

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF CLAYTONS PARK
COMMUNITY ASSOCIATION, INC., WHICH WAS HELD ON TUESDAY, NOVEMBER 9,
2021, VIA VIRTUAL – VIA ZOOM**

ATTENDANCE

Directors Present – Jose Soto, Booker Terrell, Jurgita Jordan, Presley Sims

Directors Absent – Jason Pacheco

Also, Present – CJ with Crest Management Company

EXECUTIVE SESSION

CALL TO ORDER

With notice properly served and quorum duly established, Mr. Soto called the meeting to order at 6:38 pm. Mr. Soto made a Motion to approve the Agenda, the Motion was seconded and carried.

HOMEOWNER APPEAL

No reviews needed.

ATTORNEY STATUS REPORT

Board reviewed the 20211031 Attorney Status Report.

ACCOUNTS RECEIVABLE COLLECTIONS REPORT

Board reviewed the 20210930 Accounts Receivable Report.

DEED INSPECTION VIOLATIONS REPORT

Board reviewed the 20211029 Deed Violation Inspection Report.

DEED ENFORCEMENT ACTIONS REPORT

Board reviewed 20211029 Deed Enforcement Actions Report.

ADJOURNMENT

No further business to discuss, the meeting was adjourned at 7:33 pm.

OPEN SESSION

CALL TO ORDER

Mr. Soto brought the open meeting to order at 7:35 pm.

INTRODUCTIONS OF BOARD AND MANAGEMENT, PLEDGE, AND INVOCATION

APPROVAL OF MINUTES

The Board was presented with the 20210817 Board Meeting Minutes for their review. A Motion was made and seconded, to accept the Minutes as written; Motion carried. A Motion was made and seconded to approve the 20211019 Budget Meeting as written; Motion carried.

RATIFICATIONS OF ACTIONS MADE BETWEEN MEETINGS

A Motion was made and seconded to ratify the decisions made between meetings, since August 17, 2021; Motion carried.

- a. IMS New Beds at Loft Bough Monuments \$4,738.38 – Approved

NEW BUSINESS

- a. Board Vote of 2021 Legislative Updates and New Policies – A Motion was made and seconded to approve the 6 new policies, ACC Denial Letter and Appeal Hearing Policy, Deed Restriction Violation Hearing Policy, Large Contract Bid Solicitation Policy, Religious Display Policy, Security Measures Policy, Swimming Pool Enclosure Policy; Motion carried.
- b. Board Vote of 2020 Audit and Tax Return – A Motion was made and seconded to approve the 2020 Audit and Tax Return; Motion carried.
- c. Looking ARC volunteers at this time, will place information on the website. Board members have referred two homeowners and one is interested.
- d. Additional New Business – Get information on the stone fencing The Forest just installed. Get pricing to combine section restrictions.

HOMEOWNER APPEALS

- a. No action was taken on the homeowner appeal.

COLLECTION ENFORCEMENT ACTIONS

After review of the Accounts Receivable Report, a Motion was made and seconded to file Authorization of Judicial Lawsuit on one (1) account 119E0101017; Motion carried.

DEED ENFORCEMENT ACTIONS REPORT

After review of the Deed Restrictions Enforcement Report, a Motion was made and seconded to escalate sixteen (16) accounts to the attorney for deed enforcement; Motion carried.

FINANCIAL REPORT

The Board was presented with the 20210930 financials for their review. As of September 30, 2021, there was \$362,153.18 in total cash, the non-cap and cap reserve funds total was \$406,362.17. Accounts receivable total was \$91,685.07, and prepaid expenses totaled \$12,979.52. Total Assets \$873,179.94.

HOMEOWNER FORUM

No homeowners attended this meeting.

NEXT BOARD MEETING

Next Board Meeting: Annual Meeting December 21, 202, and Board Meeting February 8, 2021.

ADJOURNMENT

With no further business to conduct the Board adjourned at 7:51 pm.

