

# **BRIARBEND COMMUNITY IMPROVEMENT ASSOCIATION**

**February 13, 2023**

**7907 Burgoyne Road**

Call to Order – Rene Garza called the meeting to order at 7:05 pm

Board members present: Leigh Adkins, Peter Blomquist, Katie Deal, Rene Garza, Steve Geis, Conor Shary, Braden Spalding

Board members absent: Kathy Johnson, Jimmy Robert, Molly Vandegrift

Vice President Report – Jimmy Robert- Jimmy sent the nomination form to Rene via email. Need to submit forms to the block captains and forms due back to Jimmy by February 21. Semi-annual meeting date is Tuesday, March 7 at Molina's. Notification of the meeting will be sent to all homeowners.

Secretary Report – Kathy Johnson-

January minutes presented by Rene in Kathy's absence. Motion to approve made by Peter; seconded by Katie. Minutes approved.

Social / Hospitality – Braden Spalding-Braden said she has distributed welcome gifts to new neighbors.

Communications / Website – Conor Shary- posting the board nominations to the website.

Architectural Control Committee – Steve Geis- no new construction projects.

Legal – Peter Blomquist

A "For Lease" sign is in the front yard of the house being used as Airbnb on Stoney Brook. Certified letters sent to the homeowner who is not in compliance with the deed restrictions were returned. No response from the homeowner.

Security – Katie Deal

No big security issues. Nighttime presence is making a difference. The patrol car was taken to Christian Brothers for repairs (\$3,500 total in repairs); A/C and window have been repaired. The car needs quarterly (or every 5K miles) check-ups. Peter motioned to approve all car repairs, Braden seconded. Motion approved. Flock security cameras going up in Charnwood.

Treasurer - Leigh Adkins

24 homeowners still need to pay dues. Payment via Zelle has been successful this year. Trash collection issue seems to be under control. Two accounts were closed at Capital One. Charnwood is current on their security payments. Leigh motions to approve the budget financials; Katie seconds; financials are approved. Leigh suggested we should do database clean-up (info analysis) for the directory. Also need to work on suggestions for filling the treasurer position.

Other Items:

Trees at the park need trimming. The park is owned by the city so Rene will call 311. Leigh and Rene will also get quotes from their tree trimmers.

Motion made to adjourn by Conor; seconded by Katie Deal. Meeting adjourned at 8:13 pm.

Respectfully submitted,  
Kathy K. Johnson (notes taken by Braden Spalding)  
Secretary

