

# **BRIARBEND COMMUNITY IMPROVEMENT ASSOCIATION**

## **Monthly Homeowners Meeting**

**June 21, 2022**

Call to Order – Rene Garza called the meeting to order at 7:15 pm

Board members present: Leigh Adkins, Peter Blomquist, Rene Garza, Steve Geis, Kathy Johnson, Jimmy Robert

Members absent: Katie Deal, Conor Shary, Braden Spalding. Molly Vandergift

Vice President Report – Jimmy Robert

Jimmy will contact Go Gladly, a company who has previously reached out to Rene, about placing our directory, security notices, and notifications electronically on our website.

Secretary Report – Kathy Johnson

The May minutes were presented and approved.

Motion to approve: Leigh Adkins; Second- Steve Geis. Minutes approved.

Treasurer Report – Leigh Adkins- the following two motions were approved earlier by the board via email.

1. Every year when collecting the HOA dues, I get requests that Briarbend accept some type of electronic payment. I have looked into Paypal and Credit Cards in the past, but there were costs associated with those types of payments. I recently spoke with our Briarbend Frost Bank officer Traci Arellano and found that Zelle may be an option that does not have a cost and seems to be secure. Two out of the remaining four homeowners that have not paid their 2022 dues requested an electronic payment option. One homeowner is out of town and the other misplaced their checkbook when moving. I wanted to get the board to vote via email to see if the board will approve using Zelle as a payment option for dues. I have personally used Zelle a couple of times and have not had any issues. I'm not sure of the potential risks of using Zelle, but I suppose that I could limit the funds in the 1563 checking account that would be used with Zelle. I would still be using checks with two signatures and not Zelle for making any payments. Please let me know if you approve or disapprove the use of Zelle to accept dues

payments. Also let the board know if you have any comments or suggestions regarding Zelle whether positive or negative. The motion to use Zelle as a method of payment passed via an email vote on May 24.

2. While reviewing our Frost Bank accounts with Traci, I found that our primary checking account ending in 1563 has a signature verification feature that is no longer offered by Frost Bank. Basically, the signature verification was a type of account that required two signatures on a check before it would be accepted by the bank. In the Briarbend legal documents there is a two signature officer requirement for checks. From my experience, I have not had a single check declined, despite having multiple checks with just a single signature. There is a check verification fee that Briarbend has been paying Frost Bank since June 2015. Prior to June 2015, the annual Briarbend Audit checked the signatures. In addition to the regular checking account, Briarbend has a Money Market account and a separate account for a debit card that is used to purchase gas for the security vehicle (Note that the debit card account does not have a dual signature verification). The Money Market account has about \$84,000 and the debit card account maintains no more than \$150.00 at any time. The 1563 account currently has about \$38,400.00. I would minimize the funds in the 1563 checking account by transferring them to the Money Market account. Currently, I am unable to transfer funds from the 1563 account because of the dual signature bank requirement. By switching back to a regular type of banking account and going back to the previous audit system, Briarbend will save on bank charges of about \$10.00 (\$5.00 online banking fee, \$3.00 check verification fee, & a \$.10 per check verification fee) per month and allow me to electronically transfer funds from the bank account. Please let me know if you approve or disapprove of changing the Briarbend bank account type to a normal account without check verification. Also let the board know if you have any comments or suggestions regarding the current Briarbend checking account. I have included the latest Balance Sheet that shows all the accounts.

I vote to approve both 1 & 2 above.

Leigh Adkins

Treasurer, Briarbend CIA

Financials- as of May 31 two homeowners have not paid dues. At the time of the board meeting on June 21 only one has not paid and Leigh expects payment from this last homeowner by the end of the month.

Banks- currently BCIA has a checking account and MMA at Capital One and a MMA at Frost Bank. The board feels one bank account is sufficient; the account at Capital One will be closed and the Frost Bank account will remain open. The board desires to transfer the balance of the Capital One account to Frost Bank and purchase a CD for \$125-\$150K. Jimmy made the motion to close the Capital One account; transfer the balance from Capital One to Frost and purchase a CD for \$125-\$150K. Leigh seconded. Motion passed.