Jose E Soto
Jose E Soto (Mar 30, 2022 14:18 CDT)

Authorized Officer

Mar 30, 2022

Date





20211109 Meeting Minutes Draft

Final Audit Report

2022-03-30

Created:	2022-03-28
By:	CJ Hood (cj@crest-management.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAP6SxtqQWfjveg7RekNNETvMc_iVjLg9W

"20211109 Meeting Minutes Draft" History

-  Document created by CJ Hood (cj@crest-management.com)
2022-03-28 - 6:10:09 PM GMT
-  Document emailed to Jose E Soto (jose76soto@comcast.net) for signature
2022-03-28 - 6:10:42 PM GMT
-  Email viewed by Jose E Soto (jose76soto@comcast.net)
2022-03-30 - 7:17:56 PM GMT
-  Document e-signed by Jose E Soto (jose76soto@comcast.net)
Signature Date: 2022-03-30 - 7:18:23 PM GMT - Time Source: server
-  Agreement completed.
2022-03-30 - 7:18:23 PM GMT

CLAYTONS PARK COMMUNITY ASSOC.
BALANCE SHEET
September 30, 2021

ASSETS:

CASH

CIT - OPERATING .05%	\$	149,154.71	
CIT - MMKT .15%		2,119.93	
CIT - ICS .15%		210,878.54	
TOTAL CASH	\$		362,153.18

NON-CAP RESERVE

CIT - NON-CAPITAL RESERVE .10%		270,452.05	
TOTAL NON-CAPITAL RESERVE			270,452.05

CAPITAL RESERVES

CIT - CAPITAL RESERVE .10%		135,910.12	
TOTAL CAPITAL RESERVES			135,910.12

ACCOUNTS RECEIVABLE

2017 MAINTENANCE FEES		329.65	
2018 MAINTENANCE FEES		1,493.03	
2019 MAINTENANCE FEES		2,525.18	
2020 MAINTENANCE FEES		7,593.94	
2021 MAINTENANCE FEES		21,834.33	
FINANCE CHARGES		6,173.70	
COLLECTION COSTS		4,876.23	
LEGAL FEES		46,859.01	
TOTAL ACCOUNTS RECEIVABLE			91,685.07

CLAYTONS PARK COMMUNITY ASSOC.
BALANCE SHEET
September 30, 2021

PREPAID EXPENSES

PREPAID INSURANCE	\$	12,979.52	
TOTAL PREPAID EXPENSES			\$ 12,979.52

TOTAL ASSETS			\$ 873,179.94

LIABILITIES:

ACCOUNTS PAYABLE - TRADE	\$	7,250.20	
PREPAID ASSESSMENTS		3,350.02	
DEFERRED MAINTENANCE FEES		64,099.97	
TOTAL LIABILITIES			\$ 74,700.19

EQUITY:

NON-CAPITAL RESERVES -----			
NON-CAPITAL RESERVE		267,000.00	
NON-CAP RESERVE INTEREST		3,452.05	
TOTAL NON CAPITAL RESERVES			270,452.05

CAPITAL RESERVES

CAPITAL RESERVE FUND		134,000.00	
CAPITAL RESERVE INTEREST		1,910.12	
TOTAL CAPITAL RESERVES			135,910.12

MEMBERS EQUITY		331,360.79	
CURRENT YEAR SURPLUS (DEFICIT)		60,756.79	
TOTAL EQUITY			392,117.58

TOTAL LIABILITIES AND EQUITY			\$ 873,179.94

CLAYTONS PARK COMMUNITY ASSOC.
INCOME STATEMENT - BUDGET COMPARISON
For 9 Months Ended September 30, 2021

	SEP ACTUAL -----	SEP BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
INCOME:								

MAINTENANCE FEES	21,367	19,197	(2,170)	192,300	172,770	(19,530)	230,360	38,060
PRO-RATED CLOSINGS				978		(978)	2,800	1,822
CAP FEES				5,500		(5,500)	2,100	(3,400)
INTEREST ON UNPAID ASSESSMENTS	273		(273)	3,064		(3,064)		(3,064)
INTEREST INCOME	33	58	25	300	525	225	700	400
MISCELLANEOUS INCOME				50		(50)		(50)
TOTAL INCOME	<u>21,673</u>	<u>19,255</u>	<u>(2,418)</u>	<u>202,192</u>	<u>173,295</u>	<u>(28,897)</u>	<u>235,960</u>	<u>33,768</u>
EXPENSES:								

