

**WESTCHESTER OWNERS COMMITTEE  
BOARD OF TRUSTEES MEETING**

**DATE:** Tuesday, June 21, 2022  
**TIME:** 6:00 PM  
**PLACE:** Westchester Pool Pavilion  
14703 Chadbourne Drive  
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. May 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 – July 19, 2022
8. Adjournment

WESTCHESTER OWNERS COMMITTEE  
Balance Sheet  
May 31, 2022

Assets:

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Cash

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CIT - Operating - 0.05%	\$ 77,026.30	
CIT - ICS Sweep - 0.15%	117,675.76	
Due From Reserve	35,404.38	
Total Cash		\$ 230,106.44

Reserve Funds

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CIT - Non-Cap Reserve - 0.15%	145,474.59	
Due To Operating	(35,404.38)	
Total Reserve Funds		110,070.21

Assessment Receivables

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2021 Assessments	753.22	
2022 Assessments	7,816.00	
Interest on Unpaid Assessment	621.02	
Collection Fees	738.22	
Legal Fees	2,638.40	
Total Assessment Receivables		12,566.86

Other Assets

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Prepaid Insurance	12,415.28	
Total Other Assets		12,415.28

Total Assets		\$ 365,158.79
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WESTCHESTER OWNERS COMMITTEE  
Balance Sheet  
May 31, 2022

Liabilities:

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Accounts Payable	\$	10,517.16	
Prepaid Assessments		3,719.51	
Deferred Assessments		175,710.50	
Total Liabilities			\$ 189,947.17

Equity:

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Reserve Funds

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Non-Cap Reserve Fund	119,578.49	
Non-Cap Reserve Fund Interest	90.24	
Pool Area Improvements	(9,598.52)	
Total Reserve Funds		110,070.21

Members Equity

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Members Equity	64,018.88	
Current Year Surplus (Deficit)	1,122.53	
Total Members Equity		65,141.41

Total Liabilities and Equity		\$ 365,158.79
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WESTCHESTER OWNERS COMMITTEE  
STATEMENT OF REVENUES & EXPENSES  
For 5 Months Ended May 31, 2022

	MAY ACTUAL -----	MAY BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
OPERATING REVENUE: -----								
Current Year Maintenance Fees	25,102	25,108	6	125,508	125,538	30	301,291	175,783
Uncollected Assessments		(251)	(251)		(1,255)	(1,255)	(3,013)	(3,013)
Interest on Unpaid Assessments	24	58	34	752	292	(460)	700	(52)
Bank Interest Income	19	13	(6)	88	63	(25)	150	62
Advertising		33	33	88	167	79	400	312
Trash Reimbursement		2,196	2,196	6,588	10,980	4,392	26,352	19,764
Security Reimbursement				2,140	2,140		8,560	6,420
TOTAL OPERATING REVENUE	25,145	27,157	2,012	135,164	137,925	2,761	334,440	199,276
SWIM/TENNIS REVENUE: -----								
Swim & Tennis User/Sponsor							15,000	15,000
TOTAL SWIM/TENNIS REVENUE							15,000	15,000
TOTAL REVENUE	25,145	27,157	2,012	135,164	137,925	2,761	349,440	214,276
EXPENSES: -----								
ADMINISTRATIVE -----								
Administrative Contract	1,000	1,000		5,000	5,000		12,000	7,000
Administrative - Other		4	4		21	21	50	50
Office Supplies				25	25		50	25
Copies & Printing	42	42		346	208	(138)	500	154
Postage	211	75	(136)	281	375	94	900	619
Community Mailouts							200	200
Meetings				237	50	(187)	100	(137)
Administrative Notices							1,464	1,464
Deed Restriction Expenses		42	42		208	208	500	500
Record Storage	35	35		175	175		420	245
TOTAL ADMINISTRATIVE	1,288	1,198	(90)	6,064	6,062	(2)	16,184	10,120

[illegible]

