

Briarbend Community Improvement Association

October 12, 2021 Board Meeting

In -person 7:00pm

- I. Call to Order – Rene Garza called the meeting to order at 7:19 pm.

Board members present: Leigh Adkins, Tom Ehardt, Scott Summerville, Conor Shary, Braden Spalding, Rene Garza, Kathy Johnson, Chad Roberts, Peter Blomquist

Members absent- Mike Young

- II. Introduction of Visitors/New Board Member

A) No visitors attended the October meeting.

- III. President’s Report- Rene Garza- see below under New Business

- IV. Reports of Committees

A) Vice President – Tom Ehardt-

- Directory – over the last few years we have updated and distributed the directory every 2-3 years. We are in that range now and hope to have a November printing. Tom passed out a sheet showing the block captains for the neighborhood.

B) Secretary – Kathy Johnson –Chad motioned to approve the August minutes Peter seconded. August meeting minutes approved.

C) Treasurer- Leigh Adkins-

- Budget Report- all homeowners have paid their 2021 dues. We are still under budget by about \$3600 even with the increased patrol hours. Leigh motioned to approve the budget; Conor seconded. Motion approved.
- Collections of Delinquent Accounts- no delinquent accounts.
- IRS Reinstatement of Non-Profit Status- Leigh will send a letter to the IRS asking about our reinstatement – the paperwork and check have been sent although the check has not been cashed yet. Leigh needs to send a follow up letter to the IRS checking on our reinstatement status.
- Audit/Review- Conor, Rene, and Leigh will meet on November 5 at 1:30 pm to perform the audit of our HOA financials.
- Budget approval- more than enough votes were received via hand-in ballots to approve the 2022 budget. 25 votes were needed and we exceeded that number. Rene motioned to approve the 2022 budget; Tom seconded. All approved- motion passed.

D) Communications / Website– Conor Shary- nothing to report

E) Architectural Control Committee – Scott Summerville- no report

F) Legal- Peter Blomquist – discussed the yard at 2403 Stoney Brook and whether to address the fact that it needs mowing. The homeowners want to finish the remodel

and will then address the yard. A note was sent to one other homeowner whose yard needed addressing and by the time Peter sent out his message the yard issue was addressed and corrected.

G. Security – Chad Roberts-

- Crime Report- Jeff Fondon sent a report to Chad listing the crimes in our area. No break-ins were reported in our neighborhood.
- Additional Security Patrols- Chad recommends keeping the patrols at the same level as they are now.
- Security Cameras at the entrance to the neighborhood- Leigh has 2 quotes for 3 cameras (on a light pole with a solar panel at Westheimer, at the park, and at the 4-way stop). Flock Security appears to have the best quote. Flock is approved by the City of Houston. The cost is \$2500 for 3 cameras. Rene motioned that we have the Flock representative come talk to the board at the November meeting; Peter seconded. Motion passed.

G) Hospitality/Social- Braden Spalding –

- Halloween Party – Braden passed out flyers to the block captains asking them to distribute to their block. We moved the party time to 4:30-6:30 pm. The El Patio food truck will provide food again. Braden made the motion to add \$500 to the budget for the Halloween party; Chad seconded. Motion passed.
- Yard of the Month – Braden will start this in the spring. Plans to hold the Christmas decorations competition. Braden passed out orchids and a card to new homeowners.

V. New Business-

- Homes needing cleanup/Trees- a pine tree in a yard on Chevy Chase has many neighbors concerned that the tree may fall. The board will send a letter to the homeowner asking them to have a tree service look at the tree and determine the safety of the tree.
- Mosquito Spraying- not planning to spray at this time.
- Briarbend Mothers Group- a homeowner asked about a group; told her to please start one.
- Mike Young moving- need to find a replacement.

VI. General Discussion/Executive Session (if necessary)- no executive session needed

VII. Adjournment-. Motion to adjourn made by Peter and seconded by Chad. Meeting adjourned at 8:27 pm.

The next board meeting is scheduled for Tuesday, November 9, 2021 at 7803 Meadow Lake.

Respectfully submitted,

Kathy Johnson

Secretary

Budget To Actual

1/1/2021 through 8/31/2021 Using 2021 Briarbend Budget

9/3/2021

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Category	1/1/2021 Actual	- Budget	8/31/2021 Difference
INCOME	69,196.42	68,448.68	747.74
2020 Dues	490.00	0.00	490.00
2021 Dues	66,640.00	67,130.00	-490.00
Fines	865.00	672.00	193.00
Interest	101.42	80.00	21.42
Capital One Interest	50.95	0.00	50.95
Frost Bank Interest	50.47	0.00	50.47
Refinance Fee	300.00	233.32	66.68
Transfer Fee	800.00	333.36	466.64
EXPENSES	42,388.71	43,357.93	969.22
Uncategorized	48.85	0.00	-48.85
Occup, Rent, Utilities, Maintenance	19,421.81	19,890.64	468.83
Briarbend Maintenance	2,957.49	1,800.00	-1,157.49
Auto Fuel	626.31	600.00	-26.31
Auto Maintenance	2,331.18	1,200.00	-1,131.18
Garbage Expense	23,040.32	24,666.64	1,626.32
Garbage Reimbursement	-6,576.00	-6,576.00	0.00
Other Expense	2,708.11	5,705.28	2,997.17
Administrative Expenses	21.21	66.64	45.43
Bank Charge	141.10	72.00	-69.10
Signature Verification Fee	61.10	0.00	-61.10
Other Bank Charge	80.00	0.00	-80.00
COMMUNITY SPIRIT	0.00	1,133.36	1,133.36
New Neighbor Gifts	0.00	133.36	133.36
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	1,400.00	1,015.20
MISC	585.00	66.64	-518.36
Website	0.00	66.64	66.64
Printing, Publication, Postage, Shipping	105.32	162.00	56.68
Election Expenses	54.82	100.00	45.18
Newsletter	0.00	50.00	50.00
Postage	50.50	12.00	-38.50
Other Postage	50.50	0.00	-50.50
Professional Fees Independent Contra...	18,504.62	16,000.01	-2,504.61
Professional Fees	0.00	333.36	333.36
Professional Fees-Legal Fees	0.00	333.36	333.36
Security	18,504.62	15,666.65	-2,837.97
8000 Woodway	-840.00	-576.00	264.00
Charnwood	-9,367.38	-9,367.68	-0.30
Security Patrol	28,712.00	25,610.33	-3,101.67
Salaries, other compensations	1,600.00	1,600.00	0.00
Treasurer Fee	1,600.00	1,600.00	0.00
TRANSFERS	0.00	0.00	0.00
Net Difference:	26,807.71	25,090.75	1,716.96

