

# **Briarbend Community Improvement Association**

## **Agenda**

**May 8, 2018**

### **7911 Chevy Chase – Charlie Stoddard’s home**

- I. Call to Order – Larry Stanton called the meeting to order at 7:30 pm.  
Board members present: Larry Stanton, Leigh Adkins, Chad Roberts, Kathy Johnson, Casey Koehler, Peter Blomquist, Tom Ehardt, Scott Summerville, Jessica Strehlow, Charlie Stoddard  
  
Members absent-none
- II. Introduction of Visitors
  - A) No visitors attended the May meeting.
  - B) Welcomed new board member, Jessica Strehlow, since she missed the April meeting.
- III. Reading Minutes of Preceding Meeting- the board reviewed the minutes from the April 10, 2018 meeting; no additions or corrections were made. A motion to approve was made by Jessica Strehlow and seconded by Charlie Stoddard. The minutes received unanimous approval and will be posted to the Briarbend website
- IV. President’s Comments- Larry passed out a Houston Chronicle article dated May 8, 2018, in which Gov. Greg Abbott approved a request from Harris County/Harris County Commissioners Court to hold an emergency multi-billion dollar bond election on August 25 asking voters to pay for flood control measures. Larry encouraged the board to read the wording on the bond and decide for ourselves how to vote.

At the last board meeting the issue was raised about increasing the amount each board member spends on the board meetings. Currently the board reimburses the board member \$75. The board proposed to increase the amount to \$150 per board meeting. A motion to approve the increase was made by Larry Stanton and seconded by Chad Roberts. The motion passed.

- V. Reports of Committees
  - A) Vice President – Tom Ehardt- Tom talked to Rene Garza, outgoing VP. Currently, there is not much to update on the directory. We have 99 homeowners who have not updated their information. Tom will devise a plan to get the information on these homeowners.
  - B) Secretary – Kathy Johnson – Passed around the list of board meeting dates and asked for a volunteer for the April 2019 meeting. Leigh Adkins volunteered.
  - C) Treasurer- Leigh Adkins
    - a. 7 people have not paid dues. Has collected dues from one of the 7, so 6 have not paid. Past dues letters will be sent to these homeowners.
  - D) Security – Chad Roberts

- a. The patrol car is in the repair shop; the passenger side window does not work, the front and back brakes need work, and the AC has a leak in one of the lines. The total bill is slightly over \$2100, and the board approved to make all the repairs. While the car is in the shop the security officers are using their own patrol car while working their shift. Chad made the suggestion that we should add money to the budget to account for repairs and oil changes to the car. He will send a suggested dollar amount to Leigh for the budget.
- E) Super neighborhood - Peter Blomquist – nothing to report. The next meeting is Monday, May 14 and Peter plans to attend.
- F) ACC - Scott Summerville- no report
- G) Hospitality/Social- Jessica and Casey- Spring Fling: this event doesn't receive as large of a turnout as it has in past years. One possible reason for the low turnout is that there is a lot of competition with sporting events at schools. Jessica and Casey are considering having a movie night on a Friday night in one of the cul-de-sacs, which they would block off as they do for the Halloween party.
- H) Legal- Charlie- Larry asked how long we should keep the voting records. Charlie explained that minutes and voting records need to be kept 7 years. Charlie passed out documents relating to our homeowner elections. Our attorneys, Sears & Bennett, said we are in compliance with the forms we are using. We may need to change the wording on our nomination form to comply with the requirements of homeowner associations.
- VI. Old Business – Larry brought up the issue of the speed bump bolts getting sheared off. We don't know who maintains the upkeep on these speed bumps. Larry passed the speed bump file to Scott so that he can look into the matter and figure out whether the City maintains the speed bumps or whether the subdivision has to maintain them.
- VII. New Business- no new business
- VIII. General Discussion/Executive Session (if necessary)- no executive session was necessary.
- VIV. Adjournment- The meeting was adjourned at 9:00 pm. Chad Roberts made a motion to adjourn and Peter Blomquist seconded. The motion passed.

The next board meeting is scheduled for Tuesday, June 12, 2018 at Larry Stanton's 7802 Ella Lee Lane.

