

WINCHESTER COUNTRY MAINTENANCE ASSOCIATION, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
May 9, 2019

DIRECTORS PRESENT

Nicole Chovanetz, President, Vicki Hamm, Vice President, Peter Dayton, Secretary/Treasurer, and Richard Burgess, Director.

IN ATTENDANCE

Aly L. Long 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 6:37pm by Director Chovanetz.

Open Session

DISPOSITION OF MINUTES

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

FINANCIALS

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

PENDING BUSINESS

NEW BUSINESS

- A motion and seconded was made to approve the 2019 Contract for Debra Tallerico and increase the monthly amount by \$100.00 and approve increasing JBG Services monthly amount by \$150.00 per month. All were in favor. This will be effective June, 2019.
- Managing Agent was instructed to invite Clifford Johnson to attend the next board meeting in June.

COMMITTEE REPORTS

- Security – Vicki Hamm – Discussed off duty patrol and disciplinary action.
- Clubhouse – Peter Dayton – discussed the sound tiles for clubhouse and for managing agent to reach out to another vendor. Director Dayton informed the Board there will not be 4th of July Fireworks, get proposal for indoor/out carpet for clubhouse.
- Tennis Committee – Vicki Hamm – Bruce will be taking down the backboard and putting up windscreens.
- Park Committee – Peter Dayton – Nothing new to report

- Pool Committee – Vicki Hamm - The step at the pool has been repaired.
- Landscape Committee – Vicki Hamm – Flowers will be installed by the end of the month.
- Deed Restriction/ACC Report – Richard Burgess – Nothing to report

EXECUTIVE SESSION

- Collection & Deed Restriction Status Report /Legal Status Report – No action needed by the Board

The next meeting will be held June 13, 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.

Peter A Dayton

6/13/19

Recording Secretary

Date

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

Posted 5/1/2019 To 5/31/2019 11:59:00 PM

		Current Month Operating			Year to Date Operating			Annual
		Fund	Budget	Variance	Fund	Budget	Variance	
REVENUES								
Revenue								
41000	Assessment Earned	41,658.75	41,685.00	(26.25)	208,293.75	208,425.00	(131.25)	500,220.00
42000	Late Fees Income	610.77	208.30	402.47	3,474.58	1,041.50	2,433.08	2,500.00
42500	Legal - Collection Costs R	634.35	2,250.00	(1,615.65)	14,369.12	11,250.00	3,119.12	27,000.00
42550	Legal D/R Fees Reibsmt	26.15	83.30	(57.15)	305.61	416.50	(110.89)	1,000.00
42600	Mowing, D/R Reibsmt	0.00	8.30	(8.30)	59.54	41.50	18.04	100.00
42650	Fine Income	350.00	416.70	(66.70)	3,100.00	2,083.50	1,016.50	5,000.00
42800	Opr.-Trsf to Reserve	(2,083.33)	(2,083.33)	0.00	(10,416.69)	(10,416.69)	0.00	(25,000.00)
43000	Interest Income	351.47	125.00	226.47	3,153.61	625.00	2,528.61	1,500.00
47000	Constable Patrol Reimb.	10,269.34	10,412.50	(143.16)	51,165.84	52,062.50	(896.66)	124,950.00
47500	Pool Use Agreement	0.00	833.30	(833.30)	8,175.00	4,166.50	4,008.50	10,000.00
48000	Clubhouse Rental Fee	330.00	166.70	163.30	1,580.00	833.50	746.50	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	290.00	83.30	206.70	330.00	416.50	(86.50)	1,000.00
49300	Utility Refund- Usage/Tax	13,121.92	0.00	13,121.92	13,121.92	0.00	13,121.92	0.00
49500	Misc. Income	0.00	12.50	(12.50)	0.00	62.50	(62.50)	150.00
TOTAL Revenue		65,559.42	54,201.57	11,357.85	297,391.14	271,007.81	26,383.33	650,420.00
TOTAL REVENUES		65,559.42	54,201.57	11,357.85	297,391.14	271,007.81	26,383.33	650,420.00
EXPENSES								
Audit & Taxes								
51000	Audit & Tax Preparation	0.00	254.20	254.20	0.00	1,271.00	1,271.00	3,050.00
51230	Property Tax	0.00	1.70	1.70	1.60	8.50	6.90	20.00
TOTAL Audit & Taxes		0.00	255.90	255.90	1.60	1,279.50	1,277.90	3,070.00
Committees Expense								
52130	Community Events	0.00	333.30	333.30	726.49	1,666.50	940.01	4,000.00
TOTAL Committees Expense		0.00	333.30	333.30	726.49	1,666.50	940.01	4,000.00
Common Area Maintenance								
52200	General Repairs/Maintena	1,320.56	583.30	(737.26)	4,682.39	2,916.50	(1,765.89)	7,000.00
52600	Pest Control	0.00	20.80	20.80	126.82	104.00	(22.82)	250.00
52700	Signage	0.00	41.70	41.70	0.00	208.50	208.50	500.00
52800	Misc. Repairs	0.00	25.00	25.00	21.28	125.00	103.72	300.00
TOTAL Common Area Maintenance		1,320.56	670.80	(649.76)	4,830.49	3,354.00	(1,476.49)	8,050.00
Insurance								
54150	Ins.-Package	2,285.91	2,152.10	(133.81)	11,209.06	10,760.50	(448.56)	25,825.00
TOTAL Insurance		2,285.91	2,152.10	(133.81)	11,209.06	10,760.50	(448.56)	25,825.00
Landscape Expense								
55010	Landscape Contract	3,086.63	2,638.60	(448.03)	15,011.89	13,193.00	(1,818.89)	31,663.00
55100	Landscape Tree Maintene	0.00	83.30	83.30	773.98	416.50	(357.48)	1,000.00
55300	Irrigation Repairs	0.00	166.70	166.70	0.00	833.50	833.50	2,000.00
55400	Seasonal Color	0.00	416.70	416.70	0.00	2,083.50	2,083.50	5,000.00
55800	Deed Restriction - Mowing	0.00	41.70	41.70	59.54	208.50	148.96	500.00
55880	Deed Restriction - Other	0.00	41.70	41.70	0.00	208.50	208.50	500.00
TOTAL Landscape Expense		3,086.63	3,388.70	302.07	15,845.41	16,943.50	1,098.09	40,663.00
Legal Expenses								

