

Please
Add
Stamp

Churchill Estates Homes Association, Inc.
13423 Blanco Road, #288
San Antonio, TX 78216

If you cannot attend the annual meeting, please complete this Proxy ASAP, fold, and mail to address on reverse side on or before Monday, Dec. 4, 2023, 12:00 PM Noon. Please add a stamp. Thank you.

REVOCABLE PROXY

I, _____ (insert your **printed** name), as a homeowner and member of the Churchill Estates Homes Association, Inc., revoke any previously executed proxies and appoint _____ (enter name of proxy or circle one **Board Member's name: Mikel Brand, Rebecca Brune, Vincent Chacon, Rey Saucedo, Hannah Santiago, Elizabeth Small, Michele Smith or Lisa Taylor**)** to attend the Tuesday, December 5, 2023 Annual Meeting of CEHA, Inc. to be held at 7:00 PM at Woodland Baptist Church, 15315 Huebner Road. My proxy shall act in my stead and on my behalf to represent, vote, execute consents, and otherwise to act for me in the same manner and with the same effect as if I were personally present.

**You can designate any other CE homeowner who will be attending the meeting in your absence, or you can circle Association Secretary Mikel Brand's name to vote on your behalf.

PLEASE CHOOSE ONLY ONE OPTION: A (Open Proxy) OR B (Directed Proxy)

OPTION A. OPEN PROXY.

