

**WINCHESTER COUNTRY MAINTENANCE ASSOCIATION, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
AUGUST 8, 2019**

DIRECTORS PRESENT

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

IN ATTENADANCE

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 July, 2019 minutes were presented. A motion was made and seconded to approve the minutes as presented. All were in favor.

FINANCIALS

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

PENDING BUSINESS

NEW BUSINESS

- The Board approved purchasing two benches, one table and two trash cans for the park. Bruce will install once we receive. Furniture has been ordered.
- Board asked for proposals to relocate the electrical boxes in the pump room.
- Board asked for proposals to replace/repair the tiles in the clubhouse.
- Board asked that the black plastic be removed at the playground on Round Up.

COMMITTEE REPORTS

- Security – Vicki Hamm – N/A
- Clubhouse – Peter Dayton – Sound tiles were installed.
- Tennis Committee – Vicki Hamm – N/A
- Park Committee – Peter Dayton – N/A
- Pool Committee – Vicki Hamm - Discussion on pool and tennis court access

- Landscape Committee – Vicki Hamm – Director requested proposal from Crystal with Monarch for perennials with color for the fall planting.
- Deed Restriction/ACC Report – Richard Burgess – Discussed several issues in the neighborhood.

EXECUTIVE SESSION

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

The next meeting will be held September 12, 2019 at 9607 Rio Grande Dr., Houston, Texas 77064.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 8:01PM.

Peter A. Dayton

9/12/19

Recording Secretary

Date

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

Posted 8/1/2019 To 8/31/2019 11:59:00 PM

		Current Month Operating			Year to Date Operating			
		Fund	Budget	Variance	Fund	Budget	Variance	Annual
REVENUES								
<u>Revenue</u>								
41000	Assessment Earned	41,658.75	41,685.00	(26.25)	333,270.00	333,480.00	(210.00)	500,220.00
42000	Late Fees Income	(3.92)	208.30	(212.22)	4,578.83	1,666.40	2,912.43	2,500.00
42500	Legal - Collection Costs R	0.00	2,250.00	(2,250.00)	16,576.05	18,000.00	(1,423.95)	27,000.00
42550	Legal D/R Fees Reibsmt	0.00	83.30	(83.30)	575.86	666.40	(90.54)	1,000.00
42600	Mowing, D/R Reibsmt	0.00	8.30	(8.30)	59.54	66.40	(6.86)	100.00
42650	Fine Income	2,475.00	416.70	2,058.30	8,825.00	3,333.60	5,491.40	5,000.00
42800	Opr.-Trsf to Reserve	(2,083.33)	(2,083.33)	0.00	(16,666.68)	(16,666.68)	0.00	(25,000.00)
