

# **Briarbend Community Improvement Association**

## **Minutes**

**April 10, 2018**

**7803 Meadow Lake – Chad Roberts' home**

- I. Call to Order – Larry Stanton called the meeting to order at 7:45 pm.  
Board members present: Larry Stanton, Leigh Adkins, Chad Roberts, Kathy Johnson, Rene Garza, Casey Koehler, Peter Blomquist, Tom Ehardt, Scott Summerville  
Members absent:-Jennifer Jackson, Jennifer Mire, Charlie Stoddard
- II. Introduction of Visitors
  - A) No visitors attended the April meeting.
  - B) Welcomed new board members- Jessica Strehlow, Tom Ehardt, Scott Summerville
- III. Reading Minutes of Preceding Meeting-

The February minutes were approved and will be posted on the website. Casey Koehler motioned to approve; Peter Blomquist seconded. The minutes were approved.
- IV. President's Comments
  - A) Opened a discussion on standardizing our election forms to conform with the State of Texas requirements. Charlie, our legal chair, will research how to proceed with this and will review the state requirements making sure our forms conform to what the state of Texas requires. We would like to have a library of forms on our website, which will reside with the treasurer so that any homeowner can access the forms.
  - B) Larry passed out information on various city council representatives' voting records on the new building requirements passed after Hurricane Harvey. Larry urged the board to write their city council representative to express their opinion. Greg Travis, representative for our district, did not vote in favor of the new building requirements, despite the flooding during Hurricane Harvey in his district.
  - C) Larry encouraged the board to read Bill King's report on the use of the "Drainage Fee", a fee collected by the City of Houston.
- V. Reports of Committees
  - A) Vice President – Rene Garza – his term is ending, but Rene said he will stay on and finish the directory. He hopes to have the directory finished by the middle of May. Rene will work with President Larry Stanton, VP Tom Ehardt, and Treasurer Leigh Adkins along with the block captains in collecting the information.
  - B) Secretary – Kathy Johnson – Passed around the list of board meeting dates and asked the board to sign up to host a meeting. When we get the election forms, Kathy will send them to the board for their approval.
  - C) Treasurer- Leigh Adkins
    - a. 7 homeowners have not paid their dues for 2018. Leigh spoke to one homeowner and they plan to pay.

- b. A few homeowners paid their dues very late- the board decided each delinquent homeowner should receive a letter telling them the late fees are included in the dues amount and are non-negotiable.
- c. The treasurer will be involved in the standardization of the election forms and is responsible for posting the forms on the website.

D) Security – Chad Roberts

- a. No reports of break-ins lately.
- b. Leigh is in the process of obtaining the title for the security vehicle.

E) Super neighborhood - Peter Blomquist - will let us know when the next meeting is scheduled.

F) ACC - Jennifer Jackson – no report

G) Beautification- Jennifer Mire – no report. Larry would like to rename this position Hospitality - when a new family moves in someone from the board will welcome them, take them a gift, and welcome them to the neighborhood. The Hospitality position will be combined with the Social position; each position will have its own chair, and the chairs will share responsibilities.

H) Social- Casey Koehler – no report

I) Legal- Charlie- will help research the issue regarding standardization of the election forms.

VI Old Business – Leigh spoke to Jeff Fetzer, a former homeowner and BB treasurer, regarding our tax-exempt status. BB does not have an exemption at this point. A petition to reinstate the tax-exempt status is needed and Leigh is working on this issue. The 2017 taxes need to be prepared; Leigh and Rene will talk to providers and make a decision as to who will prepare the taxes.

VII. New Business-

A) Election of officers. List of board members and positions:

President: Larry Stanton

Secretary: Kathy Johnson

Vice President: Tom Ehardt

Treasurer: Leigh Adkins

Security: Chad Roberts

Legal: Charlie Stoddard

Architectural Control Committee: Scott Summerville

Social & Hospitality (combined): Casey Koehler & Jessica Strehlow

Super neighborhood Representative: Peter Blomquist

B) Patrol car maintenance- the patrol car is in need of several repairs. The current budget includes fuel and insurance for the car, but no line item is in the budget for repairs. On May 2, 2018 the board unanimously approved to use cash reserves totaling \$2,158.19 for repairs to the patrol car.

