

# BRIARBEND COMMUNITY IMPROVEMENT ASSOCIATION

## BOARD MEETING

January 11, 2022

Call to Order – Rene Garza called the meeting to order at 7:04 pm.

Members present: Rene Garza, Leigh Adkins, Kathy Johnson, Braden Spalding, Chad Roberts, Tom Ehardt, Scott Summerville

Members absent: Peter Blomquist, Conor Shary

Introduction of Visitors- no visitors attended

### Vice President Report – Tom Ehardt

Directory- lots of progress has been made on the directory since Christmas. Tom will give a copy to Kathy by end of week to proof and hopes to have the directory printed by the end of January. The cost to print the directory is about \$600. We can potentially sell the back cover for \$300-\$400 – Kathy will contact Cornelius about purchasing one of the covers. Tom asked if there were any changes that needed to be made to the security page. Chad will look it over. Tom will get camera ready art for Kathryn Adkins to take to the printer.

Nominations for board – 2023/2024 – terms expiring: Tom, Conor, Scott, Chad, and position vacated by Mike Young. The board discussed whether to hold the March semi-annual meeting in person and agreed to try and hold the meeting on March 8. Tom will go ahead and reserve the meeting room at Molina's and will get the materials ready to distribute to the neighborhood.

### Secretary Report – Kathy Johnson

Approval of November Meeting Minutes- Tom approved, Braden seconded. Minutes passed.

### Treasurer Report – Leigh Adkins

- Budget Report/Financials- Financials recap as of 12/31/2021
  - a. Financials- were roughly \$3700 under budget for the year (garbage expenses not as high as expected, security was a bit less, did not hold Spring Party or Christmas Light contest.)
  - b. Leigh has adjusted the monthly payment to Texas Pride from \$2,966.05 to \$2,740.00 to exclude the taxes resulting in a \$226.05 per month (2,712.60 annual) reduction in the garbage collection expense.
  - c. Motion to approve Financials- Rene motioned to approve, Scott seconded. Financials approved.
- Collections of Delinquent Accounts- has currently received dues from 58 homeowners out of 137 homes.
- IRS Reinstatement of Non-Profit Status
  - As of 10/27/2021 the IRS approved the request for reinstatement of Briarbend CIA tax exempt status (effective 5/15/2016).
  - Briarbend Tax Exemption – Texas Franchise Tax- The Briarbend CIA Texas Franchise Tax Account status is “Involuntarily Ended”

- a) Leigh electronically filed Briarbend 2018 & 2019 Texas Franchise Taxes 11/19/2021
- b) Briarbend still needs to file 2020 & 2021 Texas Franchise Taxes via paper format. (Per phone call 1/7/2022).
- c) Once 2020 & 2021 Franchise Taxes are filed, a Tax Clearance Letter Request for Reinstatement will need to be provided to obtain an active status.
- d) Leigh asked if any board member knew how to get a refund of the sales taxes that Briarbend paid from 2016 – 2021
- Flock Security
  - a. The contract was signed in 2021 with a waived installation fee of \$750.00.
  - b. See attached New Customer Guide – Preliminary On-site survey has been completed.
  - c. Turnaround is typically 5-6 weeks per Cori.

Leigh will draft an email announcing the Flock Security System to the neighborhood, which he will first send to Rene and Tom for approval; the email will then go out to the homeowners. Leigh will send out a reminder to pay 2022 Briarbend dues when the email goes out regarding Flock Security.

Website for Flock Security - <https://www.flocksafety.com/>

Communications / Website – Connor Shary- no report

Architectural Control Committee – Scott Summerville- no report

Legal – Peter Blomquist

Car in driveway removed

Leaning Tree Notification- no response yet from homeowner

Security – Chad Roberts

Crime Report- animal carcasses in park still occurring. HPD is involved trying to figure out who is committing this crime.

Additional Security Patrols in park on Friday and Saturday night- still working on getting patrols out to the park on a regular schedule

Social / Hospitality – Braden Spalding

Yard of the Month- Braden asked the board if the yard of the month contest is worth restarting. Braden will brainstorm ways to do this a bit differently so that it is easy to administer and still gets homeowners excited about participating.

Spring Party – will decide whether to hold a movie night or an afternoon in the park.

Leigh will send a list of new homeowners to Braden so she can take by an orchid and directory.

The February meeting is planned for February 8 at 7 pm at Rene Garza's. Dinner prior to the meeting from 6:30 pm – 7 pm.

