



*Brooke*SM

H E I G H T S

ANNUAL MEMBERSHIP MEETING
OCTOBER 14, 2025



AGENDA

Call to order

Approval of minutes from last Annual meeting

Old Business

Board of Directors Activity Report for 2025

Discussion / Motion to ratify

Board of Directors Election*

Three Board Positions

Nominations

Candidates' introductions

Financial Reports

Budget Review

Committee Reports

Welcoming/Events

Park/Landscaping

New Business

Adjourn

The background of the slide is a photograph of a residential street at dusk. In the center-left, there is a large, light-colored stone sign with the word 'Brooke' in a script font and 'UNION' in a smaller, sans-serif font below it. The street is paved and leads into the distance. On the left side of the street, there are some trees and a house. On the right side, there are more houses and trees. The sky is dark with some clouds, and the overall lighting is dim, suggesting twilight. On the far left, there is a decorative graphic element consisting of several parallel diagonal lines in shades of blue and white.

2024 Annual Membership Meeting

December 11, 2024

Minutes

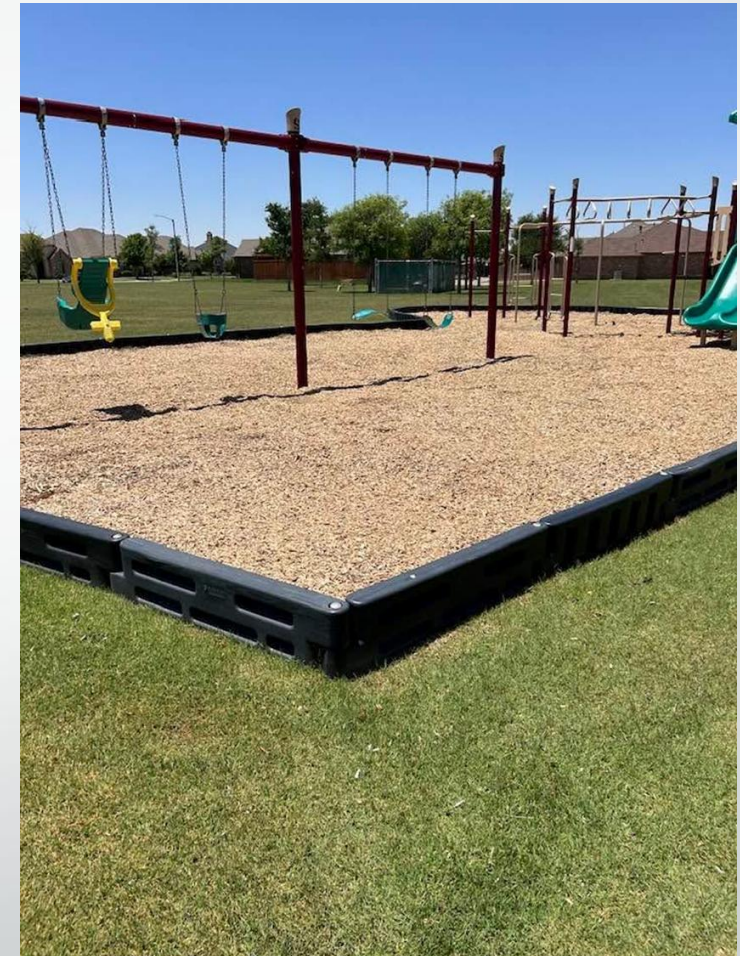
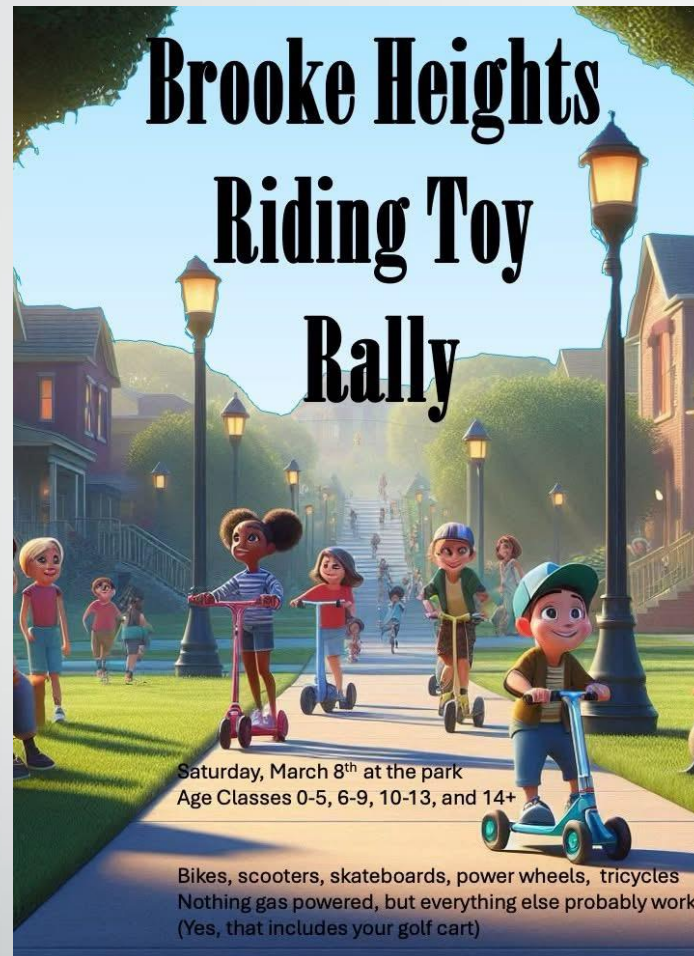
*Refer to handout



