

**BRIARBEND COMMUNITY IMPROVEMENT ASSOCIATION**  
**Monthly Meeting**  
**April 18, 2023**  
**El Patio Mexican Restaurant – 6444 Westheimer**

Call to Order – Rene Garza called the meeting to order at 7:11 pm

Board members present: Leigh Adkins, Garrett Galloway, Rene Garza, Jennifer Hunter, Kathy Johnson, Jonathan Kalkan, Matt Lueckenhoff, Jimmy Robert, Conor Shary, Braden Spalding, Jerry Young

Board members absent: Peter Blomquist, Katie Deal, Steve Geis, Molly Vandegrift

Welcome Visitors- no visitors attended the meeting.

Rene asked all the board members to introduce themselves and tell the rest of the group where they live.

Vice President Report – Jimmy Robert – no report

Secretary Report – Kathy Johnson

Approval of February Meeting Minutes – Conor motioned to approve the minutes; Rene seconded the motion. The February minutes were approved.

Social / Hospitality – Braden Spalding

Braden explained the duties of her position. The Social chair coordinates the Halloween party, which is a well-oiled machine at this point; welcomes new members to the neighborhood with a greeting card and a plant; and chooses the Yard of the Month winner.

Communications / Website – Conor Shary

The Communications/Website chair keeps the website up to date with notices that affect all homeowners. All board meeting dates, times, and locations are posted on the website for any homeowner to attend. The approved minutes from the previous board meeting are also posted for homeowners to read.

Architectural Control Committee – Steve Geis- no report

Braden Spalding said she had received several questions about a remodel taking place on Stoney Brook; several homeowners questioned the logic of the demolition process.

Legal – Peter Blomquist- no report

Conor explained that Legal is the interface with our outside counsel and is also responsible for sending notices to homeowners who do not comply with the deed restrictions

Security – Katie Deal - no report

The board agreed that Katie has done a great job with getting the reports from our security officers and getting information out to the neighborhood.

Treasurer - Leigh Adkins

Only 4 homeowners have not paid their 2023 dues. The HOA is now accepting Zelle as a form of payment, which helped get the dues paid in a timelier manner. The line item for transfer fees is higher than normal due to the increased number of homes sold since January. The security vehicle required quite a bit of maintenance resulting in the line item for Auto Maintenance going over budget. Garbage expenses have not increased. A motion was made by Braden and seconded by Conor to allow the use of an electronic signature on checks paid to our security officers – this would reduce the amount of time spent in coordinating getting two signatures each time an officer needs to be paid. The motion passes. The budget will have a \$14,000 deficit at the end of the year because of the added security hours and days. We have funds set aside in reserve to pay for the deficit and balance the budget. The goal is for our homeowner dues to offset the budget.

At the January meeting a decision was made to discontinue serving dinner at each board meeting and to serve light snacks and beverages instead. A motion was made by Jimmy and seconded by Jennifer to reimburse board members \$100 for hosting a meeting at their home.

Other Items: Rene reminded the board that a new directory will need to be printed in 2024.

Election of new Officers and Committee heads:

President –	Conor Shary
VP-	Jimmy Robert
Secretary-	Matt Lueckenhoff
Social -	Jennifer Hunter
Communications/Website	Garrett Galloway
ACC	Steve Geis
Legal	Jerry Young
Security	Katie Deal
Treasurer	Jonathan Kalkan

The next meeting is scheduled for May 9 at 7:00 pm. Location TBD.

Jimmy motioned to adjourn the meeting at 8:27 pm; Jerry seconded. Motion passes.