Respectfully submitted,

Kathy Johnson, Secretary

## Briarbend Budget To Actual

1/1/2018 through 4/30/2018 Using 2018 Budget

5/2/2018

Page 1

| Category                                 | 1/1/2018<br>Actual | -<br>Budget      | 4/30/2018<br>Difference |
|--|--------------------|------------------|-------------------------|
| <b>INCOME</b>                            | <b>59,316.01</b>   | <b>62,325.92</b> | <b>-3,009.91</b>        |
| 2018 Dues                                | 58,488.00          | 61,650.00        | -3,162.00               |
| Fines                                    | 100.00             | 336.00           | -236.00                 |
| Interest                                 | <b>128.01</b>      | <b>40.00</b>     | <b>88.01</b>            |
| Refinance Fee                            | 100.00             | 66.60            | 33.40                   |
| Transfer Fee                             | 500.00             | 233.32           | 266.68                  |
| <b>EXPENSES</b>                          | <b>19,720.23</b>   | <b>19,621.91</b> | <b>-98.32</b>           |
| Occup, Rent, Utilities, Maintenance      | <b>11,119.63</b>   | <b>8,039.00</b>  | <b>-3,080.63</b>        |
| Briarbend Maintenance                    | <b>533.98</b>      | <b>400.00</b>    | <b>-133.98</b>          |
| Garbage Expense                          | 13,873.65          | 10,927.00        | -2,946.65               |
| Garbage Reimbursement                    | <b>-3,288.00</b>   | <b>-3,288.00</b> | 0.00                    |
| Other Expense                            | <b>1,653.23</b>    | <b>2,585.96</b>  | <b>932.73</b>           |
| Administrative Expenses                  | 0.00               | 33.32            | 33.32                   |
| Bank Charge                              | <b>35.40</b>       | <b>36.00</b>     | <b>0.60</b>             |
| <b>COMMUNITY SPIRIT</b>                  | <b>267.85</b>      | <b>1,000.00</b>  | <b>732.15</b>           |
| Christmas Light Contest                  | 267.85             | 0.00             | -267.85                 |
| Spring Party                             | 0.00               | 1,000.00         | 1,000.00                |
| Insurance                                | 386.50             | 0.00             | -386.50                 |
| Meeting Expense                          | 881.00             | 950.00           | 69.00                   |
| <b>MISC</b>                              | <b>67.30</b>       | <b>33.32</b>     | <b>-33.98</b>           |
| Mosquito Spray                           | 0.00               | 500.00           | 500.00                  |
| Website                                  | 15.18              | 33.32            | 18.14                   |
| Printing, Publication, Postage, Shipping | <b>280.37</b>      | <b>156.95</b>    | <b>-123.42</b>          |
| Election Expenses                        | 0.00               | 100.00           | 100.00                  |
| Newsletter                               | 0.00               | 33.32            | 33.32                   |
| OFF,POST,PRINT                           | 166.00             | 23.63            | -142.37                 |
| Other Printing, Publication, Postage,... | 114.37             | 0.00             | -114.37                 |
| Professional Fees                        | <b>75.00</b>       | <b>1,000.00</b>  | <b>925.00</b>           |
| Professional Fees-Legal Fees             | <b>75.00</b>       | <b>1,000.00</b>  | <b>925.00</b>           |
| Professional Fees, Independent Contra... | <b>5,792.00</b>    | <b>7,040.00</b>  | <b>1,248.00</b>         |
| Security                                 | <b>5,792.00</b>    | <b>7,040.00</b>  | <b>1,248.00</b>         |
| Salaries, other compensations            | <b>800.00</b>      | <b>800.00</b>    | <b>0.00</b>             |
| Treasurer Fee                            | 800.00             | 800.00           | 0.00                    |
| <b>Net Difference:</b>                   | <b>39,595.78</b>   | <b>42,704.01</b> | <b>-3,108.23</b>        |

