

**WESTCHESTER OWNERS COMMITTEE  
BOARD OF TRUSTEES MEETING**

**DATE:** Tuesday, October 18, 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. September 30, 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. Review and Approve 2023 Budget
  - b. Set 2023 Assessment Rate
  - c. Set 2023 Pool User Fees
  - d. Contracts and Proposals
  - e. Ratifications of Decisions Made Between Board Meetings
  - f. Collection and Deed Restriction Enforcement Actions
  - g. Other Business
6. Executive Session
  - a. Trustee Update on Legal Matters
  - b. Collection Report
  - c. Deed Restriction & Enforcement Action Report
7. Next Meeting Date – November 15, 2022
8. Adjournment

WESTCHESTER OWNERS COMMITTEE  
Balance Sheet  
September 30, 2022

Assets:

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Cash

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CIT - Operating - 0.05%	\$ 112,889.42	
CIT - ICS Sweep - 0.15%	38,514.85	
Due From Reserve	41,440.00	
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Total Cash		\$ 192,844.27

Reserve Funds

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CIT - Non-Cap Reserve - 0.15%	145,616.95	
Due To Operating	(41,440.00)	
	<hr/>	
Total Reserve Funds		104,176.95

Assessment Receivables

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2021 Assessments	753.22	
2022 Assessments	6,346.00	
Interest on Unpaid Assessment	805.06	
Collection Fees	901.03	
Legal Fees	5,082.70	
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Total Assessment Receivables		13,888.01

Other Assets

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Prepaid Insurance	5,320.88	
	<hr/>	
Total Other Assets		5,320.88

Total Assets		<hr/> \$ 316,230.11 <hr/>
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WESTCHESTER OWNERS COMMITTEE  
Balance Sheet  
September 30, 2022

Liabilities:

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Accounts Payable	\$	42,964.20	
Prepaid Assessments		3,719.51	
Deferred Assessments		75,304.50	
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Total Liabilities			\$ 121,988.21

Equity:

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Reserve Funds

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Non-Cap Reserve Fund	119,578.49	
Non-Cap Reserve Fund Interest	232.60	
Pool Area Improvements	(12,784.14)	
Fence Repair/Replace	(2,850.00)	
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Total Reserve Funds		104,176.95

Members Equity

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Members Equity	64,018.88	
Current Year Surplus (Deficit)	26,046.07	
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Total Members Equity		90,064.95

Total Liabilities and Equity		<hr/>	\$ 316,230.11
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WESTCHESTER OWNERS COMMITTEE  
STATEMENT OF REVENUES & EXPENSES  
For 9 Months Ended September 30, 2022

	SEP ACTUAL	SEP BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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OPERATING REVENUE:								
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Current Year Maintenance Fees	25,102	25,108	6	225,914	225,968	54	301,291	75,377
Uncollected Assessments		(251)	(251)		(2,260)	(2,260)	(3,013)	(3,013)
Interest on Unpaid Assessments	58	58		990	525	(465)	700	(290)
Bank Interest Income	13	13		154	113	(41)	150	(4)
Advertising		33	33	88	300	212	400	312
Trash Reimbursement		2,196	2,196	17,586	19,764	2,178	26,352	8,766
Security Reimbursement	6,421	2,140	(4,281)	8,561	6,420	(2,141)	8,560	(1)
TOTAL OPERATING REVENUE	31,594	29,297	(2,297)	253,293	250,830	(2,463)	334,440	81,147
SWIM/TENNIS REVENUE:								
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Swim & Tennis User/Sponsor				35,645	15,000	(20,645)	15,000	(20,645)
TOTAL SWIM/TENNIS REVENUE				35,645	15,000	(20,645)	15,000	(20,645)
TOTAL REVENUE	31,594	29,297	(2,297)	288,938	265,830	(23,108)	349,440	60,502
EXPENSES:								
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ADMINISTRATIVE								
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Administrative Contract	1,000	1,000		9,000	9,000		12,000	3,000
Administrative - Other		4	4		37	37	50	50
Office Supplies				25	25		50	25
Copies & Printing	35	42	7	449	375	(74)	500	51
Postage	40	75	35	408	675	267	900	492
Community Mailouts							200	200
Meetings				237	50	(187)	100	(137)
Administrative Notices							1,464	1,464
Deed Restriction Expenses	30	42	12	30	375	345	500	470
Record Storage	35	35		315	315		420	105
TOTAL ADMINISTRATIVE	1,140	1,198	58	10,464	10,852	388	16,184	5,720

