

**WINCHESTER COUNTRY MAINTENANCE ASSOCIATION, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
JANUARY 9, 2020**

DIRECTORS PRESENT

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

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 6:38 pm by Director Chovanetz.

Open Session

Homeowner living on Spotted Horse Drive had concerns about neighbor working on his car and the loud mufflers. Board explained the authority of the Board and suggested talking to the neighbor.

DISPOSITION OF MINUTES

The November 8, 2019 minutes were presented. A motion was made and seconded to approve the minutes with changes. All were in favor.

FINANCIALS

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

PENDING BUSINESS

NEW BUSINESS

- Texas Aquatic Enterprises contract was tabled. Director Hamm is securing additional proposals as well as manager.
- Rain drainage off of the roof was tabled. Board asked for additional gutter proposals.
- Texan Tile Works proposal was reviewed and approved for the pool decking
- Discussion on camera upgrade. Director Dayton made a motion to accept proposal from ADT to install cameras for the tennis courts, motion was seconded. Motion carried.
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- **COMMITTEE REPORTS**

- Security – Vicki Hamm

- Clubhouse – Peter Dayton
- Tennis Committee – Vicki Ham
- Park Committee – Peter Dayton –
- Pool Committee – Vicki Hamm – N/A
- Landscape Committee – Vicki Hamm –
- Website Committee – Nicole Chovanetz
- Deed Restriction/ACC Report – Richard Burgess

ADMINISTRATION

- Onsite Coordinator Report
- Onsite Maintenance Service Log

EXECUTIVE SESSION

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

The next meeting will be held February 13, 2020 at the Clubhouse at 6:30.

ADJOURNMENT:

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

Peter A Dayton

2/13/20

Recording Secretary

Date

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 01/31/2020

	Operating	Reserve	Total
Assets			
<u>Cash Operating</u>			
New 1st Ntnl Chkg 5721	45,088.75		45,088.75
New 1st Ntnl MM/LB 5729	331,069.80		331,069.80
New 1st Ntnl 7481 Debit Card	2,500.00		2,500.00
Iberia B CD 2/18/20 2.4%	103,139.12		103,139.12
<u>Total Cash Operating</u>	481,797.67		481,797.67
<u>Cash Reserve</u>			
RSRV-Iberia CO.CD 8/18/20 2		110,641.64	110,641.64
RSRV-Allegiance B CD 9/30/2		186,439.06	186,439.06
RSRV-Iberia Bank6767		552,117.32	552,117.32
RSRV-Iberia B.CD 6/29/202.4'		120,385.24	120,385.24
RSRV-New 1st Ntnl MM 8049		94,420.13	94,420.13
<u>Total Cash Reserve</u>		1,064,003.39	1,064,003.39
<u>Accounts Receivable</u>			
Accounts Receivable	806.81		806.81
Accounts Receivable- Other	2,977.86		2,977.86
<u>Total Accounts Receivable</u>	3,784.67		3,784.67
<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	630.00		630.00
2015 Assessment Receivable	971.75		971.75
2016 Assessment Receivable	1,575.00		1,575.00
2017 Assessment Receivable	3,705.11		3,705.11
2018 Assessment Receivable	7,379.51		7,379.51
2019 Assessment Receivable	20,338.27		20,338.27
2020 Assessment Receivable	139,792.98		139,792.98
Late Fees Receivable	14,638.15		14,638.15
Collection Exp. Receivable	49,116.68		49,116.68
Legal Exp. D/R Receivable	2,663.93		2,663.93
D/R Reinforcement Receivable	156.96		156.96
Fines Receivable	19,008.88		19,008.88
Misc. Receivable	662.33		662.33
Allow. for Doubtful Accts	(28,000.00)		(28,000.00)
<u>Total Assessments Receivable</u>	236,670.45		236,670.45
<u>Other Assets</u>			
Prepaid Expenses	12,284.81		12,284.81
Prepaid Insurance	4,326.02		4,326.02
<u>Total Other Assets</u>	16,610.83		16,610.83
<u>Total Assets</u>	738,863.62	1,064,003.39	1,802,867.01
Liabilities & Equity			
<u>Liability</u>			
Accounts Payable - Other	14,541.65		14,541.65

