

Briarbend Community Improvement Association

August 10, 2021 Board Meeting

Via Zoom 7:00pm

- I. Call to Order – Rene Garza called the meeting to order at 7:03 pm.

Board members present: Leigh Adkins, Tom Ehardt, Scott Summerville, Conor Shary, Braden Spalding, Rene Garza, Kathy Johnson, Mike Young,

Members absent- Chad Roberts, Peter Blomquist

- II. Introduction of Visitors/New Board Member

A) No visitors attended the August meeting.

B) Introduction of new board member – Mike Young

- III. President’s Report- Rene Garza-

- IV. Reports of Committees

A) Vice President – Tom Ehardt-

a. Directory – No Report

b. Semi-annual meeting- booked Sept. 14 with Molina’s. Agreed to hold the meeting in person and ask people to wear masks and spread out. Tom moved to hold the meeting unless Covid cases spike and we need to cancel. If the meeting is cancelled, we can adopt the 2022 Briarbend budget with the process used a year ago. Block captains can distribute the budget with a ballot for homeowners to vote. Conor motioned to approve the motion. Rene seconded. Motion passed.

B) Secretary – Kathy Johnson – Conor motioned to approve the minutes from the June meeting. Braden seconded. June meeting minutes approved.

C) Treasurer- Leigh Adkins-

a. The maintenance line item on the budget is a little higher due to maintenance on patrol car. Security is over budget as a result of increased patrol hours. Leigh made a motion to continue to pay for the increased patrol hours until we hold the semi-annual meeting and discuss the proposed 2022 budget; Conor seconded. Motion passed.

b. One homeowner has not paid his/her dues. Leigh will work with Peter Blomquist drafting a demand letter requiring the homeowner to pay his/her dues.

c. IRS has not cashed our \$600 check, which would allow us to re-instate our non-profit status. Rene suggested that we send another certified letter to the IRS asking the status of our re-instatement

d. 2020 Audit – Rene would like to have the audit completed prior to the semi-annual meeting.

e. Leigh motioned to approve the July financials; Rene seconded. Motion passed.

- f. Board suggested that Leigh send the proposed budget to all homeowners prior to the semi-annual meeting. He agreed to do that.
- D) Communications / Website– Conor Shary- Conor looked into the deed restrictions at a couple of other sub-divisions. Rene wants to bring up the subject of amending our deed restrictions at the semi-annual meeting to test the response.
- E) ACC - Scott Summerville- 7911 Chevy Chase starting an outdoor patio project. Plans were approved.
- F) Legal- Peter Blomquist – no report

G. Security – Chad Roberts- Last Saturday night several suspects were discharging their fire arms in the bayou. One of our neighbors called 911 and then told them to leave. HPD was not able to make an arrest and is looking for video to track them down. It's important for all of us to remember to call 911 and not approach anyone until HPD arrives. It would be best for HPD to make the arrest. We have had more shootings in our area lately and HPD is trying to catch the suspects. Our council member Greg Travis is working with local law enforcement to change this trend. We have adjusted our patrol times to try and prevent as much of this as possible. Charnwood has reached out and wants to look at the cost for cameras in both of our neighborhoods to help HPD with arrests. Leigh has been looking into better priced camera systems and possibly partnering with Charnwood. Looking at camera locations at Westheimer entrance, at stop signs at Woodway and SB, and at park.

- H) Hospitality/Social- Braden Spalding – end of summer ice cream social is a possibility. Working on the Halloween party. Glad to have Mike on board to work with her. Will check into locating the sign indicating *Yard of the Month* and will start working on choosing *Yard of the Month* winners. Will re-start the tradition of taking a gift to new neighbors.
- V. New Business- no new business
 - VI. General Discussion/Executive Session (if necessary)- no session necessary
 - VII. Adjournment-. Motion to adjourn made by Rene and seconded by Conor. Meeting adjourned at 7:57 pm.

The next board meeting is scheduled for Tuesday, October 12, 2021 at 2203 Stoney Brook.

