

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF CLAYTONS PARK COMMUNITY ASSOCIATION, INC., WHICH WAS HELD ON TUESDAY, FEBRUARY 23, 2021 VIA VIRTUAL – VIA ZOOM**

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**ATTENDANCE**

Directors Present – Jose Soto, Jason Pacheco, Booker Terrell, Jurgita Jordan  
Also, Present – CJ with Crest Management Company  
Five Homeowners Attended the Meeting

**EXECUTIVE SESSION**

**CALL TO ORDER**

With notice properly served and quorum duly established, Mr. Soto called the meeting to order at 6:36 pm. Mr. Soto made a motion to approve the Agenda, the motion was seconded and carried.

**LANDSCAPE COMPANY**

Bradley Alexander with IMS Landscape updated the Board on information for the 2021 contractual needs and lowering the annual cost.

**HOMEOWNER APPEAL**

Board reviewed the information on homeowner appeals.

**ATTORNEY STATUS REPORT**

Board reviewed the 20210131 Attorney Status Report.

**ACCOUNTS RECEIVABLE COLLECTIONS REPORT**

The Account Receivable report was not yet available for review.

**DEED INSPECTION VIOLATIONS REPORT**

Board reviewed the 20210125 Deed Violation Inspection Report.

**DEED ENFORCEMENT ACTIONS REPORT**

Board reviewed 20210125 Deed Enforcement Actions Report.

**ADJOURNMENT**

No further business to discuss, the meeting was adjourned at 7:29 pm.

**OPEN SESSION**

**CALL TO ORDER**

Mr. Soto brought the open meeting to order at 7:30 pm.

**INTRODUCTIONS OF BOARD AND MANAGEMENT, PLEDGE, AND INVOCATION**

**APPROVAL OF MINUTES**

The Board was presented with the 20201123 Board Meeting Minutes for their review. A Motion was made and seconded, to accept the Minutes as presented; Motion carried.

**RATIFICATIONS OF ACTIONS MADE BETWEEN MEETINGS**

A Motion was made and seconded to ratify the decisions made between meetings; Motion carried.

- a. Cox CPA – Audit & Tax Engagements – 2yrs \$2580. – Approved
- b. Attorney Probate Claim Account 1190103025 – Approved
- c. Extension on Commercial Vehicle Cure Date – Account 1190501020 – Approved
- d. Payment Plan – Attorney – Account 119ER201012 - Approved
- e. Fee Waiver on account 119E0202006 – Approved

#### **NEW BUSINESS**

- a. Monument Sign Update – Down pmt. Has been made, waiting on the permitting.
- b. Pool Usage Agreement – The Forest rate is \$17,500 and Atascocita Forest is \$15,000. A vote decision will be made by 3/15/2021.
- c. Fire Hydrant Painting Update – Board will divide up the streets and send locations to Crest to put together in an Excel and bid out for the work to paint the curbs.
- d. Additional Business – Board Officer Vote - A Motion was made and seconded to accept nominations to the Board Officer positions; Motion carried.
  1. Jose Soto – President
  2. Booker Terrell – VP
  3. Jason Pacheco – Secretary
  4. Presley Sims – Treasurer
  5. Jurgita Jordan – Director

#### **HOMEOWNER APPEALS**

- a. After Board review of Homeowner Appeal for commercial vehicle on account 119101027 a Motion was made to deny, seconded; Motion carried.
- b. After Board review of Homeowner Appeal for commercial vehicle on account 1190302020 a Motion was made to deny, seconded; Motion carried.
- c. After Board review of Homeowner Appeal for commercial vehicle on account 1190104009 a Motion was made to deny, seconded; Motion carried.
- d. After Board review of Homeowner Appeal for commercial vehicle on account 1190104010 a Motion was made to deny, seconded; Motion carried.

#### **COLLECTION ENFORCEMENT ACTIONS**

Motion was made, seconded to file Authorization of Judicial Lawsuit on two (2) accounts: 1190202026 and 1190204004; Motion carried.

#### **DEED ENFORCEMENT ACTIONS REPORT**

Motion was made and seconded to forward seven (7) accounts to the attorney for deed enforcement, 1190102015, 1190103022, 1190501010, 1190101034, 1190303015, 1190303036, 1190101020; Motion carried.

#### **FINANCIAL REPORT**

The Board was presented with the 20201231 financials for their review. As of December 31, 2020, there was \$341,624.33 in total cash, and the non-cap and cap reserve funds total was \$405,799.21. Accounts receivable total was \$68,299.95, and prepaid expenses totaled \$6,756.00. Total Assets \$822,479.49.

#### **HOMEOWNER FORUM**

Homeowners in attendance were given the opportunity to discuss their concerns. There were 10 residents on the virtual meeting. Criminal activity is on the rise. Mr. Soto reiterated all homeowners and residents to stay vigilant and report activities to Harris County Precinct 4 at 281-376-3427. Discussions of gates, security cameras, paying a security company. Streets are public and maintained by the county, any of this is cost prohibitive at this time. Mr. Soto encouraged owners to get signed up on the new website; [www.ClaytonsPark.com](http://www.ClaytonsPark.com) and Facebook page, there is a link on the website. Register on

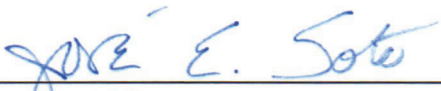
[www.Crest-Management.com](http://www.Crest-Management.com) to receive Board Meeting Notices and many other resources for the Association.


