

# BRIARBEND COMMUNITY IMPROVEMENT ASSOCIATION

## BOARD MEETING

February 8, 2022

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

Members present: Leigh Adkins, Peter Blomquist, Tom Ehardt, Rene Garza, Kathy Johnson, Conor Shary

Members absent: Chad Roberts, Braden Spalding, Scott Summerville

Introduction of Visitors- no visitors attended the meeting

### Vice President Report – Tom Ehardt

Directory – Tom sent a PDF version of the directory to the board asking each of us to proof the book. Kathy assisted in proofing the hard copies against the PDF version. Tom will make those changes and send another copy out for final proofing. The plan is to have the directory printed by the end of February. A couple of ads have been sold and hope to get one more. The goal is to wrap up selling ads in the next 10 days.

### Secretary Report – Kathy Johnson

The meeting minutes from the February meeting were presented. Peter made a motion to approve. Conor seconded. The February minutes were approved.

### Treasurer Report – Leigh Adkins

#### Flock Security

- a. The first camera has been installed at the South end of Stoney Brook. It is not operational at this time and the hope is that it will be operational this week after Flock Safety has received our check.
- b. The Home Owner at the North end of Stoney Brook does not want a camera placed on his property. Leigh has reached out to another homeowner and Flock is reevaluating other locations for the North end camera. Leigh can use help contacting homeowners for other possible camera locations.
- c. The camera near the park has been located on the park side of Woodway and requires approval from the City of Houston.
- d. Leigh has printed the check for Flock Security and will send the check out once he has the necessary signatures.
- e. Charnwood is also planning to install Flock cameras. Charnwood would like to “work with you to exchange information on a semi-formal basis as to our cameras. By that, I mean that if you need information from our Voss cameras, we will share. If we need information on your Stoney Brook entrance cameras, you will share. That way we are “double covered” on each end”. The Charnwood board will vote on this issue.

## Briarbend Tax Exemption-Texas Franchise Tax

- a. When Briarbend lost its tax-exempt status in 2015, the subdivision was required to pay sales tax. The tax- exempt status was reinstated back to the year 2015, but Leigh is not sure if the sales taxes can be recouped. Our sales tax was paid to Texas Pride. Rene will talk to Texas Pride and ask them to submit the required paperwork allowing Briarbend to recoup the sales tax, which was paid from 2016-2021.
- b. Leigh is working on paying the Texas Franchise taxes and wants to review the paperwork with another board member or homeowner who is familiar with Texas Franchise Tax laws to ensure the forms are filled out correctly.
- c. Leigh suggested that the subdivision remove the Registered Agent Name – Sears, Bennett, & Gerdes, LLP. The board will look into keeping current with Texas HOA laws and bills.

## Financials recap as of 1/31/2022

- a. Review of the Financials- garbage expenses will continue to be lower- our budget was estimated to be higher. The security line item will be slightly higher because of additional patrols until Flock Security begins.
- b. Leigh made a motion to approve the financials; Peter seconded. The financials were approved.

## Budget Report/Financials

Leigh sent announcements to all homeowners on January 14, 2022 regarding:  
Flock Security System  
Dues reminders

Collections of Delinquent Accounts- 114 out of 137 homeowner dues have been collected. 23 are outstanding. Leigh will send a reminder to the homeowners who have outstanding dues with a reminder that there is a \$25 monthly late fee for each month the dues are not paid.

Communications / Website – Conor Shary- no report

Architectural Control Committee – Scott Summerville - no report

## Legal – Peter Blomquist

Leaning Tree Notification- a certified letter and an email were sent to the homeowner notifying them the HOA has received several questions about the safety of the tree. The homeowner has not responded.

McDonald Fence Issue- Peter has talked to the McDonald's and to the city. The city can't help and our HOA really can't get involved in the issue either. The matter is between Collector's Firearms and the McDonalds.

Security – Chad Roberts- no report

Social / Hospitality – Braden Spalding

Spring Fling- planning a spring social May 1 or May 15 at the Briarbend Park or in the cul-de-sac. The plan is to have popcorn and a snowcone truck and homeowners can bring their own beverages.

Yard of the Month- will resume May 1, 2022

Other Items

Elections in the Spring- terms expiring – Tom, Conor, Chad, Scott, and the position vacated by Mike Young.

Nominations for the Board- 5 board positions are open. Tom will hand out nomination forms to the block captains, he will send out an email blast to the neighborhood. Nominations are due February 19. Ballots will go out soon after the nominations are in and homeowners agree to run.