Budget- transfer fee income is higher than budgeted due to the number of homes that have sold in the neighborhood. Garbage expense is lower than budgeted due to the sales tax refund. Spring party expenses totaled \$661.81. Flock Security cameras- BCIA has paid for 3 cameras; only one is currently installed. Leigh is talking to Flock- we want to know when the contract begins regarding the 2 cameras that are not currently in use. Our budget to actual numbers are under budget and Leigh feels we will end the year in the black.

Sales tax refund - expects to receive the forms from the state by the end of the week and can then approach Texas pride about refunding the sales tax from 2 years ago.

Leigh is working with Conor and one other homeowner to prepare the audit prior to the September semi-annual meeting.

Leigh motioned to approve; Peter seconded. Financials passed

Communications / Website – Connor Shary- no updates

Architectural Control Committee – Steve Geis - a homeowner asked if our deed restrictions had any information regarding the installation of a home generator. The board does not know of any restrictions regarding generators; the City does require a permit for a home generator.

Legal – Peter Blomquist- there is a concern that the homeowner of a home located on Stoney Brook plans to use the home as an Air B&B. The board is looking at the deed restrictions to see how we can prevent this from happening. Peter will also check with our attorney at Sears, Bennett for additional guidance.

Security – Katie Deal (report given by Rene)- homeowners are urged not to use individuals who are not professionals to perform household repairs, etc. A homeowner used an individual who approached the homeowner about cleaning the gutters and when the homeowner did not want to use this individual again the individual threatened the homeowner.

Flock security cameras- still looking for additional spots. The park is still a security issue; some homeowners have seen people sleeping there overnight. Rene will call Nan Huffman's office in District G and see if we can place a camera at the park.

The security questionnaire will be distributed to the block captains in the next couple of days.

Social / Hospitality – Braden Spalding

Movie Night was held Saturday, May 21. Around 30 people attended and watched Sing 2. Pizza, ice cream, and popcorn were served and the entire party came in under budget. Braden had strep throat and could not attend; she wants to give a huge shout out to Peter Blomquist and her husband, Adam, for stepping in to help! Braden suggests holding the party in March or April next year when the temperature is a bit cooler and it gets dark earlier.

The meeting adjourned at 8:30 pm. Next meeting is scheduled for Tuesday, August 30. Location to be determined.

