

WINCHESTER COUNTRY MAINTENANCE ASSOCIATION, INC.
MEETING OF THE BOARD OF DIRECTORS
JULY 12, 2018
EXECUTIVE SESSION

DIRECTORS PRESENT

Nicole Chovanetz, President, Vicki Hamm, Vice President, Richard Burgess, Director.

IN ATTENDANCE

Blanca Galvan and Nathaniel Rodriguez representing Sterling ASI.

CALL TO ORDER

Due to notice of meeting having been given and quorum being present, meeting was called to order at 6:30 pm by the President, Nicole Chovanetz.

DISPOSITION OF MINUTES

The June 2018 minutes were presented. A motion was made by Director Hamm and seconded by Director Chovanetz to approve the minutes. All were in favor.

The June 2018 Special Meeting minutes were presented. A motion was made by Director Burgess and seconded by Director Hamm to approve the minutes. All were in favor.

FINANCIALS

The June 2018 financials were presented and discussed. Director Chovanetz is currently working on getting CD rates from surrounding banks. Director Chovanetz asked managing agent to get CD rates for banks they utilize.

RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS

- Approval for a phosphate treatment in the amount of \$158.98 by TAE.
- Approval for a deep end light repair in the amount of \$104.18 by TAE.
- Approval for removing dead palm fronds/debris in the amount of \$703.61 by MLM.
- Approval for irrigation repairs in the amount of \$1,640.86 by MLM.
- Approval for trash cans at pool in the amount of \$1,404.73 by Texacraft.

COMMITTEE REPORTS

- Security – Vicki Hamm provided information on security.
- Clubhouse – Update on reopening claim with insurance company.
- Tennis Park Committee – Nothing new to report.
- Pool Committee – Vicki Hamm – Discussion was held in reference to repairing all three (3) pumps. Pool Sign needs to be moved per insurance requirements. Bids need to be obtained for additional sign.
- Landscape Committee – Vicki Hamm – Discussion was held when flowerbeds will be replaced. The removal of cedar was denied.
- Website Committee – Nicole Chovanetz – Crime report will be added.
- Deed Restriction/ACC Report – Richard Burgess – Updated Board on the programming of our system to be able to update by Section.

NEW BUSINESS

- Bid from Corinthian Construction was reviewed for both rooms and the majority were in favor to only replacing Clubhouse #1.
- Bid from Texas Aquatic Enterprises, Inc. was reviewed and Director Hamm asked Sterling to obtain other opinions for repairing the pool cracking without plastering the entire pool.

OLD BUSINESS

- Discussion was held in reference to Ferrante Construction bid for the ceiling repair at clubhouse #1.

EXECUTIVE SESSION

- Accounts Receivable Report/Collection Status Report – no action needed
- Deed Violations Report – Sterling presented top 25 violations and the Board of Directors informed on the next steps to take.

SCHEDULING OF NEXT MEETING

The next Board meeting will be held September 13, 2018 at 9607 Rio Grande Dr., Houston, Texas 77064.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 7:55 PM.

