

**WINCHESTER COUNTRY MAINTENANCE ASSOCIATION, INC.**  
**MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**March 12, 2020**

**DIRECTORS PRESENT**

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

**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 6:37 pm by Director Chovanetz.

**Open Session**

**DISPOSITION OF MINUTES**

The February 13, 2020 minutes were presented. A motion was made and seconded to approve the minutes. All were in favor.

**FINANCIALS**

The February 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**

- Discussion on Repairs to Shade Structures at Pool. Managing agent was asked to get additional proposals.
- Board reviewed the gutter proposal from Rio Grande and the proposal from Monarch adding French drain. A motion was made and seconded. Motion passed.
- Discussion on increasing the assessments for 2021. Board will look at the financials in June to access the need of either increasing the assessments.
- Discussion on installing an orchard with fruit trees. Board tabled until a later date.
- Texan Tile Works is working on deck but rain is causing a delay. The first coat has been completed.
- Pool Furniture – Director Hamm is working with Melissa on ordering new furniture.
- Annual Meeting – Director Hamm is up for election. Solicitation; of Candidates will be mailed in May, 2020.

• **COMMITTEE REPORTS**

- Security – Vicki Hamm- a new deputy was hired for Winchester.
- Clubhouse – Peter Dayton – rentals have increased
- Tennis Committee – Vicki Hamm – N/A
- Park Committee – Peter Dayton – galvanized goal portion on volleyball court is leaning and board decided to repair the shade structure instead of replacing. Managing agent to get proposals.
- Pool Committee – Vicki Hamm – N/A
- Landscape Committee – Vicki Hamm - requested managing agent to pull Monarch contract to see if they are mowing the pipeline easement and do they mow the sidewalks around the common area's and amenities.
- Website Committee – Nicole Chovanetz
- Deed Restriction/ACC Report – Richard Burgess – would like a meeting with Juan on deed restrictions.

**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 March 12, 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

4/13/20

Recording Secretary

Date

# Winchester Country Maintenance Association

## Balance Sheet Standard

Posted 03/31/2020

	Operating	Reserve	Total
<b>Assets</b>			
<u>Cash Operating</u>			
New 1st Ntnl Chkg 5721	21,697.69		21,697.69
New 1st Ntnl MM/LB 5729	341,792.58		341,792.58
New 1st Ntnl 7481 Debit Card	2,500.00		2,500.00
Iberia B CD 1/18/21 1.93%	103,555.16		103,555.16
<u>Total Cash Operating</u>	<u>469,545.43</u>		<u>469,545.43</u>
<u>Cash Reserve</u>			
RSRV-Iberia CO.CD 8/18/20 2		111,376.09	111,376.09
RSRV-Allegiance B CD 9/30/2		186,439.06	186,439.06
RSRV-Iberia Bank6767		552,681.65	552,681.65
RSRV-Iberia B.CD 6/29/202.4		120,385.24	120,385.24
RSRV-New 1st Ntnl MM 8049		94,822.76	94,822.76
<u>Total Cash Reserve</u>		<u>1,065,704.80</u>	<u>1,065,704.80</u>
<u>Accounts Receivable</u>			
Accounts Receivable	1,353.19		1,353.19
Accounts Receivable- Other	2,977.86		2,977.86
<u>Total Accounts Receivable</u>	<u>4,331.05</u>		<u>4,331.05</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	630.00		630.00
2015 Assessment Receivable	971.75		971.75
2016 Assessment Receivable	1,575.00		1,575.00
2017 Assessment Receivable	3,390.11		3,390.11
2018 Assessment Receivable	5,923.46		5,923.46
2019 Assessment Receivable	15,875.52		15,875.52
2020 Assessment Receivable	67,796.70		67,796.70
Late Fees Receivable	15,083.93		15,083.93
Collection Exp. Receivable	59,385.68		59,385.68
Legal Exp. D/R Receivable	2,477.44		2,477.44
D/R Reinforcement Receivable	156.96		156.96
Fines Receivable	19,571.15		19,571.15
Misc. Receivable	752.33		752.33
Allow. for Doubtful Accts	(28,000.00)		(28,000.00)
<u>Total Assessments Receivable</u>	<u>169,620.93</u>		<u>169,620.93</u>
<u>Other Assets</u>			
Prepaid Expenses	12,284.81		12,284.81
Prepaid Insurance	22,960.82		22,960.82
<u>Total Other Assets</u>	<u>35,245.63</u>		<u>35,245.63</u>
<u>Total Assets</u>	<u>678,743.04</u>	<u>1,065,704.80</u>	<u>1,744,447.84</u>
<b>Liabilities &amp; Equity</b>			
<u>Liability</u>			
Accounts Payable	354.44		354.44

