

**THE RESCHEDULED 2021 ANNUAL MEETING OF MEMBERS OF CLAYTONS PARK COMMUNITY ASSOCIATION, INC. WAS HELD ON THURSDAY, February 17, 2022, AT 7:00 P.M. VIRTUALLY VIA ZOOM.**

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**BOARD MEMBERS PRESENT:** Jose Soto, Booker Terrell, Jurgita Jordan, Presley Sims

**ALSO, PRESENT:** CJ and Marissa representing Crest Management.

**CALL TO ORDER/ESTABLISH QUORUM:**

The meeting was reconvened to a later time, and quorum was established with by proxy/absentee ballot with nine (9) homeowners being represented. The meeting was called to order at 7:06P.M.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Presley Sims gave the invocation and Jose Soto led the Pledge of Allegiance.

**INTRODUCTIONS**

The Board Members introduced themselves and CJ, introduced herself and Marissa as the management team from Crest Management.

**2020 ANNUAL MEETING MINUTES**

The 20201229 Annual Meeting Minutes were presented for review; A Motion was made and seconded to approve the 20201229 Annual Meeting Minutes as written; Motion carried.

**FINANCIAL REPORT AND 2022 BUDGET**

CJ presented the 20211231 financials for review and discussion. As of December 31, 2021, there was \$382,711.15 in total cash, and \$270,520.23 in Non-Cap Reserve account, and \$135,944.38 in Capital Reserve Account. Accounts receivable is \$84,135.68, and prepaid expenses in the amount of \$8,653.04 the total liabilities is \$32,863.05, bringing the total liabilities and equity to \$881,964.48. The Budget and assessment remained the same as prior year and was mailed to each owner with assessment statement.

**COMMUNITY OVERVIEW**

Jose Soto presented some of the challenges faced in 2021 with the pandemic. The partnership with Atascocita Pool for resident usage, have left the splashpad off. Loss of jobs and illness caused some delay in receiving assessments and the Board continues collections. 2021 the Board presented the community website. Drainage issues are still being brought to the MUD's attention and there is work expected in the orphan gully upstream. Discussion for perimeter fencing may continue.

**HOMEOWNER FORUM**

President Jose Soto opened the floor to homeowner comments, questions, and concerns.

Topics discussed during homeowner forum:

- Standing water at Daylight Woods Way and Elm Orchard – not draining properly.
- County manages streets and work orders can be placed by owners on the Harris County website. Storm drainage issues – online work order process.
- Redistricting - Claytons Park falls under County Commissioner Precinct 3.
- Splashpad will open this year.
- Pool information will be posted on the community website
- Claytons Park New Website – [www.claytonspark.com](http://www.claytonspark.com)
- Facebook Page – go the community website to sign up on the Facebook Page.
- ARC Committee Interest.
- Registering on [www.Crest-Management.com](http://www.Crest-Management.com).
- Commercial Vehicles and the new Commercial Vehicle Resolution passed in 2020, still some owners not adhering to the policy.

**ANNOUNCEMENT OF ELECTION RESULTS**

Introduction on Nominees – Booker Terrell introduced himself and gave a synopsis of tenure in the community and being an incumbent nominee, on the Board the two past terms. Presley Sims introduced himself and gave a synopsis of his tenure in the community and that he was duly elected to fill an empty seat for a one-year term.

CJ announced due to another year of the pandemic the election results were known by management prior to the meeting as the ballots were a proxy/direct ballot and no nominations would be taken from the floor, however, write ins were included. With 2 positions being available, two (2), two-year terms the results were announced as Incumbent Booker Terrell, Incumbent and Presley Sims, incumbent were duly elected to serve a two-year term.

**ADJOURNMENT**

There being no further business for the Board, the meeting was adjourned at 7:45PM.

*Jose E. Soto*  
Jose E. Soto (Apr 23, 2023 16:13 CDT)

Apr 23, 2023

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Signature

Date

CLAYTONS PARK COMMUNITY ASSOC.  
BALANCE SHEET  
December 31, 2021

ASSETS:

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CASH

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CIT - OPERATING .05%	\$	48,390.41	
CIT - MMKT .15%		2,120.73	
CIT - ICS .15%		332,200.01	
TOTAL CASH	\$		382,711.15

NON-CAP RESERVE

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CIT - NON-CAPITAL RESERVE .10%		270,520.23	
TOTAL NON-CAPITAL RESERVE			270,520.23

CAPITAL RESERVES

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CIT - CAPITAL RESERVE .10%		135,944.38	
TOTAL CAPITAL RESERVES			135,944.38