43000	Interest Income	133.50	125.00	8.50	4,423.36	1,000.00	3,423.36	1,500.00
46000	Swim Team Pool Use	0.00	0.00	0.00	775.00	0.00	775.00	0.00
47000	Constable Patrol Reimb.	8,606.52	10,412.50	(1,805.98)	80,311.04	83,300.00	(2,988.96)	124,950.00
47500	Pool Use Agreement	0.00	833.30	(833.30)	8,175.00	6,666.40	1,508.60	10,000.00
48000	Clubhouse Rental Fee	450.00	166.70	283.30	2,920.00	1,333.60	1,586.40	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	380.00	83.30	296.70	1,310.00	666.40	643.60	1,000.00
49300	Utility Refund- Usage/Tax	0.00	0.00	0.00	13,121.92	0.00	13,121.92	0.00
49500	Misc. Income	0.00	12.50	(12.50)	0.00	100.00	(100.00)	150.00
TOTAL Revenue		51,616.52	54,201.57	(2,585.05)	458,933.78	433,612.52	25,321.26	650,420.00
TOTAL REVENUES		51,616.52	54,201.57	(2,585.05)	458,933.78	433,612.52	25,321.26	650,420.00
EXPENSES								
<u>Audit & Taxes</u>								
51000	Audit & Tax Preparation	0.00	0.00	0.00	0.00	0.00	0.00	3,050.00
51230	Property Tax	0.00	0.00	0.00	1.60	1.60	0.00	20.00
TOTAL Audit & Taxes		0.00	0.00	0.00	1.60	1.60	0.00	3,070.00
<u>Committees Expense</u>								
52130	Community Events	0.00	333.30	333.30	726.49	2,666.40	1,939.91	4,000.00
TOTAL Committees Expense		0.00	333.30	333.30	726.49	2,666.40	1,939.91	4,000.00
<u>Common Area Maintenance</u>								
52200	General Repairs/Maintena	441.12	583.30	142.18	5,338.02	4,666.40	(671.62)	7,000.00
52600	Pest Control	0.00	20.80	20.80	188.28	166.40	(21.88)	250.00
52700	Signage	0.00	41.70	41.70	0.00	333.60	333.60	500.00
52800	Misc. Repairs	0.00	25.00	25.00	21.28	200.00	178.72	300.00
TOTAL Common Area Maintenance		441.12	670.80	229.68	5,547.58	5,366.40	(181.18)	8,050.00
<u>Insurance</u>								
54150	Ins.-Package	2,312.41	2,152.10	(160.31)	17,997.97	17,216.80	(781.17)	25,825.00
TOTAL Insurance		2,312.41	2,152.10	(160.31)	17,997.97	17,216.80	(781.17)	25,825.00
<u>Landscape Expense</u>								
55010	Landscape Contract	3,086.63	2,638.60	(448.03)	24,271.78	21,108.80	(3,162.98)	31,663.00
55100	Landscape Tree Maintene	0.00	83.30	83.30	773.98	666.40	(107.58)	1,000.00
55300	Irrigation Repairs	421.47	166.70	(254.77)	828.97	1,333.60	504.63	2,000.00
55400	Seasonal Color	2,416.14	416.70	(1,999.44)	2,416.14	3,333.60	917.46	5,000.00
55800	Deed Restriction - Mowing	0.00	41.70	41.70	59.54	333.60	274.06	500.00
55880	Deed Restriction - Other	0.00	41.70	41.70	0.00	333.60	333.60	500.00
TOTAL Landscape Expense		5,924.24	3,388.70	(2,535.54)	28,350.41	27,109.60	(1,240.81)	40,663.00

