## Highlands Glen Homeowner Association

### **Board of Directors Meeting**

Samuel Beck Elementary – South Entrance / Cafeteria 401 Parkview Drive, Trophy Club, Tx 76262

September 20<sup>th</sup> 7:00pm (sign in begins at 6:45pm)

AGENDA Chyplestudial

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**Open Session** 

- 1. Welcome
- 2. Determination of Quorum
- 3. Consent Agenda Board Officer Position Elections
- 4. Homeowner Input / Comments
- 5. New Business
  - a. Fining Policy
  - b. Parking / Vehicle Policy
  - c. Replace dead roses at entrance bid
  - d. Reserve Study
  - e. Draft Budget proposal
  - f. Committee Chair Appointments
- 6. Management Report
- 7. Set Next Meeting Date
- 8. Adjourn

Executive Session Board

1. Homeowner ACC Appeal – account number 0085

- 2. Legal / Delinquencies
- 3. Violations
- 4. Adjourn

07/18/2016 10:05:08 PM

# Quarterly Balance Sheet 568 Highlands Glen Owners Association 06/30/2016

FIRSTSERVICE RESIDENTIAL 3102 OAK LAWN AVENUE SUITE 202 Dallas TX 75219

Account	Description	Jun Balance — 2016	Mar Balance 2016	Change
ASSETS Operating Cash 1001 01	Operating Cash US Bank	40,794	44,444	(3,650)
Total Operating		\$40,794	\$44,444	(\$3,650)
Reserve	Dancer Assessed NO Book	21,764	21,753	44
1080 01	Reserve Account US Bank	<del></del>	21,753 \$21,753	
Total Reserves		\$21.68	<b>32753</b>	\$11
Total Cash		\$62,558	∭ i\$66,197	(\$3,639)
Current Assets		0.000		/aam
1210 1240	Accounts Receivable Prepaid Insurance	2,025 2,177	2,912 3,070	(887) (893)
1250	Prepaid Expenses	60	60	0
1280	Due from Operating	3,174	249	2,925
TOTAL ASSETS  LIABILITIES  Current Liabilities		\$69,99 <u>4</u>	\$72,488	(\$2494)
2005	Accrued Expenses	306	595	(290)
2010 2030	Accounts Payable	0 39,114	0 52.440	(12.236)
2030	Deferred Income Prepaid Dues	2,792	52,440 2,767	(13,326) 25
2080	Due to Reserve	3,174	249	2,925
Total Current Liabi	lities	\$45,386	\$56,051	(\$10,666)
TOTAL LIABILITIE	s compression de la compression della compressio	\$45,386	\$56,051	(\$10,666)
EQUITY				
Owners/Members		(44.000)	(44.555)	
3000 3100	Operating Fund Balance Reserve Fund Balance	(11,382) 18,750	(11,382) 18,750	0
Current Year Incon		\$17,240	\$9,069	\$8,171
TOTAL EQUITY		\$24,608	S16,437	\$8,171
TOTAL LIABILITIE	S & ECHITIV	\$69.194	<b>572.488</b>	(\$2,494).
MANUE ENGINEERING		The state of the s	50. 35.50.00 ASTO <b>REGISO</b> D	