OLD BUSINESS

Board Report







Election of Directors

Candidates

Brittany Bishop

John Graham

Mary Jo Lagoski (Incumbent)

Ray Mendoza

Vicki Sheldon



FINANCIAL REPORTS

Balance Sheet

Accrual Basis

	<u>12/31/2022</u>	<u>12/31/2023</u>	<u>12/30/2024</u>	<u>9/30/2025</u>
<u>Assets</u>				
Current Asset				
FB&T - Brooke Heights	\$ 94,481.87	\$ 44,639.77	\$ 39,879.68	\$ 54,954.80
Prepaid Insurance				\$ 2,248.00
Accounts Receivable	6,365.35	6,017.99	2,142.52	4,156.79
Total Current Asset	\$ 100,847.22	\$ 50,657.76	\$ 42,022.20	\$ 61,359.59
Total Assets	\$ 100,847.22	\$ 50,657.76	\$ 42,022.20	\$ 61,359.59
<u>Liabilities</u>				
Current Liability				
Accounts Payable	\$ 12,338.78	\$ 25,316.08	\$ 32.01	\$ 164.07
Indemnity Liability		\$ -		
Brooke Heights Memorial Fund	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00
Notes Payable -PlaygroundEtc.	-	-	-	-
Total Current Liability	\$ 12,713.78	\$ 25,691.08	\$ 407.01	\$ 539.07
Total Liabilities	\$ 12,713.78	\$ 25,691.08	\$ 407.01	\$ 539.07
<u>Equity</u>				
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -
Retained Earnings	61,205.53	88,133.44	24,966.68	41,615.19
Net Income	26,927.91	(63,166.76)	16,648.51	19,205.33
Total Equity	\$ 88,133.44	\$ 24,966.68	\$ 41,615.19	\$ 60,820.52
Total Liabilities & Equity	\$ 100,847.22	\$ 50,657.76	\$ 42,022.20	\$ 61,359.59

STATEMENT OF REVENUES & EXPENDITURE & ANNUAL BUDGET COMPARISONS

	2024	2024	2025	2025
	269 Active Lots	269 Active Lots	269 Active Lots	269 Active Lots
	Budget	Actual	Budget	Actual thru 9/30/2025
	**\$275/Lot	\$275/Lot	**\$275/Lot	\$275/Lot
Revenue				
Total for Association Fee Income	\$73,975.00	\$50,464.66	\$73,975.00	\$69,901.88
Association Late Fee Income	\$1,000.00	\$4,552.92	\$1,000.00	\$3,055.57
Other Income	\$750.00	\$1,050.00	\$750.00	\$1,050.20
Uncollectible Accounts	(739.75)	0.00	(739.75)	0.00
Total Revenue	\$74,985.25	\$56,067.58	\$74,985.25	\$74,007.65
Expenditures				
Internet/Website Expense	\$1,440.00	\$1,335.92	\$1,440.00	\$1,049.25
Insurance	\$4,600.00	\$4,895.00	\$4,900.00	\$5,840.75
Landscaping	\$34,026.40	\$29,686.14	\$35,526.40	\$29,356.50
Legal and Professional Fees	\$1,500.00	\$137.00	\$1,500.00	
Management Fees	\$22,596.00	\$18,089.25	\$19,512.00	\$14,634.00
Other Expenses	\$1,250.00	\$404.68	\$650.00	\$1,689.13
Postage and Delivery	\$977.50	\$533.72	\$1,100.00	\$352.35
Property Taxes	\$450.00	\$1,167.01	\$1,200.00	
Repairs/Maintenance	\$2,000.00	\$840.82	\$2,000.00	\$986.89
Special Events	\$2,500.00	\$1,547.56	\$2,500.00	\$130.83
Holiday Lighting	\$500.00	\$0.00	\$500.00	
Utilities	\$2,760.00	\$2,317.58	\$2,760.00	\$1,703.81
Total Expenditures	\$74,599.90	\$60,954.68	\$73,588.40	\$55,743.51
Less: Capital Improvement Projects	\$0.00	\$0.00	\$0.00	(\$850.00)
Excess of Estimated Revenue over Appropriations and Capital Improvements	\$385.35	(\$4,887.10)	\$1,396.85	\$17,414.14

