

**WINCHESTER COUNTRY MAINTENANCE ASSOCIATION, INC.**  
**MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**February 11, 2018~~8~~ 9**  
**EXECUTIVE SESSION**

**DIRECTORS PRESENT**

Vicki Hamm, Vice President, Peter Dayton, Secretary/Treasurer, Richard Burgess, Director and Lucy Charles, Director.

**IN ATTENADANCE**

Aly L. Long & Nathaniel Rodriguez representing the Managing Agent, Sterling ASI.

**CALL TO ORDER**

Due notice of meeting having been given and quorum being present, meeting was called to order at 6:28pm by Director Hamm.

**DISPOSITION OF MINUTES**

The January minutes were presented. A motion was made by Secretary/Treasurer Dayton and seconded by Director Burgess to approve the minutes. All were in favor.

**FINANCIALS**

The January 2019 financials were presented and discussed. A motion and seconded to approve the financials as presented. All were in favor.

**RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS**

**PENDING BUSINESS**

- Discussion was held concerning the crack repair at the pool. TAE advised it would be completed before swim season.

**NEW BUSINESS**

- Board approved ceiling install. The work will be done by JAK - \$10,165.00
- 2019 Swim Team was discussed about the schedule for 2019
- TAE Estimates #2443 and #2444 were approved for repairs at the pool.
- Landscaping proposals were tabled

**COMMITTEE REPORTS**

- Security – Vicki Hamm – Nothing new to report.
- Clubhouse – Peter Dayton - rentals were slow
- Tennis Committee – Vicki Hamm – Nothing new to report.
- Park Committee – Peter Dayton – The new benches have been installed.
- Pool Committee – Vicki Hamm – Nothing new to report.
- Landscape Committee – Vicki Hamm - Nothing new to report.

- Deed Restriction/ACC Report – Richard Burgess – Nothing to report

**EXECUTIVE SESSION**

- Collection & Deed Restriction Status Report /Legal Status Report

The next meeting will be held March 14, 2019 at 9607 Rio Grande Dr., Houston, Texas 77064.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 8:31 PM.