#### Quarterly Income - HOA 568 Highlands Glen Owners Association 06/30/2016

FIRSTSERVICE RESIDENTIAL 3102 OAK LAWN AVENUE SUITE 202 Dallas TX 75219

		Adual	s prodects		(Martinettine)	sierra deres	in the	Budget
OPERA	TING FUND							
OPERA	TING REVENUE							
4110	Homeowner Dues	19,290	10,838	8,453	35,589	20,400	15,189	45,900
4220	Initial Contribution	2,500	1,500	1,000	5,750	3,000	2,750	6,000
4510	Late Fee Income	26	0	26	174	0	174	000
4512	Delinquency Processing Fees	562 3	33 0	529 3	905 8	100 0	805 8	200
4810	Interest Income	3						range care
TOTAL	OPERATING REVENUE	\$22,382	\$12,371	\$10,011	\$42,426	\$23,500	\$18,926	\$52,100
EXPEN:	SES							
Utilities								
5110	Electric	1,208	1,040	(168)	3,370	1,520	(1,850)	4,00
5120	Water	628	1,560	932	1,214	2,280	1,066	6,00
5130	Telephone	489	450	(39)	885	900	15	1,80
5155	Internet Service	220	225	5	442	450	8	90
Total Ut		\$2,544	\$3,275	\$731	\$5,910	\$5,150	(\$760)	\$12,70
Landsca	ape Maintenance							
5210	Landscape Maintenance Contract	3,594	3,591	(3)	7,188	7,182	(5)	14,36
5240	Landscape Maint/Repair	0	800	800	0	800	800	1,00
5245	Landscape Improvements/Upgrades	0	333	333	0	333	333	1,00
5260	Irrigation Repairs	0	500	500	0	500	500	1,000
					and the second second	the same of the same		
	ndscape Maintenance	\$3,594	\$5,224	\$1,630	\$7,188	\$8,815	\$1,628	\$17,36
Commo	ndscape Maintenance  n Area Maintenance  Fence and Wall Maintenance	<b>\$3,594</b> 0	<b>\$5,224</b> 0	<b>\$1,630</b>	<b>\$7,188</b>	<b>\$8,815</b>	<b>\$1,628</b> 500	
	n Area Maintenance Fence and Wall Maintenance				•			50
Commo 5510	n Area Maintenance	0	0	0	0	500	500	50 50
Commo 5510 5540	n Area Maintenance Fence and Wall Maintenance Lights Maintenance	0	0	0	0	500 250	500 250	500 500 500
Commo 5510 5540 5554	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair	0 0 0	0 0 250	0 0 250	0 0 0	500 250 250	500 250 250	500 500 500 1,500
Commo 5510 5540 5554 5590 5599	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration	0 0 0 0	0 0 250 0	0 0 250 0	0 0 0	500 250 250 0	500 250 250 0	500 500 500 1,500 500
Commo 5510 5540 5554 5590 5599	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense	0 0 0 0	0 0 250 0 250	0 0 250 0 250	0 0 0 0	500 250 250 0 250	500 250 250 0 250	50/ 50/ 50/ 1,50/ 50/
Commo 5510 5540 5554 5590 5599	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense	0 0 0 0	0 0 250 0 250	0 0 250 0 250	0 0 0 0	500 250 250 0 250	500 250 250 0 250	500 500 1,500 500 \$3,500
Commo 5510 5540 5554 5590 5599 Total Co	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense	0 0 0 0 0	0 0 250 0 250	0 0 250 0 250	0 0 0 0 0	500 250 250 0 250 \$1,250	500 250 250 0 250	500 500 1,500 500 \$3,500
Commo 5510 5540 5554 5590 5599 Total Co	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense mmon Area Maintenance (Center/Pool Maintenance Pool Contract Maintenance	0 0 0 0 0 0	0 0 250 0 250 250	0 0 250 0 250 \$500	0 0 0 0 0 <b>\$0</b> <b>\$0</b> <b>\$0</b>	500 250 250 0 250 \$1,250	500 250 250 0 250 \$1,250	500 500 1,500 500 \$3,500 9,400
Commo 5510 5540 5554 5590 5599 Total Co Amenity 6110 6120	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense mmon Area Maintenance / Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint	0 0 0 0 0 0 2,743 758	0 0 250 0 250 250 \$ <b>\$500</b>	0 0 250 0 250 \$500 (393) (258)	0 0 0 0 0 \$0 \$0 4,815	500 250 250 0 250 \$1,250 4,700 500	500 250 250 0 250 \$1,250 (115) (614)	500 500 1,500 500 \$3,500 9,400 1,000
Commo 5510 5540 5554 5590 5599 Total Co Amenity 6110 6120 6126	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense mmon Area Maintenance / Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance	0 0 0 0 0 0 2,743 758	250 0 250 250 250 2,350 500 500	0 0 250 0 250 \$500 (393) (258) 500	0 0 0 0 0 \$0 \$0 4,815 1,114	\$1,250 4,700 500 500 500 250	500 250 250 0 250 \$1,250 (115) (614) 500 500 250	500 500 1,500 500 \$3,500 9,400 1,000 500 500