Respectfully submitted,  
Kathy Johnson

## Budget To Actual - Q1 2023

1/1/2023 through 3/31/2023 Using 2023 Briarbend Budget

4/10/2023

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Category	1/1/2023 Actual	- Budget	3/31/2023 Difference
<b>INCOME</b>	<b>98,209.71</b>	<b>103,499.99</b>	<b>-5,290.28</b>
2023 Dues	96,725.00	102,750.00	-6,025.00
Fines	300.00	350.00	-50.00
Interest	<b>884.71</b>	<b>249.99</b>	<b>634.72</b>
Capital One Interest	7.43	0.00	7.43
Frost Bank Interest	877.28	0.00	877.28
Refinance Fee	0.00	50.00	-50.00
Transfer Fee	300.00	100.00	200.00
<b>EXPENSES</b>	<b>33,706.11</b>	<b>31,248.74</b>	<b>-2,457.37</b>
Uncategorized	30.00	0.00	-30.00
Occup, Rent, Utilities, Maintenance	<b>10,361.27</b>	<b>7,161.60</b>	<b>-3,199.67</b>
Briarbend Maintenance	<b>4,607.27</b>	<b>750.00</b>	<b>-3,857.27</b>
Auto Fuel	499.91	500.01	0.10
Auto Maintenance	4,107.36	249.99	-3,857.37
Garbage Expense	<b>8,220.00</b>	<b>8,877.60</b>	<b>657.60</b>
Other Garbage Expense	8,220.00	0.00	-8,220.00
Garbage Reimbursement	-2,466.00	-2,466.00	0.00
Other Expense	<b>4,263.00</b>	<b>5,239.98</b>	<b>976.98</b>
Administrative Expenses	0.00	24.99	24.99
Bank Charge	<b>20.00</b>	<b>15.00</b>	<b>-5.00</b>
Online Banking	15.00	0.00	-15.00
Processing Fee	-5.00	0.00	5.00
Return Item Charge	10.00	0.00	-10.00
COMMUNITY SPIRIT	<b>0.00</b>	<b>350.01</b>	<b>350.01</b>
New Neighbor Gifts	0.00	50.01	50.01
Spring Party	0.00	300.00	300.00
Insurance	<b>4,243.00</b>	<b>3,900.00</b>	<b>-343.00</b>
General Liability Insurance	2,268.00	2,400.00	132.00
Security Vehicle Insurance	1,975.00	1,500.00	-475.00
Meeting Expense	0.00	900.00	900.00
MISC	0.00	24.99	24.99
Website	0.00	24.99	24.99
Printing, Publication, Postage, Shipping	<b>0.00</b>	<b>129.50</b>	<b>129.50</b>
Election Expenses	0.00	100.00	100.00
Newsletter	0.00	25.00	25.00
Postage	<b>0.00</b>	<b>4.50</b>	<b>4.50</b>
Professional Fees Independent Contra...	<b>18,451.84</b>	<b>18,117.66</b>	<b>-334.18</b>
Professional Fees	<b>1,191.71</b>	<b>125.01</b>	<b>-1,066.70</b>
Professional Fees-Legal Fees	<b>1,191.71</b>	<b>125.01</b>	<b>-1,066.70</b>
Security	<b>17,260.13</b>	<b>17,992.65</b>	<b>732.52</b>
8000 Woodway	-212.48	-318.72	-106.24
Charnwood	-5,854.96	-3,512.88	2,342.08
Security Coordination	1,975.00	1,956.75	-18.25
Security Patrol	17,505.00	19,567.50	2,062.50
Security Phone	247.57	300.00	52.43
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>64,503.60</b>	<b>72,251.25</b>	<b>-7,747.65</b>