WESTCHESTER OWNERS COMMITTEE  
STATEMENT OF REVENUES & EXPENSES  
For 9 Months Ended September 30, 2022

	SEP ACTUAL	SEP BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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PROFESSIONAL SERVICES								
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Legal - Corporate		208	208	424	1,875	1,451	2,500	2,076
Legal - Collections	232	292	60	6,560	2,625	(3,935)	3,500	(3,060)
Legal Coll - Billed to Owners	(232)	(146)	86	(6,560)	(1,312)	5,248	(1,750)	4,810
Legal - Deed Restrictions		21	21		187	187	250	250
Legal DR - Billed to Owners		(10)	(10)		(94)	(94)	(125)	(125)
Audit/Professional Services				1,200	1,100	(100)	1,100	(100)
TOTAL PROFESSIONAL SERVICES		365	365	1,624	4,381	2,757	5,475	3,851
GROUNDS MAINTENANCE								
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Landscape Contract	1,083	1,083		9,750	9,750		13,000	3,250
Landscape Extras	2,000	250	(1,750)	5,500	2,250	(3,250)	3,000	(2,500)
Irrigation Repairs	200	125	(75)	760	1,125	365	1,500	740
Pest Control Services	270	500	230	2,203	1,500	(703)	2,000	(203)
Repairs and Maintenance		42	42		375	375	500	500
TOTAL GROUNDS MAINTENANCE	3,553	2,000	(1,553)	18,213	15,000	(3,213)	20,000	1,787
FACILITIES - POOL								
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Pool Contract	5,075	6,550	1,475	45,255	42,150	(3,105)	45,000	(255)
Extra Services		208	208	3,650	1,875	(1,775)	2,500	(1,150)
Permits & Memberships				195	250	55	250	55
Supplies/Pool Tags		417	417	620	3,750	3,130	5,000	4,380
Repairs & Maint - Swim		1,250	1,250	8,723	11,250	2,527	15,000	6,277
Restroom Cleaning/Repair	250		(250)	3,131		(3,131)		(3,131)
Telephone	142	100	(42)	1,173	900	(273)	1,200	27
Pool Wi-Fi	65	71	6	581	637	56	850	269
Furniture & Fixtures		167	167		1,500	1,500	2,000	2,000
TOTAL FACILITIES - POOL	5,532	8,763	3,231	63,328	62,312	(1,016)	71,800	8,472

WESTCHESTER OWNERS COMMITTEE  
STATEMENT OF REVENUES & EXPENSES  
For 9 Months Ended September 30, 2022

	SEP ACTUAL	SEP 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		375	375	500	500
Repairs & Maint - Tennis	108	125	17	628	1,125	497	1,500	872
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TOTAL FACILITIES - TENNIS	108	167	59	628	1,500	872	2,000	1,372
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UTILITIES & SERVICES								
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Electricity - General	549	542	(7)	4,847	4,875	28	6,500	1,653
Water - General	1,574	708	(866)	8,050	6,375	(1,675)	8,500	450
Trash & Recycling Services	6,528	7,708	1,180	75,129	69,376	(5,753)	92,501	17,372
Constable Service Fees	7,083	7,245	162	63,742	65,205	1,463	86,942	23,200
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TOTAL UTILITIES & SERVICES	15,734	16,203	469	151,768	145,831	(5,937)	194,443	42,675
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OTHER								
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Property Taxes							25	25
Insurance	1,774	1,268	(506)	15,962	11,412	(4,550)	15,216	(746)
Bank Fees		13	13		25	25	25	25
RAP Newsletter		250	250		2,250	2,250	3,000	3,000
Community Events					250	250	500	500
National Night Out							300	300
Website Fees		50	50	359	450	91	600	241
Miscellaneous		6	6		56	56	75	75
Bad Debts		42	42	546	375	(171)	500	(46)
Capital Reserve Contributions							19,297	19,297
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TOTAL OTHER	1,774	1,629	(145)	16,867	14,818	(2,049)	39,538	22,671
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TOTAL EXPENSES	27,841	30,325	2,484	262,892	254,694	(8,198)	349,440	86,548
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SURPLUS (DEFICIT)	3,753	(1,028)	(4,781)	26,046	11,136	(14,910)		(26,046)
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## **September 2022 Security Update**