ACCOUNTS RECEIVABLE

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2017 MAINTENANCE FEES		329.65	
2018 MAINTENANCE FEES		1,493.03	
2019 MAINTENANCE FEES		2,168.85	
2020 MAINTENANCE FEES		5,884.35	
2021 MAINTENANCE FEES		17,846.98	
FINANCE CHARGES		6,415.03	
COLLECTION COSTS		4,272.31	
LEGAL FEES		45,725.48	
TOTAL ACCOUNTS RECEIVABLE			84,135.68

CLAYTONS PARK COMMUNITY ASSOC.  
BALANCE SHEET  
December 31, 2021

PREPAID EXPENSES  
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PREPAID INSURANCE	\$	8,653.04		
TOTAL PREPAID EXPENSES			\$	8,653.04

TOTAL ASSETS			\$	881,964.48

LIABILITIES:  
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ACCOUNTS PAYABLE - TRADE	\$	5,313.52		
PREPAID ASSESSMENTS		61,866.46		
TOTAL LIABILITIES			\$	67,179.98

EQUITY:  
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NON-CAPITAL RESERVES  
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NON-CAPITAL RESERVE		267,000.00		
NON-CAP RESERVE INTEREST		3,520.23		
TOTAL NON CAPITAL RESERVES				270,520.23

CAPITAL RESERVES  
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CAPITAL RESERVE FUND		134,000.00		
CAPITAL RESERVE INTEREST		1,944.38		
TOTAL CAPITAL RESERVES				135,944.38

MEMBERS EQUITY		331,360.79		
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CURRENT YEAR SURPLUS (DEFICIT)		76,959.10		
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TOTAL EQUITY				408,319.89

TOTAL LIABILITIES AND EQUITY	\$			881,964.48

CLAYTONS PARK COMMUNITY ASSOC.  
INCOME STATEMENT - BUDGET COMPARISON  
For the Year Ended December 31, 2021

	DEC ACTUAL -----	DEC BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
<b>INCOME:</b>								
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MAINTENANCE FEES	21,367	19,197	(2,170)	256,400	230,360	(26,040)	230,360	(26,040)
PRO-RATED CLOSINGS		2,800	2,800	978	2,800	1,822	2,800	1,822
CAP FEES	900	2,100	1,200	7,000	2,100	(4,900)	2,100	(4,900)
INTEREST ON UNPAID ASSESSMENTS	221		(221)	3,755		(3,755)		(3,755)
INTEREST INCOME	34	58	24	399	700	301	700	301
MISCELLANEOUS INCOME				50		(50)		(50)
<b>TOTAL INCOME</b>	<u>22,522</u>	<u>24,155</u>	<u>1,633</u>	<u>268,582</u>	<u>235,960</u>	<u>(32,622)</u>	<u>235,960</u>	<u>(32,622)</u>
<b>EXPENSES:</b>								
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<b>ADMINISTRATIVE</b>								
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ADMINISTRATIVE CONTRACT	1,900	1,900		22,800	22,800		22,800	
OFFICE SUPPLIES		17	17	165	200	35	200	35
COPIES	403	142	(261)	1,630	1,700	70	1,700	70
POSTAGE	408	255	(153)	4,098	3,055	(1,043)	3,055	(1,043)
COMMUNITY MAILOUTS	291	83	(208)	291	1,000	709	1,000	709
MEETINGS				100		(100)		(100)
ADMINISTRATIVE NOTICES				2,584	2,640	56	2,640	56
DEED RESTRICTION EXPENSES	75	100	25	2,860	1,200	(1,660)	1,200	(1,660)
RECORD STORAGE	60	55	(5)	720	660	(60)	660	(60)
ACC EXPENSE				1,185		(1,185)		(1,185)
<b>TOTAL ADMINISTRATIVE</b>	<u>3,137</u>	<u>2,552</u>	<u>(585)</u>	<u>36,433</u>	<u>33,255</u>	<u>(3,178)</u>	<u>33,255</u>	<u>(3,178)</u>
<b>PROFESSIONAL SERVICES</b>								
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LEGAL - CORPORATE	319	125	(194)	1,889	1,500	(389)	1,500	(389)
LEGAL - COLLECTIONS	794	1,667	873	31,430	20,000	(11,430)	20,000	(11,430)
LEGAL COLLECT-BILLED TO OWNER	(794)		794	(31,430)		31,430		31,430
LEGAL - DEED RESTRICTONS	197	83	(114)	1,263	1,000	(263)	1,000	(263)
LEGAL DEEDS-BILLED TO OWNER	(197)		197	(1,263)		1,263		1,263
TAX PREPARATION & AUDIT				3,475	3,650	175	3,650	175
<b>TOTAL PROFESSIONAL SERVICES</b>	<u>319</u>	<u>1,875</u>	<u>1,556</u>	<u>5,364</u>	<u>26,150</u>	<u>20,786</u>	<u>26,150</u>	<u>20,786</u>