Peter A. Dexter

8/9/18

Recording Secretary

Date

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

Posted 7/1/2018 To 7/31/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual	
	Fund	Budget	Variance	Fund	Budget	Variance		
REVENUES								
<u>Revenue</u>								
41000	Assessment Earned	41,627.65	41,685.00	(57.35)	291,393.53	291,795.00	(401.47)	500,220.00
42000	Late Fees Income	(33.52)	833.30	(866.82)	1,361.53	5,833.10	(4,471.57)	10,000.00
42500	Legal - Collection Costs R	1,198.05	0.00	1,198.05	24,930.11	0.00	24,930.11	0.00
42550	Legal D/R Fees Reimbsmt	69.63	0.00	69.63	775.41	0.00	775.41	0.00
42600	Mowing, D/R Reimbsmt	97.42	0.00	97.42	97.42	0.00	97.42	0.00
42650	Fine Income	5,250.00	0.00	5,250.00	13,655.00	0.00	13,655.00	0.00
42680	Transfer Fee Income	0.00	518.40	(518.40)	0.00	3,628.80	(3,628.80)	6,220.50
42800	Opr.-Trsf to Reserve	(5,708.30)	(5,708.30)	0.00	(39,958.50)	(39,958.10)	(0.40)	(68,500.00)
43000	Interest Income	39.66	0.00	39.66	1,074.24	0.00	1,074.24	0.00
47000	Constable Patrol Reimb.	10,178.91	10,412.50	(233.59)	71,252.37	72,887.50	(1,635.13)	124,950.00
47500	Pool Use Agreement	0.00	833.30	(833.30)	17,375.00	5,833.10	11,541.90	10,000.00
48000	Clubhouse Rental Fee	0.00	291.70	(291.70)	1,650.00	2,041.90	(391.90)	3,500.00
48500	Bad Debt Recovery	0.00	0.00	0.00	155.00	0.00	155.00	0.00
49200	Tennis Court Key/Pool	0.00	0.00	0.00	920.00	0.00	920.00	0.00
49500	Misc. Income	0.00	29.20	(29.20)	107.00	204.40	(97.40)	350.00
	TOTAL Revenue	<u>52,719.50</u>	<u>48,895.10</u>	<u>3,824.40</u>	<u>384,788.11</u>	<u>342,265.70</u>	<u>42,522.41</u>	<u>586,740.50</u>
	TOTAL REVENUES	<u>52,719.50</u>	<u>48,895.10</u>	<u>3,824.40</u>	<u>384,788.11</u>	<u>342,265.70</u>	<u>42,522.41</u>	<u>586,740.50</u>
EXPENSES								
<u>Audit & Taxes</u>								
51000	Audit & Tax Preparation	0.00	108.30	108.30	0.00	758.10	758.10	1,300.00
51230	Property Tax	0.00	1.70	1.70	(3.70)	11.90	15.60	20.00
	TOTAL Audit & Taxes	<u>0.00</u>	<u>110.00</u>	<u>110.00</u>	<u>(3.70)</u>	<u>770.00</u>	<u>773.70</u>	<u>1,320.00</u>
<u>Committees Expense</u>								
52110	HOA Activities	(176.04)	100.00	276.04	121.98	700.00	578.02	1,200.00
52130	Community Events	(2,000.00)	333.30	2,333.30	2,680.79	2,333.10	(347.69)	4,000.00
	TOTAL Committees Expense	<u>(2,176.04)</u>	<u>433.30</u>	<u>2,609.34</u>	<u>2,802.77</u>	<u>3,033.10</u>	<u>230.33</u>	<u>5,200.00</u>
<u>Common Area Maintenance</u>								
52200	General Repairs/Maintene	2,774.59	768.30	(2,006.29)	12,789.77	5,378.10	(7,411.67)	9,220.00
52300	Entrance Repairs	430.29	0.00	(430.29)	430.29	0.00	(430.29)	0.00
52600	Pest Control	0.00	20.80	20.80	113.23	145.60	32.37	250.00
52700	Signage	0.00	0.00	0.00	129.90	0.00	(129.90)	0.00
52760	Holiday Decorations	0.00	125.00	125.00	140.30	875.00	734.70	1,500.00
52800	Misc. Repairs	0.00	0.00	0.00	259.80	0.00	(259.80)	0.00
	TOTAL Common Area Maintenan	<u>3,204.88</u>	<u>914.10</u>	<u>(2,290.78)</u>	<u>13,863.29</u>	<u>6,398.70</u>	<u>(7,464.59)</u>	<u>10,970.00</u>
<u>Insurance</u>								
54150	Ins.-Package	2,199.26	2,152.10	(47.16)	15,530.21	15,064.70	(465.51)	25,825.00
	TOTAL Insurance	<u>2,199.26</u>	<u>2,152.10</u>	<u>(47.16)</u>	<u>15,530.21</u>	<u>15,064.70</u>	<u>(465.51)</u>	<u>25,825.00</u>
<u>Landscape Expense</u>								
55010	Landscape Contract	2,946.21	2,638.60	(307.61)	20,315.93	18,470.20	(1,845.73)	31,663.00
55100	Landscape Tree Maintene	0.00	0.00	0.00	1,688.68	0.00	(1,688.68)	0.00
55300	Irrigation Repairs	1,616.02	83.30	(1,532.72)	3,241.60	583.10	(2,658.50)	1,000.00
55400	Seasonal Color	0.00	0.00	0.00	2,390.16	0.00	(2,390.16)	0.00
55800	Deed Restriction - Mowing	0.00	83.30	83.30	0.00	583.10	583.10	1,000.00