Winchester Country Maintenance Association

Balance Sheet Standard

Posted 03/31/2020

**Liabilities & Equity**

Liability

Accounts Payable - Other	8,196.07		8,196.07
Prepaid Assessments	6,278.07		6,278.07
Unearned Assessment	374,928.75		374,928.75
<u>Total Liability</u>	<u>389,757.33</u>		<u>389,757.33</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)	34,909.05	(29,035.66)	5,873.39
<u>Total Equity</u>	<u>288,985.71</u>	<u>1,065,704.80</u>	<u>1,354,690.51</u>
<u>Total Liabilities &amp; Equity</u>	<u>678,743.04</u>	<u>1,065,704.80</u>	<u>1,744,447.84</u>

# Winchester Country Maintenance Association

## Income Statement Budget Comparison

Posted 3/1/2020 To 3/31/2020 11:59:00 PM

	Current Month Operating				Year to Date Operating				Annual
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	
<b>Income</b>									
<b>Revenue</b>									
Assessment Earned	41,658.75	41,685.00	(26.25)	0.06%	124,976.25	125,055.00	(78.75)	0.06%	500,220.00
Late Fees Income	(32.03)	208.30	(240.33)	115.38%	1,278.89	624.90	653.99	-104.66%	2,500.00
Legal - Collection Costs R	7,973.60	1,666.70	6,306.90	-378.41%	14,785.23	5,000.10	9,785.13	-195.70%	20,000.00
Legal D/R Fees Reibsmt	89.25	83.30	5.95	-7.14%	183.65	249.90	(66.25)	26.51%	1,000.00
Mowing, D/R Reibsmt	0.00	8.30	(8.30)	100.00%	0.00	24.90	(24.90)	100.00%	100.00
Fine Income	2,475.00	833.30	1,641.70	-197.01%	4,875.00	2,499.90	2,375.10	-95.01%	10,000.00
Opr.-Trsf to Reserve	(2,214.00)	(2,214.00)	0.00	0.00%	(6,642.00)	(6,642.00)	0.00	0.00%	(26,568.00)
Interest Income	191.72	500.00	(308.28)	61.66%	1,112.36	1,500.00	(387.64)	25.84%	6,000.00
Swim Team Pool Use	0.00	64.60	(64.60)	100.00%	0.00	193.80	(193.80)	100.00%	775.00
Constable Patrol Reimb.	10,350.65	10,412.50	(61.85)	0.59%	31,051.95	31,237.50	(185.55)	0.59%	124,950.00
Pool Use Agreement	0.00	681.20	(681.20)	100.00%	0.00	2,043.60	(2,043.60)	100.00%	8,175.00
Clubhouse Rental Fee	0.00	166.70	(166.70)	100.00%	1,570.00	500.10	1,069.90	-213.94%	2,000.00
Bad Debt Recovery	0.00	0.00	0.00	0.00%	3,869.21	0.00	3,869.21	0.00%	0.00
Tennis Court Key/Pool	0.00	83.30	(83.30)	100.00%	90.00	249.90	(159.90)	63.99%	1,000.00
Misc. Income	0.00	12.50	(12.50)	100.00%	0.00	37.50	(37.50)	100.00%	150.00