Commo 5510 5540 5554 5590 5599 Total Co Amenity 6110 6120 6126 6130	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense minion Area Maintenance / Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards	0 0 0 0 0 0 2,743 758 0	250 0 250 250 250 2,350 500 500 500	0 0 250 0 250 \$500 (393) (258) 500 500 125 164	0 0 0 0 0 <b>\$0</b> <b>\$1</b> 4,815 1,114 0 0 0 986	\$1,250 4,700 500 500 500 1,500	500 250 250 0 250 \$1,250 (115) (614) 500 500	500 500 1,500 500 \$3,500 9,400 1,000 500 500 3,500
Commo 5510 5540 5554 5590 5599 Total Co Amenity 6110 6120 6126 6130 6135	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense minon Area Maintenance / Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint	0 0 0 0 0 0 2,743 758 0 0	250 0 250 250 250 2,350 500 500 500 125	0 0 250 0 250 \$500 (393) (258) 500 500 125	0 0 0 0 0 <b>\$0</b> 4,815 1,114 0 0 986 1,369	\$1,250 4,700 500 500 500 250	500 250 250 0 250 \$1,250 (115) (614) 500 500 250	\$17,365 500 500 1,500 500 \$3,500 1,000 1,000 500 3,500 500
Commo 5510 5540 5554 5590 5599 Total Co Amenity 6110 6120 6136 6130 6135 6350	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense minor Area Maintenance / Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitonal/Porter Services	0 0 0 0 0 0 2,743 758 0 0 0	250 0 250 250 250 2,350 500 500 500 125 1,150	0 0 250 0 250 \$500 (393) (258) 500 500 125 164	0 0 0 0 0 <b>\$0</b> <b>\$1</b> 4,815 1,114 0 0 0 986	\$1,250 4,700 500 500 500 1,500	500 250 250 0 250 (115) (614) 500 500 250 514	500 500 1,500 500 9,400 1,000 500 500 5,500
Commo 5510 5540 5554 5590 5599 Total Co 6120 6135 6350 6820 6843	n Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense minor Area Maintenance  Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitorial/Porter Services Gate Maintenance and Repairs	0 0 0 0 0 0 2,743 758 0 0 0 0 986 720 476	2,350 500 250 250 2,350 500 500 500 125 1,150 125	0 0 250 0 250 \$500 (393) (258) 500 500 125 164 (595)	0 0 0 0 0 <b>\$0</b> 4,815 1,114 0 0 986 1,369	\$1,250 4,700 500 500 500 250 1,500 250	500 250 250 0 250 (115) (614) 500 500 250 514 (1,119) (476)	500 500 1,500 500 9,400 1,000 500 500 3,500
Commo 5510 5540 5554 5590 5599 Total Co 6120 6130 6135 6350 6820 6843 Total Au	rn Area Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense Immon Area Maintenance Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitonal/Porter Services Gate Maintenance and Repairs Access Gate Cards	0 0 0 0 0 0 2,743 758 0 0 0 0 986 720 476	250 250 250 250 2,350 500 500 500 125 1,150 125 0	0 0 250 0 250 \$500 (393) (258) 500 500 125 164 (595) (476)	0 0 0 0 0 <b>\$1</b> 4,815 1,114 0 0 986 1,369 476	\$1,250 4,700 500 500 500 250 1,500 250 0	500 250 250 0 250 (115) (614) 500 500 250 514 (1,119) (476)	500 500 1,500 500 9,400 1,000 500 500 3,500 500 (0
Commo 5510 5540 5554 5590 5599 Total Co 6120 6130 6135 6350 6820 6843 Total Au	Fence and Wall Maintenance Lights Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense minor Area Maintenance Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitonal/Porter Services Gate Maintenance and Repairs Access Gate Cards  menity Center/Pool Maintenance	0 0 0 0 0 0 2,743 758 0 0 0 0 986 720 476	250 250 250 250 2,350 500 500 500 125 1,150 125 0	0 0 250 0 250 \$500 (393) (258) 500 500 125 164 (595) (476)	0 0 0 0 0 <b>\$1</b> 4,815 1,114 0 0 986 1,369 476	\$1,250 4,700 500 500 500 250 1,500 250 0	500 250 250 0 250 (115) (614) 500 500 250 514 (1,119) (476)	500 500 1,500 500 \$3,500 1,000 1,000 500 500 3,500 500 500 500 500 500 500 500 500 500
Commo 5510 5540 5554 5559 Total Co Amenity 6110 6120 6135 6350 6820 6843 Total Ad General	Fence and Wall Maintenance Lights Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense minion Area Maintenance Center/Pool Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitonal/Porter Services Gate Maintenance and Repairs Access Gate Cards  menity Center/Pool Maintenance	0 0 0 0 0 0 2,743 758 0 0 0 986 720 476	250 250 250 250 2,350 500 500 500 125 1,150 125 0	0 0 250 0 250 \$500 (393) (258) 500 500 125 164 (595) (476) (\$433)	0 0 0 0 0 30 4,815 1,114 0 0 986 1,369 476	\$1,250 \$1,250 4,700 500 500 250 1,500 250 0	500 250 250 0 250 (115) (614) 500 250 514 (1,119) (476) (\$561)	500 500 1,500 500 1,500 9,400 1,000 500 500 3,500 500 (