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 01/31/2020

Liabilities & Equity

Liability

Prepaid Assessments	5,164.18		5,164.18
Unearned Assessment	458,246.25		458,246.25
<u>Total Liability</u>	<u>477,952.08</u>		<u>477,952.08</u>

Equity

Operating Retained Earnings	254,076.66		254,076.66
RSRV Retained Earnings		1,094,740.46	1,094,740.46
Net Income (Loss)	6,834.88	(30,737.07)	(23,902.19)
<u>Total Equity</u>	<u>260,911.54</u>	<u>1,064,003.39</u>	<u>1,324,914.93</u>
<u>Total Liabilities & Equity</u>	<u>738,863.62</u>	<u>1,064,003.39</u>	<u>1,802,867.01</u>

Winchester Country Maintenance Association

Income Statement Budget Comparison/ Code

Posted 1/1/2020 To 1/31/2020 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)	41,658.75	41,685.00	(26.25)	500,220.00
42000	Late Fees Income	(2.87)	208.30	(211.17)	(2.87)	208.30	(211.17)	2,500.00
42500	Legal - Collection Costs Re	25.00	1,666.70	(1,641.70)	25.00	1,666.70	(1,641.70)	20,000.00
42550	Legal D/R Fees Reibsmt	0.00	83.30	(83.30)	0.00	83.30	(83.30)	1,000.00
42600	Mowing, D/R Reibsmt	0.00	8.30	(8.30)	0.00	8.30	(8.30)	100.00
42650	Fine Income	1,925.00	833.30	1,091.70	1,925.00	833.30	1,091.70	10,000.00
42800	Opr.-Trsf to Reserve	(2,214.00)	(2,214.00)	0.00	(2,214.00)	(2,214.00)	0.00	(26,568.00)
43000	Interest Income	230.06	500.00	(269.94)	230.06	500.00	(269.94)	6,000.00
46000	Swim Team Pool Use	0.00	64.60	(64.60)	0.00	64.60	(64.60)	775.00
47000	Constable Patrol Reimb.	8,606.52	10,412.50	(1,805.98)	8,606.52	10,412.50	(1,805.98)	124,950.00
47500	Pool Use Agreement	0.00	681.20	(681.20)	0.00	681.20	(681.20)	8,175.00
48000	Clubhouse Rental Fee	0.00	166.70	(166.70)	0.00	166.70	(166.70)	2,000.00
48500	Bad Debt Recovery	3,869.21	0.00	3,869.21	3,869.21	0.00	3,869.21	0.00
49200	Tennis Court Key/Pool	0.00	83.30	(83.30)	0.00	83.30	(83.30)	1,000.00
49500	Misc. Income	0.00	12.50	(12.50)	0.00	12.50	(12.50)	150.00
TOTAL Revenue		54,097.67	54,191.70	(94.03)	54,097.67	54,191.70	(94.03)	650,302.00
TOTAL REVENUES		54,097.67	54,191.70	(94.03)	54,097.67	54,191.70	(94.03)	650,302.00
EXPENSES								
<u>Audit & Taxes</u>								
51000	Audit & Tax Preparation	2,250.00	254.20	(1,995.80)	2,250.00	254.20	(1,995.80)	3,050.00
51230	Property Tax	0.00	1.70	1.70	0.00	1.70	1.70	20.00
TOTAL Audit & Taxes		2,250.00	255.90	(1,994.10)	2,250.00	255.90	(1,994.10)	3,070.00
<u>Committees Expense</u>								
52130	Community Events	51.55	333.30	281.75	51.55	333.30	281.75	4,000.00
TOTAL Committees Expense		51.55	333.30	281.75	51.55	333.30	281.75	4,000.00
<u>Common Area Maintenance</u>								
52200	General Repairs/Maintenanc	40.72	333.30	292.58	40.72	333.30	292.58	4,000.00
52600	Pest Control	0.00	20.80	20.80	0.00	20.80	20.80	250.00
52700	Signage	0.00	41.70	41.70	0.00	41.70	41.70	500.00
52800	Misc. Repairs	24.81	25.00	0.19	24.81	25.00	0.19	300.00
TOTAL Common Area Maintenance		65.53	420.80	355.27	65.53	420.80	355.27	5,050.00
<u>Insurance</u>								
54150	Ins.-Package	2,312.41	2,152.10	(160.31)	2,312.41	2,152.10	(160.31)	25,825.00
TOTAL Insurance		2,312.41	2,152.10	(160.31)	2,312.41	2,152.10	(160.31)	25,825.00
<u>Landscape Expense</u>								
55010	Landscape Contract	3,086.63	2,805.20	(281.43)	3,086.63	2,805.20	(281.43)	33,663.00
55100	Landscape Tree Maintener	0.00	83.30	83.30	0.00	83.30	83.30	1,000.00
55300	Irrigation Repairs	0.00	166.70	166.70	0.00	166.70	166.70	2,000.00
55400	Seasonal Color	0.00	416.70	416.70	0.00	416.70	416.70	5,000.00
55800	Deed Restriction - Mowing	119.08	8.30	(110.78)	119.08	8.30	(110.78)	100.00
55880	Deed Restriction - Other	0.00	41.70	41.70	0.00	41.70	41.70	500.00
TOTAL Landscape Expense		3,205.71	3,521.90	316.19	3,205.71	3,521.90	316.19	42,263.00
<u>Legal Expenses</u>								