_____ **Yes, I authorize my proxy to vote on my behalf as he/she chooses on the:**

- Approval of 2024 proposed budget and assessment. (This reflects the \$340 annual fee discounted to \$330 if payment is made by 1/31/24.)
- Election of members to the CEHA Board of Directors, as presented by the Nominating Committee or by nominations from the floor.
- My Proxy shall have full authority to vote upon any and all other matters that may be presented at said meeting, as fully and with the same effect as if the undersigned had been present, and I hereby ratify and confirm all that my Proxy may cause to be done by virtue of this instrument.

~~~~ OR ~~~~

**OPTION B. DIRECTED PROXY. Vote here ONLY if you didn't choose OPTION A.**

\_\_\_\_\_ **Yes, I authorize my proxy to vote as I have directed on the:**

- **2024 Budget** as presented: **Approved** \_\_\_\_\_ | **Not Approved** \_\_\_\_\_

(This reflects the \$340 annual fee discounted to \$330 if payment is made by 1/31/24.)

**Board Member Nominees (\*Nominees listed below; write in 3 names unless you chose Option A.)**

- 3-year term: \_\_\_\_\_
- 3-year term: \_\_\_\_\_
- 3-year term: \_\_\_\_\_

**Nominees for 3-yr terms:**

\* **Chris Alford** 14902 Ben Ali \* **Rebecca Brune** 14323 Hill Prince \* **Kevin Duewel** 14806 Gallant Fox

\* **Luis Garcia** 14806 Nashwa \* **Michele Smith** 14606 Swale \* **John Snodgrass** 14806 Count Turf \* **Lisa Taylor** 1703 Agile

(Candidate information is available on CEHA website at churchillestateshoa.com)

Unless sooner revoked, this proxy expires 11 months after its issue.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Email Address (please print neatly)

\_\_\_\_\_  
Street Address of Homeowner

**Deadline for Proxies: Monday, Dec. 4, 2023, 12:00 PM/Noon.**

Mail your proxy to CEHA, 13423 Blanco Rd., #288, San Antonio, TX 78216 or deliver it in person to American Postal Center, 13423 Blanco Rd. Proxies can also be emailed to churchillestateshoa@gmail.com

**FOLD TO MAIL; ADDRESS ALREADY ON REVERSE SIDE; PLEASE ADD A STAMP.**

**Churchill Estates Homes Association, Inc.  
2024 Budget as Approved by the Board**

|                                                          | 2024                 | 2023                 | Difference  |
|----------------------------------------------------------|----------------------|----------------------|-------------|
| <b>Ordinary Income/Expense</b>                           |                      |                      |             |
| <b>Income</b>                                            |                      |                      |             |
| <b>3000.0 · Homeowner Annual Assessments</b>             |                      |                      |             |
| 3002.0 · Assessment Discounts                            | \$ (6,429.63)        | \$ (6,429.63)        | 100%        |
| 3000.0 · Homeowner Annual Assessments - Gross            | \$ 302,815.23        | \$ 302,815.23        | 100%        |
| <b>Total 3000.0 · Homeowner Annual Assessments - Net</b> | <b>\$ 296,385.60</b> | <b>\$ 296,385.60</b> | <b>100%</b> |
| <br>                                                     |                      |                      |             |
| 3040.0 · Late Fees                                       | \$ 2,000.00          | \$ 2,000.00          | 100%        |
| 3060.0 · Lien Fees                                       | \$ 1,275.00          | \$ 1,275.00          | 100%        |
| 3070.0 · Miscellaneous Income                            | \$ 2,200.00          | \$ 2,175.36          | 101%        |
| 3100.0 · Pool Income                                     | \$ 2,175.00          | \$ 2,175.00          | 100%        |
| <b>3910.0 · Other Income</b>                             |                      |                      |             |
| 3200.0 · Subordinations                                  | \$ 500.00            |                      |             |
| 3915.0 · Resale Certs                                    | \$ 10,000.00         | \$ 12,598.49         | 79%         |
| 3916.0 · Transfer Fee                                    | \$ 6,000.00          | \$ 6,000.00          | 100%        |
| 3917.0 · Refinance Fee                                   |                      |                      |             |
| <b>Total 3910.0 · Other Income - Other</b>               | <b>\$ 2,155.00</b>   | <b>\$ 1,900.00</b>   | <b>113%</b> |
| 3999.0 · Uncategorized Income                            | \$ 1,000.00          | \$ 20,498.49         | 5%          |
| <b>Rollover from operational account from prior year</b> | <b>\$ 22,737.27</b>  | <b>\$ 92,673.57</b>  | <b>25%</b>  |
| <b>TOTAL INCOME</b>                                      | <b>\$ 346,427.87</b> | <b>\$ 417,183.02</b> | <b>83%</b>  |
| <b>Expense</b>                                           |                      |                      |             |
| <b>CORPORATE ADMINISTRATION</b>                          |                      |                      |             |