## Budget To Actual - 2023

1/1/2023 through 12/31/2023 Using 2023 Briarbend Budget

4/10/2023

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Category	1/1/2023 Actual	- Budget	12/31/2023 Difference
<b>INCOME</b>	<b>98,209.71</b>	<b>105,600.00</b>	<b>-7,390.29</b>
2023 Dues	96,725.00	102,750.00	-6,025.00
Fines	300.00	1,000.00	-700.00
Interest	<b>884.71</b>	<b>1,000.00</b>	<b>-115.29</b>
Capital One Interest	7.43	0.00	7.43
Frost Bank Interest	877.28	0.00	877.28
Refinance Fee	0.00	350.00	-350.00
Transfer Fee	300.00	500.00	-200.00
<b>EXPENSES</b>	<b>33,706.11</b>	<b>119,617.00</b>	<b>85,910.89</b>
Uncategorized	30.00	0.00	-30.00
Occup, Rent, Utilities, Maintenance	<b>10,361.27</b>	<b>28,646.40</b>	<b>18,285.13</b>
Briarbend Maintenance	<b>4,607.27</b>	<b>3,000.00</b>	<b>-1,607.27</b>
Auto Fuel	499.91	2,000.00	1,500.09
Auto Maintenance	4,107.36	1,000.00	-3,107.36
Garbage Expense	<b>8,220.00</b>	<b>35,510.40</b>	<b>27,290.40</b>
Other Garbage Expense	8,220.00	0.00	-8,220.00
Garbage Reimbursement	-2,466.00	-9,864.00	-7,398.00
Other Expense	<b>4,263.00</b>	<b>10,400.00</b>	<b>6,137.00</b>
Administrative Expenses	0.00	100.00	100.00
Bank Charge	<b>20.00</b>	<b>50.00</b>	<b>30.00</b>
Online Banking	15.00	0.00	-15.00
Processing Fee	-5.00	0.00	5.00
Return Item Charge	10.00	0.00	-10.00
COMMUNITY SPIRIT	<b>0.00</b>	<b>3,950.00</b>	<b>3,950.00</b>
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	<b>4,243.00</b>	<b>3,900.00</b>	<b>-343.00</b>
General Liability Insurance	2,268.00	2,400.00	132.00
Security Vehicle Insurance	1,975.00	1,500.00	-475.00
Meeting Expense	0.00	2,200.00	2,200.00
MISC	0.00	100.00	100.00
Website	0.00	100.00	100.00
Printing, Publication, Postage, Shipping	<b>0.00</b>	<b>700.00</b>	<b>700.00</b>
Election Expenses	0.00	200.00	200.00
Newsletter	0.00	100.00	100.00
Postage	<b>0.00</b>	<b>400.00</b>	<b>400.00</b>
POST OFFICE BOX	0.00	284.00	284.00
Professional Fees Independent Contra...	<b>18,451.84</b>	<b>77,470.60</b>	<b>59,018.76</b>
Professional Fees	<b>1,191.71</b>	<b>500.00</b>	<b>-691.71</b>
Professional Fees-Legal Fees	<b>1,191.71</b>	<b>500.00</b>	<b>-691.71</b>
Other Professional Fees-Legal ...	1,191.71	0.00	-1,191.71
Security	<b>17,260.13</b>	<b>76,970.60</b>	<b>59,710.47</b>
8000 Woodway	-212.48	-1,274.88	-1,062.40
Charnwood	-5,854.96	-14,051.52	-8,196.56
Flock Safety	0.00	5,000.00	5,000.00
Security Coordination	1,975.00	7,827.00	5,852.00
Security Patrol	17,505.00	78,270.00	60,765.00
Security Phone	247.57	1,200.00	952.43
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>64,503.60</b>	<b>-14,017.00</b>	<b>78,520.60</b>

# Briarbend Income & Expense Statement - Q1 2023

1/1/2023 through 3/31/2023

4/10/2023

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Category	1/1/2023- 3/31/2023
<b>INCOME</b>	
2023 Dues	96,725.00
Fines	300.00
Interest	
Capital One Interest	7.43
Frost Bank Interest	877.28
TOTAL Interest	884.71
Transfer Fee	300.00
<b>TOTAL INCOME</b>	<b>98,209.71</b>
<b>EXPENSES</b>	
Uncategorized	30.00
Occup, Rent, Utilities, Maintenance	
Briarbend Maintenance	
Auto Fuel	499.91
Auto Maintenance	4,107.36
TOTAL Briarbend Maintenance	4,607.27
Garbage Expense	8,220.00
Garbage Reimbursement	-2,466.00
TOTAL Occup, Rent, Utilities, Maint...	10,361.27
Other Expense	
Bank Charge	
Online Banking	15.00
Processing Fee	-5.00
Return Item Charge	10.00
TOTAL Bank Charge	20.00
Insurance	
General Liability Insurance	2,268.00
Security Vehicle Insurance	1,975.00
TOTAL Insurance	4,243.00
TOTAL Other Expense	4,263.00
Professional Fees Independent Contr...	
Professional Fees	
Professional Fees-Legal Fees	1,191.71
TOTAL Professional Fees	1,191.71
Security	
8000 Woodway	-212.48
Charnwood	-5,854.96
Security Coord	360.00
Security Coordination	1,975.00
Security Patro	3,240.00
Security Patrol	17,505.00
Security Phone	247.57
TOTAL Security	17,260.13
TOTAL Professional Fees Indepen...	18,451.84
Salaries, other compensations	
Treasurer Fee	600.00
TOTAL Salaries, other compensati...	600.00
<b>TOTAL EXPENSES</b>	<b>33,706.11</b>
<b>OVERALL TOTAL</b>	<b>64,503.60</b>

## Briarbend Balance Sheet - As of 3/31/2023

Account	3/31/2023 Balance
<b>Bank Accounts</b>	
Frost Business Checking XX2743	170.00
Frost Checking XX1563	2,189.33
Frost Money Mkt XX0931	211,357.55
<b>TOTAL Bank Accounts</b>	<b>213,716.88</b>
<b>Asset Accounts</b>	
Accts Rec-City	10,686.00
Security Vehicle	9,500.00
<b>TOTAL Asset Accounts</b>	<b>20,186.00</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>227,755.56</b>