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	
58110 Legal Collections	0.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	30,000.00
58120 Legal Corporate	0.00	83.30	83.30	0.00	83.30	83.30	1,000.00
58130 Legal Deed Restrictions	0.00	333.30	333.30	0.00	333.30	333.30	4,000.00
TOTAL Legal Expenses	0.00	2,916.60	2,916.60	0.00	2,916.60	2,916.60	35,000.00
<u>Office/Administrative</u>							
58200 Management Services	3,890.60	4,085.10	194.50	3,890.60	4,085.10	194.50	49,021.00
58310 Bank Charges	35.00	4.20	(30.80)	35.00	4.20	(30.80)	50.00
58320 Copies & Printing	361.60	416.70	55.10	361.60	416.70	55.10	5,000.00
58360 Coupons & Statements	0.00	166.70	166.70	0.00	166.70	166.70	2,000.00
58450 Misc. Office Expense	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
58500 Meeting Expense	121.43	125.00	3.57	121.43	125.00	3.57	1,500.00
58600 Newsletter / Mailouts	0.00	208.30	208.30	0.00	208.30	208.30	2,500.00
58650 Office Supplies	0.00	83.30	83.30	0.00	83.30	83.30	1,000.00
58700 Postage & Delivery	320.35	375.00	54.65	320.35	375.00	54.65	4,500.00
58900 Website Hosting	0.00	45.00	45.00	0.00	45.00	45.00	540.00
TOTAL Office/Administrative	4,728.98	5,609.30	880.32	4,728.98	5,609.30	880.32	67,311.00
<u>Other Expenses</u>							
50200 Bad Debt	0.00	541.70	541.70	0.00	541.70	541.70	6,500.00
62000 Patrol Service	15,447.00	17,815.20	2,368.20	15,447.00	17,815.20	2,368.20	213,783.00
62100 Patrol Service- Fuel Reimt	200.00	83.30	(116.70)	200.00	83.30	(116.70)	1,000.00
TOTAL Other Expenses	15,647.00	18,440.20	2,793.20	15,647.00	18,440.20	2,793.20	221,283.00
<u>Pool / Recreation Center</u>							
59010 Pool Management Contrac	2,493.30	3,970.80	1,477.50	2,493.30	3,970.80	1,477.50	47,650.00
59050 Pool Chemicals / Supplies	3,830.70	601.70	(3,229.00)	3,830.70	601.70	(3,229.00)	7,220.00
59100 Pool Equipment	0.00	83.30	83.30	0.00	83.30	83.30	1,000.00
59300 Pool Repairs	284.23	1,666.70	1,382.47	284.23	1,666.70	1,382.47	20,000.00
59740 Telecomm.-Pool Phone	540.47	515.00	(25.47)	540.47	515.00	(25.47)	6,180.00
59800 Clbhse Exterior Building R	0.00	83.30	83.30	0.00	83.30	83.30	1,000.00
59820 Clbhse Mintr./Repairs	875.00	166.70	(708.30)	875.00	166.70	(708.30)	2,000.00
59830 Clubhouse Supplies	537.49	25.00	(512.49)	537.49	25.00	(512.49)	300.00
59850 Clubhse Professional Fees	1,100.00	1,100.00	0.00	1,100.00	1,100.00	0.00	13,200.00
59900 Janitorial Services	0.00	8.30	8.30	0.00	8.30	8.30	100.00
60100 Tennis Court Maint./Repai	0.00	25.00	25.00	0.00	25.00	25.00	300.00
60200 Monitoring Serv. Contract	273.71	166.70	(107.01)	273.71	166.70	(107.01)	2,000.00
60300 Payroll Maintenance	1,650.00	1,587.50	(62.50)	1,650.00	1,587.50	(62.50)	19,050.00
61200 Water Pool/ Rec. Center	39.25	166.70	127.45	39.25	166.70	127.45	2,000.00
TOTAL Pool / Recreation Center	11,624.15	10,166.70	(1,457.45)	11,624.15	10,166.70	(1,457.45)	122,000.00
<u>Utility</u>							
61100 Electric-Common Area	862.82	2,083.30	1,220.48	862.82	2,083.30	1,220.48	25,000.00
61120 Electric-Street Lights	6,414.22	8,166.70	1,752.48	6,414.22	8,166.70	1,752.48	98,000.00
61300 Water Irrigation	100.42	125.00	24.58	100.42	125.00	24.58	1,500.00
TOTAL Utility	7,377.46	10,375.00	2,997.54	7,377.46	10,375.00	2,997.54	124,500.00
TOTAL EXPENSES	47,262.79	54,191.80	6,929.01	47,262.79	54,191.80	6,929.01	650,302.00
Excess Revenue / Expense	6,834.88	(0.10)	6,834.98	6,834.88	(0.10)	6,834.98	0.00