Peta A Dayton

3/14/9

Recording Secretary

Date

# Winchester Country Maintenance Association Income Statement Budget Comparison/ Code

Posted 2/1/2019 To 2/28/2019 11:59:00 PM

		Current Month Operating			Year to Date Operating			
		Fund	Budget	Variance	Fund	Budget	Variance	Annual
<b>REVENUES</b>								
<u>Revenue</u>								
41000	Assessment Earned	41,658.75	41,685.00	(26.25)	83,317.50	83,370.00	(52.50)	500,220.00
42000	Late Fees Income	1,450.16	208.30	1,241.86	1,450.16	416.60	1,033.56	2,500.00
42500	Legal - Collection Costs Re	10,544.73	2,250.00	8,294.73	10,569.73	4,500.00	6,069.73	27,000.00
42550	Legal D/R Fees Reibsmt	76.86	83.30	(6.44)	76.86	166.60	(89.74)	1,000.00
42600	Mowing, D/R Reibsmt	59.54	8.30	51.24	59.54	16.60	42.94	100.00
42650	Fine Income	325.00	416.70	(91.70)	1,700.00	833.40	866.60	5,000.00
42800	Opr.-Trsf to Reserve	(2,083.33)	(2,083.33)	0.00	(4,166.70)	(4,166.70)	0.00	(25,000.00)
43000	Interest Income	373.00	125.00	248.00	1,470.95	250.00	1,220.95	1,500.00
47000	Constable Patrol Reimb.	10,178.91	10,412.50	(233.59)	20,357.82	20,825.00	(467.18)	124,950.00
47500	Pool Use Agreement	0.00	833.30	(833.30)	8,175.00	1,666.60	6,508.40	10,000.00
48000	Clubhouse Rental Fee	100.00	166.70	(66.70)	1,050.00	333.40	716.60	2,000.00
49100	Insurance Claim	0.00	0.00	0.00	678.86	0.00	678.86	0.00
49200	Tennis Court Key/Pool	0.00	83.30	(83.30)	0.00	166.60	(166.60)	1,000.00
49500	Misc. Income	0.00	12.50	(12.50)	0.00	25.00	(25.00)	150.00
TOTAL Revenue		62,683.62	54,201.57	8,482.05	124,739.72	108,403.10	16,336.62	650,420.00
TOTAL REVENUES		62,683.62	54,201.57	8,482.05	124,739.72	108,403.10	16,336.62	650,420.00
<b>EXPENSES</b>								
<u>Audit &amp; Taxes</u>								
51000	Audit & Tax Preparation	0.00	254.20	254.20	0.00	508.40	508.40	3,050.00
51230	Property Tax	0.00	1.70	1.70	0.00	3.40	3.40	20.00
TOTAL Audit & Taxes		0.00	255.90	255.90	0.00	511.80	511.80	3,070.00
<u>Committees Expense</u>								
52130	Community Events	0.00	333.30	333.30	(44.00)	666.60	710.60	4,000.00
TOTAL Committees Expense		0.00	333.30	333.30	(44.00)	666.60	710.60	4,000.00
<u>Common Area Maintenance</u>								
52200	General Repairs/Maintenan	500.43	583.30	82.87	3,328.68	1,166.60	(2,162.08)	7,000.00
52600	Pest Control	0.00	20.80	20.80	0.00	41.60	41.60	250.00
52700	Signage	0.00	41.70	41.70	0.00	83.40	83.40	500.00
52800	Misc. Repairs	0.00	25.00	25.00	0.00	50.00	50.00	300.00
TOTAL Common Area Maintenance		500.43	670.80	170.37	3,328.68	1,341.60	(1,987.08)	8,050.00
<u>Insurance</u>								
54150	Ins.-Package	2,238.51	2,152.10	(86.41)	4,477.02	4,304.20	(172.82)	25,825.00
TOTAL Insurance		2,238.51	2,152.10	(86.41)	4,477.02	4,304.20	(172.82)	25,825.00
<u>Landscape Expense</u>								
55010	Landscape Contract	2,946.21	2,638.60	(307.61)	5,892.42	5,277.20	(615.22)	31,663.00
55100	Landscape Tree Maintene	0.00	83.30	83.30	0.00	166.60	166.60	1,000.00
55300	Irrigation Repairs	0.00	166.70	166.70	0.00	333.40	333.40	2,000.00
55400	Seasonal Color	0.00	416.70	416.70	0.00	833.40	833.40	5,000.00
55800	Deed Restriction - Mowing	59.54	41.70	(17.84)	59.54	83.40	23.86	500.00
55880	Deed Restriction - Other	0.00	41.70	41.70	0.00	83.40	83.40	500.00
TOTAL Landscape Expense		3,005.75	3,388.70	382.95	5,951.96	6,777.40	825.44	40,663.00
<u>Legal Expenses</u>								
58110	Legal Collections	1,500.98	2,500.00	999.02	1,500.98	5,000.00	3,499.02	30,000.00