VIII. General Discussion/Executive Session (if necessary)- no executive session was necessary.

VIV. Adjournment- The meeting was adjourned at 9:00 pm. Larry Stanton made a motion to adjourn and Casey Koehler seconded.

The next board meeting is scheduled for Tuesday, May 8, 2018. Location to be determined.

Respectfully submitted,

Kathy Johnson, Secretary

# Briarbend Budget To Actual - Q1 2018

1/1/2018 through 3/31/2018 Using 2018 Budget

4/2/2018

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Category	1/1/2018 Actual	- Budget	3/31/2018 Difference
<b>INCOME</b>	<b>59,078.68</b>	<b>62,156.94</b>	<b>-3,078.26</b>
2018 Dues	58,488.00	61,650.00	-3,162.00
Fines	100.00	252.00	-152.00
Interest	<b>90.68</b>	<b>30.00</b>	<b>60.68</b>
Refinance Fee	100.00	49.95	50.05
Transfer Fee	300.00	174.99	125.01
<b>EXPENSES</b>	<b>15,543.38</b>	<b>14,328.93</b>	<b>-1,214.45</b>
Uncategorized	38.41	0.00	-38.41
Occup, Rent, Utilities, Maintenance	<b>9,059.87</b>	<b>6,029.25</b>	<b>-3,030.62</b>
Briarbend Maintenance	<b>426.95</b>	<b>300.00</b>	<b>-126.95</b>
Garbage Expense	11,098.92	8,195.25	-2,903.67
Garbage Reimbursement	<b>-2,466.00</b>	<b>-2,466.00</b>	0.00
Other Expense	<b>1,391.73</b>	<b>1,526.97</b>	<b>135.24</b>
Administrative Expenses	0.00	24.99	24.99
Bank Charge	<b>26.40</b>	<b>27.00</b>	<b>0.60</b>
COMMUNITY SPIRIT	<b>267.85</b>	<b>300.00</b>	<b>32.15</b>
Christmas Light Contest	267.85	0.00	-267.85
Spring Party	0.00	300.00	300.00
Insurance	209.00	0.00	-209.00
Meeting Expense	806.00	875.00	69.00
MISC	67.30	24.99	-42.31
Mosquito Spray	0.00	250.00	250.00
Website	15.18	24.99	9.81
Printing, Publication, Postage, Shipping	<b>280.37</b>	<b>142.71</b>	<b>-137.66</b>
Election Expenses	0.00	100.00	100.00
Newsletter	0.00	24.99	24.99
OFF,POST,PRINT	166.00	17.72	-148.28
Other Printing, Publication, Postage, Shipping	114.37	0.00	-114.37
Professional Fees	<b>75.00</b>	<b>750.00</b>	<b>675.00</b>
Professional Fees-Legal Fees	<b>75.00</b>	<b>750.00</b>	<b>675.00</b>
Professional Fees, Independent Contracto	<b>4,098.00</b>	<b>5,280.00</b>	<b>1,182.00</b>
Security	<b>4,098.00</b>	<b>5,280.00</b>	<b>1,182.00</b>
Salaries, other compensations	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>
Treasurer Fee	600.00	600.00	0.00
<b>Net Difference:</b>	<b>43,535.30</b>	<b>47,828.01</b>	<b>-4,292.71</b>

