

**WESTCHESTER OWNERS COMMITTEE
BOARD OF TRUSTEES MEETING**

DATE: Tuesday, April 19, 2022
TIME: 6:00 PM
PLACE: St. John Vianney Church
625 Nottingham Oaks Trails, Room E-9
Houston, TX 77079

A G E N D A

This is a notice to all property owners of the Westchester Owners Committee that a Board of Trustees meeting is scheduled to review and discuss the following topics and conduct the following business:

1. Call to Order and Adoption of Agenda
2. Homeowner Forum
3. Financial Report
 - a. March 31, 2022
4. Trustee Reports
 - a. Community Relations
 - b. Pool and Tennis
 - c. Maintenance
 - d. Trash and Pest Control
 - e. Patrol
 - f. RAP Newsletter
5. New Business
 - a. Contracts and Proposals
 - b. Ratifications of Decisions Made Between Board Meetings
 - c. Collection and Deed Restriction Enforcement Actions
 - d. Other Business
6. Executive Session
 - a. Trustee Update on Legal Matters
 - b. Collection Report
 - c. Deed Restriction & Enforcement Action Report
7. Next Meeting Date – May 17, 2022
8. Adjournment

WESTCHESTER OWNERS COMMITTEE
 Balance Sheet
 March 31, 2022

Assets:

Cash

CIT - Operating	\$	118,725.67	
CIT - ICS Sweep		117,646.29	
Due From Reserve		33,963.85	
Total Cash	\$		270,335.81

Reserve Funds

CIT - Non-Cap Reserve		145,438.13	
Due To Operating		(33,963.85)	
Total Reserve Funds			111,474.28

Assessment Receivables

2021 Assessments		1,537.22	
2022 Assessments		20,718.00	
Interest on Unpaid Assessment		905.54	
Collection Fees		2,102.08	
Legal Fees		4,206.30	
Total Assessment Receivables			29,469.14

Other Assets

Prepaid Insurance		15,962.48	
Total Other Assets			15,962.48

Total Assets	\$		427,241.71

WESTCHESTER OWNERS COMMITTEE
 Balance Sheet
 March 31, 2022

Liabilities:

Accounts Payable	\$ 9,219.76	
Prepaid Assessments	1,965.93	
Deferred Assessments	225,913.50	
Total Liabilities		\$ 237,099.19

Equity:

Reserve Funds		

Non-Cap Reserve Fund	119,578.49	
Non-Cap Reserve Fund Interest	53.78	
Pool Area Improvements	(8,157.99)	
Total Reserve Funds		111,474.28
Members Equity		

Members Equity	64,018.88	
Current Year Surplus (Deficit)	14,649.36	
Total Members Equity		78,668.24
Total Liabilities and Equity		\$ 427,241.71
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WESTCHESTER OWNERS COMMITTEE
STATEMENT OF REVENUES & EXPENSES
For 3 Months Ended March 31, 2022

	MAR ACTUAL	MAR BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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OPERATING REVENUE:								

Current Year Maintenance Fees	25,102	25,108	6	75,305	75,323	18	301,291	225,986
Uncollected Assessments		(251)	(251)		(753)	(753)	(3,013)	(3,013)
Interest on Unpaid Assessments	84	58	(26)	723	175	(548)	700	(23)
Bank Interest Income	20	13	(7)	49	38	(11)	150	101
Advertising		33	33		100	100	400	400
Trash Reimbursement	2,196	2,196		6,588	6,588		26,352	19,764
Security Reimbursement		2,140	2,140	2,140	2,140		8,560	6,420
TOTAL OPERATING REVENUE	27,402	29,297	1,895	84,805	83,611	(1,194)	334,440	249,635
SWIM/TENNIS REVENUE:								

Swim & Tennis User/Sponsor							15,000	15,000
TOTAL SWIM/TENNIS REVENUE							15,000	15,000
TOTAL REVENUE	27,402	29,297	1,895	84,805	83,611	(1,194)	349,440	264,635
EXPENSES:								

ADMINISTRATIVE								

Administrative Contract	1,000	1,000		3,000	3,000		12,000	9,000
Administrative - Other		4	4		12	12	50	50
Office Supplies	4	13	9	25	13	(12)	50	25
Copies & Printing	50	42	(8)	303	125	(178)	500	197
Postage	45	75	30	70	225	155	900	830
Community Mailouts							200	200
Meetings	237	50	(187)	237	50	(187)	100	(137)
Administrative Notices							1,464	1,464
Deed Restriction Expenses		42	42		125	125	500	500
Record Storage	35	35		105	105		420	315
TOTAL ADMINISTRATIVE	1,371	1,261	(110)	3,740	3,655	(85)	16,184	12,444