## Budget To Actual - Jan 2023

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

2/1/2023

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| Category                                 | 1/1/2023<br>Actual | -<br>Budget       | 1/31/2023<br>Difference |
|--|--------------------|-------------------|-------------------------|
| <b>INCOME</b>                            | <b>84,927.32</b>   | <b>102,833.33</b> | <b>-17,906.01</b>       |
| 2023 Dues                                | 84,725.00          | 102,750.00        | -18,025.00              |
| Interest                                 | <b>202.32</b>      | <b>83.33</b>      | <b>118.99</b>           |
| Capital One Interest                     | 5.58               | 0.00              | 5.58                    |
| Frost Bank Interest                      | 196.74             | 0.00              | 196.74                  |
| <b>EXPENSES</b>                          | <b>13,260.27</b>   | <b>11,174.58</b>  | <b>-2,085.69</b>        |
| Occup, Rent, Utilities, Maintenance      | <b>2,076.20</b>    | <b>2,387.20</b>   | <b>311.00</b>           |
| Briarbend Maintenance                    | <b>158.20</b>      | <b>250.00</b>     | <b>91.80</b>            |
| Auto Fuel                                | 158.20             | 166.67            | 8.47                    |
| Auto Maintenance                         | 0.00               | 83.33             | 83.33                   |
| Garbage Expense                          | <b>2,740.00</b>    | <b>2,959.20</b>   | <b>219.20</b>           |
| Other Garbage Expense                    | 2,740.00           | 0.00              | -2,740.00               |
| Garbage Reimbursement                    | -822.00            | -822.00           | 0.00                    |
| Other Expense                            | <b>2,273.00</b>    | <b>2,546.66</b>   | <b>273.66</b>           |
| Administrative Expenses                  | 0.00               | 8.33              | 8.33                    |
| Bank Charge                              | <b>5.00</b>        | <b>5.00</b>       | <b>0.00</b>             |
| Online Banking                           | 5.00               | 0.00              | -5.00                   |
| Processing Fee                           | -5.00              | 0.00              | 5.00                    |
| Return Item Charge                       | 5.00               | 0.00              | -5.00                   |
| COMMUNITY SPIRIT                         | <b>0.00</b>        | <b>16.67</b>      | <b>16.67</b>            |
| New Neighbor Gifts                       | 0.00               | 16.67             | 16.67                   |
| Insurance                                | <b>2,268.00</b>    | <b>2,400.00</b>   | <b>132.00</b>           |
| General Liability Insurance              | 2,268.00           | 2,400.00          | 132.00                  |
| Meeting Expense                          | 0.00               | 100.00            | 100.00                  |
| MISC                                     | 0.00               | 8.33              | 8.33                    |
| Website                                  | 0.00               | 8.33              | 8.33                    |
| Printing, Publication, Postage, Shipping | <b>0.00</b>        | <b>1.50</b>       | <b>1.50</b>             |
| Postage                                  | <b>0.00</b>        | <b>1.50</b>       | <b>1.50</b>             |
| Professional Fees Independent Contra...  | <b>8,711.07</b>    | <b>6,039.22</b>   | <b>-2,671.85</b>        |
| Professional Fees                        | <b>0.00</b>        | <b>41.67</b>      | <b>41.67</b>            |
| Professional Fees-Legal Fees             | <b>0.00</b>        | <b>41.67</b>      | <b>41.67</b>            |
| Security                                 | <b>8,711.07</b>    | <b>5,997.55</b>   | <b>-2,713.52</b>        |
| 8000 Woodway                             | -106.24            | -106.24           | 0.00                    |
| Charnwood                                | 0.00               | -1,170.96         | -1,170.96               |
| Security Coordination                    | 895.00             | 652.25            | -242.75                 |
| Security Patrol                          | 7,785.00           | 6,522.50          | -1,262.50               |
| Security Phone                           | 137.31             | 100.00            | -37.31                  |
| Salaries, other compensations            | <b>200.00</b>      | <b>200.00</b>     | <b>0.00</b>             |
| Treasurer Fee                            | 200.00             | 200.00            | 0.00                    |
| <b>Net Difference:</b>                   | <b>71,667.05</b>   | <b>91,658.75</b>  | <b>-19,991.70</b>       |

## Budget To Actual - 2023

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

2/1/2023

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| Category                                 | 1/1/2023<br>Actual | -<br>Budget       | 12/31/2023<br>Difference |
|--|--------------------|-------------------|--------------------------|
| <b>INCOME</b>                            | <b>84,927.32</b>   | <b>105,600.00</b> | <b>-20,672.68</b>        |
| 2023 Dues                                | 84,725.00          | 102,750.00        | -18,025.00               |
| Fines                                    | 0.00               | 1,000.00          | -1,000.00                |
| Interest                                 | <b>202.32</b>      | <b>1,000.00</b>   | <b>-797.68</b>           |
| Capital One Interest                     | 5.58               | 0.00              | 5.58                     |
| Frost Bank Interest                      | 196.74             | 0.00              | 196.74                   |
| Refinance Fee                            | 0.00               | 350.00            | -350.00                  |
| Transfer Fee                             | 0.00               | 500.00            | -500.00                  |
| <b>EXPENSES</b>                          | <b>13,260.27</b>   | <b>119,617.00</b> | <b>106,356.73</b>        |
| Occup, Rent, Utilities, Maintenance      | <b>2,076.20</b>    | <b>28,646.40</b>  | <b>26,570.20</b>         |
| Briarbend Maintenance                    | <b>158.20</b>      | <b>3,000.00</b>   | <b>2,841.80</b>          |
| Auto Fuel                                | 158.20             | 2,000.00          | 1,841.80                 |
| Auto Maintenance                         | 0.00               | 1,000.00          | 1,000.00                 |
| Garbage Expense                          | <b>2,740.00</b>    | <b>35,510.40</b>  | <b>32,770.40</b>         |
| Other Garbage Expense                    | 2,740.00           | 0.00              | -2,740.00                |
| Garbage Reimbursement                    | -822.00            | -9,864.00         | -9,042.00                |
| Other Expense                            | <b>2,273.00</b>    | <b>10,400.00</b>  | <b>8,127.00</b>          |
| Administrative Expenses                  | 0.00               | 100.00            | 100.00                   |
| Bank Charge                              | <b>5.00</b>        | <b>50.00</b>      | <b>45.00</b>             |
| 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>2,268.00</b>    | <b>3,900.00</b>   | <b>1,632.00</b>          |
| General Liability Insurance              | 2,268.00           | 2,400.00          | 132.00                   |
| Security Vehicle Insurance               | 0.00               | 1,500.00          | 1,500.00                 |
| 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>8,711.07</b>    | <b>77,470.60</b>  | <b>68,759.53</b>         |
| Professional Fees                        | <b>0.00</b>        | <b>500.00</b>     | <b>500.00</b>            |
| Professional Fees-Legal Fees             | <b>0.00</b>        | <b>500.00</b>     | <b>500.00</b>            |
| Security                                 | <b>8,711.07</b>    | <b>76,970.60</b>  | <b>68,259.53</b>         |
| 8000 Woodway                             | -106.24            | -1,274.88         | -1,168.64                |
| Charnwood                                | 0.00               | -14,051.52        | -14,051.52               |
| Flock Safety                             | 0.00               | 5,000.00          | 5,000.00                 |
| Security Coordination                    | 895.00             | 7,827.00          | 6,932.00                 |
| Security Patrol                          | 7,785.00           | 78,270.00         | 70,485.00                |
| Security Phone                           | 137.31             | 1,200.00          | 1,062.69                 |
| Salaries, other compensations            | <b>200.00</b>      | <b>2,400.00</b>   | <b>2,200.00</b>          |
| Treasurer Fee                            | 200.00             | 2,400.00          | 2,200.00                 |
| <b>Net Difference:</b>                   | <b>71,667.05</b>   | <b>-14,017.00</b> | <b>85,684.05</b>         |