The meeting adjourned at 7:58 pm.

Respectfully submitted,  
Kathy Johnson

## Budget To Actual - Jan 2022

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

2/2/2022

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| Category                                 | 1/1/2022<br>Actual | -<br>Budget      | 1/31/2022<br>Difference |
|--|--------------------|------------------|-------------------------|
| <b>INCOME</b>                            | <b>50,586.90</b>   | <b>67,210.84</b> | <b>-16,623.94</b>       |
| 2022 Dues                                | 50,475.00          | 67,130.00        | -16,655.00              |
| Interest                                 | <b>11.90</b>       | <b>10.00</b>     | <b>1.90</b>             |
| Capital One Interest                     | 6.90               | 0.00             | 6.90                    |
| Frost Bank Interest                      | 5.00               | 0.00             | 5.00                    |
| Refinance Fee                            | 0.00               | 29.17            | -29.17                  |
| Transfer Fee                             | 100.00             | 41.67            | 58.33                   |
| <b>EXPENSES</b>                          | <b>4,480.03</b>    | <b>12,518.74</b> | <b>8,038.71</b>         |
| Occup, Rent, Utilities, Maintenance      | <b>2,033.92</b>    | <b>2,486.33</b>  | <b>452.41</b>           |
| Briarbend Maintenance                    | <b>115.92</b>      | <b>225.00</b>    | <b>109.08</b>           |
| Auto Fuel                                | 91.19              | 75.00            | -16.19                  |
| Auto Maintenance                         | 24.73              | 150.00           | 125.27                  |
| Garbage Expense                          | 2,740.00           | 3,083.33         | 343.33                  |
| Garbage Reimbursement                    | -822.00            | -822.00          | 0.00                    |
| Other Expense                            | <b>8.80</b>        | <b>200.66</b>    | <b>191.86</b>           |
| Administrative Expenses                  | 0.00               | 8.33             | 8.33                    |
| Bank Charge                              | <b>8.80</b>        | <b>9.00</b>      | <b>0.20</b>             |
| Signature Verification Fee               | 8.80               | 0.00             | -8.80                   |
| COMMUNITY SPIRIT                         | <b>0.00</b>        | <b>16.67</b>     | <b>16.67</b>            |
| New Neighbor Gifts                       | 0.00               | 16.67            | 16.67                   |
| Meeting Expense                          | 0.00               | 150.00           | 150.00                  |
| 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>2,237.31</b>    | <b>9,630.25</b>  | <b>7,392.94</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>2,237.31</b>    | <b>9,588.58</b>  | <b>7,351.27</b>         |
| 8000 Woodway                             | -212.48            | -106.24          | 106.24                  |
| Charnwood                                | -1,170.96          | -1,170.96        | 0.00                    |
| Security Patrol                          | 3,216.00           | 3,365.78         | 149.78                  |
| Other Security                           | 404.75             | 0.00             | -404.75                 |
| 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>46,106.87</b>   | <b>54,692.10</b> | <b>-8,585.23</b>        |