Respectfully submitted,
Kathy Johnson
Secretary

Budget To Actual

1/1/2021 through 7/31/2021 Using 2021 Briarbend Budget

8/2/2021

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| Category | 1/1/2021 Actual | - Budget | 7/31/2021 Difference |
|--|--------------------|------------------|-------------------------|
| INCOME | 68,781.28 | 68,283.85 | 497.43 |
| 2020 Dues | 490.00 | 0.00 | 490.00 |
| 2021 Dues | 66,640.00 | 67,130.00 | -490.00 |
| Fines | 815.00 | 588.00 | 227.00 |
| Interest | 86.28 | 70.00 | 16.28 |
| Capital One Interest | 44.89 | 0.00 | 44.89 |
| Frost Bank Interest | 41.39 | 0.00 | 41.39 |
| Refinance Fee | 250.00 | 204.16 | 45.84 |
| Transfer Fee | 500.00 | 291.69 | 208.31 |
| EXPENSES | 37,309.21 | 38,469.43 | 1,160.22 |
| Occup, Rent, Utilities, Maintenance | 17,320.70 | 17,404.31 | 83.61 |
| Briarbend Maintenance | 2,914.42 | 1,575.00 | -1,339.42 |
| Auto Fuel | 583.24 | 525.00 | -58.24 |
| Auto Maintenance | 2,331.18 | 1,050.00 | -1,281.18 |
| Garbage Expense | 20,160.28 | 21,583.31 | 1,423.03 |
| Garbage Reimbursement | -5,754.00 | -5,754.00 | 0.00 |
| Other Expense | 2,699.61 | 5,504.62 | 2,805.01 |
| Administrative Expenses | 21.21 | 58.31 | 37.10 |
| Bank Charge | 132.60 | 63.00 | -69.60 |
| Signature Verification Fee | 52.60 | 0.00 | -52.60 |
| Other Bank Charge | 80.00 | 0.00 | -80.00 |
| COMMUNITY SPIRIT | 0.00 | 1,116.69 | 1,116.69 |
| New Neighbor Gifts | 0.00 | 116.69 | 116.69 |
| 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 | 384.80 | 1,250.00 | 865.20 |
| MISC | 585.00 | 58.31 | -526.69 |
| Website | 0.00 | 58.31 | 58.31 |
| Printing, Publication, Postage, Shipping | 105.32 | 160.50 | 55.18 |
| Election Expenses | 54.82 | 100.00 | 45.18 |
| Newsletter | 0.00 | 50.00 | 50.00 |
| Postage | 50.50 | 10.50 | -40.00 |
| Other Postage | 50.50 | 0.00 | -50.50 |
| Professional Fees Independent Contra... | 15,783.58 | 14,000.00 | -1,783.58 |
| Professional Fees | 0.00 | 291.69 | 291.69 |
| Professional Fees-Legal Fees | 0.00 | 291.69 | 291.69 |
| Security | 15,783.58 | 13,708.31 | -2,075.27 |
| 8000 Woodway | -748.00 | -504.00 | 244.00 |
| Charnwood | -8,196.42 | -8,196.72 | -0.30 |
| Security Patrol | 24,728.00 | 22,409.03 | -2,318.97 |
| Salaries, other compensations | 1,400.00 | 1,400.00 | 0.00 |
| Treasurer Fee | 1,400.00 | 1,400.00 | 0.00 |
| TRANSFERS | 0.00 | 0.00 | 0.00 |
| Net Difference: | 31,472.07 | 29,814.42 | 1,657.65 |

Budget To Actual - 2021

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

8/2/2021

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| Category | 1/1/2021 Actual | - Budget | 12/31/2021 Difference |
|---|--------------------|------------------|--------------------------|
| INCOME | 68,781.28 | 69,100.00 | -318.72 |
| 2020 Dues | 490.00 | 0.00 | 490.00 |
| 2021 Dues | 66,640.00 | 67,130.00 | -490.00 |
| Fines | 815.00 | 1,000.00 | -185.00 |
| Interest | 86.28 | 120.00 | -33.72 |
| Capital One Interest | 44.89 | 0.00 | 44.89 |
| Frost Bank Interest | 41.39 | 0.00 | 41.39 |
| Refinance Fee | 250.00 | 350.00 | -100.00 |
| Transfer Fee | 500.00 | 500.00 | 0.00 |
| EXPENSES | 37,309.21 | 68,794.00 | 31,484.79 |
| Occup, Rent, Utilities, Maintenance | 17,320.70 | 29,836.00 | 12,515.30 |
| Briarbend Maintenance | 2,914.42 | 2,700.00 | -214.42 |
| Auto Fuel | 583.24 | 900.00 | 316.76 |
| Auto Maintenance | 2,331.18 | 1,800.00 | -531.18 |
| Garbage Expense | 20,160.28 | 37,000.00 | 16,839.72 |
| Garbage Reimbursement | -5,754.00 | -9,864.00 | -4,110.00 |
| Other Expense | 2,699.61 | 11,858.00 | 9,158.39 |
| Administrative Expenses | 21.21 | 100.00 | 78.79 |
| Bank Charge | 132.60 | 108.00 | -24.60 |
| Signature Verification Fee | 52.60 | 0.00 | -52.60 |
| Other Bank Charge | 80.00 | 0.00 | -80.00 |
| 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 | 384.80 | 2,200.00 | 1,815.20 |
| 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... | 15,783.58 | 24,000.00 | 8,216.42 |
| Professional Fees | 0.00 | 500.00 | 500.00 |
| Professional Fees-Legal Fees | 0.00 | 500.00 | 500.00 |
| Security | 15,783.58 | 23,500.00 | 7,716.42 |
| 8000 Woodway | -748.00 | -864.00 | -116.00 |
| Charnwood | -8,196.42 | -14,051.52 | -5,855.10 |
| Security Patrol | 24,728.00 | 38,415.52 | 13,687.52 |
| Salaries, other compensations | 1,400.00 | 2,400.00 | 1,000.00 |
| Treasurer Fee | 1,400.00 | 2,400.00 | 1,000.00 |
| TRANSFERS | 0.00 | 0.00 | 0.00 |
| Net Difference: | 31,472.07 | 306.00 | 31,166.07 |

