Google logo at the bottom.

Structures:

- Pergolas – 4 ‘L’ (16’ x 16’)
- Tennis - canopy - 1
- Basketball – canopies - 2

(Total canopies = 3)

Parking 'slip' – concrete parking stops w/ crushed asphalt or bare dirt & signs.

Questions





Thank you

Lubbock Highland Oaks HOA
15605 Chicago Ave.
Lubbock, TX 79424

Texas Hawkize Property Mgmt.
12402 Slide Road
Suite #204
Lubbock, TX 79424