| 4912 · Payroll Tax Expense                               | \$ 8,044.48          | \$ 8,044.48          | 100%        |
| 4903.0 · Insurance - Vol. Accident Bond                  | \$ 250.00            | \$ 250.00            | 100%        |
| 4904.0 · Financial Manager                               | \$ 22,808.63         | \$ 22,808.63         | 100%        |
| 4907.0 · Property Mgr -Mileage Reimburse                 | \$ 1,584.00          | \$ 1,251.60          | 127%        |
| 4908.0 · Property Manager                                | \$ 30,000.00         | \$ 30,000.00         | 100%        |
| 4909.0 · Administrative Assistant                        | \$ 23,221.62         | \$ 22,621.62         | 103%        |
| 4910.0 · Accounting & Legal Fees                         |                      | \$ 6,000.00          | 117%        |
| 4910.1 · Accounting Fees                                 | \$ 3,600.00          |                      |             |
| 4910.2 · Legal Fees                                      | \$ 3,400.00          |                      |             |
| 4911.0 · Payroll Processing Expense                      | \$ 3,492.00          | \$ 3,470.79          | 101%        |
| 4918.0 · Insurance General Liability                     | \$ 13,704.00         | \$ 13,704.00         | 100%        |
| 4919.0 · Insurance -Dir and Officers                     | \$ 662.00            | \$ 662.00            | 100%        |
| 4923 · Donations                                         | \$ 300.00            | \$ 300.00            | 100%        |
| 4930.0 · Office Expense\Postage                          | \$ 7,620.00          | \$ 5,922.42          | 129%        |
| 4954.0 · Security                                        | \$ 12,600.00         | \$ 12,600.00         | 100%        |
| 4955.0 · Community Spirit                                | \$ 6,000.00          | \$ 6,000.00          | 100%        |
| 4970.0 · Bank Charges                                    | \$ 125.00            | \$ 125.00            | 100%        |
| Federal Income Taxes                                     | \$ 600.00            | \$ 600.00            | 100%        |
| <b>TOTAL CORPORATE ADMINISTRATION</b>                    | <b>\$ 138,011.73</b> | <b>\$ 134,360.54</b> | <b>103%</b> |
| <br>                                                     |                      |                      |             |
| 4200.0 · Grounds Maintenance - General                   |                      | \$ 16,308.00         | 159%        |
| 4200.01 Recreational Areas Maintenance                   | \$ 5,000.00          |                      |             |
| 4200.02 Recreational Areas Improvements                  | \$ 3,000.00          |                      |             |
| 4200.03 Tennis Court Maintenance                         | \$ 20,000.00         |                      |             |
| 4200.04 Tennis Court Improvements                        | \$ -                 |                      |             |

**Churchill Estates Homes Association, Inc.  
2024 Budget as Approved by the Board**

|                                                          | 2024                 |           | 2023              | Difference  |
|----------------------------------------------------------|----------------------|-----------|-------------------|-------------|
| <b>4200.1 · Grounds Maintenance - Landscaping</b>        |                      | \$        | 35,700.00         | 125%        |
| <b>4200.11 Landscape Contract (NDR)</b>                  | \$ 38,645.28         |           |                   |             |
| <b>4200.12 Irrigation Repairs</b>                        | \$ 2,500.00          |           |                   |             |
| <b>4200.13 Landscaping Improvements</b>                  | \$ 3,500.00          |           |                   |             |
| <b>4200.2 · Grounds Maintenance - Amenities Services</b> | \$ 2,000.00          | \$        | 2,000.00          | 100%        |
| <b>4201.0 · Electric Utility</b>                         | \$ 6,000.00          | \$        | 5,804.31          | 103%        |
| <b>4202.0 · Water - Median &amp; Pool</b>                | \$ 30,000.00         | \$        | 20,000.00         | 150%        |
| <b>4203.0 · Supplies</b>                                 |                      | \$        | 4,000.00          | 100%        |
| <b>4203.1 Tools - less than \$500</b>                    | \$ 1,000.00          |           |                   |             |
| <b>4203.2 Tools - more than \$500</b>                    | \$ 1,000.00          |           |                   |             |
| <b>4203.0 Supplies - Other</b>                           | \$ 2,000.00          |           |                   |             |
| <b>4205.0 · Tree Trimming</b>                            | \$ 7,500.00          | \$        | 7,500.00          | 100%        |
