

Briarbend Community Improvement Association

April 13, 2021 Board Meeting

Via Zoom 7:00pm

- I. Call to Order – Larry Stanton called the meeting to order at 7:02 pm.

Board members present: Larry Stanton, Leigh Adkins, Tom Ehardt,, Scott Summerville, Chad Roberts, , Mary Spiller, Peter Blomquist, James Pocza. Newly elected Board Members- Braden Spalding and Rene Garza, Kathy Johnson.

Members absent- Charlie Stoddard, Conor Shary

- II. Introduction of Visitors-There were no visitors for the April Board Meeting.

- III. Reading Minutes of Preceding Meeting-

The Minutes for the March 16th Board Meeting were sent via email prior to the meeting for the Board's review. There were two minor revisions to the Minutes. They were resent prior to the Meeting. Mary Spiller moved that the Minutes be approved. Scott Summerville seconded the motion. The Minutes were approved and will be posted on the Briarbend Web Site.

- IV. President's Comments- Larry Stanton- Larry welcomed the new Board Members: Kathy Johnson, Braden Spalding, and Rene Garza, and thanked the members going off the Board, Mary Spiller, Charlie Stoddard, and Larry Stanton. He asked Tom Ehardt to revise the Website to reflect the 2021/22 Board.

- V. Reports of Committees

A) Vice President – Tom Ehardt-Tom sent out a worksheet listing the Board Positions and suggested that some of the positions be revised. (See below- New Business)

B) Secretary – Mary Spiller – No additional report at this time.

C) Treasurer- Leigh Adkins- Leigh had sent financial statements (Income Statement, Balance sheet, and the budget to date) as of 3/31/21. Since the last meeting two of the five Homeowners with 2021 unpaid dues have paid their dues. There are currently three homeowners with outstanding 2021 dues. Leigh will be sending reminder emails to the remaining three homeowners with unpaid 2021 dues. Chad talked to Officer R. Johnson about replacing the tires on the Security vehicle. They would like a better grade of tire. Leigh will contact Roosevelt to take care of this. We would like to send a small welcoming gift to new neighbors. Leigh will send James a list of new residents for these gifts. There is \$300 budgeted for a Spring Get Together. The Security Vehicle insurance budget category has \$1,324.00 remaining that will not be used this year. There is also money left in the Board Meeting Budget since we have been meeting via Zoom for the past year. Leigh will set up a Zoom account for Kathy to use for future meetings.

- D) Security – Chad Roberts- Last night two black men followed Mr. Jacobs, who drives a Porsche, to his townhome at 8000 Woodway. He was attacked and his Breitling Watch was stolen. This happened about 7:30pm. The Police were called. Chad said that the crime rate in our area is climbing. The security cameras at Chad’s home recorded people looking into his windows. Larry cautioned everyone to be careful and watchful at all hours. Be aware of slowmoving vehicles and cars parked with someone in the driver’s seat. Chad is looking into adding Security Cameras, and their placement. Braden asked if we could send out a blast or a handout to residents about how to report suspicious incidents. The numbers of the Briarbend Security Patrol and HPD Westside Office are listed on the inside of the Directory. Chad will send out a blast and a worksheet with this information.
- E) Super neighborhood - Peter Blomquist – No Report- Peter suggested that this position on the Board be eliminated and someone appointed to attend the infrequent meetings.
- F) ACC - Scott Summerville- No new applications for construction this month. Scott reported that the ACC Committee will continue for the next term.
- G) Hospitality/Social- James Pocza – James is looking into scheduling a Spring Party, possibly with a movie in the Cul de Sac. He will check into it.
- H) Legal- Charlie Stoddard – Charlie was absent and had no report.
- I) At Large- Conor Shary. Conor was absent and had no report.

VII. New Business- Tom had sent a worksheet prior to the meeting, listing Board Positions. He suggested combining At Large and Super Neighborhood, and making it Communications. This position would be responsible for email blasts, the web site and assist with the Directory.

Tom asked for volunteers for the different positions for the upcoming term. Rene Garza volunteered to be President. Tom Ehardt will remain as Vice President. Scott would like to stay with the ACC, James will stay with Social/Hospitality, Peter Blomquist volunteered to take over at Legal. Kathy Johnson will be Secretary, Braden will help with Social/ Hospitality. Chad will remain with Security. Scott Summerville will remain with ACC. Leigh will remain as Treasurer.