Commo 5510 5540 5554 5590 5599 Total Co 6110 6120 6135 6350 6820 6843 Total Ad Genera 7110	Fence and Wall Maintenance Lights Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense Common Area Maintenance Contract Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitonal/Porter Services Gate Maintenance and Repairs Access Gate Cards  Mentity Center/Pool Maintenance I & Administrative Professional Mgmt Fee	0 0 0 0 0 0 2,743 758 0 0 0 986 720 476	2,350 500 250 250 2,350 500 500 500 125 1,150 125 0	0 0 250 0 250 \$500 (393) (258) 500 500 125 164 (595) (476)	0 0 0 0 0 0 \$0 4,815 1,114 0 0 986 1,369 476 58,761	500 250 250 0 250 500 500 500 250 1,500 250 0 \$8,200	500 250 250 0 250 (115) (614) 500 500 250 514 (1,119) (476) (\$581)	500 500 1,500 500 1,500 9,400 1,000 500 3,500 500 \$16,400 9,40 700 260
Commo 5510 5540 5554 5590 5599 Total Co 6120 6130 6135 6350 6820 6843 Total Address Genera 7110 7120	Fence and Wall Maintenance Lights Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense  memon Area Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitorial/Porter Services Gate Maintenance and Repairs Access Gate Cards  menity Center/Pool Maintenance I & Administrative Professional Mgmt Fee Admin Supplies/Expenses	0 0 0 0 0 0 2,743 758 0 0 0 986 720 476 \$5,683	250 0 250 250 250 250 2,350 500 500 500 125 1,150 125 0 35,250	0 0 250 0 250 (393) (258) 500 500 125 164 (595) (476) (\$433)	0 0 0 0 0 0 30 4,815 1,114 0 0 986 1,369 476 58,761 5,700 457 270 150	500 250 250 0 250 \$1,250 4,700 500 500 500 250 1,500 250 0 \$8,200	500 250 250 0 250 (115) (614) 500 250 514 (1,119) (476) (\$561) (1,400) (109) (5) (150)	500 500 1,500 500 1,500 1,000 1,000 500 3,500 500 \$16,400
Commo 5510 5540 5554 5590 5599 Total Co 6120 6130 6135 6350 6820 6843 Total Address To	Fence and Wall Maintenance Lights Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense  memon Area Maintenance  Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitorial/Porter Services Gate Maintenance and Repairs Access Gate Cards  menity Center/Pool Maintenance  I & Administrative Professional Mgmt Fee Admin Supplies/Expenses Annual Rev/Tax Return	0 0 0 0 0 0 2,743 758 0 0 0 986 720 476 \$5,683	250 0 250 250 250 250 2,350 500 500 500 125 1,150 125 0 2,350 174 0 0 33	0 0 250 0 250 (393) (258) 500 125 164 (595) (476) (\$433) (650) (121) (250) (150) (529)	0 0 0 0 0 0 30 4,815 1,114 0 0 986 1,369 476 58,761 5,700 457 270 150 905	500 250 250 0 250 500 500 500 250 1,500 250 0 \$8,200	500 250 250 0 250 (115) (614) 500 250 514 (1,119) (476) (\$561) (1,400) (109) (5) (150) (805)	500 500 1,500 500 1,500 1,000 1,000 500 3,500 500 ( 9,400 700 265 ( 200
Commo 5510 5540 55540 55590 5599 Total Co 6120 6135 6350 6820 6843 Total A Genera 7110 7120 7210 7215	read Maintenance Fence and Wall Maintenance Lights Maintenance Playground Maint/Repair Holiday Decoration Common Area Miscellaneous Expense  remnon Area Maintenance Pool Contract Maintenance Pool Repairs & Maint Pool Cabana Repairs and Maintenance Access Cards Access System Repairs/Maint Janitonial/Porter Services Gate Maintenance and Repairs Access Gate Cards  menity Center/Pool Maintenance I & Administrative Professional Mgmt Fee Admin Supplies/Expenses Annual Rev/Tax Return Licenses and Fees	0 0 0 0 0 0 2,743 758 0 0 0 986 720 476 \$5,683	250 0 250 250 250 250 2,350 500 500 500 125 1,150 125 0 35,250	0 0 250 0 250 (393) (258) 500 500 125 164 (595) (476) (\$433)	0 0 0 0 0 0 30 4,815 1,114 0 0 986 1,369 476 58,761 5,700 457 270 150	500 250 250 0 250 \$1,250 4,700 500 500 500 250 1,500 250 0 \$8,200	500 250 250 0 250 (115) (614) 500 250 514 (1,119) (476) (\$561) (1,400) (109) (5) (150)	500 500 1,500 500 1,500 1,000 1,000 500 3,500 500 \$16,400