<b>TOTAL Revenue</b>	<b>60,492.94</b>	<b>54,191.70</b>	<b>6,301.24</b>	<b>-11.63%</b>	<b>177,150.54</b>	<b>162,575.10</b>	<b>14,575.44</b>	<b>-8.97%</b>	<b>650,302.00</b>
<b>TOTAL Income</b>	<b>60,492.94</b>	<b>54,191.70</b>	<b>6,301.24</b>	<b>-11.63%</b>	<b>177,150.54</b>	<b>162,575.10</b>	<b>14,575.44</b>	<b>-8.97%</b>	<b>650,302.00</b>
<b>Expense</b>									
<b>Audit &amp; Taxes</b>									
Audit & Tax Preparation	0.00	254.20	254.20	100.00%	2,850.00	762.60	(2,087.40)	-273.72%	3,050.00
Property Tax	0.00	1.70	1.70	100.00%	0.00	5.10	5.10	100.00%	20.00
<b>TOTAL Audit &amp; Taxes</b>	<b>0.00</b>	<b>255.90</b>	<b>255.90</b>	<b>100.00%</b>	<b>2,850.00</b>	<b>767.70</b>	<b>(2,082.30)</b>	<b>-271.24%</b>	<b>3,070.00</b>
<b>Committees Expense</b>									
Community Events	0.00	333.30	333.30	100.00%	401.55	999.90	598.35	59.84%	4,000.00
<b>TOTAL Committees Expen</b>	<b>0.00</b>	<b>333.30</b>	<b>333.30</b>	<b>100.00%</b>	<b>401.55</b>	<b>999.90</b>	<b>598.35</b>	<b>59.84%</b>	<b>4,000.00</b>
<b>Common Area Maintenance</b>									
General Repairs/Maintena	20.16	333.30	313.14	93.95%	162.98	999.90	836.92	83.70%	4,000.00
Pest Control	0.00	20.80	20.80	100.00%	61.46	62.40	0.94	1.51%	250.00
Signage	0.00	41.70	41.70	100.00%	0.00	125.10	125.10	100.00%	500.00
Misc. Repairs	0.00	25.00	25.00	100.00%	24.81	75.00	50.19	66.92%	300.00
<b>TOTAL Common Area Ma</b>	<b>20.16</b>	<b>420.80</b>	<b>400.64</b>	<b>95.21%</b>	<b>249.25</b>	<b>1,262.40</b>	<b>1,013.15</b>	<b>80.26%</b>	<b>5,050.00</b>
<b>Insurance</b>									
Ins.-Package	2,316.79	2,152.10	(164.69)	-7.65%	6,941.61	6,456.30	(485.31)	-7.52%	25,825.00
<b>TOTAL Insurance</b>	<b>2,316.79</b>	<b>2,152.10</b>	<b>(164.69)</b>	<b>-7.65%</b>	<b>6,941.61</b>	<b>6,456.30</b>	<b>(485.31)</b>	<b>-7.52%</b>	<b>25,825.00</b>
<b>Landscape Expense</b>									
Landscape Contract	2,129.93	2,805.20	675.27	24.07%	8,303.19	8,415.60	112.41	1.34%	33,663.00
Landscape Tree Maintene	0.00	83.30	83.30	100.00%	0.00	249.90	249.90	100.00%	1,000.00
Irrigation Repairs	0.00	166.70	166.70	100.00%	0.00	500.10	500.10	100.00%	2,000.00
Seasonal Color	0.00	416.70	416.70	100.00%	0.00	1,250.10	1,250.10	100.00%	5,000.00
Deed Restriction - Mowing	0.00	8.30	8.30	100.00%	119.08	24.90	(94.18)	-378.23%	100.00