**NEXT BOARD MEETING**

Next Board Meeting: May 25, 2021 and will be announced through the Crest Management system as soon as decided.

**ADJOURNMENT**

With no further business to conduct the Board adjourned at 8:50 pm.

  
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Authorized Officer

  
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Date

CLAYTONS PARK COMMUNITY ASSOC.  
BALANCE SHEET  
December 31, 2020

ASSETS:

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CASH

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CIT - OPERATING .05%	\$	224,937.65	
CIT - MMKT .15%		2,117.56	
CIT - ICS .15%		114,569.12	
TOTAL CASH	\$		341,624.33

NON-CAP RESERVE

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CIT - NON-CAPITAL RESERVE .40%		270,077.38	
TOTAL NON-CAPITAL RESERVE			270,077.38

CAPITAL RESERVES

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CIT - CAPITAL RESERVE .40%		135,721.83	
TOTAL CAPITAL RESERVES			135,721.83

ACCOUNTS RECEIVABLE

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2017 MAINTENANCE FEES		415.00	
2018 MAINTENANCE FEES		2,693.03	
2019 MAINTENANCE FEES		262.58	
2020 MAINTENANCE FEES		16,191.02	
FINANCE CHARGES		3,770.06	
COLLECTION COSTS		10,552.23	
LEGAL FEES		34,416.03	
TOTAL ACCOUNTS RECEIVABLE			68,299.95

CLAYTONS PARK COMMUNITY ASSOC.  
BALANCE SHEET  
December 31, 2020

PREPAID EXPENSES

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PREPAID INSURANCE	\$	6,756.00	
TOTAL PREPAID EXPENSES			\$ 6,756.00
TOTAL ASSETS			\$ 822,479.49

LIABILITIES:

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ACCOUNTS PAYABLE - TRADE	\$	6,524.03	
PREPAID ASSESSMENTS		79,295.46	
TOTAL LIABILITIES			\$ 85,819.49

EQUITY:

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NON-CAPITAL RESERVES			
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NON-CAPITAL RESERVE		267,000.00	
NON-CAP RESERVE INTEREST		3,077.38	
TOTAL NON CAPITAL RESERVES			270,077.38
CAPITAL RESERVES			
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CAPITAL RESERVE FUND		134,000.00	
CAPITAL RESERVE INTEREST		1,721.83	
TOTAL CAPITAL RESERVES			135,721.83
MEMBERS EQUITY		225,077.48	
CURRENT YEAR SURPLUS (DEFICIT)		105,783.31	
TOTAL EQUITY			330,860.79
TOTAL LIABILITIES AND EQUITY			\$ 822,479.49



CLAYTONS PARK COMMUNITY ASSOC.  
INCOME STATEMENT - BUDGET COMPARISON  
For the Year Ended December 31, 2020

	DEC ACTUAL -----	DEC BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
MAINTENANCE & REPAIRS -----								
LANDSCAPE CONTRACT	4,148	2,500	(1,648)	49,772	50,000	228	50,000	228
LANDSCAPE EXTRAS				2,188		(2,188)		(2,188)
COMMON AREA REPAIRS	1,482	83	(1,399)	5,279	1,000	(4,279)	1,000	(4,279)
IRRIGATION REPAIRS		333	333	8,865	4,000	(4,865)	4,000	(4,865)
FORCE MOWS		42	42		500	500	500	500
ENTRY REPAIRS				550		(550)		(550)
TOTAL MAINTENANCE & REPAIRS	5,630	2,958	(2,672)	66,654	55,500	(11,154)	55,500	(11,154)
UTILITIES & SERVICES -----								
ELECTRIC - STREET LIGHTS	1,214	3,650	2,436	14,546	22,900	8,354	22,900	8,354
ELECTRIC-METERS	761	1,997	1,236	11,135	10,556	(579)	10,556	(579)
WATER & SEWER	2,330	2,604	274	15,657	14,148	(1,509)	14,148	(1,509)
TOTAL UTILITIES & SERVICES	4,305	8,251	3,946	41,338	47,604	6,266	47,604	6,266
OTHER EXPENSES -----								
INSURANCE	1,126	642	(484)	13,308	12,600	(708)	12,600	(708)
PROPERTY TAXES	12	50	38	17	50	33	50	33
POOL USAGE FEES					15,000	15,000	15,000	15,000
MISCELLANEOUS				1,806	33	(1,773)	33	(1,773)
BAD DEBTS		4,500	4,500	135	4,500	4,365	4,500	4,365
COMMITTEES				(1,000)	5,000	6,000	5,000	6,000
NON CAPITAL RESERVE FUND		57,200	57,200		57,200	57,200	57,200	57,200
TOTAL OTHER EXPENSES	1,138	62,392	61,254	14,266	94,383	80,117	94,383	80,117
TOTAL EXPENSES	15,012	79,497	64,485	165,620	251,887	86,267	251,887	86,267
SURPLUS (DEFICIT)	7,778	(58,872)	(66,650)	105,784		(105,784)		(105,784)