## Budget To Actual - Current Year

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

2/2/2022

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| Category                                 | Actual           | 2022<br>Budget   | Difference        |
|--|------------------|------------------|-------------------|
| <b>INCOME</b>                            | <b>50,586.90</b> | <b>69,100.00</b> | <b>-18,513.10</b> |
| 2022 Dues                                | 50,475.00        | 67,130.00        | -16,655.00        |
| Fines                                    | 0.00             | 1,000.00         | -1,000.00         |
| Interest                                 | <b>11.90</b>     | <b>120.00</b>    | <b>-108.10</b>    |
| Capital One Interest                     | 6.90             | 0.00             | 6.90              |
| Frost Bank Interest                      | 5.00             | 0.00             | 5.00              |
| Refinance Fee                            | 0.00             | 350.00           | -350.00           |
| Transfer Fee                             | 100.00           | 500.00           | -400.00           |
| <b>EXPENSES</b>                          | <b>4,480.03</b>  | <b>76,557.00</b> | <b>72,076.97</b>  |
| Occup, Rent, Utilities, Maintenance      | <b>2,033.92</b>  | <b>29,836.00</b> | <b>27,802.08</b>  |
| Briarbend Maintenance                    | <b>115.92</b>    | <b>2,700.00</b>  | <b>2,584.08</b>   |
| Auto Fuel                                | 91.19            | 900.00           | 808.81            |
| Auto Maintenance                         | 24.73            | 1,800.00         | 1,775.27          |
| Garbage Expense                          | 2,740.00         | 37,000.00        | 34,260.00         |
| Garbage Reimbursement                    | -822.00          | -9,864.00        | -9,042.00         |
| Other Expense                            | <b>8.80</b>      | <b>10,558.00</b> | <b>10,549.20</b>  |
| Administrative Expenses                  | 0.00             | 100.00           | 100.00            |
| Bank Charge                              | <b>8.80</b>      | <b>108.00</b>    | <b>99.20</b>      |
| Signature Verification Fee               | 8.80             | 0.00             | -8.80             |
| 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>0.00</b>      | <b>4,000.00</b>  | <b>4,000.00</b>   |
| General Liability Insurance              | 0.00             | 2,400.00         | 2,400.00          |
| Security Vehicle Insurance               | 0.00             | 1,600.00         | 1,600.00          |
| 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>2,237.31</b>  | <b>33,063.00</b> | <b>30,825.69</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>2,237.31</b>  | <b>32,563.00</b> | <b>30,325.69</b>  |
| 8000 Woodway                             | -212.48          | -1,274.88        | -1,062.40         |
| Charnwood                                | -1,170.96        | -14,051.52       | -12,880.56        |
| Security Patrol                          | 3,216.00         | 40,389.40        | 37,173.40         |
| Other Security                           | 404.75           | 0.00             | -404.75           |
| 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>46,106.87</b> | <b>-7,457.00</b> | <b>53,563.87</b>  |

# Briarbend Income & Expense Statement - Jan 2022

1/1/2022 through 1/31/2022

2/2/2022

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| Category                               | 1/1/2022-<br>1/31/2022 |
|--|------------------------|
| <b>INCOME</b>                          |                        |
| 2022 Dues                              | 50,475.00              |
| Interest                               |                        |
| Capital One Interest                   | 6.90                   |
| Frost Bank Interest                    | 5.00                   |
| TOTAL Interest                         | 11.90                  |
| Transfer Fee                           | 100.00                 |
| <b>TOTAL INCOME</b>                    | <b>50,586.90</b>       |
| <b>EXPENSES</b>                        |                        |
| Occup, Rent, Utilities, Maintenance    |                        |
| Briarbend Maintenance                  |                        |
| Auto Fuel                              | 91.19                  |
| Auto Maintenance                       | 24.73                  |
| TOTAL Briarbend Maintenance            | 115.92                 |
| Garbage Expense                        | 2,740.00               |
| Garbage Reimbursement                  | -822.00                |
| TOTAL Occup, Rent, Utilities, Maint... | 2,033.92               |
| Other Expense                          |                        |
| Bank Charge                            |                        |
| Signature Verification Fee             | 8.80                   |
| TOTAL Bank Charge                      | 8.80                   |
| TOTAL Other Expense                    | 8.80                   |
| Professional Fees Independent Contr... |                        |
| Security                               | 404.75                 |
| 8000 Woodway                           | -212.48                |
| Charnwood                              | -1,170.96              |
| Security Patrol                        | 3,216.00               |
| TOTAL Security                         | 2,237.31               |
| TOTAL Professional Fees Indepen...     | 2,237.31               |
| Salaries, other compensations          |                        |
| Treasurer Fee                          | 200.00                 |
| TOTAL Salaries, other compensati...    | 200.00                 |
| <b>TOTAL EXPENSES</b>                  | <b>4,480.03</b>        |
| <b>OVERALL TOTAL</b>                   | <b>46,106.87</b>       |

## Briarbend Balance Sheet - As of 1/31/2022

| Account                           | 1/31/2022<br>Balance |
|-----------------------------------|----------------------|
| <b>Bank Accounts</b>              |                      |
| Capital One Money Mkt             | 76,273.80            |
| Checking - Capital One            | 2,113.96             |
| Frost Business Checking XX2743    | 102.17               |
| Frost Checking XX1563             | 43,483.70            |
| Frost Money Mkt XX0931            | 84,113.20            |
| <b>TOTAL Bank Accounts</b>        | <b>206,086.83</b>    |
| <b>Asset Accounts</b>             |                      |
| Accts Rec-City                    | 8,220.00             |
| Security Vehicle                  | 9,500.00             |
| <b>TOTAL Asset Accounts</b>       | <b>17,720.00</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>217,659.51</b>    |