Larry suggested all Board Members pull the By-Laws down from the Web Site and read them.

VIII. General Discussion/Executive Session (if necessary)-

VIV. Adjournment-Tom moved to adjourn the meeting at 8:05pm, Scott seconded. The motion carried and the meeting was adjourned.

The next board meeting is scheduled for Tuesday, May 11th, 2021. There will be another meeting on Tuesday June 8, 2021. Place to be determined.

Respectfully submitted 4/14/21

Mary Spiller- Secretary

Briarbend Income & Expense Statement

1/1/2021 through 4/30/2021

5/3/2021

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Category	1/1/2021- 4/30/2021
INCOME	
2020 Dues	490.00
2021 Dues	66,150.00
Fines	690.00
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Interest	
Capital One Interest	25.68
Frost Bank Interest	13.94
TOTAL Interest	39.62
Refinance Fee	150.00
Transfer Fee	150.00
TOTAL INCOME	67,669.62
EXPENSES	
Occup, Rent, Utilities, Maintenance	
Briarbend Maintenance	
Auto Fuel	294.84
TOTAL Briarbend Maintenance	294.84
Garbage Expense	11,520.16
Garbage Reimbursement	-3,288.00
TOTAL Occup, Rent, Utilities, Maint...	8,527.00
Other Expense	
Bank Charge	5.00
Signature Verification Fee	30.70
TOTAL Bank Charge	35.70
Insurance	0.00
Security Vehicle Insurance	1,576.00
TOTAL Insurance	1,576.00
MISC	585.00
TOTAL Other Expense	2,196.70
Printing, Publication, Postage, Shipping	
Election Expenses	54.82
Postage	50.50
TOTAL Printing, Publication, Posta...	105.32
Professional Fees Independent Contr...	
Security	
8000 Woodway	-564.00
Charnwood	-4,683.84
Security Patrol	13,176.00
TOTAL Security	7,928.16
TOTAL Professional Fees Indepen...	7,928.16
Salaries, other compensations	
Treasurer Fee	800.00
TOTAL Salaries, other compensati...	800.00
TOTAL EXPENSES	19,557.18
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OVERALL TOTAL	48,112.44

Briarbend Balance Sheet - As of 4/30/2021

Account	4/30/2021 Balance
Bank Accounts	
Capital One Money Mkt	76,216.35
Checking - Capital One	2,113.96
Frost Business Checking XX2743	16.66
Frost Checking XX1563	72,077.12
Frost Money Mkt XX0931	60,469.35
TOTAL Bank Accounts	210,893.44
Asset Accounts	
Accts Rec-City	822.00
Security Vehicle	9,500.00
TOTAL Asset Accounts	10,322.00
Liability Accounts	
Deferred Revenue - Next Year Dues	0.00
Restricted Funds - Briarbend Park	-6,147.32
TOTAL Liability Accounts	-6,147.32
OVERALL TOTAL	215,068.12

Budget To Actual

1/1/2021 through 4/30/2021 Using 2021 Briarbend Budget

5/3/2021

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Category	1/1/2021 Actual	- Budget	4/30/2021 Difference
INCOME	67,669.62	67,789.34	-119.72
2020 Dues	490.00	0.00	490.00
2021 Dues	66,150.00	67,130.00	-980.00
Fines	690.00	336.00	354.00
Interest	39.62	40.00	-0.38
Capital One Interest	25.68	0.00	25.68
Frost Bank Interest	13.94	0.00	13.94
Refinance Fee	150.00	116.66	33.34
Transfer Fee	150.00	166.68	-16.68
EXPENSES	19,557.18	23,928.96	4,371.78
Occup, Rent, Utilities, Maintenance	8,527.00	9,945.32	1,418.32
Briarbend Maintenance	294.84	900.00	605.16
Auto Fuel	294.84	300.00	5.16
Auto Maintenance	0.00	600.00	600.00
Garbage Expense	11,520.16	12,333.32	813.16
Garbage Reimbursement	-3,288.00	-3,288.00	0.00
Other Expense	2,196.70	5,052.64	2,855.94
Administrative Expenses	0.00	33.32	33.32
Bank Charge	35.70	36.00	0.30
Signature Verification Fee	30.70	0.00	-30.70
Other Bank Charge	5.00	0.00	-5.00
COMMUNITY SPIRIT	0.00	1,066.68	1,066.68
New Neighbor Gifts	0.00	66.68	66.68
Spring Party	0.00	1,000.00	1,000.00
Insurance	1,576.00	2,900.00	1,324.00
Security Vehicle Insurance	1,576.00	2,900.00	1,324.00
Meeting Expense	0.00	950.00	950.00
MISC	585.00	33.32	-551.68
Website	0.00	33.32	33.32
Printing, Publication, Postage, Shipping	105.32	131.00	25.68
Election Expenses	54.82	100.00	45.18
Newsletter	0.00	25.00	25.00
Postage	50.50	6.00	-44.50
Other Postage	50.50	0.00	-50.50
Professional Fees Independent Contra...	7,928.16	8,000.00	71.84
Professional Fees	0.00	166.68	166.68
Professional Fees-Legal Fees	0.00	166.68	166.68
Security	7,928.16	7,833.32	-94.84
8000 Woodway	-564.00	-288.00	276.00
Charnwood	-4,683.84	-4,683.84	0.00
Security Patrol	13,176.00	12,805.16	-370.84
Salaries, other compensations	800.00	800.00	0.00
Treasurer Fee	800.00	800.00	0.00
TRANSFERS	0.00	0.00	0.00
Net Difference:	48,112.44	43,860.38	4,252.06