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

Posted 7/1/2018 To 7/31/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Fund	Budget	Variance	Fund	Budget	Variance	
55880 Deed Restriction - Other	0.00	0.00	0.00	748.00	0.00	(748.00)	0.00
TOTAL Landscape Expense	4,562.23	2,805.20	(1,757.03)	28,384.37	19,636.40	(8,747.97)	33,663.00
<u>Legal Expenses</u>							
58110 Legal Collections	1,420.18	416.70	(1,003.48)	25,867.79	2,916.90	(22,950.89)	5,000.00
58120 Legal Corporate	0.00	416.70	416.70	368.00	2,916.90	2,548.90	5,000.00
58130 Legal Deed Restrictions	347.42	0.00	(347.42)	2,397.42	0.00	(2,397.42)	0.00
TOTAL Legal Expenses	1,767.60	833.40	(934.20)	28,633.21	5,833.80	(22,799.41)	10,000.00
<u>Office/Administrative</u>							
58200 Management Services	3,890.60	4,725.40	834.80	27,234.20	33,077.80	5,843.60	56,705.00
58310 Bank Charges	0.00	0.00	0.00	(15.00)	0.00	15.00	0.00
58320 Copies & Printing	702.70	416.70	(286.00)	3,025.50	2,916.90	(108.60)	5,000.00
58360 Coupons & Statements	2,750.00	0.00	(2,750.00)	2,762.00	0.00	(2,762.00)	0.00
58450 Misc. Office Expense	542.66	0.00	(542.66)	689.54	0.00	(689.54)	0.00
58500 Meeting Expense	75.54	0.00	(75.54)	614.90	0.00	(614.90)	0.00
58600 Newsletter / Mailouts	0.00	0.00	0.00	1,130.00	0.00	(1,130.00)	0.00
58650 Office Supplies	189.92	100.00	(89.92)	394.18	700.00	305.82	1,200.00
58700 Postage & Delivery	535.69	208.30	(327.39)	3,014.86	1,458.10	(1,556.76)	2,500.00
58900 Website Hosting	(15.99)	45.00	60.99	454.72	315.00	(139.72)	540.00
TOTAL Office/Administrative	8,671.12	5,495.40	(3,175.72)	39,304.90	38,467.80	(837.10)	65,945.00
<u>Other Expenses</u>							
50200 Bad Debt	295.93	0.00	(295.93)	6,042.93	0.00	(6,042.93)	0.00
62000 Patrol Service	16,183.00	17,815.20	1,632.20	108,691.81	124,706.40	16,014.59	213,783.00
TOTAL Other Expenses	16,478.93	17,815.20	1,336.27	114,734.74	124,706.40	9,971.66	213,783.00
<u>Pool / Recreation Center</u>							
59010 Pool Management Contra	26,151.28	5,416.70	(20,734.58)	64,837.06	37,916.90	(26,920.16)	65,000.00
59050 Pool Chemicals / Supplies	0.00	83.30	83.30	2,136.31	583.10	(1,553.21)	1,000.00
59100 Pool Equipment	0.00	0.00	0.00	619.18	0.00	(619.18)	0.00
59300 Pool Repairs	10,687.91	875.00	(9,812.91)	12,269.95	6,125.00	(6,144.95)	10,500.00
59740 Telecomm.-Pool Phone	477.87	375.00	(102.87)	3,186.71	2,625.00	(561.71)	4,500.00
59800 Clubhse Exterior Building F	0.00	100.00	100.00	478.00	700.00	222.00	1,200.00
59820 Clubhse Mintn./Repairs	819.04	375.00	(444.04)	1,178.29	2,625.00	1,446.71	4,500.00
59830 Clubhouse Supplies	0.00	0.00	0.00	220.73	0.00	(220.73)	0.00
59850 Clubhse Professional Fee	1,000.00	1,000.00	0.00	7,000.00	7,000.00	0.00	12,000.00
59870 Pool Gate Maintn./Repairs	0.00	0.00	0.00	720.62	0.00	(720.62)	0.00
59900 Janitorial Services	0.00	0.00	0.00	70.00	0.00	(70.00)	0.00
60100 Tennis Court Maint./Repai	0.00	25.00	25.00	229.68	175.00	(54.68)	300.00
60200 Monitoring Serv. Contract	263.29	0.00	(263.29)	2,158.12	0.00	(2,158.12)	0.00
60300 Payroll Maintenance	0.00	1,500.00	1,500.00	0.00	10,500.00	10,500.00	18,000.00
60400 Rec. Ctr. - Misc Expense	0.00	0.00	0.00	173.14	0.00	(173.14)	0.00
61200 Water Pool/ Rec. Center	320.14	0.00	(320.14)	1,059.06	0.00	(1,059.06)	0.00
TOTAL Pool / Recreation Center	39,719.53	9,750.00	(29,969.53)	96,336.85	68,250.00	(28,086.85)	117,000.00
<u>Utility</u>							
61100 Electric-Common Area	1,741.55	6,500.00	4,758.45	13,395.95	45,500.00	32,104.05	78,000.00
61120 Electric-Street Lights	7,430.51	0.00	(7,430.51)	63,678.50	0.00	(63,678.50)	0.00
61300 Water Irrigation	277.77	500.00	222.23	632.64	3,500.00	2,867.36	6,000.00