# Briarbend Income & Expense Statement - Jan 2023

1/1/2023 through 1/31/2023

2/1/2023

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| Category                               | 1/1/2023-<br>1/31/2023 |
|--|------------------------|
| <b>INCOME</b>                          |                        |
| 2023 Dues                              | 84,725.00              |
| Interest                               |                        |
| Capital One Interest                   | 5.58                   |
| Frost Bank Interest                    | 196.74                 |
| TOTAL Interest                         | 202.32                 |
| <b>TOTAL INCOME</b>                    | <b>84,927.32</b>       |
| <br><b>EXPENSES</b>                    |                        |
| Occup, Rent, Utilities, Maintenance    |                        |
| Briarbend Maintenance                  |                        |
| Auto Fuel                              | 158.20                 |
| TOTAL Briarbend Maintenance            | 158.20                 |
| Garbage Expense                        | 2,740.00               |
| Garbage Reimbursement                  | -822.00                |
| TOTAL Occup, Rent, Utilities, Main...  | 2,076.20               |
| Other Expense                          |                        |
| Bank Charge                            |                        |
| Online Banking                         | 5.00                   |
| TOTAL Bank Charge                      | 5.00                   |
| Insurance                              |                        |
| General Liability Insurance            | 2,268.00               |
| TOTAL Insurance                        | 2,268.00               |
| TOTAL Other Expense                    | 2,273.00               |
| Professional Fees Independent Contr... |                        |
| Security                               |                        |
| 8000 Woodway                           | -106.24                |
| Security Coordination                  | 895.00                 |
| Security Patrol                        | 7,785.00               |
| Security Phone                         | 137.31                 |
| TOTAL Security                         | 8,711.07               |
| TOTAL Professional Fees Indepen...     | 8,711.07               |
| Salaries, other compensations          |                        |
| Treasurer Fee                          | 200.00                 |
| TOTAL Salaries, other compensati...    | 200.00                 |
| <b>TOTAL EXPENSES</b>                  | <b>13,260.27</b>       |
| <b>OVERALL TOTAL</b>                   | <b>71,667.05</b>       |

## Briarbend Balance Sheet - As of 1/31/2023

| Account                           | 1/31/2023<br>Balance |
|-----------------------------------|----------------------|
| <b>Bank Accounts</b>              |                      |
| Capital One Money Mkt             | -1.85                |
| Checking - Capital One            | 810.00               |
| Frost Business Checking XX2743    | 200.00               |
| Frost Checking XX1563             | 11,318.32            |
| Frost Money Mkt XX0931            | 210,197.86           |
| <b>TOTAL Bank Accounts</b>        | <b>222,524.33</b>    |
| <b>Asset Accounts</b>             |                      |
| Accts Rec-City                    | 9,042.00             |
| Security Vehicle                  | 9,500.00             |
| <b>TOTAL Asset Accounts</b>       | <b>18,542.00</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>234,919.01</b>    |