## Budget To Actual - Current Year

1/1/2018 through 12/31/2018 Using 2018 Budget

5/2/2018

Page 1

| Category                                 | Actual           | 2018<br>Budget   | Difference       |
|--|------------------|------------------|------------------|
| <b>INCOME</b>                            | <b>59,316.01</b> | <b>63,670.00</b> | <b>-4,353.99</b> |
| 2018 Dues                                | 58,488.00        | 61,650.00        | -3,162.00        |
| Fines                                    | 100.00           | 1,000.00         | -900.00          |
| Interest                                 | <b>128.01</b>    | <b>120.00</b>    | <b>8.01</b>      |
| Refinance Fee                            | 100.00           | 200.00           | -100.00          |
| Transfer Fee                             | 500.00           | 700.00           | -200.00          |
| <b>EXPENSES</b>                          | <b>19,720.23</b> | <b>63,320.00</b> | <b>43,599.77</b> |
| Occup, Rent, Utilities, Maintenance      | <b>11,119.63</b> | <b>24,117.00</b> | <b>12,997.37</b> |
| Briarbend Maintenance                    | <b>533.98</b>    | <b>1,200.00</b>  | <b>666.02</b>    |
| Auto Fuel                                | 285.60           | 0.00             | -285.60          |
| Auto Maintenance                         | 248.38           | 0.00             | -248.38          |
| Garbage Expense                          | 13,873.65        | 32,781.00        | 18,907.35        |
| Garbage Reimbursement                    | -3,288.00        | -9,864.00        | -6,576.00        |
| Other Expense                            | <b>1,653.23</b>  | <b>12,258.00</b> | <b>10,604.77</b> |
| Administrative Expenses                  | 0.00             | 100.00           | 100.00           |
| Bank Charge                              | <b>35.40</b>     | <b>108.00</b>    | <b>72.60</b>     |
| Other Bank Charge                        | 35.40            | 108.00           | 72.60            |
| COMMUNITY SPIRIT                         | <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                                | 386.50           | 3,900.00         | 3,513.50         |
| Meeting Expense                          | 881.00           | 2,200.00         | 1,319.00         |
| 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,... | 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 Contra... | <b>5,792.00</b>  | <b>21,120.00</b> | <b>15,328.00</b> |
| Security                                 | <b>5,792.00</b>  | <b>21,120.00</b> | <b>15,328.00</b> |
| Salaries, other compensations            | <b>800.00</b>    | <b>2,400.00</b>  | <b>1,600.00</b>  |
| Treasurer Fee                            | 800.00           | 2,400.00         | 1,600.00         |
| <b>Net Difference:</b>                   | <b>39,595.78</b> | <b>350.00</b>    | <b>39,245.78</b> |

# YTD Income/Expense Annual

1/1/2018 through 4/30/2018

5/2/2018

Page 1

| Category                                 | 1/1/2018-<br>4/30/2018 |
|--|------------------------|
| <b>INCOME</b>                            |                        |
| 2018 Dues                                | 58,488.00              |
| Fines                                    | 100.00                 |
| Interest                                 | 128.01                 |
| Refinance Fee                            | 100.00                 |
| Transfer Fee                             | 500.00                 |
| <b>TOTAL INCOME</b>                      | <b>59,316.01</b>       |
| <b>EXPENSES</b>                          |                        |
| Occup, Rent, Utilities, Maintenance      | 11,119.63              |
| Other Expense                            | 1,653.23               |
| Printing, Publication, Postage, Shipping | 280.37                 |
| Professional Fees                        | 75.00                  |
| Professional Fees, Independent Contr...  | 5,792.00               |
| Salaries, other compensations            | 800.00                 |
| <b>TOTAL EXPENSES</b>                    | <b>19,720.23</b>       |
| <b>OVERALL TOTAL</b>                     | <b>39,595.78</b>       |

## Briarbend Balance Sheet - As of 4/30/2018

| Account                           | 4/30/2018<br>Balance |
|-----------------------------------|----------------------|
| <b>Bank Accounts</b>              |                      |
| Capital One Money Mkt             | 76,812.39 ✓          |
| Checking - Capital One            | 2,113.96 ✓           |
| Frost Business Checking XX2743    | 150.00 ✓             |
| Frost Checking XX1563             | 63.79                |
| Frost Money Mkt XX0931            | 93,372.59 ✓          |
| <b>TOTAL Bank Accounts</b>        | <b>172,512.73</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>187,373.41</b>    |