# Winchester Country Maintenance Association Income Statement Budget Comparison/ Code

Posted 2/1/2019 To 2/28/2019 11:59:00 PM

		Current Month Operating			Year to Date Operating			
		Fund	Budget	Variance	Fund	Budget	Variance	Annual
58120	Legal Corporate	200.00	83.30	(116.70)	200.00	166.60	(33.40)	1,000.00
58130	Legal Deed Restrictions	726.86	208.30	(518.56)	726.86	416.60	(310.26)	2,500.00
<b>TOTAL Legal Expenses</b>		<b>2,427.84</b>	<b>2,791.60</b>	<b>363.76</b>	<b>2,427.84</b>	<b>5,583.20</b>	<b>3,155.36</b>	<b>33,500.00</b>
<b><u>Office/Administrative</u></b>								
58200	Management Services	3,890.60	3,890.60	0.00	7,781.20	7,781.20	0.00	46,687.00
58310	Bank Charges	25.00	4.20	(20.80)	4.95	8.40	3.45	50.00
58320	Copies & Printing	328.27	416.70	88.43	482.77	833.40	350.63	5,000.00
58360	Coupons & Statements	24.00	250.00	226.00	24.00	500.00	476.00	3,000.00
58450	Misc. Office Expense	136.55	66.70	(69.85)	136.55	133.40	(3.15)	800.00
58500	Meeting Expense	66.42	83.30	16.88	530.66	166.60	(364.06)	1,000.00
58600	Newsletter / Mailouts	0.00	208.30	208.30	0.00	416.60	416.60	2,500.00
58650	Office Supplies	66.78	62.50	(4.28)	344.96	125.00	(219.96)	750.00
58700	Postage & Delivery	271.43	333.30	61.87	637.52	666.60	29.08	4,000.00
58900	Website Hosting	95.00	45.00	(50.00)	95.00	90.00	(5.00)	540.00
<b>TOTAL Office/Administrative</b>		<b>4,904.05</b>	<b>5,360.60</b>	<b>456.55</b>	<b>10,037.61</b>	<b>10,721.20</b>	<b>683.59</b>	<b>64,327.00</b>
<b><u>Other Expenses</u></b>								
50200	Bad Debt	0.00	416.70	416.70	0.00	833.40	833.40	5,000.00
62000	Patrol Service	15,148.00	17,815.20	2,667.20	30,016.00	35,630.40	5,614.40	213,783.00
<b>TOTAL Other Expenses</b>		<b>15,148.00</b>	<b>18,231.90</b>	<b>3,083.90</b>	<b>30,016.00</b>	<b>36,463.80</b>	<b>6,447.80</b>	<b>218,783.00</b>
<b><u>Pool / Recreation Center</u></b>								
59010	Pool Management Contrac	969.98	3,968.30	2,998.32	3,299.73	7,936.60	4,636.87	47,620.00
59050	Pool Chemicals / Supplies	0.00	598.80	598.80	517.98	1,197.60	679.62	7,185.00
59100	Pool Equipment	0.00	83.30	83.30	0.00	166.60	166.60	1,000.00
59300	Pool Repairs	0.00	416.70	416.70	404.14	833.40	429.26	5,000.00
59740	Telecomm.-Pool Phone	514.53	375.00	(139.53)	1,015.14	750.00	(265.14)	4,500.00
59800	Clubhse Exterior Building R	0.00	83.30	83.30	0.00	166.60	166.60	1,000.00
59820	Clubhse Mintn./Repairs	0.00	166.70	166.70	0.00	333.40	333.40	2,000.00
59830	Clubhouse Supplies	0.00	25.00	25.00	0.00	50.00	50.00	300.00
59850	Clubhse Professional Fees	1,000.00	1,000.00	0.00	2,000.00	2,000.00	0.00	12,000.00
59900	Janitorial Services	100.00	8.30	(91.70)	100.00	16.60	(83.40)	100.00
60100	Tennis Court Maint./Repai	0.00	25.00	25.00	0.00	50.00	50.00	300.00
60200	Monitoring Serv. Contract	273.71	166.70	(107.01)	537.00	333.40	(203.60)	2,000.00
60300	Payroll Maintenance	1,500.00	1,500.00	0.00	3,000.00	3,000.00	0.00	18,000.00
60400	Rec. Ctr. - Misc Expense	0.00	41.70	41.70	0.00	83.40	83.40	500.00
61200	Water Pool/ Rec. Center	70.22	166.70	96.48	1,557.27	333.40	(1,223.87)	2,000.00
<b>TOTAL Pool / Recreation Center</b>		<b>4,428.44</b>	<b>8,625.50</b>	<b>4,197.06</b>	<b>12,431.26</b>	<b>17,251.00</b>	<b>4,819.74</b>	<b>103,505.00</b>
<b><u>Utility</u></b>								
61100	Electric-Common Area	7,086.64	1,916.70	(5,169.94)	13,908.96	3,833.40	(10,075.56)	23,000.00
61120	Electric-Street Lights	3,161.16	9,833.30	6,672.14	10,172.87	19,666.60	9,493.73	118,000.00
61300	Water Irrigation	209.76	125.00	(84.76)	491.42	250.00	(241.42)	1,500.00
<b>TOTAL Utility</b>		<b>10,457.56</b>	<b>11,875.00</b>	<b>1,417.44</b>	<b>24,573.25</b>	<b>23,750.00</b>	<b>(823.25)</b>	<b>142,500.00</b>
<b>TOTAL EXPENSES</b>		<b>43,110.58</b>	<b>53,685.40</b>	<b>10,574.82</b>	<b>93,199.62</b>	<b>107,370.80</b>	<b>14,171.18</b>	<b>644,223.00</b>
<b>Excess Revenue / Expense</b>		<b>19,573.04</b>	<b>516.17</b>	<b>19,056.87</b>	<b>31,540.10</b>	<b>1,032.30</b>	<b>30,507.80</b>	<b>6,197.00</b>