### **Traffic Stop**

9/8/22 – 14600 Kellywood

9/1/22 – 14600 Carolcrest

### **Suspicious Vehicle**

9/9/22 – 14600 River Forest Drive

### **Alarm Local**

9/10/22 – 14600 Broadgreen

### **Information call**

9/11/22 – 14700 Broadgreen

### **Welfare check**

9/8/22 – 600 Blue Iris Trail

9/10/22 – 14700 Broadgreen

9/22/22 – 300 Pinesap

### **Accident**

9/12/22 – 14600 Bramblewood

### **Traffic Hazard**

9/15/22 600 Thicket/Chadbourne

## Westchester Owners Committee

	<u>2023</u>
<b>Annual Assessments per Lot</b>	<b>\$900</b>
<b>Revenues:</b>	
Maintenance Fees	329,400
Interest on Unpaid Assessments	1,443
Interest Income	161
Advertising	3,070
Trash Reimbursement	26,352
Security Reimbursement	8,560
Swim & Tennis User/Sponsor	48,925
Swim & Tennis Party Rentals	-
<b>Total Operating Revenue</b>	<b><u>417,912</u></b>
<b>Less Uncollected Assessments</b>	<b><u>(3,294)</u></b>
<b>Total Net Revenue</b>	<b><u>414,618</u></b>
<b>Expenses:</b>	
<b>Administrative</b>	
Administrative Contract	12,600
Administrative Other	-
Office Supplies	112
Copies	1,017
Postage	917
Community Mailouts	165
Meetings	197
Administrative Notices	1,196
Deed Restriction Expenses	113
Record Storage	480
<b>Total Administrative</b>	<b><u>16,796</u></b>
<b>Professional Services</b>	
Legal - Corporate	3,000
Legal - Collections	3,294
Legal - Collections Billed to Owners	(3,294)
Legal - Deed Restrictions	125
Legal Deeds - Billed to Owners	(125)
Tax Prep/Audit/Other Professional Fees	1,550
<b>Total Professional Services</b>	<b><u>4,550</u></b>
<b>Grounds Maintenance</b>	
Landscape Contract	13,000
Landscape Extras	3,000



## Westchester Owners Committee

	<b><u>2023</u></b>
<b>Annual Assessments per Lot</b>	<b>\$900</b>
Landscape Irrigation Repairs	1,000
NEW-Landscaping for entrances	6,000
NEW-Add'l landscaping pool area	3,000
Perimeter Fence Repairs	-
Pest Control Services	3,172
Repairs & Maintenance	1,000
<b>Total Grounds Maintenance</b>	<b><u>30,172</u></b>
<b>General Maintenance</b>	
General Repairs & Maintenance	-
<b>Total General Maintenance</b>	<b><u>-</u></b>
<b>Pool</b>	
Pool Contract	51,350
Extra Services	5,050
Permits & Memberships	441
Pool Tags & Supplies	2,050
Restroom Cleaning/Repair	2,550
Repairs & Maintenance	15,000
Telephone	1,417
Pool Wi-Fi	774
Furniture & Fixtures	17,700
<b>Total Pool</b>	<b><u>96,332</u></b>
<b>Tennis</b>	
Equipment - Tennis	-
Repairs & Maintenance - Tennis	2,308
<b>Total Tennis</b>	<b><u>2,308</u></b>
<b>Utilities &amp; Services</b>	
Electricity	7,012
Water	11,646
Trash & Recycling Services	111,750
Constable Patrol Fees	88,704
<b>Total Utilities &amp; Services</b>	<b><u>219,112</u></b>

**Westchester Owners Committee**

	<b><u>2023</u></b>
<b>Annual Assessments per Lot</b>	<b>\$900</b>
<b>Other Expenses</b>	
Property Taxes	11
Insurance	19,399
RAP Newsletter	-
Community Events	-
National Night Out	350
Website Fees	600
Bank Fees	3
Miscellaneous	102
Bad Debt/Write Offs	243
Capital Reserve	
<b>Total Other Expenses</b>	<b><u>20,708</u></b>
<b>Total Expenses</b>	<b><u>389,979</u></b>
<b>Surplus (Deficit)</b>	<b><u>24,639</u></b>
<b>Cash Carried Forward</b>	<b><u>-</u></b>

## ADDENDUM TO ADMINISTRATIVE AGREEMENT

This Addendum to be added to the current Administrative Agreement, made in Harris County, Texas by WESTCHESTER OWNERS COMMITTEE, INC., hereinafter called "Association", and or "Board", and Crest Management Company AAMC, hereinafter called "Agent".