#### Quarterly Income - HOA 568 Highlands Glen Owners Association 06/30/2016

FIRSTSERVICE RESIDENTIAL 3102 OAK LAWN AVENUE SUITE 202 Dallas TX 75219

	Description	Quarrerly 'Agrual	Quarterly Budget	Variance :	YTE Acual	<b>建筑</b>	Variance	Annual Budget
Total Ger	neral & Administrative	\$4,432	\$2,657	(\$1,774)	\$7,717	\$5,313	(\$2,404)	\$11,065
Insurance 7910 7920 7930 7950	e & Taxes  Director and Officers Insurance  TX Comm. Property Policy  Excess Liability Insurance  Workers Compensation Insurance	280 525 0 88	375 600 89 62	95 75 89 (25)	581 1,051 0 167	750 1,200 177 125	169 149 177 (42)	1,500 2,400 354 250
Total Ins	urance & Taxes	\$893	morales and time	\$233	\$1,798	\$2,252	\$454	\$4,504
TOTAL (	OPERATING EXPENSES	\$17,146	\$18,033	\$886	\$31,373	1 \$30,980 	(\$393)	\$65,534
TOTAL	EXPENSES 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	\$17,146	\$18,033	\$886	\$31,373	\$30,980	(\$393)	\$65,534
OPERA	FING NET INCOME(LOSS)	\$5,236	(\$5,662)	\$10,897	\$11,052	(\$7,480)	\$18,533	(\$13,434)
RESER\	VE FUND							
RESER\ 9205 9214 9215	VE REVENUE  Reserve Fund Interest Income  Reserve - Homeowner Contribution  Reserve Fund Resale Contribution	11 2,500 425	0 2,150 0	350	13 5,250 925	0 4,250 0	13 1,000 925	0 7,250 0
TOTAL	RESERVE REVENUE	\$2,936	\$2,150	\$786	\$6,188	\$4,250	\$1,938	\$7,250
RESER	VE FUND INCOME (LOSS)	\$2,936	\$2,150	\$786	\$6,188	\$4,250	\$1,938	\$7,250
COMBI	NED FUNDS NET INCOME	\$8,171	(\$3,512)	\$11,683	\$17,240	(\$3,230)	\$20,470	(\$6,184)

# WELCOME TO YOUR COMMUNITY HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING!

- Those wishing to address the Board are asked to complete this card. Please present this card to FirstService Management prior to the Regular Meeting. Groups wishing to address the same issue are encouraged to select a spokesperson.
- The Board President will ask those wishing to address the Board of Directors to do so at the appropriate
  time. Please approach the front, state your name and address for the record, and discuss the specific
  agenda item or topic of interest. Please direct your comments to the Board President.
- Although the Board of Directors cannot take specific action during Resident Forum on items not on the Regular Agenda due to legal requirements, the Board of Directors may:
  - o Have the item placed on a future agenda for action;
  - Refer the item to the full Board or a subcommittee for further study;
  - Refer the item to staff for study or conclusion.
- Homeowners are welcome to stay and view the entire open session however comments will be limited to the Resident Forum time on the agenda
- We appreciate your interest in the community and hope you will visit again soon.

Comments shall be limited to three to four (3-4) minutes per speaker not to exceed a total of twenty (20) minutes for all speakers. The Board reserves the right to reduce these times in order to ensure accomplishing the agenda.

Please return a completed form to FirstService Residential to address the Board on any agenda item.

## **BOARD OF DIRECTORS MEETING APPEARANCE CARD**

Date			
Name		Email:	
Address			
City	ZIP	Phone	
Homeowners Forum: This item are not agenda items. However, minutes per speaker, not to exceetimes in order to ensure accomplication.  Your Comment:	by State law, no action ned a total of 20 minutes for shing the agenda.	nay be taken on the topic. T	he time limit is three to four
Signature			