WESTCHESTER OWNERS COMMITTEE
STATEMENT OF REVENUES & EXPENSES
For 3 Months Ended March 31, 2022

	MAR ACTUAL -----	MAR BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
PROFESSIONAL SERVICES -----								
Legal - Corporate		208	208	424	625	201	2,500	2,076
Legal - Collections	178	292	114	3,344	875	(2,469)	3,500	156
Legal Coll - Billed to Owners	(178)	(146)	32	(3,344)	(437)	2,907	(1,750)	1,594
Legal - Deed Restrictions		21	21		62	62	250	250
Legal DR - Billed to Owners		(10)	(10)		(31)	(31)	(125)	(125)
Audit/Professional Services							1,100	1,100
TOTAL PROFESSIONAL SERVICES		365	365	424	1,094	670	5,475	5,051
GROUNDS MAINTENANCE -----								
Landscape Contract	1,083	1,083		3,250	3,250		13,000	9,750
Landscape Extras	2,000	250	(1,750)	3,500	750	(2,750)	3,000	(500)
Irrigation Repairs		125	125		375	375	1,500	1,500
Pest Control Services		500	500	53	500	447	2,000	1,947
Repairs and Maintenance		42	42		125	125	500	500
TOTAL GROUNDS MAINTENANCE	3,083	2,000	(1,083)	6,803	5,000	(1,803)	20,000	13,197
FACILITIES - POOL -----								
Pool Contract	950	950		2,850	2,850		45,000	42,150
Extra Services	3,650	208	(3,442)	3,650	625	(3,025)	2,500	(1,150)
Permits & Memberships							250	250
Supplies/Pool Tags		417	417		1,250	1,250	5,000	5,000
Repairs & Maint - Swim	861	1,250	389	3,824	3,750	(74)	15,000	11,176
Restroom Cleaning/Repair	200		(200)	1,781		(1,781)		(1,781)
Telephone	124	100	(24)	373	300	(73)	1,200	827
Pool Wi-Fi	65	71	6	194	212	18	850	656
Furniture & Fixtures		167	167		500	500	2,000	2,000
TOTAL FACILITIES - POOL	5,850	3,163	(2,687)	12,672	9,487	(3,185)	71,800	59,128

WESTCHESTER OWNERS COMMITTEE
STATEMENT OF REVENUES & EXPENSES
For 3 Months Ended March 31, 2022

	MAR ACTUAL	MAR BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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FACILITIES - TENNIS								

Equipment - Tennis		42	42		125	125	500	500
Repairs & Maint - Tennis		125	125		375	375	1,500	1,500
TOTAL FACILITIES - TENNIS		167	167		500	500	2,000	2,000

UTILITIES & SERVICES								

Electricity - General	475	542	67	1,594	1,625	31	6,500	4,906
Water - General	194	708	514	840	2,125	1,285	8,500	7,660
Trash & Recycling Services		7,708	7,708	17,206	23,125	5,919	92,501	75,295
Constable Service Fees	7,083	7,245	162	21,244	21,735	491	86,942	65,698
TOTAL UTILITIES & SERVICES	7,752	16,203	8,451	40,884	48,610	7,726	194,443	153,559

OTHER								

Property Taxes							25	25
Insurance	1,774	1,268	(506)	5,321	3,804	(1,517)	15,216	9,895
Bank Fees							25	25
RAP Newsletter		250	250		750	750	3,000	3,000
Community Events							500	500
National Night Out							300	300
Website Fees	288	50	(238)	288	150	(138)	600	312
Miscellaneous		6	6		19	19	75	75
Bad Debts	25	42	17	25	125	100	500	475
Capital Reserve Contributions							19,297	19,297
TOTAL OTHER	2,087	1,616	(471)	5,634	4,848	(786)	39,538	33,904

TOTAL EXPENSES	20,143	24,775	4,632	70,157	73,194	3,037	349,440	279,283

SURPLUS (DEFICIT)	7,259	4,522	(2,737)	14,648	10,417	(4,231)		(14,648)
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WESTCHESTER OWNERS COMMITTEE

Ratification of Decisions Made Between Board Meetings

March 24, 2022 the Board approved a \$100 a year plan in order to collect e-signatures for the pool waiver.

March 29, 2022 The Board approved the March 21, 2022 meeting minutes.