Briarbend Income & Expense Statement

1/1/2021 through 7/30/2021

8/2/2021

Page 1

| Category | 1/1/2021- 7/30/2021 |
|--|------------------------|
| INCOME | |
| 2020 Dues | 490.00 |
| 2021 Dues | 66,640.00 |
| Fines | 815.00 |
| Interest | |
| Capital One Interest | 44.89 |
| Frost Bank Interest | 41.39 |
| TOTAL Interest | 86.28 |
| Refinance Fee | 250.00 |
| Transfer Fee | 500.00 |
| TOTAL INCOME | 68,781.28 |
| EXPENSES | |
| Occup, Rent, Utilities, Maintenance | |
| Briarbend Maintenance | |
| Auto Fuel | 583.24 |
| Auto Maintenance | 2,331.18 |
| TOTAL Briarbend Maintenance | 2,914.42 |
| Garbage Expense | 20,160.28 |
| Garbage Reimbursement | -5,754.00 |
| TOTAL Occup, Rent, Utilities, Main... | 17,320.70 |
| Other Expense | |
| Administrative Expenses | 21.21 |
| Bank Charge | 80.00 |
| Signature Verification Fee | 52.60 |
| TOTAL Bank Charge | 132.60 |
| Insurance | 0.00 |
| Security Vehicle Insurance | 1,576.00 |
| TOTAL Insurance | 1,576.00 |
| Meeting Expense | 384.80 |
| MISC | 585.00 |
| TOTAL Other Expense | 2,699.61 |
| Printing, Publication, Postage, Shipping | |
| Election Expenses | 54.82 |
| Postage | 50.50 |
| TOTAL Printing, Publication, Posta... | 105.32 |
| Professional Fees Independent Contr... | |
| Security | |
| 8000 Woodway | -748.00 |
| Charnwood | -8,196.42 |
| Security Patrol | 24,728.00 |
| TOTAL Security | 15,783.58 |
| TOTAL Professional Fees Indepen... | 15,783.58 |
| Salaries, other compensations | |
| Treasurer Fee | 1,400.00 |
| TOTAL Salaries, other compensati... | 1,400.00 |
| TOTAL EXPENSES | 37,309.21 |
| OVERALL TOTAL | 31,472.07 |

Briarbend Balance Sheet - As of 7/31/2021

| Account | 7/31/2021 Balance |
|-----------------------------------|----------------------|
| Bank Accounts | |
| Capital One Money Mkt | 76,235.56 |
| Checking - Capital One | 2,113.96 |
| Frost Business Checking XX2743 | -48.25 |
| Frost Checking XX1563 | 270.83 |
| Frost Money Mkt XX0931 | 113,214.97 |
| TOTAL Bank Accounts | 191,787.07 |
| Asset Accounts | |
| Accts Rec-City | 3,288.00 |
| Security Vehicle | 9,500.00 |
| TOTAL Asset Accounts | 12,788.00 |
| Liability Accounts | |
| Deferred Revenue - Next Year Dues | 0.00 |
| Restricted Funds - Briarbend Park | -6,147.32 |
| TOTAL Liability Accounts | -6,147.32 |
| OVERALL TOTAL | 198,427.75 |