

## Emerald Park Addition Homeowners Association

### 2026 Annual Meeting Minutes

January 20, 2026 at 7:00pm

Colleyville Center- 5301 Riverwalk Drive, Colleyville, TX 76034

In attendance:

**Scott Larsen- President**

**Bob Rycroft- Treasurer**

**Craig Walter- Secretary**

**Terry Giebler- Operations/Maintenance**

**Debbie Sharp- Member at Large**

**Brent DeMoville- Member at Large**

**Tish Amos- Property Management Group**

Meeting began at 7:05pm.

#### Introductions/Notice of Quorum:

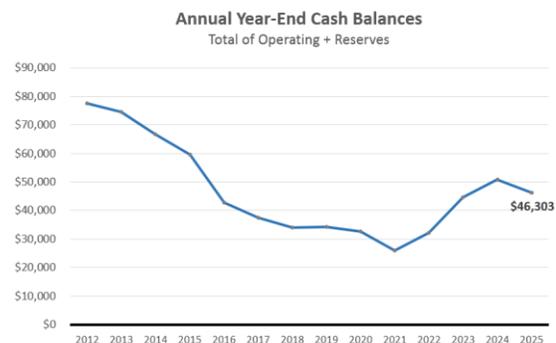
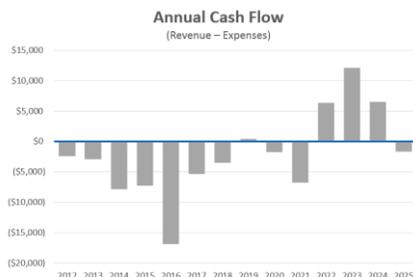
- Scott Larsen introduced himself and fellow board members present. PMG stated that board quorum was met to conduct the annual meeting.

#### Board Nominee/ Election Introductions:

- Terry Giebler submitted his nomination to run for the one open seat. PMG provided instruction to cast their ballot to reach voting quorum.

#### Financial/ 2026 Budget Overview/ Approval (Bob Rycroft)-

- Bob Rycroft presented 2025 cash position; Total on hand \$44, 934.71 – Reserve \$27, 497.



- Bob Rycroft presented the 2025 year-end profit and loss. The community only took a \$1,800. The goal for 2026 is to come out even.

**Emerald Park 2025 Income Statement**

	Budget	Actual	F/(U)	Comments
<b>Revenue</b>				
301 Homeowners Dues	73,800	73,800	0	
302 Transfer Fees	0	0	0	
303 Late Charges / Fines	0	1,050	1,050	
305 Interest Inc.	0	12	12	
306 Working Capital Contr.	2,050	2,050	0	
307 Gate Opener Sales	0	100	100	
Other	0	1,285	1,285	
<b>Total Revenue</b>	<b>75,850</b>	<b>78,297</b>	<b>2,447</b>	
<b>Expenses</b>				
401 Grounds Maint.	18,843	18,896	(53)	
Grounds Maint Other	7,000	5,973	1,027	New sod
402 Irrigation Repairs	2,000	10,020	(8,020)	Pond irrigation pump
403 Painting	0	0	0	
404 Tree/Bush Trim/Cleanup	3,750	2,165	1,585	
406 Stone / Brick Work	4,000	2,000	2,000	
407 Lighting	500	0	500	
440 Seasonal Flowers	2,500	2,410	90	
502 Electric	7,200	7,021	179	New electricity contract
503 Telephone	1,372	2,359	(987)	Big AT&T increase / new cellular plan
504 Liability Insurance	2,648	2,648	0	
509 Front Gate Repair	3,200	12,833	(9,633)	New gate motors / keypad conversion
510 Pond Maintenance	4,500	4,793	(293)	
511 Pond Fountain Repair	6,000	1,945	4,055	Favorable expenses (fewer lights)
560 General Maintenance	300	581	(281)	
601 Community Events	1,250	75	1,175	
602 Office Expense	1,200	1,102	98	
603 Accounting Fees	700	729	(29)	
604 Professional Fees	4,500	3,886	614	
605 Board	575	663	(88)	
606 Holiday Decorations	200	54	146	
607 Other/Contingency	3,612	0	3,612	
<b>Total Expenses</b>	<b>75,850</b>	<b>80,152</b>	<b>(4,302)</b>	
<b>Net Profit</b>	<b>0</b>	<b>(1,855)</b>	<b>(1,855)</b>	

- Bob presented the 2026 budget reflecting no increase in assessments for another consecutive year. There are increases in ground maintenance and tree trim but these increase are offset by items that were taken care of in 2025. Total budget expenses coming in lower than 2025. Bob motioned to approved and Terry seconded the motion.
- **Board Interim Placed- Board Vote:**  
Craig motioned for Teresa Willis as board interim. Motion was seconded by Teresa. All board members were in favor. Motion passed. Teresa will complete the term for Scott Larsen.
- The board stated with the interim placement, Brent DeMoville will take the President seat. Craig motioned, and motion was seconded by Teresa All board members present stated they approved.