Spring Annual Meeting – March 8 at Molina's 6:30 pm dinner, 7:00 pm meeting begins

The March annual meeting is planned for March 8 at 7 pm at Molina's. The April meeting is scheduled for April 12, 2022, location to be determined.

The meeting adjourned at 8:24 pm.

Respectfully submitted,  
Kathy Johnson

## Budget To Actual - Q1 2022

1/1/2022 through 3/31/2022 Using 2022 Briarbend Budget

4/1/2022

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Category	1/1/2022 Actual	- Budget	3/31/2022 Difference
<b>INCOME</b>	<b>64,666.62</b>	<b>67,622.51</b>	<b>-2,955.89</b>
2022 Dues	63,705.00	67,130.00	-3,425.00
Fines	425.00	250.00	175.00
Interest	<b>36.62</b>	<b>30.00</b>	<b>6.62</b>
Capital One Interest	18.81	0.00	18.81
Frost Bank Interest	17.81	0.00	17.81
Refinance Fee	100.00	87.50	12.50
Transfer Fee	400.00	125.01	274.99
<b>EXPENSES</b>	<b>22,809.96</b>	<b>24,931.22</b>	<b>2,121.26</b>
Occup, Rent, Utilities, Maintenance	<b>5,762.48</b>	<b>7,458.99</b>	<b>1,696.51</b>
Briarbend Maintenance	<b>234.53</b>	<b>675.00</b>	<b>440.47</b>
Auto Fuel	209.80	225.00	15.20
Auto Maintenance	24.73	450.00	425.27
Garbage Expense	<b>7,993.95</b>	<b>9,249.99</b>	<b>1,256.04</b>
Other Garbage Expense	7,993.95	0.00	-7,993.95
Garbage Reimbursement	-2,466.00	-2,466.00	0.00
Other Expense	<b>2,307.01</b>	<b>2,851.98</b>	<b>544.97</b>
Administrative Expenses	0.00	24.99	24.99
Bank Charge	<b>26.20</b>	<b>27.00</b>	<b>0.80</b>
Signature Verification Fee	26.20	0.00	-26.20
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>1,480.00</b>	<b>1,600.00</b>	<b>120.00</b>
Security Vehicle Insurance	1,480.00	1,600.00	120.00
Meeting Expense	750.00	800.00	50.00
MISC	50.81	24.99	-25.82
Website	0.00	24.99	24.99
Printing, Publication, Postage, Shipping	<b>13.56</b>	<b>129.50</b>	<b>115.94</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>
Other Printing, Publication, Postage, ...	13.56	0.00	-13.56
Professional Fees Independent Contra...	<b>14,126.91</b>	<b>13,890.75</b>	<b>-236.16</b>
Professional Fees	<b>0.00</b>	<b>125.01</b>	<b>125.01</b>
Professional Fees-Legal Fees	<b>0.00</b>	<b>125.01</b>	<b>125.01</b>
Security	<b>14,126.91</b>	<b>13,765.74</b>	<b>-361.17</b>
8000 Woodway	-424.96	-318.72	106.24
Charnwood	-3,512.88	-3,512.88	0.00
Flock Safety	7,500.00	7,500.00	0.00
Security Patrol	10,160.00	10,097.34	-62.66
Other Security	404.75	0.00	-404.75
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>41,856.66</b>	<b>42,691.29</b>	<b>-834.63</b>