**Budget To Actual - Current Year**  
1/1/2018 through 12/31/2018 Using 2018 Budget

4/2/2018

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Category	Actual	2018 Budget	Difference
<b>INCOME</b>	<b>59,078.68</b>	<b>63,670.00</b>	<b>-4,591.32</b>
2018 Dues	58,488.00	61,650.00	-3,162.00
Fines	100.00	1,000.00	-900.00
Interest	<b>90.68</b>	<b>120.00</b>	<b>-29.32</b>
Refinance Fee	100.00	200.00	-100.00
Transfer Fee	300.00	700.00	-400.00
<b>EXPENSES</b>	<b>15,543.38</b>	<b>63,320.00</b>	<b>47,776.62</b>
Uncategorized	38.41	0.00	-38.41
Occup, Rent, Utilities, Maintenance	<b>9,059.87</b>	<b>24,117.00</b>	<b>15,057.13</b>
Briarbend Maintenance	<b>426.95</b>	<b>1,200.00</b>	<b>773.05</b>
Auto Fuel	178.57	0.00	-178.57
Auto Maintenance	248.38	0.00	-248.38
Garbage Expense	11,098.92	32,781.00	21,682.08
Garbage Reimbursement	<b>-2,466.00</b>	<b>-9,864.00</b>	<b>-7,398.00</b>
Other Expense	<b>1,391.73</b>	<b>12,258.00</b>	<b>10,866.27</b>
Administrative Expenses	0.00	100.00	100.00
Bank Charge	<b>26.40</b>	<b>108.00</b>	<b>81.60</b>
Other Bank Charge	26.40	108.00	81.60
<b>COMMUNITY SPIRIT</b>	<b>267.85</b>	<b>3,750.00</b>	<b>3,482.15</b>
Christmas Light Contest	267.85	250.00	-17.85
Halloween Party	0.00	2,500.00	2,500.00
Spring Party	0.00	1,000.00	1,000.00
Insurance	209.00	3,900.00	3,691.00
Meeting Expense	806.00	2,200.00	1,394.00
MISC	67.30	100.00	32.70
Mosquito Spray	0.00	2,000.00	2,000.00
Website	15.18	100.00	84.82
Printing, Publication, Postage, Shipping	<b>280.37</b>	<b>425.00</b>	<b>144.63</b>
Election Expenses	0.00	200.00	200.00
Newsletter	0.00	100.00	100.00
OFF,POST,PRINT	166.00	125.00	-41.00
Other Printing, Publication, Postage, Shipping	114.37	0.00	-114.37
Professional Fees	<b>75.00</b>	<b>3,000.00</b>	<b>2,925.00</b>
Professional Fees-Legal Fees	<b>75.00</b>	<b>3,000.00</b>	<b>2,925.00</b>
Professional Fees, Independent Contracto	<b>4,098.00</b>	<b>21,120.00</b>	<b>17,022.00</b>
Security	<b>4,098.00</b>	<b>21,120.00</b>	<b>17,022.00</b>
Salaries, other compensations	<b>600.00</b>	<b>2,400.00</b>	<b>1,800.00</b>
Treasurer Fee	600.00	2,400.00	1,800.00
<b>Net Difference:</b>	<b>43,535.30</b>	<b>350.00</b>	<b>43,185.30</b>

# Briarbend Income/Expense Statement - Q1 2018

1/1/2018 through 3/31/2018

4/2/2018

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Category	1/1/2018- 3/31/2018
<b>INCOME</b>	
2018 Dues	58,488.00
Fines	100.00
Interest	90.68
Refinance Fee	100.00
Transfer Fee	300.00
<b>TOTAL INCOME</b>	<b>59,078.68</b>
<b>EXPENSES</b>	
Occup, Rent, Utilities, Maintenance	9,098.28
Other Expense	1,391.73
Printing, Publication, Postage, Shipping	280.37
Professional Fees	75.00
Professional Fees, Independent Contracto	4,098.00
Salaries, other compensations	600.00
<b>TOTAL EXPENSES</b>	<b>15,543.38</b>
<b>OVERALL TOTAL</b>	<b>43,535.30</b>

## Briarbend Balance Sheet - As of 3/31/2018

Account	3/31/2018 Balance
<b>Bank Accounts</b>	
Capital One Money Mkt	76,806.08
Checking - Capital One	2,113.96
Frost Business Checking XX2743	-931.91
Frost Checking XX1563	88.52
Frost Money Mkt XX0931	99,197.60
<b>TOTAL Bank Accounts</b>	<b>177,274.25</b>
<b>Asset Accounts</b>	
Accts Rec-City	11,508.00
Security Vehicle	9,500.00
<b>TOTAL Asset Accounts</b>	<b>21,008.00</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>192,134.93</b>