

**WESTCHESTER OWNERS COMMITTEE  
BOARD OF TRUSTEES MEETING**

**DATE:** Tuesday, May 17, 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

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

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 -----
<b>OPERATING REVENUE:</b> -----								
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
<b>TOTAL OPERATING REVENUE</b>	<b>25,145</b>	<b>27,157</b>	<b>2,012</b>	<b>135,164</b>	<b>137,925</b>	<b>2,761</b>	<b>334,440</b>	<b>199,276</b>
<b>SWIM/TENNIS REVENUE:</b> -----								
Swim & Tennis User/Sponsor							15,000	15,000
<b>TOTAL SWIM/TENNIS REVENUE</b>							<b>15,000</b>	<b>15,000</b>
<b>TOTAL REVENUE</b>	<b>25,145</b>	<b>27,157</b>	<b>2,012</b>	<b>135,164</b>	<b>137,925</b>	<b>2,761</b>	<b>349,440</b>	<b>214,276</b>
<b>EXPENSES:</b> -----								
<b>ADMINISTRATIVE</b> -----								
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
<b>TOTAL ADMINISTRATIVE</b>	<b>1,288</b>	<b>1,198</b>	<b>(90)</b>	<b>6,064</b>	<b>6,062</b>	<b>(2)</b>	<b>16,184</b>	<b>10,120</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 -----
PROFESSIONAL SERVICES -----								
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>
GROUNDS MAINTENANCE -----								
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>
FACILITIES - POOL -----								
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
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FACILITIES - TENNIS								
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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
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UTILITIES & SERVICES								
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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
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OTHER								
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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
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TOTAL EXPENSES	28,025	29,812	1,787	134,042	132,826	(1,216)	349,440	215,398
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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.