Winchester Country Maintenance Association Income Statement Budget Comparison/ Code

Posted 7/1/2018 To 7/31/2018 11:59:00 PM

	Current Month Reserve			Year to Date Reserve			Annual
	Fund	Budget	Variance	Fund	Budget	Variance	
REVENUES							
<u>Reserve Income</u>							
42900 RSRV-Trsf from Opr. Fund	5,708.30	5,708.30	0.00	39,958.50	39,958.10	0.40	68,500.00
43100 RSRV Interest Income	3,119.58	0.00	3,119.58	4,414.81	0.00	4,414.81	0.00
TOTAL Reserve Income	<u>8,827.88</u>	<u>5,708.30</u>	<u>3,119.58</u>	<u>44,373.31</u>	<u>39,958.10</u>	<u>4,415.21</u>	<u>68,500.00</u>
TOTAL REVENUES	<u>8,827.88</u>	<u>5,708.30</u>	<u>3,119.58</u>	<u>44,373.31</u>	<u>39,958.10</u>	<u>4,415.21</u>	<u>68,500.00</u>
EXPENSES							
<u>Office/Administrative</u>							
58310 Bank Charges	0.00	0.00	0.00	102.00	0.00	(102.00)	0.00
TOTAL Office/Administrative	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>102.00</u>	<u>0.00</u>	<u>(102.00)</u>	<u>0.00</u>
<u>Reserve Expenses</u>							
76000 RSRV - Pool Area Improv	1,038.34	0.00	(1,038.34)	1,038.34	0.00	(1,038.34)	0.00
TOTAL Reserve Expenses	<u>1,038.34</u>	<u>0.00</u>	<u>(1,038.34)</u>	<u>1,038.34</u>	<u>0.00</u>	<u>(1,038.34)</u>	<u>0.00</u>
TOTAL EXPENSES	<u>1,038.34</u>	<u>0.00</u>	<u>(1,038.34)</u>	<u>1,140.34</u>	<u>0.00</u>	<u>(1,140.34)</u>	<u>0.00</u>
Excess Revenue / Expense	<u>7,789.54</u>	<u>5,708.30</u>	<u>2,081.24</u>	<u>43,232.97</u>	<u>39,958.10</u>	<u>3,274.87</u>	<u>68,500.00</u>

Winchester Country Maintenance Association Income Statement Budget Comparison/ Code

