

2252723-4-1-1-2

BRADFORD PARK
P S PROPERTY MANAGEMENT
PO BOX 7079
ROUND ROCK TX 78683-7079
Return Service Requested

2252723 0873FCMP 411 1 2



KEITH LINDSEY
RE:2610 ANDRES WAY
2610 ANDRES WAY
ROUND ROCK TX 78664-5712

**This space intentionally
left blank**

Notice of Annual Meeting

Owners Association of Bradford Park
c/o PS Property Management Co., Inc.
P.O. Box 7079 Round Rock, TX 78683
psproperty@psprop.net
www.psprop.net

Date of Mailing: January 15, 2014



Location: FAITH BAPTIST CHURCH - (West Side Entrance)
3625 Gattis School
Round Rock, TX. 78664

Thursday January 30, 2014
6:30 PM Registration Meeting 7:00 PM to 8:30 PM

Pizza and Drinks will be served in the Church Cafeteria

A Drawing for a \$50.00 Visa Gift Card – must be in good standing to be eligible to win

AGENDA

CALL TO ORDER AND VERIFICATION OF QUORUM – 10% or 28 OWNERS

Introductions: Directors and Management – President – John Davitt, two open positions
Property Manager, Rick Zilem

BUSINESS MEETING:

1. Call to Order, President John Davitt
2. Proof of Notice – Rick Zilem
3. Approved 2014 Budget Discussion – Rick Zilem
4. Election of (2) Board Members - (1) year term, and one (2) year term - nominations will be accepted from the floor.
5. Discussion of September 2013 Xeriscapes Regulations- Rick Zilem.
6. Bradford Park Yard of the Month Contest (April - September) winner receives \$50.00 Home Depot Gift Card.
7. Homeowner Concerns:
8. Adjournment

PROXY

I will be unable to attend the meeting and want my proxy to be included in the vote. I am appointing the following person as my proxy. ~~KNOW ALL MEN BY THESE PRESENTS~~ that the undersigned record owner of _____ appoints _____ to be Proxy for this owner at the Annual Meeting, January 30, 2014 for any business conducted or any continuance thereof.

Date _____ Owner's Name _____

Signature _____

If you are unable to attend please complete the Proxy and return to PS Property Management Co. at the address above by January 30, 2014.

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AGENDA

CALL TO ORDER AND VERIFICATION OF QUORUM – 10% or 28 OWNERS

Introductions: Directors and Management – President – John Davitt, Two open positions
Property Manager, Rick Zilem

BUSINESS MEETING:

1. Call to Order, President John Davitt
2. 2013 Balance Sheet
3. Approved 2014 Budget Discussion – Rick Zilem
4. Election of (2) Board Members - (1) one year term, (1) two year term nominations will be accepted from the floor. Barbara Forsythe has agreed to run for one of the open positions.
5. Discussion of September 2013 Xeriscapes Legislation – Rick Zilem
6. Drawing for the \$50.00 Visa Gift Card must be in good standing to win.
7. Bradford Park Yard of the Month Contest (April - September) monthly winner receives \$50.00 Home Depot Gift Card. Barbara Forsythe is the Yard of the Month Chair Person.
7. Homeowner Concerns:
8. Adjournment

Bradford Park
Balance Sheet
As of December 31, 2013

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Bradfor Park Reserve	29,002.89
Bradford Park Operating	61,865.51
Total Checking/Savings	<u>90,868.40</u>
Total Current Assets	<u>90,868.40</u>
TOTAL ASSETS	<u>90,868.40</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	40,000.00
Retained Earnings	33,255.62
Net Income	17,612.78
Total Equity	<u>90,868.40</u>
TOTAL LIABILITIES & EQUITY	<u>90,868.40</u>

Budget Totals By Category

BRADFORD PARK

Date: 1/1/2014 - 12/31/2014

Operating

INCOME	Budgeted Amount	Total
Accounts Receivable		
62000 Assessment	45,870.00	
62005 Interest Income	40.00	
63000 Late Fees	3,953.00	
65500 Legal Charge Income	2,000.00	
78000 Fine Income	200.00	
		52,063.00
		52,063.00
EXPENSE	Budgeted Amount	Total
Management		
80000 Management Contract	10,500.00	
80002 Administrative Fees	1,600.00	
80004 Office Supplies	55.00	
80005 Postage and Delivery	250.00	
80006 Storage	132.00	
80010 Late Fees	1,000.00	
80017 Statements	250.00	
80020 Website	600.00	
		14,387.00
Community		
81003 Newsletter	200.00	
81052 Community Event	2,000.00	
81111 Yard Of The Month	250.00	
83000 Annual Meeting	250.00	
		2,700.00
Administrative		
84001 1099 Preparation	50.00	
84003 Legal	12,150.00	
84007 Tax Preparation	250.00	
		12,450.00
Landscaping		
85000 Landscape Contract	8,014.00	
		8,014.00
Repairs and Maintenance		
86008 Signage	450.00	
		450.00

Budget Totals By Category

BRADFORD PARK

Date: 1/1/2014 - 12/31/2014

Operating

EXPENSE	Budgeted Amount	Total
Reserve		
89450 Reserves	10,949.00	
		<hr/>
		10,949.00
Insurance		
90002 Liability	1,500.00	
90003 D & O	1,613.00	
		<hr/>
		3,113.00
		<hr/> <hr/>
		52,063.00
Total INCOME - EXPENSE:		0.00