SCHEDULE OF FEES

2026 HOA DUES - \$275/Lot

- 1st Month Late - \$50.00
- 2nd Month Late - \$15.00
- 3rd Month Late - \$20.00
- 4th Month Late - \$25.00
- 5th Month Late - \$30.00

Monthly Accrual Rate = 10%

Resale Certificates/Transfer Fee - \$300

Attorney Fee for collection - \$250.00

2026 Budget

	2023	2024	2025	2026
	269 Active Lots	269 Active Lots	269 Active Lots	269 Active Lots
	Budget	Budget	Budget	Budget
	\$250/Lot	**\$275/Lot	**\$275/Lot	**\$275/Lot
Estimated Revenue				
Association Fee Income				
Association Fee Income	\$67,250.00	\$73,975.00	\$73,975.00	\$73,975.00
Total for Association Fee Income	\$67,250.00	\$73,975.00	\$73,975.00	\$73,975.00
Association Late Fee Income	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Other Income	\$750.00	\$750.00	\$750.00	\$750.00
Uncollectible Accounts	(672.50)	(739.75)	(739.75)	(739.75)
Total Estimated Revenue	\$68,327.50	\$74,985.25	\$74,985.25	\$74,985.25
Appropriations				
Advertising	\$100.00	\$100.00	\$0.00	\$0.00
Bank Fees	\$50.00	\$50.00	\$50.00	\$50.00
Internet/Website Expense	\$0.00	\$1,440.00	\$1,440.00	\$1,440.00
Insurance	\$4,000.00	\$4,600.00	\$4,900.00	\$6,500.00
Landscaping				
Irrigation/Well Repairs	\$4,200.00	\$1,000.00	\$2,000.00	\$2,000.00
Monthly Maintenance	\$12,675.00	\$33,026.40	\$33,026.40	\$33,026.40
Fertilizing/Chemicals	\$4,200.00	\$0.00	\$500.00	\$500.00
Legal and Professional Fees	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Management Fees	\$7,865.00	\$22,596.00	\$19,512.00	\$21,951.00
Other Expenses	\$100.00	\$100.00	\$100.00	\$200.00
Postage and Delivery	\$850.00	\$977.50	\$1,100.00	\$1,100.00
Property Taxes	\$450.00	\$450.00	\$1,200.00	\$1,200.00
Repairs/Maintenance	\$2,000.00	\$2,000.00	\$2,000.00	\$1,000.00
Special Events	\$2,500.00	\$2,500.00	\$2,500.00	\$1,000.00
Holiday Lighting	\$2,500.00	\$500.00	\$500.00	\$500.00
Supplies	\$1,000.00	\$1,000.00	\$500.00	\$250.00
Utilities	\$2,400.00	\$2,760.00	\$2,760.00	\$2,760.00
Total Appropriations	\$46,390.00	\$74,599.90	\$73,588.40	\$74,977.40
Excess of Estimated Revenue over Appropriations	\$21,937.50	\$385.35	\$1,396.85	\$7.85
Capital Improvements Reserves	\$0.00	\$0.00	\$0.00	\$0.00
Developer Contribution	\$0.00	\$0.00	\$0.00	\$0.00
Less: Capital Improvement Projects	\$0.00	\$0.00	\$0.00	\$0.00
Excess of Estimated Revenue over Appropriations and Capital Improvements	\$21,937.50	\$385.35	\$1,396.85	\$7.85

The background of the slide is a photograph of a residential street at dusk. A large, light-colored stone sign with the word 'Brooke' in script and 'ESTATES' in block letters below it stands on the left side of the road. The street is paved and leads into the distance where houses and trees are visible under a dark, cloudy sky. A decorative graphic on the left side of the slide consists of several parallel diagonal lines in white and blue.

Committee Reports



Christmas Tree Decorating Contest



A decorative graphic in the bottom-left corner consisting of several overlapping lines. A thick blue line runs diagonally from the top-left towards the bottom-right. A thinner grey line runs parallel to it, slightly offset. Another blue line runs diagonally from the bottom-left towards the top-right, intersecting the first blue line.

New Business



BrookeSM

H E I G H T S

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