Posted 7/1/2018 To 7/31/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Fund	Budget	Variance	Fund	Budget	Variance	
TOTAL Utility	9,449.83	7,000.00	(2,449.83)	77,707.09	49,000.00	(28,707.09)	84,000.00
TOTAL EXPENSES	83,877.34	47,308.70	(36,568.64)	417,293.73	331,160.90	(86,132.83)	567,706.00
Excess Revenue / Expense	(31,157.84)	1,586.40	(32,744.24)	(32,505.62)	11,104.80	(43,610.42)	19,034.50

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 07/31/2018

	Operating	Reserve	Total
Assets			
<u>Cash Operating</u>			
New 1st Ntnl Chkg 5721	18,480.64		18,480.64
New 1st Ntnl MM/LB 5729	49,396.37		49,396.37
New1st CD 8/16/18 1%	100,373.28		100,373.28
New 1st Ntnl 7481 Debit Card	1,967.67		1,967.67
Post Oak B CD 3/2/19 1.3%	100,000.00		100,000.00
<u>Total Cash Operating</u>	<u>270,217.96</u>		<u>270,217.96</u>
<u>Cash Reserve</u>			
RSRV- Mutual of Omaha1050		140,354.37	140,354.37
RSRV-Alliance MM 1803		255,099.29	255,099.29
RSRV -Prudential Sec 6037		134,456.99	134,456.99
RSRV Post Oak CD 1/18		116,890.22	116,890.22
RSRV-Post O.CD 3/3/18 1%		105,983.88	105,983.88
RSRV-Post O.CD 9/30/18 1.1'		179,280.91	179,280.91
RSRV-New 1st Ntnl MM 8049		196,997.46	196,997.46
<u>Total Cash Reserve</u>		<u>1,129,063.12</u>	<u>1,129,063.12</u>
<u>Accounts Receivable</u>			
Accounts Receivable	4,019.50		4,019.50
<u>Total Accounts Receivable</u>	<u>4,019.50</u>		<u>4,019.50</u>
<u>Assessments Receivable</u>			
Assessments Receivable	2,140.90		2,140.90
2011 Assessment Receivable	630.00		630.00
2012 Assessment Receivable	630.00		630.00
2013 Assessment Receivable	630.00		630.00
2014 Assessment Receivable	1,260.00		1,260.00
2015 Assessment Receivable	2,869.94		2,869.94
2016 Assessment Receivable	4,511.88		4,511.88
2017 Assessment Receivable	12,795.52		12,795.52
2018 Assessment Receivable	27,882.54		27,882.54
Late Fees Receivable	15,106.76		15,106.76
Collection Exp. Receivable	66,200.09		66,200.09
Legal Exp. D/R Receivable	774.81		774.81
D/R Reinforcement Receivable	146.13		146.13
Fines Receivable	12,049.87		12,049.87
Misc. Receivable	380.00		380.00
Allow. for Doubtful Accts	(28,000.00)		(28,000.00)
<u>Total Assessments Receivable</u>	<u>120,008.44</u>		<u>120,008.44</u>
<u>Other Assets</u>			
Prepaid Expenses	1,107.96		1,107.96
Prepaid Insurance	17,334.55		17,334.55
<u>Total Other Assets</u>	<u>18,442.51</u>		<u>18,442.51</u>
<u>Total Assets</u>	<u>412,688.41</u>	<u>1,129,063.12</u>	<u>1,541,751.53</u>
Liabilities & Equity			
<u>Liability</u>			
Accounts Payable	11,432.22		11,432.22

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 07/31/2018

Liabilities & Equity

Liability

Accounts Payable - Other	32,934.74		32,934.74
ACC Pool Construction Depos	1,500.00		1,500.00
Prepaid Assessments	6,856.37		6,856.37
Unearned Assessment	206,550.53		206,550.53
<u>Total Liability</u>	<u>259,273.86</u>		<u>259,273.86</u>

Equity

Operating Retained Earnings	185,920.17		185,920.17
RSRV Retained Earnings		1,085,830.15	1,085,830.15
Net Income (Loss)	(32,505.62)	43,232.97	10,727.35
<u>Total Equity</u>	<u>153,414.55</u>	<u>1,129,063.12</u>	<u>1,282,477.67</u>
<u>Total Liabilities & Equity</u>	<u>412,688.41</u>	<u>1,129,063.12</u>	<u>1,541,751.53</u>