Respectfully submitted,

Kathy Johnson  
Secretary

## Budget To Actual

1/1/2022 through 5/31/2022 Using 2022 Briarbend Budget

6/2/2022

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Category	1/1/2022 Actual	- Budget	5/31/2022 Difference
<b>INCOME</b>	<b>68,112.93</b>	<b>68,059.18</b>	<b>53.75</b>
2022 Dues	66,155.00	67,130.00	-975.00
Fines	825.00	525.00	300.00
Interest	<b>82.93</b>	<b>50.00</b>	<b>32.93</b>
Capital One Interest	31.77	0.00	31.77
Frost Bank Interest	51.16	0.00	51.16
Refinance Fee	150.00	145.83	4.17
Transfer Fee	900.00	208.35	691.65
<b>EXPENSES</b>	<b>32,174.19</b>	<b>35,668.70</b>	<b>3,494.51</b>
Occup, Rent, Utilities, Maintenance	<b>9,886.48</b>	<b>12,431.65</b>	<b>2,545.17</b>
Briarbend Maintenance	<b>522.53</b>	<b>1,125.00</b>	<b>602.47</b>
Auto Fuel	391.99	375.00	-16.99
Auto Maintenance	130.54	750.00	619.46
Garbage Expense	<b>13,473.95</b>	<b>15,416.65</b>	<b>1,942.70</b>
Other Garbage Expense	13,473.95	0.00	-13,473.95
Garbage Reimbursement	-4,110.00	-4,110.00	0.00
Other Expense	<b>2,624.81</b>	<b>3,953.30</b>	<b>1,328.49</b>
Administrative Expenses	0.00	41.65	41.65
Bank Charge	<b>44.00</b>	<b>45.00</b>	<b>1.00</b>
Online Banking	25.00	0.00	-25.00
Signature Verification Fee	<b>19.00</b>	<b>0.00</b>	<b>-19.00</b>
Item Fee	4.00	0.00	-4.00
Other Signature Verification Fee	15.00	0.00	-15.00
COMMUNITY SPIRIT	<b>0.00</b>	<b>1,083.35</b>	<b>1,083.35</b>
New Neighbor Gifts	0.00	83.35	83.35
Spring Party	0.00	1,000.00	1,000.00
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	1,050.00	1,100.00	50.00
MISC	50.81	41.65	-9.16
Website	0.00	41.65	41.65
Printing, Publication, Postage, Shipping	<b>146.39</b>	<b>132.50</b>	<b>-13.89</b>
Directory	59.73	0.00	-59.73
Election Expenses	73.10	100.00	26.90
Newsletter	0.00	25.00	25.00
Postage	<b>0.00</b>	<b>7.50</b>	<b>7.50</b>
Other Printing, Publication, Postage, ...	13.56	0.00	-13.56
Professional Fees Independent Contra...	<b>18,516.51</b>	<b>18,151.25</b>	<b>-365.26</b>
Professional Fees	<b>0.00</b>	<b>208.35</b>	<b>208.35</b>
Professional Fees-Legal Fees	<b>0.00</b>	<b>208.35</b>	<b>208.35</b>
Security	<b>18,516.51</b>	<b>17,942.90</b>	<b>-573.61</b>
8000 Woodway	-637.44	-531.20	106.24
Charnwood	-5,854.80	-5,854.80	0.00
Flock Safety	7,500.00	7,500.00	0.00
Security Patrol	17,104.00	16,828.90	-275.10
Other Security	404.75	0.00	-404.75
Salaries, other compensations	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>
Treasurer Fee	1,000.00	1,000.00	0.00
<b>Net Difference:</b>	<b>35,938.74</b>	<b>32,390.48</b>	<b>3,548.26</b>

## Budget To Actual - 2022

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

6/2/2022

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Category	1/1/2022 Actual	- Budget	12/31/2022 Difference
<b>INCOME</b>	<b>68,112.93</b>	<b>69,100.00</b>	<b>-987.07</b>
2022 Dues	66,155.00	67,130.00	-975.00
Fines	825.00	1,000.00	-175.00
Interest	<b>82.93</b>	<b>120.00</b>	<b>-37.07</b>
Capital One Interest	31.77	0.00	31.77
Frost Bank Interest	51.16	0.00	51.16
Refinance Fee	150.00	350.00	-200.00
Transfer Fee	900.00	500.00	400.00
<b>EXPENSES</b>	<b>32,174.19</b>	<b>76,557.00</b>	<b>44,382.81</b>
Occup, Rent, Utilities, Maintenance	<b>9,886.48</b>	<b>29,836.00</b>	<b>19,949.52</b>
Briarbend Maintenance	<b>522.53</b>	<b>2,700.00</b>	<b>2,177.47</b>
Auto Fuel	391.99	900.00	508.01
Auto Maintenance	130.54	1,800.00	1,669.46
Garbage Expense	<b>13,473.95</b>	<b>37,000.00</b>	<b>23,526.05</b>
Other Garbage Expense	13,473.95	0.00	-13,473.95
Garbage Reimbursement	-4,110.00	-9,864.00	-5,754.00
Other Expense	<b>2,624.81</b>	<b>10,558.00</b>	<b>7,933.19</b>
Administrative Expenses	0.00	100.00	100.00
Bank Charge	<b>44.00</b>	<b>108.00</b>	<b>64.00</b>
Online Banking	25.00	0.00	-25.00
Signature Verification Fee	<b>19.00</b>	<b>0.00</b>	<b>-19.00</b>
Item Fee	4.00	0.00	-4.00
Other Signature Verification Fee	15.00	0.00	-15.00
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>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	1,050.00	2,200.00	1,150.00
MISC	50.81	100.00	49.19
Website	0.00	100.00	100.00
Printing, Publication, Postage, Shipping	<b>146.39</b>	<b>700.00</b>	<b>553.61</b>
Directory	59.73	0.00	-59.73
Election Expenses	73.10	200.00	126.90
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>18,516.51</b>	<b>33,063.00</b>	<b>14,546.49</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>18,516.51</b>	<b>32,563.00</b>	<b>14,046.49</b>
8000 Woodway	-637.44	-1,274.88	-637.44
Charnwood	-5,854.80	-14,051.52	-8,196.72
Flock Safety	7,500.00	7,500.00	0.00
Security Patrol	17,104.00	40,389.40	23,285.40
Other Security	404.75	0.00	-404.75
Salaries, other compensations	<b>1,000.00</b>	<b>2,400.00</b>	<b>1,400.00</b>
Treasurer Fee	1,000.00	2,400.00	1,400.00
<b>Net Difference:</b>	<b>35,938.74</b>	<b>-7,457.00</b>	<b>43,395.74</b>