Legal - Corporate		208	208	424	1,042	618	2,500	2,076
Legal - Collections	687	292	(395)	4,116	1,458	(2,658)	3,500	(616)
Legal Coll - Billed to Owners	(687)	(146)	541	(4,116)	(729)	3,387	(1,750)	2,366
Legal - Deed Restrictions		21	21		104	104	250	250
Legal DR - Billed to Owners		(10)	(10)		(52)	(52)	(125)	(125)
Audit/Professional Services							1,100	1,100
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>365</b>	<b>365</b>	<b>424</b>	<b>1,823</b>	<b>1,399</b>	<b>5,475</b>	<b>5,051</b>

Landscape Contract	1,083	1,083		5,417	5,417		13,000	7,583
Landscape Extras		250	250	3,500	1,250	(2,250)	3,000	(500)
Irrigation Repairs	330	125	(205)	560	625	65	1,500	940
Perimeter Fence Repairs				2,850		(2,850)		(2,850)
Pest Control Services	199		(199)	252	500	248	2,000	1,748
Repairs and Maintenance		42	42		208	208	500	500
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>1,612</b>	<b>1,500</b>	<b>(112)</b>	<b>12,579</b>	<b>8,000</b>	<b>(4,579)</b>	<b>20,000</b>	<b>7,421</b>

Pool Contract	4,950	6,550	1,600	8,750	15,950	7,200	45,000	36,250
Extra Services		208	208	3,650	1,042	(2,608)	2,500	(1,150)
Permits & Memberships							250	250
Supplies/Pool Tags	310	417	107	577	2,083	1,506	5,000	4,423
Repairs & Maint - Swim		1,250	1,250	6,953	6,250	(703)	15,000	8,047
Restroom Cleaning/Repair	400		(400)	2,381		(2,381)		(2,381)
Telephone	124	100	(24)	621	500	(121)	1,200	579
Pool Wi-Fi	65	71	6	323	354	31	850	527
Furniture & Fixtures		167	167		833	833	2,000	2,000
<b>TOTAL FACILITIES - POOL</b>	<b>5,849</b>	<b>8,763</b>	<b>2,914</b>	<b>23,255</b>	<b>27,012</b>	<b>3,757</b>	<b>71,800</b>	<b>48,545</b>

WESTCHESTER OWNERS COMMITTEE  
STATEMENT OF REVENUES & EXPENSES  
For 5 Months Ended May 31, 2022

	MAY ACTUAL -----	MAY BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
FACILITIES - TENNIS -----								
Equipment - Tennis		42	42		208	208	500	500
Repairs & Maint - Tennis		125	125		625	625	1,500	1,500
TOTAL FACILITIES - TENNIS		167	167		833	833	2,000	2,000
UTILITIES & SERVICES -----								
Electricity - General	551	542	(9)	2,641	2,708	67	6,500	3,859
Water - General	796	708	(88)	1,843	3,542	1,699	8,500	6,657
Trash & Recycling Services	8,826	7,708	(1,118)	42,124	38,542	(3,582)	92,501	50,377
Constable Service Fees	7,083	7,245	162	35,410	36,225	815	86,942	51,532
TOTAL UTILITIES & SERVICES	17,256	16,203	(1,053)	82,018	81,017	(1,001)	194,443	112,425
OTHER -----								
Property Taxes							25	25
Insurance	1,774	1,268	(506)	8,868	6,340	(2,528)	15,216	6,348
Bank Fees							25	25
RAP Newsletter		250	250		1,250	1,250	3,000	3,000
Community Events							500	500
National Night Out							300	300
Website Fees		50	50	288	250	(38)	600	312
Miscellaneous		6	6		31	31	75	75
Bad Debts	246	42	(204)	546	208	(338)	500	(46)
Capital Reserve Contributions							19,297	19,297
TOTAL OTHER	2,020	1,616	(404)	9,702	8,079	(1,623)	39,538	29,836
TOTAL EXPENSES	28,025	29,812	1,787	134,042	132,826	(1,216)	349,440	215,398
SURPLUS (DEFICIT)	(2,880)	(2,655)	225	1,122	5,099	3,977		(1,122)
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## **May/June 2022 Security Update**