## Budget To Actual - 2022

1/1/2022 through 12/31/2022 Using 2022 Briarbend Budget

4/1/2022

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Category	1/1/2022 Actual	- Budget	12/31/2022 Difference
<b>INCOME</b>	<b>64,666.62</b>	<b>69,100.00</b>	<b>-4,433.38</b>
2022 Dues	63,705.00	67,130.00	-3,425.00
Fines	425.00	1,000.00	-575.00
Interest	<b>36.62</b>	<b>120.00</b>	<b>-83.38</b>
Capital One Interest	18.81	0.00	18.81
Frost Bank Interest	17.81	0.00	17.81
Refinance Fee	100.00	350.00	-250.00
Transfer Fee	400.00	500.00	-100.00
<b>EXPENSES</b>	<b>22,809.96</b>	<b>76,557.00</b>	<b>53,747.04</b>
Occup, Rent, Utilities, Maintenance	<b>5,762.48</b>	<b>29,836.00</b>	<b>24,073.52</b>
Briarbend Maintenance	<b>234.53</b>	<b>2,700.00</b>	<b>2,465.47</b>
Auto Fuel	209.80	900.00	690.20
Auto Maintenance	24.73	1,800.00	1,775.27
Garbage Expense	<b>7,993.95</b>	<b>37,000.00</b>	<b>29,006.05</b>
Other Garbage Expense	7,993.95	0.00	-7,993.95
Garbage Reimbursement	<b>-2,466.00</b>	<b>-9,864.00</b>	<b>-7,398.00</b>
Other Expense	<b>2,307.01</b>	<b>10,558.00</b>	<b>8,250.99</b>
Administrative Expenses	0.00	100.00	100.00
Bank Charge	<b>26.20</b>	<b>108.00</b>	<b>81.80</b>
Signature Verification Fee	26.20	0.00	-26.20
<b>COMMUNITY SPIRIT</b>	<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>1,480.00</b>	<b>4,000.00</b>	<b>2,520.00</b>
General Liability Insurance	0.00	2,400.00	2,400.00
Security Vehicle Insurance	1,480.00	1,600.00	120.00
Meeting Expense	750.00	2,200.00	1,450.00
<b>MISC</b>	<b>50.81</b>	<b>100.00</b>	<b>49.19</b>
Website	0.00	100.00	100.00
Printing, Publication, Postage, Shipping	<b>13.56</b>	<b>700.00</b>	<b>686.44</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
Other Printing, Publication, Postage, ...	13.56	0.00	-13.56
Professional Fees Independent Contra...	<b>14,126.91</b>	<b>33,063.00</b>	<b>18,936.09</b>
Professional Fees	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>
Security	<b>14,126.91</b>	<b>32,563.00</b>	<b>18,436.09</b>
8000 Woodway	<b>-424.96</b>	<b>-1,274.88</b>	<b>-849.92</b>
Charnwood	<b>-3,512.88</b>	<b>-14,051.52</b>	<b>-10,538.64</b>
Flock Safety	7,500.00	7,500.00	0.00
Security Patrol	10,160.00	40,389.40	30,229.40
Other Security	404.75	0.00	-404.75
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>41,856.66</b>	<b>-7,457.00</b>	<b>49,313.66</b>

# Briarbend Income & Expense Statement - Q1 2022

1/1/2022 through 3/31/2022

4/1/2022

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Category	1/1/2022- 3/31/2022
<b>INCOME</b>	
2022 Dues	63,705.00
Fines	425.00
Interest	
Capital One Interest	18.81
Frost Bank Interest	17.81
TOTAL Interest	36.62
Refinance Fee	100.00
Transfer Fee	400.00
<b>TOTAL INCOME</b>	<b>64,666.62</b>
<b>EXPENSES</b>	
Occup, Rent, Utilities, Maintenance	
Briarbend Maintenance	
Auto Fuel	209.80
Auto Maintenance	24.73
TOTAL Briarbend Maintenance	234.53
Garbage Expense	7,993.95
Garbage Reimbursement	-2,466.00
TOTAL Occup, Rent, Utilities, Maint...	5,762.48
Other Expense	
Bank Charge	
Signature Verification Fee	26.20
TOTAL Bank Charge	26.20
Insurance	
Security Vehicle Insurance	1,480.00
TOTAL Insurance	1,480.00
Meeting Expense	750.00
MISC	50.81
TOTAL Other Expense	2,307.01
Printing, Publication, Postage, Shipping	13.56
Professional Fees Independent Contr...	
Security	404.75
8000 Woodway	-424.96
Charnwood	-3,512.88
Flock Safety	7,500.00
Security Patrol	10,160.00
TOTAL Security	14,126.91
TOTAL Professional Fees Indepen...	14,126.91
Salaries, other compensations	
Treasurer Fee	600.00
TOTAL Salaries, other compensati...	600.00
<b>TOTAL EXPENSES</b>	<b>22,809.96</b>
<b>OVERALL TOTAL</b>	<b>41,856.66</b>

## Briarbend Balance Sheet - As of 3/31/2022

Account	3/31/2022 Balance
<b>Bank Accounts</b>	
Capital One Money Mkt	76,285.71
Checking - Capital One	2,113.96
Frost Business Checking XX2743	150.00
Frost Checking XX1563	37,683.38
Frost Money Mkt XX0931	83,959.57
<b>TOTAL Bank Accounts</b>	<b>200,192.62</b>
<b>Asset Accounts</b>	
Accts Rec-City	9,864.00
Security Vehicle	9,500.00
<b>TOTAL Asset Accounts</b>	<b>19,364.00</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>213,409.30</b>