This addendum shall become effective as of DECEMBER 1, 2022, and is subject to the terms and conditions of the Administrative Agreement.

### Compensation per attached Exhibit "A"

Association:

Westchester Owners Committee Inc.

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Agent:

Crest Management Company, AAMC

By: Carolyn Bonds

Printed Name: Carolyn Bonds

Title: CEO

Date: 8/8/20

**EXHIBIT "A"**

EFFECTIVE DATE:	<u>DECEMBER 1, 2022</u>
ASSOCIATION NAME:	<u>WESTCHESTER OWNERS</u> <u>COMMITTEE, INC.</u>
ASSOCIATION LOCATION:	<u>14738 CAROLCREST</u> <u>HOUSTON, TX 77079</u>
TERM OF AGREEMENT:	<u>TWELVE (12) MONTHS</u>
INITIAL LIAISON:	<u>MICHAEL WILLIAMS</u>
BOARD/ANNUAL MEETINGS TO BE ATTENDED:	<u>ELEVEN (11) BOARD AND ONE (1) ANNUAL</u>
INSPECTIONS	<u>ONCE PER MONTH</u>
COMPENSATION:	<u>\$1,050.00 PER MONTH</u>

This Monthly Fee is based upon the number of lots at the inception of this Agreement.  
The number of lots as of the execution of this Agreement is 366.

**ADDITIONAL CHARGES****ADMINISTRATIVE**

Postage	Reimbursed at the actual expense of Agent
Photocopying charges	\$ 0.15 per copy + tax
Labels/Envelopes larger than #10	\$ 0.15 each
Custom Stationery/Office Supplies	Per actual invoice
Community Mailouts (supplies/labor included)	\$ 0.45 each
Manual Checks, Rush Checks (over 4)	\$10.00 each

**EXHIBIT "A"**  
**PAGE 2**

**COLLECTION COSTS**

Assessment billing	\$ 4.00 per platted lot
Collection Reminder Notices (billed to owner)	\$25.00 each
Collection Certified Letter (billed to owner)	\$50.00 each
Collection Final Demand Letter (billed to owner)	\$25.00 each
Attorney Account Preparation Fee (billed to owner)	\$50.00 each
Payment Plan (billed to owner)	\$50.00/3 months
Insufficient Check (billed to owner)	\$50.00 each

**DEED RESTRICTIONS**

Certified Notice/Special Letters	\$15.00 each
Deed Restriction Final Demand Letter	\$10.00 each
Color Photos	\$ 0.75 each
Additional Monthly DRV Inspection	\$1,000.00
Fine Letters	\$30.00 each

**ADDITIONAL SERVICES**

Preparation and Attendance for Court Appearance, Dispute Resolution, or Special Meetings, Special Projects	\$100.00 per hour
Administer Accounts at other than Agent's core bank	\$15.00 per month per account

**RECORDS**

Title Search	\$25.00
Retrieval, Refiling or Permanent withdrawal of records in storage	Per actual invoice

**EXHIBIT "A"**  
**PAGE 3**

Records Storage/Maintenance (1 <sup>st</sup> two (2) years included in fee)	\$15.00/month at year 3 \$ 5.00/month additionally for each year thereafter
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**The following are OPTIONAL SERVICES, not included in this contract.**  
**Please write your initials on the line next to those you wish to add.**

_____ - Gate/Remote Access Administration	\$100.00 per month
_____ - Clubhouse Reservations	\$75.00 per Rental
_____ - ARC/ACC Review and Approval	\$75.00 per application
_____ - Pool Tag Distribution Mail Out or On-Site	\$500.00

**COMMUNITY WEB PAGE**

_____ - <b><u>Basic Community Page on Crest Website</u></b>	<b><u>No Charge</u></b>
Includes the following: Crest Team contact information Access to community information Governing documents Board meeting notices	
_____ - <b><u>Enhanced Community Page on Crest Website</u></b>	<b><u>\$100.00/month</u></b>
Includes all information on Basic Community Page plus Calendar for community events, News feed and E Blast access	
_____ - <b><u>Link to Existing Community Web Page on Crest Website</u></b>	<b><u>No Charge</u></b>