# Briarbend Income & Expense Statement

1/1/2022 through 5/31/2022

6/2/2022

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Category	1/1/2022- 5/31/2022
<b>INCOME</b>	
2022 Dues	66,155.00
Fines	825.00
Interest	
Capital One Interest	31.77
Frost Bank Interest	51.16
TOTAL Interest	82.93
Refinance Fee	150.00
Transfer Fee	900.00
<b>TOTAL INCOME</b>	<b>68,112.93</b>
<b>EXPENSES</b>	
Occup, Rent, Utilities, Maintenance	
Briarbend Maintenance	
Auto Fuel	391.99
Auto Maintenance	130.54
TOTAL Briarbend Maintenance	522.53
Garbage Expense	13,473.95
Garbage Reimbursement	-4,110.00
TOTAL Occup, Rent, Utilities, Maint...	9,886.48
Other Expense	
Bank Charge	
Online Banking	25.00
Signature Verification Fee	15.00
Item Fee	4.00
TOTAL Signature Verification ...	19.00
TOTAL Bank Charge	44.00
Insurance	
Security Vehicle Insurance	1,480.00
TOTAL Insurance	1,480.00
Meeting Expense	1,050.00
MISC	50.81
TOTAL Other Expense	2,624.81
Printing, Publication, Postage, Shipping	13.56
Directory	59.73
Election Expenses	73.10
TOTAL Printing, Publication, Posta...	146.39
Professional Fees Independent Contr...	
Security	
8000 Woodway	-637.44
Charnwood	-5,854.80
Flock Safety	7,500.00
Security Patrol	17,104.00
TOTAL Security	18,516.51
TOTAL Professional Fees Indepen...	18,516.51
Salaries, other compensations	
Treasurer Fee	1,000.00
TOTAL Salaries, other compensati...	1,000.00
<b>TOTAL EXPENSES</b>	<b>32,174.19</b>
<b>OVERALL TOTAL</b>	<b>35,938.74</b>

## Briarbend Balance Sheet - As of 5/31/2022

Account	5/31/2022 Balance
<b>Bank Accounts</b>	
Capital One Money Mkt	76,298.67
Checking - Capital One	2,113.96
Frost Business Checking XX2743	92.76
Frost Checking XX1563	38,709.34
Frost Money Mkt XX0931	84,457.97
<b>TOTAL Bank Accounts</b>	<b>201,672.70</b>
<b>Asset Accounts</b>	
Accts Rec-City	2,466.00
Security Vehicle	9,500.00
<b>TOTAL Asset Accounts</b>	<b>11,966.00</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>207,491.38</b>