# Winchester Country Maintenance Association Income Statement Budget Comparison/ Code

Posted 2/1/2019 To 2/28/2019 11:59:00 PM

	Current Month Reserve			Year to Date Reserve			Annual
	Fund	Budget	Variance	Fund	Budget	Variance	
<b>REVENUES</b>							
<u>Reserve Income</u>							
42900 RSRV-Trsf from Opr. Func	2,083.33	2,083.33	0.00	4,166.70	4,166.70	0.00	25,000.00
43100 RSRV Interest Income	1,398.61	0.00	1,398.61	3,043.23	0.00	3,043.23	0.00
TOTAL Reserve Income	<u>3,481.94</u>	<u>2,083.33</u>	<u>1,398.61</u>	<u>7,209.93</u>	<u>4,166.70</u>	<u>3,043.23</u>	<u>25,000.00</u>
TOTAL REVENUES	<u>3,481.94</u>	<u>2,083.33</u>	<u>1,398.61</u>	<u>7,209.93</u>	<u>4,166.70</u>	<u>3,043.23</u>	<u>25,000.00</u>
<b>EXPENSES</b>							
<u>Reserve Expenses</u>							
75100 RSRV - Roof Repairs	0.00	0.00	0.00	24,189.48	0.00	(24,189.48)	0.00
TOTAL Reserve Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,189.48</u>	<u>0.00</u>	<u>(24,189.48)</u>	<u>0.00</u>
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,189.48</u>	<u>0.00</u>	<u>(24,189.48)</u>	<u>0.00</u>
Excess Revenue / Expense	<u>3,481.94</u>	<u>2,083.33</u>	<u>1,398.61</u>	<u>(16,979.55)</u>	<u>4,166.70</u>	<u>(21,146.25)</u>	<u>25,000.00</u>

# Winchester Country Maintenance Association

## Balance Sheet Standard

Posted 02/28/2019

	Operating	Reserve	Total
<b>Assets</b>			
<u>Cash Operating</u>			
New 1st Ntnl Chkg 5721	27,235.72		27,235.72
New 1st Ntnl MM/LB 5729	317,729.02		317,729.02
New 1st Ntnl 7481 Debit Card	968.84		968.84
Post Oak B CD 3/2/19 1.3%	100,797.80		100,797.80
<u>Total Cash Operating</u>	<u>446,731.38</u>		<u>446,731.38</u>
<u>Cash Reserve</u>			
RSRV Post Oak CD 7/21/19 1		117,355.37	117,355.37
RSRV-Post O.CD 3/3/19 1.3%		107,893.89	107,893.89
RSRV-Post O.CD 9/30/19 1.7%		183,338.23	183,338.23
RSRV-Iberia Bank6767		544,326.63	544,326.63
RSRV-New 1st Ntnl MM 8049		169,593.95	169,593.95
<u>Total Cash Reserve</u>		<u>1,122,508.07</u>	<u>1,122,508.07</u>
<u>Accounts Receivable</u>			
Accounts Receivable	14,089.35		14,089.35
Accounts Receivable- Other	2,977.86		2,977.86
<u>Total Accounts Receivable</u>	<u>17,067.21</u>		<u>17,067.21</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	2,239.94		2,239.94
2016 Assessment Receivable	3,780.00		3,780.00
2017 Assessment Receivable	8,949.39		8,949.39
2018 Assessment Receivable	18,577.71		18,577.71
2019 Assessment Receivable	84,546.47		84,546.47
Late Fees Receivable	15,502.04		15,502.04
Collection Exp. Receivable	56,234.00		56,234.00
Legal Exp. D/R Receivable	2,367.85		2,367.85
D/R Reinforcement Receivable	293.05		293.05
Fines Receivable	11,063.74		11,063.74
Misc. Receivable	587.33		587.33
Allow. for Doubtful Accts	(28,000.00)		(28,000.00)
<u>Total Assessments Receivable</u>	<u>181,432.42</u>		<u>181,432.42</u>
<u>Other Assets</u>			
Prepaid Expenses	1,488.88		1,488.88
Prepaid Insurance	1,665.02		1,665.02
<u>Total Other Assets</u>	<u>3,153.90</u>		<u>3,153.90</u>
<u>Total Assets</u>	<u>648,384.91</u>	<u>1,122,508.07</u>	<u>1,770,892.98</u>
<b>Liabilities &amp; Equity</b>			
<u>Liability</u>			
Accounts Payable - Other	5,354.55		5,354.55
Prepaid Assessments	7,284.38		7,284.38

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 02/28/2019

**Liabilities & Equity**

Liability

Unearned Assessment	416,587.50		416,587.50
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<u>Total Liability</u>	<u>429,226.43</u>		<u>429,226.43</u>
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Equity

Operating Retained Earnings	187,618.38		187,618.38
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RSRV Retained Earnings		1,139,487.62	1,139,487.62
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Net Income (Loss)	31,540.10	(16,979.55)	14,560.55
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<u>Total Equity</u>	<u>219,158.48</u>	<u>1,122,508.07</u>	<u>1,341,666.55</u>
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<u>Total Liabilities &amp; Equity</u>	<u>648,384.91</u>	<u>1,122,508.07</u>	<u>1,770,892.98</u>
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