### **Suspicious Person**

5/30/22 – 14700 Bramblewood Drive/Pinesap

### **Suspicious Vehicle**

6/8/22 – 14600 Kellywood

### **Traffic Stop**

5/15/22 – 14600 Bramblewood

5/18/22 – 14600 Cindywood

6/2/22 – 14600 Bramblewood

### **Speeding Vehicle**

5/22/22 – 14800 Cindywood

### **Illegally Parked Vehicle**

5/28/22 – 14700 Chadbourne

### **Traffic Initiative**

5/12/22 – 300 Thicket Lane

### **Accident**

5/3/22 – 14700 Broadgreen

5/6/22 – 14600 Carolcrest

### **Road Rage**

6/4/22 – 14700 Broadgreen

### **Solicitors**

6/9/22 – 300 Greenbelt

## **WESTCHESTER OWNERS COMMITTEE**

### **Ratification of Decisions Made Between Board Meetings**

June 1, 2022 the Board approved the May 17, 2022 meeting minutes.

June 8, 2022 the Board voted to let Nottingham Forest 8 use the Club Pavilion for their Board meetings in the months of June, July and August. This would be at no cost except to pay for Lifeguards if they stay past our usual open hours.

# EXECUTIVE SESSION

WESTCHESTER  
06/14/2022

CUSTCODE	NAME	NAME	ADDRESS	TYPE	TOTALDUE	COMMENTS
2570215006	Sergio E Martinez		14743 Cindywood Dr	DA	4495.82	Lawsuit prepared for filing with the court
2570105006	Albert R Philen		14615 Bramblewood Dr	D	994.05	Need Board approval to send account to collections
2570109011	Sakiko Yoshioka Elliott	Yoshioka Living Trust	14611 River Forest Dr	D	931.81	Need Board approval to send account to collections
2570113003	JACOB BARTON	LISA BARTON	14750 Kellywood Ln	D	931.81	Need Board approval to send account to collections
2570213030	Walter Morrison F Smith		14759 Carolcrest Street	D	931.81	Need Board approval to send account to collections
2570215009	Glen Rives	Adele Rives	14731 Cindywood Drive	D	931.81	Need Board approval to send account to collections
2570217018	JBL Home LLC		14703 Broadgreen Dr	D	931.81	Need Board approval to send account to collections
2570106011	Claire L McGhee		14718 Bramblewood Drive	D	928.06	paid but returned due to closed acct-resent
2570113002	Mark Luyster	Julie Luyster	14754 Kellywood Ln	D	264.79	last pymt on 3/23 - resent statement
2570111013	Jerry D Dumas	Aishling Hunter Dumas	14619 Kellywood Lane	D	39	\$39 Maintenance Fee balance
2570110012	Patricia W Lukeman		14714 River Forest Dr	PA	485.34	last pymt 5/21
2570113013	Jonathan B Hill		14710 Kellywood Ln	PA	369.09	last pymt 6/2

# Westchester Owners Committee

## Inspection Report

### June 11, 2022 03:38 PM

Name	Address	Monitor / Comments	Hold Exp	Description	Courtesy Notice A	Reminder Notice B	Certified Demand Letter C	Final Demand D	Self-Help 6 MOS. E	At Attorney T
Neil Maguire	14707 Broadgreen Dr			Store miscellaneous items out of public view- items on driveway (39)	05/02/2022	06/02/2022				
Anne Nguyen	14714 Broadgreen Dr			Remove holiday decorations lights clips (46)	05/02/2022	06/02/2022				
Sandra McFaul	14718 Broadgreen Dr	5/9/2022 dumpster will be on dw. h/o is in process of cleaning mildew		Store miscellaneous items out of public view-on driveway. (39)	06/02/2022					
Chad Robertson	14723 Broadgreen Dr			Store trailer out of public view. (41)	06/02/2022					
Madana Kunjapur	14726 Broadgreen Dr			Mow, edge and weed your yard. (1)	06/02/2022					
Harmon Murphy	14619 Carolcrest St	6/2/2022 pics 1		Remove holiday decorations - lights in tree (46)	04/01/2022	05/02/2022	06/02/2022			
Paul Chu	14715 Carolcrest St			Remove the contractor sign from your lawn. (15)	06/02/2022					
Braden Keith	14718 Carolcrest St	5/31/22 - dumpster will be on dw for two weeks		Comply by contacting Crest Management in regards of the dumpster on your driveway (99)	05/02/2022					
Robert Tadross	14622 Cindywood Dr			Maintain basketball goal in like-new condition- net (27)	05/02/2022	06/02/2022				