Budget To Actual - 2021

1/1/2021 through 12/31/2021 Using 2021 Briarbend Budget

5/3/2021

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Category	1/1/2021 Actual	- Budget	12/31/2021 Difference
INCOME	67,669.62	69,100.00	-1,430.38
2020 Dues	490.00	0.00	490.00
2021 Dues	66,150.00	67,130.00	-980.00
Fines	690.00	1,000.00	-310.00
Interest	39.62	120.00	-80.38
Capital One Interest	25.68	0.00	25.68
Frost Bank Interest	13.94	0.00	13.94
Refinance Fee	150.00	350.00	-200.00
Transfer Fee	150.00	500.00	-350.00
EXPENSES	19,557.18	68,794.00	49,236.82
Occup, Rent, Utilities, Maintenance	8,527.00	29,836.00	21,309.00
Briarbend Maintenance	294.84	2,700.00	2,405.16
Auto Fuel	294.84	900.00	605.16
Auto Maintenance	0.00	1,800.00	1,800.00
Garbage Expense	11,520.16	37,000.00	25,479.84
Garbage Reimbursement	-3,288.00	-9,864.00	-6,576.00
Other Expense	2,196.70	11,858.00	9,661.30
Administrative Expenses	0.00	100.00	100.00
Bank Charge	35.70	108.00	72.30
Signature Verification Fee	30.70	0.00	-30.70
Other Bank Charge	5.00	0.00	-5.00
COMMUNITY SPIRIT	0.00	3,950.00	3,950.00
Christmas Light Contest	0.00	250.00	250.00
Halloween Party	0.00	2,500.00	2,500.00
New Neighbor Gifts	0.00	200.00	200.00
Spring Party	0.00	1,000.00	1,000.00
Insurance	1,576.00	5,300.00	3,724.00
General Liability Insurance	0.00	2,400.00	2,400.00
Security Vehicle Insurance	1,576.00	2,900.00	1,324.00
Meeting Expense	0.00	2,200.00	2,200.00
MISC	585.00	100.00	-485.00
Website	0.00	100.00	100.00
Printing, Publication, Postage, Shipping	105.32	700.00	594.68
Election Expenses	54.82	200.00	145.18
Newsletter	0.00	100.00	100.00
Postage	50.50	400.00	349.50
POST OFFICE BOX	0.00	182.00	182.00
Other Postage	50.50	0.00	-50.50
Professional Fees Independent Contra...	7,928.16	24,000.00	16,071.84
Professional Fees	0.00	500.00	500.00
Professional Fees-Legal Fees	0.00	500.00	500.00
Security	7,928.16	23,500.00	15,571.84
8000 Woodway	-564.00	-864.00	-300.00
Charnwood	-4,683.84	-14,051.52	-9,367.68
Security Patrol	13,176.00	38,415.52	25,239.52
Salaries, other compensations	800.00	2,400.00	1,600.00
Treasurer Fee	800.00	2,400.00	1,600.00
TRANSFERS	0.00	0.00	0.00
Net Difference:	48,112.44	306.00	47,806.44