

**WESTCHESTER OWNERS COMMITTEE
BOARD OF TRUSTEES MEETING**

DATE: Monday, March 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. February 28, 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 – April 19, 2022
8. Adjournment

WESTCHESTER OWNERS COMMITTEE
 Balance Sheet
 February 28, 2022

Assets:

Cash

CIT - Operating	\$	119,763.49	
CIT - ICS Sweep		117,631.31	
Due From Reserve		33,963.85	
Total Cash	\$		271,358.65

Reserve Funds

CIT - Non-Cap Reserve		145,419.60	
Due To Operating		(33,963.85)	
Total Reserve Funds			111,455.75

Assessment Receivables

2021 Assessments		1,537.22	
2022 Assessments		38,178.00	
Interest on Unpaid Assessment		1,016.34	
Collection Fees		1,409.85	
Legal Fees		4,028.80	
Total Assessment Receivables			46,170.21

Other Assets

Prepaid Insurance		17,736.08	
Total Other Assets			17,736.08

Total Assets	\$		446,720.69

WESTCHESTER OWNERS COMMITTEE
 Balance Sheet
 February 28, 2022

Liabilities:

Accounts Payable	\$	11,661.98	
Prepaid Assessments		1,181.00	
Deferred Assessments		251,015.00	
Total Liabilities	\$		263,857.98

Equity:

Reserve Funds

Non-Cap Reserve Fund		119,578.49	
Non-Cap Reserve Fund Interest		35.25	
Pool Area Improvements		(8,157.99)	
Total Reserve Funds			111,455.75

Members Equity

Members Equity		64,018.88	
Current Year Surplus (Deficit)		7,388.08	
Total Members Equity			71,406.96
Total Liabilities and Equity	\$		446,720.69

WESTCHESTER OWNERS COMMITTEE
STATEMENT OF REVENUES & EXPENSES
For 2 Months Ended February 28, 2022

	FEB ACTUAL	FEB 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	50,203	50,215	12	301,291	251,088
Uncollected Assessments		(251)	(251)		(502)	(502)	(3,013)	(3,013)
Interest on Unpaid Assessments	267	58	(209)	639	117	(522)	700	61
Bank Interest Income	19	13	(6)	29	25	(4)	150	121
Advertising		33	33		67	67	400	400
Trash Reimbursement		2,196	2,196	4,392	4,392		26,352	21,960
Security Reimbursement				2,140		(2,140)	8,560	6,420
TOTAL OPERATING REVENUE	25,388	27,157	1,769	57,403	54,314	(3,089)	334,440	277,037
SWIM/TENNIS REVENUE:								

Swim & Tennis User/Sponsor							15,000	15,000
TOTAL SWIM/TENNIS REVENUE							15,000	15,000
TOTAL REVENUE	25,388	27,157	1,769	57,403	54,314	(3,089)	349,440	292,037
EXPENSES:								

ADMINISTRATIVE								

Administrative Contract	1,000	1,000		2,000	2,000		12,000	10,000
Administrative - Other		4	4		8	8	50	50
Office Supplies	6		(6)	21		(21)	50	29
Copies & Printing	104	42	(62)	254	83	(171)	500	246
Postage	21	75	54	26	150	124	900	874
Community Mailouts							200	200
Meetings							100	100
Administrative Notices							1,464	1,464
Deed Restriction Expenses		42	42		83	83	500	500
Record Storage	35	35		70	70		420	350
TOTAL ADMINISTRATIVE	1,166	1,198	32	2,371	2,394	23	16,184	13,813

WESTCHESTER OWNERS COMMITTEE
STATEMENT OF REVENUES & EXPENSES
For 2 Months Ended February 28, 2022

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

Equipment - Tennis		42	42		83	83	500	500
Repairs & Maint - Tennis		125	125		250	250	1,500	1,500
TOTAL FACILITIES - TENNIS		167	167		333	333	2,000	2,000

UTILITIES & SERVICES								

Electricity - General	541	542	1	1,119	1,083	(36)	6,500	5,381
Water - General	271	708	437	646	1,417	771	8,500	7,854
Trash & Recycling Services	8,603	7,708	(895)	17,206	15,417	(1,789)	92,501	75,295
Constable Service Fees	7,083	7,245	162	14,161	14,490	329	86,942	72,781
TOTAL UTILITIES & SERVICES	16,498	16,203	(295)	33,132	32,407	(725)	194,443	161,311

OTHER								

Property Taxes							25	25
Insurance	1,774	1,268	(506)	3,547	2,536	(1,011)	15,216	11,669
Bank Fees							25	25
RAP Newsletter		250	250		500	500	3,000	3,000
Community Events							500	500
National Night Out							300	300
Website Fees		50	50		100	100	600	600
Miscellaneous		6	6		13	13	75	75
Bad Debts		42	42		83	83	500	500
Capital Reserve Contributions							19,297	19,297
TOTAL OTHER	1,774	1,616	(158)	3,547	3,232	(315)	39,538	35,991

TOTAL EXPENSES	27,615	24,212	(3,403)	50,016	48,420	(1,596)	349,440	299,424

SURPLUS (DEFICIT)	(2,227)	2,945	5,172	7,387	5,894	(1,493)		(7,387)
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Feb/March 2022 Security Update

Burglery of Motor Vehicle

2/16/22 - 14800 Carolcrest

3/6/22 surrounding area

Suspicious Vehicle

2/3/22 - 14600 Kellywood & 14800 Cindywood

2/17/22 – 14800 River Forest/Greenpark

Traffic Stop

2/6/22 – 14600 Carolcrest

3/11/22 – 14600 & 14700 Carolcrest, 14700 Bramblewood,

3/14/22 – 14700 Broadgreen & 14600 Bramblewood

Vehicle Speeding

2/5/22 – 500 Pinesap/Kellywood

Welfare Check

3/5/22 – 14800 Kellywood

Incident Report

2/17/22 – 14700 River Forest

WESTCHESTER OWNERS COMMITTEE

Ratification of Decisions Made Between Board Meetings

January 30, 2022 The board approved the 2022 pool membership fees below:

Westchester resident early bird rate of \$150

Westchester resident rate after June 1, 2022 \$175

Non resident early bird rate of \$375

Non resident rate after June 1, 2022 \$425

February 16, 2022 The board voted to approve an estimate from M D Pools & Spas to replace the diving board at the pool with a new 14' diving board at a cost of \$7750.00.

February 18, 2022 The Board approved the January 18, 2022 meeting minutes.

February 21, 2022 The Board approved the February 15, 2022 meeting minutes/