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

Posted 5/1/2019 To 5/31/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Fund	Budget	Variance	Fund	Budget	Variance	
58110 Legal Collections	483.46	2,500.00	2,016.54	14,240.09	12,500.00	(1,740.09)	30,000.00
58120 Legal Corporate	1,000.00	83.30	(916.70)	1,246.25	416.50	(829.75)	1,000.00
58130 Legal Deed Restrictions	776.15	208.30	(567.85)	1,803.01	1,041.50	(761.51)	2,500.00
TOTAL Legal Expenses	2,259.61	2,791.60	531.99	17,289.35	13,958.00	(3,331.35)	33,500.00
Office/Administrative							
58200 Management Services	3,890.60	3,890.60	0.00	19,453.00	19,453.00	0.00	46,687.00
58310 Bank Charges	25.00	4.20	(20.80)	14.95	21.00	6.05	50.00
58320 Copies & Printing	728.30	416.70	(311.60)	1,721.87	2,083.50	361.63	5,000.00
58360 Coupons & Statements	0.00	250.00	250.00	24.00	1,250.00	1,226.00	3,000.00
58450 Misc. Office Expense	(24.60)	66.70	91.30	685.87	333.50	(352.37)	800.00
58500 Meeting Expense	126.34	83.30	(43.04)	657.00	416.50	(240.50)	1,000.00
58600 Newsletter / Mailouts	1,153.00	208.30	(944.70)	1,178.00	1,041.50	(136.50)	2,500.00
58650 Office Supplies	0.00	62.50	62.50	344.96	312.50	(32.46)	750.00
58700 Postage & Delivery	1,049.60	333.30	(716.30)	1,924.72	1,666.50	(258.22)	4,000.00
58900 Website Hosting	215.76	45.00	(170.76)	310.76	225.00	(85.76)	540.00
TOTAL Office/Administrative	7,164.00	5,360.60	(1,803.40)	26,315.13	26,803.00	487.87	64,327.00
Other Expenses							
50200 Bad Debt	0.00	416.70	416.70	5,904.65	2,083.50	(3,821.15)	5,000.00
62000 Patrol Service	15,334.15	17,815.20	2,481.05	79,323.71	89,076.00	9,752.29	213,783.00
TOTAL Other Expenses	15,334.15	18,231.90	2,897.75	85,228.36	91,159.50	5,931.14	218,783.00
Pool / Recreation Center							
59010 Pool Management Contract	14,145.84	3,968.30	(10,177.54)	22,996.34	19,841.50	(3,154.84)	47,620.00
59050 Pool Chemicals / Supplies	36.25	598.80	562.55	1,072.21	2,994.00	1,921.79	7,185.00
59100 Pool Equipment	0.00	83.30	83.30	54.64	416.50	361.86	1,000.00
59300 Pool Repairs	2,627.28	416.70	(2,210.58)	7,579.27	2,083.50	(5,495.77)	5,000.00
59740 Telecomm.-Pool Phone	511.99	375.00	(136.99)	2,552.03	1,875.00	(677.03)	4,500.00
59800 Clubhse Exterior Building R	0.00	83.30	83.30	0.00	416.50	416.50	1,000.00
59820 Clubhse Mintr./Repairs	0.00	166.70	166.70	0.00	833.50	833.50	2,000.00
59830 Clubhouse Supplies	0.00	25.00	25.00	0.00	125.00	125.00	300.00