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

Posted 8/1/2019 To 8/31/2019 11:59:00 PM

		Current Month Operating			Year to Date Operating			
		Fund	Budget	Variance	Fund	Budget	Variance	Annual
Legal Expenses								
58110	Legal Collections	3,260.08	2,500.00	(760.08)	19,355.53	20,000.00	644.47	30,000.00
58120	Legal Corporate	720.00	83.30	(636.70)	2,012.91	666.40	(1,346.51)	1,000.00
58130	Legal Deed Restrictions	400.00	208.30	(191.70)	3,734.91	1,666.40	(2,068.51)	2,500.00
TOTAL Legal Expenses		4,380.08	2,791.60	(1,588.48)	25,103.35	22,332.80	(2,770.55)	33,500.00
Office/Administrative								
58200	Management Services	3,890.60	3,890.60	0.00	31,124.80	31,124.80	0.00	46,687.00
58310	Bank Charges	0.00	4.20	4.20	14.95	33.60	18.65	50.00
58320	Copies & Printing	267.00	416.70	149.70	2,870.70	3,333.60	462.90	5,000.00
58360	Coupons & Statements	0.00	250.00	250.00	24.00	2,000.00	1,976.00	3,000.00
58450	Misc. Office Expense	238.80	66.70	(172.10)	1,271.63	533.60	(738.03)	800.00
58500	Meeting Expense	60.17	83.30	23.13	1,175.06	666.40	(508.66)	1,000.00
58600	Newsletter / Mailouts	175.00	208.30	33.30	1,553.00	1,666.40	113.40	2,500.00
58650	Office Supplies	0.00	62.50	62.50	344.96	500.00	155.04	750.00
58700	Postage & Delivery	205.60	333.30	127.70	3,550.87	2,666.40	(884.47)	4,000.00
58900	Website Hosting	132.00	45.00	(87.00)	460.75	360.00	(100.75)	540.00
TOTAL Office/Administrative		4,969.17	5,360.60	391.43	42,390.72	42,884.80	494.08	64,327.00
Other Expenses								
50200	Bad Debt	0.00	416.70	416.70	5,904.65	3,333.60	(2,571.05)	5,000.00
62000	Patrol Service	14,730.50	17,815.20	3,084.70	125,279.08	142,521.60	17,242.52	213,783.00
62100	Patrol Service- Fuel Reimt	180.00	0.00	(180.00)	620.00	0.00	(620.00)	0.00
TOTAL Other Expenses		14,910.50	18,231.90	3,321.40	131,803.73	145,855.20	14,051.47	218,783.00
Pool / Recreation Center								
59010	Pool Management Contrac	2,208.62	3,968.30	1,759.68	52,126.08	31,746.40	(20,379.68)	47,620.00
59050	Pool Chemicals / Supplies	0.00	598.80	598.80	2,657.29	4,790.40	2,133.11	7,185.00
59100	Pool Equipment	399.75	83.30	(316.45)	2,593.94	666.40	(1,927.54)	1,000.00
59300	Pool Repairs	469.17	416.70	(52.47)	11,200.40	3,333.60	(7,866.80)	5,000.00
59740	Telecomm.-Pool Phone	514.54	375.00	(139.54)	4,090.73	3,000.00	(1,090.73)	4,500.00
59800	Clbhse Exterior Building R	0.00	83.30	83.30	0.00	666.40	666.40	1,000.00
59820	Clbhse Mintrn./Repairs	0.00	166.70	166.70	0.00	1,333.60	1,333.60	2,000.00
59830	Clubhouse Supplies	0.00	25.00	25.00	359.95	200.00	(159.95)	300.00
59850	Clubhse Professional Feet	1,100.00	1,000.00	(100.00)	8,300.00	8,000.00	(300.00)	12,000.00
59900	Janitorial Services	0.00	8.30	8.30	100.00	66.40	(33.60)	100.00
60100	Tennis Court Maint./Repai	0.00	25.00	25.00	150.00	200.00	50.00	300.00
60200	Monitoring Serv. Contract	273.71	166.70	(107.01)	2,179.26	1,333.60	(845.66)	2,000.00
60300	Payroll Maintenance	1,650.00	1,500.00	(150.00)	12,450.00	12,000.00	(450.00)	18,000.00
60400	Rec. Ctr. - Misc Expense	0.00	41.70	41.70	0.00	333.60	333.60	500.00
61200	Water Pool/ Rec. Center	912.68	166.70	(745.98)	4,997.72	1,333.60	(3,664.12)	2,000.00
TOTAL Pool / Recreation Center		7,528.47	8,625.50	1,097.03	101,205.37	69,004.00	(32,201.37)	103,505.00
Utility								
61100	Electric-Common Area	968.10	1,916.70	948.60	19,811.47	15,333.60	(4,477.87)	23,000.00
61120	Electric-Street Lights	6,841.93	9,833.30	2,991.37	67,087.01	78,666.40	11,579.39	118,000.00
61300	Water Irrigation	488.09	125.00	(363.09)	1,835.02	1,000.00	(835.02)	1,500.00
TOTAL Utility		8,298.12	11,875.00	3,576.88	88,733.50	95,000.00	6,266.50	142,500.00
TOTAL EXPENSES		48,764.11	53,429.50	4,665.39	441,860.72	427,437.60	(14,423.12)	644,223.00

Winchester Country Maintenance Association
Income Statement Budget Comparison/ Code

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	Current Month Operating			Year to Date Operating			Annual
	Fund	Budget	Variance	Fund	Budget	Variance	
Excess Revenue / Expense	<u>2,852.41</u>	<u>772.07</u>	<u>2,080.34</u>	<u>17,073.06</u>	<u>6,174.92</u>	<u>10,898.14</u>	<u>6,197.00</u>