ADMINISTRATIVE								

ADMINISTRATIVE CONTRACT	1,900	1,900		17,100	17,100		22,800	5,700
OFFICE SUPPLIES		17	17	68	150	82	200	132
COPIES	46	142	96	630	1,275	645	1,700	1,070
POSTAGE	178	255	77	2,703	2,291	(412)	3,055	352
COMMUNITY MAILOUTS		83	83		750	750	1,000	1,000
MEETINGS				100		(100)		(100)
ADMINISTRATIVE NOTICES							2,640	2,640
DEED RESTRICTION EXPENSES	245	100	(145)	1,770	900	(870)	1,200	(570)
RECORD STORAGE	60	55	(5)	540	495	(45)	660	120
ACC EXPENSE				1,185		(1,185)		(1,185)
TOTAL ADMINISTRATIVE	<u>2,429</u>	<u>2,552</u>	<u>123</u>	<u>24,096</u>	<u>22,961</u>	<u>(1,135)</u>	<u>33,255</u>	<u>9,159</u>
PROFESSIONAL SERVICES								

LEGAL - CORPORATE		125	125	1,570	1,125	(445)	1,500	(70)
LEGAL - COLLECTIONS	1,637	1,667	30	27,433	15,000	(12,433)	20,000	(7,433)
LEGAL COLLECT-BILLED TO OWNER	(1,637)		1,637	(27,433)		27,433		27,433
LEGAL - DEED RESTRICTONS		83	83	950	750	(200)	1,000	50
LEGAL DEEDS-BILLED TO OWNER				(950)		950		950
TAX PREPARATION & AUDIT	2,850		(2,850)	2,850	3,650	800	3,650	800
TOTAL PROFESSIONAL SERVICES	<u>2,850</u>	<u>1,875</u>	<u>(975)</u>	<u>4,420</u>	<u>20,525</u>	<u>16,105</u>	<u>26,150</u>	<u>21,730</u>

CLAYTONS PARK COMMUNITY ASSOC.
INCOME STATEMENT - BUDGET COMPARISON
For 9 Months Ended September 30, 2021

	SEP ACTUAL	SEP BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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MAINTENANCE & REPAIRS								

LANDSCAPE CONTRACT	3,296	4,340	1,044	36,969	39,056	2,087	52,075	15,106
LANDSCAPE EXTRAS				283		(283)		(283)
COMMON AREA REPAIRS		417	417		3,750	3,750	5,000	5,000
IRRIGATION REPAIRS	1,154	417	(737)	3,653	3,750	97	5,000	1,347
FORCE MOWS		42	42	208	375	167	500	292
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TOTAL MAINTENANCE & REPAIRS	4,450	5,216	766	41,113	46,931	5,818	62,575	21,462

UTILITIES & SERVICES								

ELECTRIC - STREET LIGHTS	1,297	1,667	370	11,202	15,000	3,798	20,000	8,798
ELECTRIC-METERS	859	968	109	7,412	8,709	1,297	11,612	4,200
WATER & SEWER	2,400	1,238	(1,162)	9,761	11,142	1,381	14,856	5,095
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TOTAL UTILITIES & SERVICES	4,556	3,873	(683)	28,375	34,851	6,476	46,468	18,093

OTHER EXPENSES								

INSURANCE	1,442	1,183	(259)	11,082	10,643	(439)	14,190	3,108
WEB SITE	200		(200)	1,900		(1,900)		(1,900)
PROPERTY TAXES	6		(6)	25		(25)	52	27
POOL USAGE FEES				15,500	15,000	(500)	15,000	(500)
MISCELLANEOUS		25	25	12,500	229	(12,271)	305	(12,195)
BAD DEBTS				1,028		(1,028)	4,700	3,672
COMMITTEES				1,395		(1,395)	5,800	4,405
NON CAPITAL RESERVE FUND							27,465	27,465
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TOTAL OTHER EXPENSES	1,648	1,208	(440)	43,430	25,872	(17,558)	67,512	24,082

TOTAL EXPENSES	15,933	14,724	(1,209)	141,434	151,140	9,706	235,960	94,526

SURPLUS (DEFICIT)	5,740	4,531	(1,209)	60,758	22,155	(38,603)		(60,758)
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