59850 Clubhse Professional Fees	1,000.00	1,000.00	0.00	5,000.00	5,000.00	0.00	12,000.00
59900 Janitorial Services	0.00	8.30	8.30	100.00	41.50	(58.50)	100.00
60100 Tennis Court Maint./Repair	0.00	25.00	25.00	0.00	125.00	125.00	300.00
60200 Monitoring Serv. Contract	273.71	166.70	(107.01)	1,358.13	833.50	(524.63)	2,000.00
60300 Payroll Maintenance	1,500.00	1,500.00	0.00	7,500.00	7,500.00	0.00	18,000.00
60400 Rec. Ctr. - Misc Expense	0.00	41.70	41.70	0.00	208.50	208.50	500.00
61200 Water Pool/ Rec. Center	0.00	166.70	166.70	1,557.27	833.50	(723.77)	2,000.00
TOTAL Pool / Recreation Center	20,095.07	8,625.50	(11,469.57)	49,769.89	43,127.50	(6,642.39)	103,505.00
Utility							
61100 Electric-Common Area	975.36	1,916.70	941.34	17,118.62	9,583.50	(7,535.12)	23,000.00
61120 Electric-Street Lights	1,437.87	9,833.30	8,395.43	19,172.97	49,166.50	29,993.53	118,000.00
61300 Water Irrigation	52.17	125.00	72.83	490.03	625.00	134.97	1,500.00
TOTAL Utility	2,465.40	11,875.00	9,409.60	36,781.62	59,375.00	22,593.38	142,500.00
TOTAL EXPENSES	54,011.33	53,685.40	(325.93)	247,997.40	268,427.00	20,429.60	644,223.00
Excess Revenue / Expense	11,548.09	516.17	11,031.92	49,393.74	2,580.81	46,812.93	6,197.00

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

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	Current Month Reserve			Year to Date Reserve			Annual
	Fund	Budget	Variance	Fund	Budget	Variance	
REVENUES							
<u>Reserve Income</u>							
42900 RSRV-Trsf from Opr. Func	2,083.33	2,083.33	0.00	10,416.69	10,416.69	0.00	25,000.00
43100 RSRV Interest Income	896.61	0.00	896.61	6,751.93	0.00	6,751.93	0.00
TOTAL Reserve Income	<u>2,979.94</u>	<u>2,083.33</u>	<u>896.61</u>	<u>17,168.62</u>	<u>10,416.69</u>	<u>6,751.93</u>	<u>25,000.00</u>
TOTAL REVENUES	<u>2,979.94</u>	<u>2,083.33</u>	<u>896.61</u>	<u>17,168.62</u>	<u>10,416.69</u>	<u>6,751.93</u>	<u>25,000.00</u>
EXPENSES							
<u>Reserve Expenses</u>							
72100 RSRV- Misc Repairs	0.00	0.00	0.00	1,840.25	0.00	(1,840.25)	0.00
75100 RSRV - Roof Repairs	0.00	0.00	0.00	35,193.09	0.00	(35,193.09)	0.00
TOTAL Reserve Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,033.34</u>	<u>0.00</u>	<u>(37,033.34)</u>	<u>0.00</u>
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,033.34</u>	<u>0.00</u>	<u>(37,033.34)</u>	<u>0.00</u>
Excess Revenue / Expense	<u>2,979.94</u>	<u>2,083.33</u>	<u>896.61</u>	<u>(19,864.72)</u>	<u>10,416.69</u>	<u>(30,281.41)</u>	<u>25,000.00</u>