# Winchester Country Maintenance Association

## Income Statement Budget Comparison

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	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	
Deed Restriction - Other	0.00	41.70	41.70	100.00%	0.00	125.10	125.10	100.00%	500.00
<b>TOTAL Landscape Expens</b>	<b>2,129.93</b>	<b>3,521.90</b>	<b>1,391.97</b>	<b>39.52%</b>	<b>8,422.27</b>	<b>10,565.70</b>	<b>2,143.43</b>	<b>20.29%</b>	<b>42,263.00</b>
<b>Legal Expenses</b>									
Legal Collections	8,455.32	2,500.00	(5,955.32)	-238.21%	15,191.95	7,500.00	(7,691.95)	-102.56%	30,000.00
Legal Corporate	0.00	83.30	83.30	100.00%	0.00	249.90	249.90	100.00%	1,000.00
Legal Deed Restrictions	364.25	333.30	(30.95)	-9.29%	1,183.65	999.90	(183.75)	-18.38%	4,000.00
<b>TOTAL Legal Expenses</b>	<b>8,819.57</b>	<b>2,916.60</b>	<b>(5,902.97)</b>	<b>-202.39%</b>	<b>16,375.60</b>	<b>8,749.80</b>	<b>(7,625.80)</b>	<b>-87.15%</b>	<b>35,000.00</b>
<b>Office/Administrative</b>									
Management Services	3,890.60	4,085.10	194.50	4.76%	11,671.80	12,255.30	583.50	4.76%	49,021.00
Bank Charges	(25.00)	4.20	29.20	695.24%	35.00	12.60	(22.40)	-177.78%	50.00
Copies & Printing	304.50	416.70	112.20	26.93%	1,158.77	1,250.10	91.33	7.31%	5,000.00
Coupons & Statements	0.00	166.70	166.70	100.00%	9.00	500.10	491.10	98.20%	2,000.00
Misc. Office Expense	0.00	100.00	100.00	100.00%	0.00	300.00	300.00	100.00%	1,200.00
Meeting Expense	150.93	125.00	(25.93)	-20.74%	409.46	375.00	(34.46)	-9.19%	1,500.00
Newsletter / Mailouts	150.00	208.30	58.30	27.99%	175.00	624.90	449.90	72.00%	2,500.00
Office Supplies	145.00	83.30	(61.70)	-74.07%	290.00	249.90	(40.10)	-16.05%	1,000.00
Postage & Delivery	173.45	375.00	201.55	53.75%	766.50	1,125.00	358.50	31.87%	4,500.00
Website Hosting	0.00	45.00	45.00	100.00%	0.00	135.00	135.00	100.00%	540.00
<b>TOTAL Office/Administrativ</b>	<b>4,789.48</b>	<b>5,609.30</b>	<b>819.82</b>	<b>14.62%</b>	<b>14,515.53</b>	<b>16,827.90</b>	<b>2,312.37</b>	<b>13.74%</b>	<b>67,311.00</b>
<b>Other Expenses</b>									
Bad Debt	0.00	541.70	541.70	100.00%	0.00	1,625.10	1,625.10	100.00%	6,500.00
Patrol Service	16,421.50	17,815.20	1,393.70	7.82%	47,547.55	53,445.60	5,898.05	11.04%	213,783.00
Patrol Service- Fuel Reiml	250.00	83.30	(166.70)	-200.12%	660.00	249.90	(410.10)	-164.11%	1,000.00
<b>TOTAL Other Expenses</b>	<b>16,671.50</b>	<b>18,440.20</b>	<b>1,768.70</b>	<b>9.59%</b>	<b>48,207.55</b>	<b>55,320.60</b>	<b>7,113.05</b>	<b>12.86%</b>	<b>221,283.00</b>
<b>Pool / Recreation Center</b>									
Pool Management Contra	217.05	3,970.80	3,753.75	94.53%	3,385.82	11,912.40	8,526.58	71.58%	47,650.00
Pool Chemicals / Supplies	137.39	601.70	464.31	77.17%	4,697.30	1,805.10	(2,892.20)	-160.22%	7,220.00
Pool Equipment	0.00	83.30	83.30	100.00%	0.00	249.90	249.90	100.00%	1,000.00
Pool Furniture	947.75	0.00	(947.75)	0.00%	947.75	0.00	(947.75)	0.00%	0.00
Pool Repairs	280.26	1,666.70	1,386.44	83.18%	564.49	5,000.10	4,435.61	88.71%	20,000.00
Telecomm.-Pool Phone	539.17	515.00	(24.17)	-4.69%	1,618.50	1,545.00	(73.50)	-4.76%	6,180.00
Clbhse Exterior Building R	0.00	83.30	83.30	100.00%	0.00	249.90	249.90	100.00%	1,000.00
Clbhse Mintn./Repairs	0.00	166.70	166.70	100.00%	875.00	500.10	(374.90)	-74.97%	2,000.00
Clubhouse Supplies	0.00	25.00	25.00	100.00%	537.49	75.00	(462.49)	-616.65%	300.00
Clubhse Professional Fee	1,100.00	1,100.00	0.00	0.00%	3,300.00	3,300.00	0.00	0.00%	13,200.00
Janitorial Services	0.00	8.30	8.30	100.00%	0.00	24.90	24.90	100.00%	100.00
Tennis Court Maint./Repa	0.00	25.00	25.00	100.00%	0.00	75.00	75.00	100.00%	300.00
Monitoring Serv. Contract	308.84	166.70	(142.14)	-85.27%	866.68	500.10	(366.58)	-73.30%	2,000.00
Payroll Maintenance	1,650.00	1,587.50	(62.50)	-3.94%	4,950.00	4,762.50	(187.50)	-3.94%	19,050.00
Water Pool/ Rec. Center	122.01	166.70	44.69	26.81%	413.01	500.10	87.09	17.41%	2,000.00
<b>TOTAL Pool / Recreation C</b>	<b>5,302.47</b>	<b>10,166.70</b>	<b>4,864.23</b>	<b>47.84%</b>	<b>22,156.04</b>	<b>30,500.10</b>	<b>8,344.06</b>	<b>27.36%</b>	<b>122,000.00</b>
<b>Utility</b>									