Name	Address	Monitor / Comments	Hold Exp	Description	Courtesy Notice A	Reminder Notice B	Certified Demand Letter C	Final Demand D	Self-Help 6 MOS. E	At Attorney T
Glen Rives	14731 Cindywood Dr			Clean the rust from your home - at left (18)	04/01/2022	06/02/2022				
Judith M Bennett	14610 Kellywood Ln			Repair/replace broken or missing fence pickets at rear. If replacing the entire fence, please submit an Exterior Modification Request Form. (34)	05/24/2022					
	14610 Kellywood Ln			Comply by cleaning and maintaining your pool (99)	05/24/2022					
Christine Yun	14759 Kellywood Ln			Weed the plant beds and/or tree wells. (5)	06/02/2022					
	14759 Kellywood Ln			Mow, edge and weed your yard. (1)	06/02/2022					
Michael Adams	14618 Oak Bend Dr			Store miscellaneous items out of public view - kayak on driveway (39)	04/01/2022	06/02/2022				
Connor Farber	14703 Oak Bend Dr			Submit an Exterior Modification Request Form to obtain approval for siding replacement . To submit an application, go to <a href="http://www.crest-management.com">www.crest-management.com</a> and select Exterior Modification Request. Please be advised you must be registered on Crest's website to submit an application. (30)	06/03/2022					

Name	Address	Monitor / Comments	Hold Exp	Description	Courtesy Notice A	Reminder Notice B	Certified Demand Letter C	Final Demand D	Self-Help 6 MOS. E	At Attorney T
	14703 Oak Bend Dr			Submit an Exterior Modification Request Form to obtain approval for all exterior renovations . To submit an application, go to <a href="http://www.crest-management.com">www.crest-management.com</a> and select Exterior Modification Request. Please be advised you must be registered on Crest's website to submit an application. (30)	06/03/2022					
Andrew McGhee	307 Pinesap Dr			Repair/replace broken windows. If replacing, please submit an Exterior Modification Request Form. (25)	06/02/2022					
	307 Pinesap Dr			Repair/replace broken or missing fence pickets at left. If replacing the entire fence, please submit an Exterior Modification Request Form. (34)	06/02/2022					
	307 Pinesap Dr			Mow, edge and weed your yard. (1)	06/02/2022					

Name	Address	Monitor / Comments	Hold Exp	Description	Courtesy Notice A	Reminder Notice B	Certified Demand Letter C	Final Demand D	Self-Help 6 MOS. E	At Attorney T
	307 Pinesap Dr			Submit an Exterior Modification Request Form to obtain approval for replacing siding. To submit an application, go to <a href="http://www.crest-management.com">www.crest-management.com</a> and select Exterior Modification Request. Please be advised you must be registered on Crest's website to submit an application. (30)	06/02/2022					
Arthur Troscher	14606 River Forest Dr	03.27.2019 DO NOT SEND PINE NEEDLE ON ROOF LETTER. See Call Notes.		Submit an Exterior Modification Request Form to obtain approval for exterior paint . To submit an application, go to <a href="http://www.crest-management.com">www.crest-management.com</a> and select Exterior Modification Request. Please be advised you must be registered on Crest's website to submit an application (30)	04/01/2022	06/02/2022				

Name	Address	Monitor / Comments	Hold Exp	Description	Courtesy Notice A	Reminder Notice B	Certified Demand Letter C	Final Demand D	Self-Help 6 MOS. E	At Attorney T
Justin Reichenau	14630 River Forest Dr			Submit an Exterior Modification Request Form to obtain approval for exterior paint . To submit an application, go to www.crest- management.com and select Exterior Modification Request. Please be advised you must be registered on Crest's website to submit an application (30)	04/01/2022	06/02/2022				
Melton Hows	14722 River Forest Dr			Repair lawn where dead or missing (99)	06/02/2022					

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