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

Posted 8/1/2019 To 8/31/2019 11:59:00 PM

	Current Month Reserve			Year to Date Reserve			Annual
	Fund	Budget	Variance	Fund	Budget	Variance	
REVENUES							
Reserve Income							
42900 RSRV-Trsf from Opr. Func	2,083.33	2,083.33	0.00	16,666.68	16,666.68	0.00	25,000.00
43100 RSRV Interest Income	826.56	0.00	826.56	9,344.39	0.00	9,344.39	0.00
TOTAL Reserve Income	2,909.89	2,083.33	826.56	26,011.07	16,666.68	9,344.39	25,000.00
TOTAL REVENUES	2,909.89	2,083.33	826.56	26,011.07	16,666.68	9,344.39	25,000.00
EXPENSES							
Reserve Expenses							
72100 RSRV- Misc Repairs	0.00	0.00	0.00	18,305.92	0.00	(18,305.92)	0.00
75100 RSRV - Roof Repairs	0.00	0.00	0.00	35,193.09	0.00	(35,193.09)	0.00
76100 RSRV-Pool Fencing	0.00	0.00	0.00	4,628.05	0.00	(4,628.05)	0.00
TOTAL Reserve Expenses	0.00	0.00	0.00	58,127.06	0.00	(58,127.06)	0.00
TOTAL EXPENSES	0.00	0.00	0.00	58,127.06	0.00	(58,127.06)	0.00
Excess Revenue / Expense	2,909.89	2,083.33	826.56	(32,115.99)	16,666.68	(48,782.67)	25,000.00

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 08/31/2019

	Operating	Reserve	Total
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Assets

Cash Operating

New 1st Ntrl Chkg 5721	49,413.72		49,413.72
New 1st Ntrl MM/LB 5729	112,797.09		112,797.09
New 1st Ntrl 7481 Debit Card	350.06		350.06
Iberia B CD 2/18/20 2.4%	101,920.87		101,920.87

<u>Total Cash Operating</u>	264,481.74		264,481.74
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Cash Reserve

RSRV Post Oak CD 7/21/19 1		117,355.37	117,355.37
RSRV-Iberia CO.CD 8/18/20 2		109,175.92	109,175.92
RSRV-Post O.CD 9/30/19 1.7%		183,338.23	183,338.23
RSRV-Iberia Bank6767		548,236.01	548,236.01
RSRV-New 1st Ntrl MM 8049		149,289.28	149,289.28

<u>Total Cash Reserve</u>		1,107,394.81	1,107,394.81
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Accounts Receivable

Accounts Receivable	5,768.78		5,768.78
Accounts Receivable- Other	2,977.86		2,977.86

<u>Total Accounts Receivable</u>	8,746.64		8,746.64
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Assessments Receivable

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	1,609.94		1,609.94
2016 Assessment Receivable	2,520.00		2,520.00
2017 Assessment Receivable	5,962.70		5,962.70
2018 Assessment Receivable	13,501.76		13,501.76
2019 Assessment Receivable	30,213.35		30,213.35
Late Fees Receivable	15,457.70		15,457.70
Collection Exp. Receivable	43,936.89		43,936.89
Legal Exp. D/R Receivable	2,419.78		2,419.78
D/R Reinforcement Receivable	244.34		244.34
Fines Receivable	14,944.04		14,944.04
Misc. Receivable	554.33		554.33
Allow. for Doubtful Accts	(28,000.00)		(28,000.00)

<u>Total Assessments Receivable</u>	108,340.73		108,340.73
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Other Assets

Prepaid Expenses	13,081.18		13,081.18
Prepaid Insurance	15,882.07		15,882.07

<u>Total Other Assets</u>	28,963.25		28,963.25
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<u>Total Assets</u>	410,532.36	1,107,394.81	1,517,927.17
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Liabilities & Equity

Liability

Accounts Payable	3,715.90		3,715.90
Accounts Payable - Other	19,086.03		19,086.03

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 08/31/2019

Liabilities & Equity

Liability

Prepaid Assessments	9,493.85		9,493.85
Unearned Assessment	166,635.00		166,635.00
Total Liability	198,930.78		198,930.78

Equity

Operating Retained Earnings	194,528.52		194,528.52
RSRV Retained Earnings		1,139,487.62	1,139,487.62
Net Income (Loss)	17,073.06	(32,092.81)	(15,019.75)
Total Equity	211,601.58	1,107,394.81	1,318,996.39
Total Liabilities & Equity	410,532.36	1,107,394.81	1,517,927.17