# Winchester Country Maintenance Association

## Income Statement Budget Comparison

Posted 3/1/2020 To 3/31/2020 11:59:00 PM

	Current Month Operating				Year to Date Operating				Annual
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	
Electric-Common Area	599.29	2,083.30	1,484.01	71.23%	2,337.82	6,249.90	3,912.08	62.59%	25,000.00
Electric-Street Lights	7,104.35	8,166.70	1,062.35	13.01%	19,489.83	24,500.10	5,010.27	20.45%	98,000.00
Water Irrigation	104.04	125.00	20.96	16.77%	294.44	375.00	80.56	21.48%	1,500.00
TOTAL Utility	7,807.68	10,375.00	2,567.32	24.75%	22,122.09	31,125.00	9,002.91	28.93%	124,500.00
TOTAL Expense	47,857.58	54,191.80	6,334.22	11.69%	142,241.49	162,575.40	20,333.91	12.51%	650,302.00
Excess Revenue / Expense	12,635.36	(0.10)	12,635.46	0.00%	34,909.05	(0.30)	34,909.35	0.00%	0.00

# Winchester Country Maintenance Association

## Income Statement Budget Comparison

Posted 3/1/2020 To 3/31/2020 11:59:00 PM

	Current Month Reserve				Year to Date Reserve				Annual
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	
<b>Income</b>									
<b><u>Reserve Income</u></b>									
RSRV-Trsf from Opr. Fun	2,214.00	2,214.00	0.00	0.00%	6,642.00	6,642.00	0.00	0.00%	26,568.00
RSRV Interest Income	770.44	0.00	770.44	0.00%	2,798.28	0.00	2,798.28	0.00%	0.00
<b>TOTAL Reserve Income</b>	<b>2,984.44</b>	<b>2,214.00</b>	<b>770.44</b>	<b>-34.80%</b>	<b>9,440.28</b>	<b>6,642.00</b>	<b>2,798.28</b>	<b>-42.13%</b>	<b>26,568.00</b>
<b>TOTAL Income</b>	<b>2,984.44</b>	<b>2,214.00</b>	<b>770.44</b>	<b>-34.80%</b>	<b>9,440.28</b>	<b>6,642.00</b>	<b>2,798.28</b>	<b>-42.13%</b>	<b>26,568.00</b>
<b>Expense</b>									
<b><u>Reserve Expenses</u></b>									
RSRV- Camera's	0.00	0.00	0.00	0.00%	4,106.57	0.00	(4,106.57)	0.00%	0.00
RSRV - Pool Area Improv	0.00	0.00	0.00	0.00%	34,369.37	0.00	(34,369.37)	0.00%	0.00
<b>TOTAL Reserve Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>38,475.94</b>	<b>0.00</b>	<b>(38,475.94)</b>	<b>0.00%</b>	<b>0.00</b>
<b>TOTAL Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>38,475.94</b>	<b>0.00</b>	<b>(38,475.94)</b>	<b>0.00%</b>	<b>0.00</b>
<b>Excess Revenue / Expense</b>	<b>2,984.44</b>	<b>2,214.00</b>	<b>770.44</b>	<b>-34.80%</b>	<b>(29,035.66)</b>	<b>6,642.00</b>	<b>(35,677.66)</b>	<b>537.15%</b>	<b>26,568.00</b>