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	2,214.00	0.00	2,214.00	2,214.00	0.00	2,214.00	0.00
43100 RSRV Interest Income	1,418.30	0.00	1,418.30	1,418.30	0.00	1,418.30	0.00
TOTAL Reserve Income	<u>3,632.30</u>	<u>0.00</u>	<u>3,632.30</u>	<u>3,632.30</u>	<u>0.00</u>	<u>3,632.30</u>	<u>0.00</u>
TOTAL REVENUES	<u>3,632.30</u>	<u>0.00</u>	<u>3,632.30</u>	<u>3,632.30</u>	<u>0.00</u>	<u>3,632.30</u>	<u>0.00</u>
EXPENSES							
<u>Reserve Expenses</u>							
76000 RSRV - Pool Area Improve	34,369.37	0.00	(34,369.37)	34,369.37	0.00	(34,369.37)	0.00
TOTAL Reserve Expenses	<u>34,369.37</u>	<u>0.00</u>	<u>(34,369.37)</u>	<u>34,369.37</u>	<u>0.00</u>	<u>(34,369.37)</u>	<u>0.00</u>
TOTAL EXPENSES	<u>34,369.37</u>	<u>0.00</u>	<u>(34,369.37)</u>	<u>34,369.37</u>	<u>0.00</u>	<u>(34,369.37)</u>	<u>0.00</u>
Excess Revenue / Expense	<u>(30,737.07)</u>	<u>0.00</u>	<u>(30,737.07)</u>	<u>(30,737.07)</u>	<u>0.00</u>	<u>(30,737.07)</u>	<u>0.00</u>