**Election Results:**

- PMG stated a total of 15 votes were received between absentee and in person. Terry Giebler was elected to a two-year term.

**New Business:**

**Secretary (Craig Walter)**

2025 Accomplishments

- 2025 was much easier managing with the new revised/updated Emerald Park Governing Documents! Thank you again!

- Created and initiated additional correspondence and collections follow-up on a major delinquent homeowner account. Successful collection resulted account ‘paid in full’ in April 2025. Included two years of past due HOA assessment dues and multiple penalties of collection and late fees.
- Managed multiple touchpoints with principal owners to ensure proper mowing, trimming, and periodic weed control along ALL properties that adjoin Emerald Park.
- Recommended and coordinated Board ‘approved’ year-end project to remove damaged/broken stone tree rings along canal/pond. Tree roots/soil to be contoured with canal slope and prepared for sod pieces in 2026.
- Recommended and created Board ‘approved’ program to properly manage the neighborhood’s Guest Parking overflow parking areas by pond. Posted ‘No Parking’ signs and created Parking Notices for vehicle parking violation. Actively work with Colleyville Police Department and towing service when/if required.
- Liaison role attending/viewing the City of Colleyville City Council meetings. Provided important news/updates to the HOA Board and homeowners through Board meeting updates, the Emerald Park Facebook Group, and the Emerald Park Neighborhood Message Board.

#### 2026 Planned Activities

- Support smooth transition of new 2026 Board President, new Board members, and encourage more active neighborhood support and engagement. Seek new volunteers to join the Board and committees to improve future Board transitions.
- Continue to be a pro-active volunteer to help and support all Board activities

### **Architectural Committee (Teresa Willis)**

#### Committee Structure and Responsibilities

- Committee is State required, filled with non-Board members
- Three or more members, Board placed
- Responsible to assure homeowner requests for changes/improvements to the outside of the house remain consistent with Emerald Park standards

#### Committee Goals

- Neighborly, collegial relationships
- Quick action
- Flexibility within written guidelines and policy

#### Recent Activity

- Ten major homeowner projects reviewed & processed
- Property Modification Request Form converted to fillable PDF and available at [EmeraldParkHOA.com](http://EmeraldParkHOA.com) under “Resources”
- Resignation of two Committee members
  - Board is encouraging neighbors to fill open positions
- Property Modification Request Form available

### **Social Committee (Teresa Willis)**

#### 2025 Accomplishments

- Updated and maintained Emerald Park website as needed ([www.EmeraldParkHOA.com](http://www.EmeraldParkHOA.com))
- Posted information on Emerald Park’s private Facebook group page
- Updated gate code information (phone number/name changes) as needed
- Events:
  - Coordinated Kona Ice summer event – another great turnout
  - Easter egg hunt
  - Garage sale

#### 2026 Planned activities

- All of the above activities are planned for 2026
- Ladies game nights
- Purchase products, arrange, and deliver New Homeowner Baskets

### **Operations (Terry Giebler)**

#### 2025 Accomplishments

- Completed New Sod project North/East side of pond & West canal
  - Obtained 4 quotes, 12 pallets of sod, well under budget
- Began a Beautification Committee (Cookie White, Jimmy Sharp)
  - Spring - Multiple perennial enhancements planted at entry
  - Summer / Fall changes made by The Lawn Firm
- Went to Unique Landscaping for maintenance quote (rejected)
- Tree trimming - Cottonwood dead branches, removal of Evergreens at exit, trimmed low hanging branches of 4 oak trees by LD Lockett
- Extensive Irrigation work i.e. new pump motor from pond, zone valves
  - Found covered zone valves and noted so easy to find in future
- Obtained 3 quotes on new motors for 2 entry gates
- Crescent / Kays Street culvert maintenance June and October

#### 2026 Planned Activities

- New sod for bare spot South end of the pond, along canal bare spots under trees and at exit gate sidewalk
- Allow TLF to do Seasonal plantings and hold them accountable
- Develop a sustainable plan with Lavaca Trails HOA for Crescent culvert

### **Special Projects (Brett DeMoville)**

#### 2025 Accomplishments

- Migration from landline to cell controller
  - Change paid for itself through savings on phone lines
  - Facilitates moving to cloud software which gives better administrative options
- Motor upgrade on entrance gate
  - Replaced the two gate motors and the gate safety loops
  - Consolidated service to a single gate company to ensure more ownership
- Created Service Provider list on website (*www.EmeraldParkHOA.com*)
- Created New ACC Request form (*www.EmeraldParkHOA.com*)

#### 2026 Planned Activities

- Fill the Board Officer role of President

### **Resident Q&A:**

- Cookie – Cookie asked what was the plan for pond dredging
  - Currently there is not a plan to dredge the pond but the board is monitoring it.
- Cookie – Cookie asked why the trash surrounding the pond hadn't been cleaned up.
  - Terry stated that he was picking up the trash around the pond but hadn't lately. To ensure it is cleaned up the board will include that in the bid with groundworks.
- Dana – Dana asked did the committee have license plate readers.
  - Not currently but they are in the surrounding areas.

Adjourned at 8:45pm