| <b>4208.0 · Entrance Maintenance</b>                     | \$ 2,500.00          | \$        | 2,500.00          | 100%        |
| <b>4209.0 · Holiday Décor</b>                            | \$ 3,000.00          |           |                   |             |
| <b>4220.0 · Trash Removal</b>                            | \$ 2,304.00          | \$        | 2,007.24          | 115%        |
| <b>4220.1 · Recycling</b>                                | \$ 2,000.00          |           |                   |             |
| <b>4235.0 · General Repairs</b>                          | \$ 2,000.00          | \$        | 12,000.00         | 17%         |
| <b>TOTAL GROUNDS &amp; FACILITIES</b>                    | <b>\$ 133,949.28</b> | <b>\$</b> | <b>107,819.55</b> | <b>124%</b> |
| <b>POOL OPERATIONS</b>                                   |                      |           |                   |             |
| <b>4102 · Swim Team</b>                                  |                      |           |                   |             |
| <b>4102.0 · Swim Team Coach</b>                          | \$ 7,100.00          | \$        | 5,000.00          | 142%        |
| <b>4000.0 · Salaries and Wages</b>                       | \$ 28,000.00         | \$        | 17,000.00         | 165%        |
| <b>4100.0 · Pool Operations Management</b>               | \$ 11,050.00         | \$        | 11,050.00         | 100%        |
| <b>4146.0 · Insurance - Swim Team</b>                    |                      | \$        | 500.00            |             |
| <b>4101.0 · Pool License</b>                             | \$ 229.69            | \$        | 229.69            | 100%        |
| <b>4110.0 · Pool Chemicals</b>                           | \$ 3,600.00          | \$        | 3,600.00          | 100%        |
| <b>4112.0 · Pool Cleaning</b>                            | \$ 7,794.00          | \$        | 7,794.00          | 100%        |
| <b>4135.0 · Pool Repairs</b>                             | \$ 4,800.00          | \$        | 4,800.00          | 100%        |
| <b>4140.0 · Pool Supplies</b>                            | \$ 2,000.00          | \$        | 3,600.00          | 169%        |
| <b>4140.1 Pool Area Maintenance</b>                      | \$ 1,600.00          |           |                   |             |
| <b>4140.2 Pool Area Improvements</b>                     | \$ 2,500.00          |           |                   |             |
| <b>4145.0 · Pool Phone - Internet</b>                    | \$ 1,980.00          | \$        | 1,980.00          | 100%        |
| <b>TOTAL POOL OPERATIONS</b>                             | <b>\$ 70,653.69</b>  | <b>\$</b> | <b>55,553.69</b>  | <b>127%</b> |
| <b>TOTAL EXPENSE</b>                                     | <b>\$ 342,614.70</b> | <b>\$</b> | <b>297,733.78</b> | <b>115%</b> |
| <b>NET ORDINARY INCOME</b>                               | <b>\$ 3,813.17</b>   | <b>\$</b> | <b>119,449.24</b> | <b>3%</b>   |
| <b>10000.0 10 Year Committee Plan Allocation</b>         |                      | \$        | 100,000.00        |             |
| <b>3440.9 · Interest Income</b>                          | \$ 51.24             | \$        | 15.07             | 340%        |
| <b>CONTRIBUTION TO RESERVE ACCOUNT</b>                   | <b>\$ 3,864.41</b>   | <b>\$</b> | <b>19,464.31</b>  | <b>20%</b>  |

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**CEHA 2023 Annual Meeting Agenda**  
**Tuesday, December 5, 2023 • 7:00 PM – Meeting begins**  
**6:30pm – Refreshments and Meet and Greet**  
**Woodland Baptist Church, Maresh Hall– 15315 Huebner Road**

November 5, 2023

This is official notice for the Annual Meeting for the members of the Churchill Estates Homes Association, Inc. The sign-in process begins at 6:30 PM. Councilman John Courage-District 9, Officer Kent Novak-Bexar County Constable Precinct 3 and Public Works will be available from 6:30pm-7pm for questions and discussion regarding Churchill Estates. Pool fobs will be available for distribution.

*Refreshments will be provided.*

**Agenda:**

1. Meeting Called to Order by CEHA President
2. Verify Quorum
3. Introduction of CEHA Board Members and Staff
4. Welcome – Councilman Courage
5. Approval by Membership of 2022 Annual Meeting Minutes (available for review on CEHA website)
6. Overview of CEHA 2023 Projects
7. Voting by Membership: Budget and Board Member Elections
  - a. 2023 Financial Report
  - b. 2024 Budget Presentation and Membership Vote to Approve 2024 Budget
  - c. Presentation of Nominees for Board Member Elections and Membership Vote. Candidate profile information available on CEHA website
8. Open Discussion
9. Adjournment



**IMPORTANT! CEHA NEEDS YOUR VOTE!**  
**Make a Difference in Your Neighborhood**  
**Mail Your Proxy FOR RECEIPT by Noon on 12/04/23**  
**OR Attend the Annual Meeting at 7 PM on 12/05/23**

CEHA  
13423 Blanco Rd., #288  
San Antonio, TX 78216

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