

**NOT APPROVED**

**Briarbend Community Improvement Association**

**Agenda**

**November 14, 2017**

**7907 Burgoyne-Rene Garza's home**

- I. Call to Order – Larry Stanton called the meeting to order at 7:30 pm  
Board members present: Larry Stanton, Charlie Stoddard, Leigh Adkins, Jennifer Jackson, Chad Roberts, Kathy Johnson, Peter Blomquist, Rene Garza, Casey Koehler  
Members absent: Jennifer Mire
- II. Introduction of Visitors  
A) Cindy Garza attended the November meeting.
- III. Reading Minutes of Preceding Meeting-  
The October minutes were approved and are posted on the website. Chad Roberts motioned to approve; Charlie Stoddard seconded. The minutes were approved.
- IV. Reports of Committees  
A) Vice President –Rene-asked how many and which board members were rolling off the board in March. Five members' terms are up - Jennifer Mire, Jennifer Jackson, Rene Garza, Casey Koehler, and Chad Roberts. Chad and Casey expressed a desire to run and serve, if elected.
  - a. Election –nomination requests should go out 60 days prior to the spring semi-annual meeting, which means the nomination forms should be distributed the second week in January. Voting takes place 30 days prior to the spring semi-annual meeting. March 13, 2018 is the proposed date for the spring meeting. Homeowners can mail the form in with their dues check or return to Rene Garza.
  - b. Directory update- Rene would like to include a directory information form with the annual dues notice. Leigh has

the form and will include the form in each homeowner's annual dues notice. The board will see what the response is after the form goes out in December; the board will then work on collecting updated information on homeowners who did not fill out a form for the directory.

B) Secretary – Kathy Johnson – no report

C) Treasurer- Leigh Adkins

1. Income/Expense – neighborhood is doing well financially.

The collection of 2016 dues along with fines has boosted our bottom line.

D) Security – Chad Roberts-

a. Chad expressed the need to budget for maintenance of the neighborhood security car.

b. Chad made a motion and Rene Garza seconded to buy a \$50 gift card for each of the four security personnel at Christmas. The motion passed.

c. Chad reminded the board to tell neighbors to fill out the vacation form if they are going out of town. The form is on the Briarbend website.

E) Superneighborhood- Peter Blomquist –no report

F) ACC - Jennifer Jackson – no report

G) Beautification- Jennifer Mire –

a) Jennifer had new signs made advertising our semi-annual meeting. Signs will be placed at each end of the subdivision the Sunday before the meeting.

b) Holiday decorating contest-

1st place = \$150

2nd place = \$75

3rd place = \$25

Judging and awards occurring Dec 15, 16, 17

c) Briarbend Ladies Coffee – Saturday, December 9 at 7902 Chevy Chase

d) Larry will ask Jennifer to get the decorating and holiday coffee information to Leigh to put on website.

H) Social- Casey Koehler – the annual Halloween party was great in spite of the rain! Casey thinks the expenses are close to budget. She may order 450 chicken tenders for 2018. Casey asked everyone to thank Jessica Strehlow for all her work. Peter Blomquist motioned and Rene Garza seconded a motion to allow Casey to purchase a plant and a bottle of wine to thank Jessica. The amount approved is in the \$30-\$40 range.

I) Legal - Charlie- no report

V. Old Business – no old business

VI. New Business-

a. Larry received a note from Greg Travis, District G rep. The city plans to replace the water mains in Charnwood, which will cause traffic issues until the project is completed April 16, 2019.

b. Rene asked what was being done about the damaged speed hump on Stoney Brook. Larry was told nothing would be done until late 2018.

c. Larry suggested that the board sign up for Greg Travis' email newsletter- [districtg@houstontx.gov](mailto:districtg@houstontx.gov)

VII. General Discussion/Executive Session (if necessary)- no session was needed.

VIII. Adjournment- The meeting was adjourned at 8:30 pm. Peter Blomquist made a motion to adjourn and Jennifer Jackson seconded. The motion passed.

Next meeting is scheduled for January 9, 2018 at 2203 Stoney Brook.