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 05/31/2019

	Operating	Reserve	Total
Assets			
<u>Cash Operating</u>			
New 1st Ntnl Chkg 5721	33,793.47		33,793.47
New 1st Ntnl MM/LB 5729	256,450.34		256,450.34
New 1st Ntnl 7481 Debit Card	757.09		757.09
Iberia B CD 2/18/20 2.4%	101,313.86		101,313.86
<u>Total Cash Operating</u>	<u>392,314.76</u>		<u>392,314.76</u>
<u>Cash Reserve</u>			
RSRV Post Oak CD 7/21/19 1		117,355.37	117,355.37
RSRV-Iberia CO.CD 8/18/20 2		108,446.41	108,446.41
RSRV-Post O.CD 9/30/19 1.7%		183,338.23	183,338.23
RSRV-Iberia Bank6767		546,873.37	546,873.37
RSRV-New 1st Ntnl MM 8049		163,609.52	163,609.52
<u>Total Cash Reserve</u>		<u>1,119,622.90</u>	<u>1,119,622.90</u>
<u>Accounts Receivable</u>			
Accounts Receivable	7,431.60		7,431.60
Accounts Receivable- Other	2,977.86		2,977.86
<u>Total Accounts Receivable</u>	<u>10,409.46</u>		<u>10,409.46</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	945.00		945.00
2015 Assessment Receivable	1,924.94		1,924.94
2016 Assessment Receivable	3,150.00		3,150.00
2017 Assessment Receivable	7,222.70		7,222.70
2018 Assessment Receivable	15,206.76		15,206.76
2019 Assessment Receivable	36,639.44		36,639.44
Late Fees Receivable	15,565.04		15,565.04
Collection Exp. Receivable	48,703.49		48,703.49
Legal Exp. D/R Receivable	2,237.88		2,237.88
D/R Reinforcement Receivable	244.34		244.34
Fines Receivable	10,020.38		10,020.38
Misc. Receivable	694.33		694.33
Allow. for Doubtful Accts	(28,000.00)		(28,000.00)
<u>Total Assessments Receivable</u>	<u>118,585.20</u>		<u>118,585.20</u>
<u>Other Assets</u>			
Prepaid Expenses	14,914.19		14,914.19
Prepaid Insurance	22,670.98		22,670.98
<u>Total Other Assets</u>	<u>37,585.17</u>		<u>37,585.17</u>
<u>Total Assets</u>	<u>558,894.59</u>	<u>1,119,622.90</u>	<u>1,678,517.49</u>
Liabilities & Equity			
<u>Liability</u>			
Accounts Payable - Other	16,746.55		16,746.55
Prepaid Assessments	6,614.53		6,614.53

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 05/31/2019

Liabilities & Equity

Liability

Unearned Assessment	291,611.25		291,611.25
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<u>Total Liability</u>	<u>314,972.33</u>		<u>314,972.33</u>
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Equity

Operating Retained Earnings	194,528.52		194,528.52
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RSRV Retained Earnings		1,139,487.62	1,139,487.62
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Net Income (Loss)	49,393.74	(19,864.72)	29,529.02
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<u>Total Equity</u>	<u>243,922.26</u>	<u>1,119,622.90</u>	<u>1,363,545.16</u>
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<u>Total Liabilities & Equity</u>	<u>558,894.59</u>	<u>1,119,622.90</u>	<u>1,678,517.49</u>
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