Budget To Actual - 2021

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

9/3/2021

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Category	1/1/2021 Actual	- Budget	12/31/2021 Difference
INCOME	69,196.42	69,100.00	96.42
2020 Dues	490.00	0.00	490.00
2021 Dues	66,640.00	67,130.00	-490.00
Fines	865.00	1,000.00	-135.00
Interest	101.42	120.00	-18.58
Capital One Interest	50.95	0.00	50.95
Frost Bank Interest	50.47	0.00	50.47
Refinance Fee	300.00	350.00	-50.00
Transfer Fee	800.00	500.00	300.00
EXPENSES	42,388.71	68,794.00	26,405.29
Uncategorized	48.85	0.00	-48.85
Occup, Rent, Utilities, Maintenance	19,421.81	29,836.00	10,414.19
Briarbend Maintenance	2,957.49	2,700.00	-257.49
Auto Fuel	626.31	900.00	273.69
Auto Maintenance	2,331.18	1,800.00	-531.18
Garbage Expense	23,040.32	37,000.00	13,959.68
Garbage Reimbursement	-6,576.00	-9,864.00	-3,288.00
Other Expense	2,708.11	11,858.00	9,149.89
Administrative Expenses	21.21	100.00	78.79
Bank Charge	141.10	108.00	-33.10
Signature Verification Fee	61.10	0.00	-61.10
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...	18,504.62	24,000.00	5,495.38
Professional Fees	0.00	500.00	500.00
Professional Fees-Legal Fees	0.00	500.00	500.00
Security	18,504.62	23,500.00	4,995.38
8000 Woodway	-840.00	-864.00	-24.00
Charnwood	-9,367.38	-14,051.52	-4,684.14
Security Patrol	28,712.00	38,415.52	9,703.52
Salaries, other compensations	1,600.00	2,400.00	800.00
Treasurer Fee	1,600.00	2,400.00	800.00
TRANSFERS	0.00	0.00	0.00
Net Difference:	26,807.71	306.00	26,501.71

Briarbend Income & Expense Statement

1/1/2021 through 8/31/2021

9/3/2021

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Category	1/1/2021- 8/31/2021
INCOME	
2020 Dues	490.00
2021 Dues	66,640.00
Fines	865.00
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Interest	
Capital One Interest	50.95
Frost Bank Interest	50.47
TOTAL Interest	101.42
Refinance Fee	300.00
Transfer Fee	800.00
TOTAL INCOME	69,196.42
EXPENSES	
Uncategorized	48.85
Occup, Rent, Utilities, Maintenance	
Briarbend Maintenance	
Auto Fuel	626.31
Auto Maintenance	2,331.18
TOTAL Briarbend Maintenance	2,957.49
Garbage Expense	23,040.32
Garbage Reimbursement	-6,576.00
TOTAL Occup, Rent, Utilities, Maint...	19,421.81
Other Expense	
Administrative Expenses	21.21
Bank Charge	80.00
Signature Verification Fee	61.10
TOTAL Bank Charge	141.10
Insurance	0.00
Security Vehicle Insurance	1,576.00
TOTAL Insurance	1,576.00
Meeting Expense	384.80
MISC	585.00
TOTAL Other Expense	2,708.11
Printing, Publication, Postage, Shipping	
Election Expenses	54.82
Postage	50.50
TOTAL Printing, Publication, Posta...	105.32
Professional Fees Independent Contr...	
Security	
8000 Woodway	-840.00
Charnwood	-9,367.38
Security Patrol	28,712.00
TOTAL Security	18,504.62
TOTAL Professional Fees Indepen...	18,504.62
Salaries, other compensations	
Treasurer Fee	1,600.00
TOTAL Salaries, other compensati...	1,600.00
TOTAL EXPENSES	42,388.71
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OVERALL TOTAL	26,807.71

Briarbend Balance Sheet - As of 8/31/2021

Account	8/31/2021 Balance
Bank Accounts	
Capital One Money Mkt	76,241.62
Checking - Capital One	2,113.96
Frost Business Checking XX2743	58.08
Frost Checking XX1563	1,461.25
Frost Money Mkt XX0931	106,425.80
TOTAL Bank Accounts	186,300.71
Asset Accounts	
Accts Rec-City	4,110.00
Security Vehicle	9,500.00
TOTAL Asset Accounts	13,610.00
Liability Accounts	
Deferred Revenue - Next Year Dues	0.00
Restricted Funds - Briarbend Park	-6,147.32
TOTAL Liability Accounts	-6,147.32
OVERALL TOTAL	193,763.39