Respectfully submitted,

Kathy Johnson

Secretary

Briarbend Budget To Actual  
1/1/2017 through 10/31/2017 Using 2017 Budget

11/1/2017

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Category	1/1/2017 Actual	- Budget	10/31/2017 Difference
<b>INCOME</b>	<b>67,257.03</b>	<b>63,389.80</b>	<b>3,867.23</b>
2016 Dues	2,250.00	0.00	2,250.00
2017 Dues	61,650.00	61,650.00	0.00
Fines	2,725.00	840.00	1,885.00
Interest	132.03	150.00	-17.97
Refinance Fee	0.00	166.50	-166.50
Transfer Fee	500.00	583.30	-83.30
<b>EXPENSES</b>	<b>47,475.24</b>	<b>52,369.54</b>	<b>4,894.30</b>
Uncategorized	8.97	0.00	-8.97
Occup, Rent, Utilities, Maintenance	19,841.91	20,113.32	271.41
Briarbend Maintenance	744.51	1,250.00	505.49
Garbage Expense	27,317.40	27,083.32	-234.08
Garbage Reimbursement	-8,220.00	-8,220.00	0.00
Other Expense	9,858.02	9,349.92	-508.10
Administrative Expenses	0.00	83.32	83.32
Bank Charge	125.44	50.00	-75.44
COMMUNITY SPIRIT	1,495.09	3,000.00	1,504.91
Christmas Light Contest	267.85	0.00	-267.85
Halloween Party	0.00	2,000.00	2,000.00
Spring Party	938.46	1,000.00	61.54
Other COMMUNITY SPIRIT	288.78	0.00	-288.78
Insurance	5,927.00	2,000.00	-3,927.00
Meeting Expense	1,677.71	2,050.00	372.29
MISC	120.08	83.30	-36.78
Mosquito Spray	450.00	2,000.00	1,550.00
Website	62.70	83.30	20.60
Printing, Publication, Postage, Shipping	85.84	406.30	320.46
Election Expenses	0.00	200.00	200.00
Newsletter	0.00	83.30	83.30
OFF,POST,PRINT	112.56	123.00	10.44
Other Printing, Publication, Postage, Shipping	-26.72	0.00	26.72
Professional Fees	72.50	2,900.00	2,827.50
Professional Fees-Audit	0.00	400.00	400.00
Professional Fees-Legal Fees	72.50	2,500.00	2,427.50
Other Professional Fees-Legal Fees	72.50	0.00	-72.50
Professional Fees, Independent Contracto	15,608.00	17,600.00	1,992.00
Security	15,608.00	17,600.00	1,992.00
Salaries, other compensations	2,000.00	2,000.00	0.00
Treasurer Fee	2,000.00	2,000.00	0.00
<b>Net Difference:</b>	<b>19,781.79</b>	<b>11,020.26</b>	<b>8,761.53</b>

Briarbend Income/Expense Statement  
1/1/2017 through 10/31/2017

11/1/2017

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Category	1/1/2017- 10/31/2017
<b>INCOME</b>	
2016 Dues	2,250.00
2017 Dues	61,650.00
Fines	2,725.00
Interest	132.03
Transfer Fee	500.00
<b>TOTAL INCOME</b>	<b>67,257.03</b>
<b>EXPENSES</b>	
Uncategorized	8.97
Occup, Rent, Utilities, Maintenance	19,841.91
Other Expense	9,858.02
Printing, Publication, Postage, Shipping	85.84
Professional Fees	72.50
Professional Fees, Independent Contracto	15,608.00
Salaries, other compensations	2,000.00
<b>TOTAL EXPENSES</b>	<b>47,475.24</b>
<b>OVERALL TOTAL</b>	<b>19,781.79</b>

## Briarbend YTD Balance Sheet - As of 10/31/2017

Account	10/31/2017 Balance
<b>Bank Accounts</b>	
Capital One Money Mkt	76,774.32
Checking - Capital One	2,113.96
Frost Business Checking XX2743	120.52
Frost Checking XX1563	18.27
Frost Money Mkt XX0931	67,163.34
<b>TOTAL Bank Accounts</b>	<b>146,190.41</b>
<b>Asset Accounts</b>	
Accts Rec-City	7,398.00
Security Vehicle	9,500.00
<b>TOTAL Asset Accounts</b>	<b>16,898.00</b>
<b>Liability Accounts</b>	
Deferred Revenue - Next Year Dues	0.00
Restricted Funds - Briarbend Park	-6,147.32
<b>TOTAL Liability Accounts</b>	<b>-6,147.32</b>
<b>OVERALL TOTAL</b>	<b>156,941.09</b>