

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF CLAYTONS PARK
COMMUNITY ASSOCIATION, INC., WHICH WAS HELD ON TUESDAY, APRIL 5, 2022, VIA
VIRTUAL – VIA ZOOM**

ATTENDANCE

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

Directors Absent – None

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 6:39 pm. Mr. Soto made a Motion to approve the Agenda, the Motion was seconded and carried.

HOMEOWNER APPEAL

No reviews required.

ATTORNEY STATUS REPORT

Board reviewed the 20220228 Attorney Status Report.

ACCOUNTS RECEIVABLE COLLECTIONS AND ENFORCEMENT ACTIONS REPORTS

Board reviewed the 20220228 Accounts Receivable Report and Enforcement Actions Report.

DEED INSPECTION VIOLATIONS REPORT

Board reviewed the 20220228 Deed Violation Inspection Report.

DEED ENFORCEMENT ACTIONS REPORT

Board reviewed 20220228 Deed Enforcement Actions Report.

ADJOURNMENT

No further business to discuss, adjourned to Open 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

VOTE OF OFFICERS

A Motion was made and seconded to approve Jose Soto as President, Booker Terrell as Vice President, Jurgita Jordan as Secretary and Presley Sims as Treasurer; one open director seat. Jose Soto requested anyone that is interested in serving on the Board to please notify Crest Management for interview with the Board.

APPROVAL OF MINUTES

The Board was presented with the 20211109 Board Meeting Minutes and the 2021 rescheduled Annual Meeting Minutes dated 20220217 for their review. A Motion was made and seconded, to accept the 20211109 Minutes as written; Motion carried. A Motion was made and seconded to approve the 2021 rescheduled dated 20220217 Annual Meeting Minutes 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. Account 1190502002 Settlement Counteroffer – Denied
- b. Brothers Lighting & Electrical – Solar Lighting Loft Bough Way Monuments \$1725.00 – Approved
- c. Account 119E0103008 – Fee Waiver Request – Approved
- d. IMS November 2021 Irrigation Repair Proposal \$1546.64 – Approved
- e. Account 119E0103004 – Attorney - Payment Plan Request/Board Counteroffer – Approved
- f. IMS Landscape Maintenance Agreement \$41,226.96 – Approved
- g. IMS January 2022 Irrigation Repair Proposal \$630.10 – Approved
- h. Account 119E0203010 – Attorney – Payment Plan Request – Denied – Board Counteroffer - Approved
- i. Houston Lock & Mailboxes – Replace Damaged Wooded Bend Path Cluster \$1946. – Approved
- j. Account 1190103027 – Realtor Sale – Fee Waiver Request \$142.09 – Approved
- k. Constellation Energy – 5 Year Electricity Contract – Approved
- l. Atascocita Forest Pool Agreement - \$15,000. – Approved
- m. Account 119E0203010 – Attorney – HO Request Counteroffer – Denied

NEW BUSINESS

- a. Board Discussion and Vote to Combine Section Restrictions – Board discussed the advantages of combining the separate section restrictions. A Motion was made and seconded to approve combining the section restrictions; Motion carried. Management to send to attorney.
- b. Update on Atascocita Forest Pool and Community Splashpad – Board discussed the upcoming pool season and the approved agreement with Atascocita Forest and the community splashpad is ready to go and on. Information will be placed on the community website (www.ClaytonsPark.com), Facebook and Nextdoor. This is the same pool as 2021 season.
- c. Infectious Diseases Waiver – Expect to continue signing the waiver.
- d. Cluster Mailbox Update – The mailbox has been replaced by the Association, the locks are the same locks, residents’ keys will work. If you need a new lock, seek assistance from our local USPS.
- e. ARC Committee Update – Three homeowners have graciously volunteered and will go through training. The Board will appoint them at the next meeting to the committee and this will officially begin the ARC – ACC Committee.
- f. Monument Cleaning & Foliage – The monuments will be getting a power washing and the community’s name will be repainted, the beds will be getting updated foliage, bids for all work will begin and approvals for work to come.
- g. Additional New Business – Board is going to entertain bids for camera at the entrances. An owner suggestion previously was to get Children at Play signage for the park and splashpad areas, management will get pricing for signs and installation. MUD meetings are open to homeowners in our community. Constables phone number is – 281-376-3472, report suspicious activity or any crime you may witness. Detention pond condition is the responsibility of the MUD, contact them directly if you see it needs any attention.

HOMEOWNER APPEALS

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

COLLECTION ENFORCEMENT ACTIONS

After review of the Attorney Status Report, a Motion was made and seconded to file Authorization of Judicial Lawsuit on three (3) account 119E0101017, 119E0203010 and 119E0202001; Motion carried. After review of the Accounts Receivable Report, a Motion was made and seconded to escalate twenty-five (25) accounts to the attorney for collection once the 209 letter expires.

DEED ENFORCEMENT ACTIONS REPORT

After review of the Deed Restrictions Report and Enforcement Report, a Motion was made and seconded to escalate five (5) accounts, 1190401019, 1190104002, 1190501020, 1190201036, 1190104003 to the attorney for deed enforcement; Motion carried.

FINANCIAL REPORT

The Board was presented with the 20220228 financials for their review. As of February 28, 2022, there was \$488,756.27 in total cash, the non-cap and cap reserve funds total was \$406,496.72. Accounts receivable total was \$158,001.07, and prepaid expenses totaled \$5,768.72. Total Assets \$1,059,022.78.

HOMEOWNER FORUM

Three homeowners attended the meeting, no comments other than the children’s signage is needed and an ARC/ACC volunteer said they were excited to move forward with the committee. Jose Soto mentioned the upcoming Garage Sale will take place May 14th & 15th, management needs to purchase banners and place the information on the website, Facebook and he would place on Nextdoor. Also, to advertise the pool and splashpad. Reach back out to Kraftsman regarding the splashpad and how the water works, recycled, or it drains?

NEXT BOARD MEETING

Next Board Meeting: Board Meeting May 4, 2022.

ADJOURNMENT

With no further business to conduct the Board adjourned at 8:04 pm.

-Jose E Soto

Jose E Soto (May 18, 2022 18:02 CDT)

Authorized Officer

May 18, 2022

Date

CLAYTONS PARK COMMUNITY ASSOC.
BALANCE SHEET
February 28, 2022

ASSETS:

CASH

CIT - OPERATING .05%	\$	44,930.56	
CIT - MMKT .15%		2,121.24	
CIT - ICS .15%		441,704.47	
TOTAL CASH	\$		488,756.27

NON-CAP RESERVE

CIT - NON-CAPITAL RESERVE .10%		145,547.87	
CIT CD 4/22 .20% 4792		125,000.00	
TOTAL NON-CAPITAL RESERVE			270,547.87

CAPITAL RESERVES

CIT - CAPITAL RESERVE		10,948.85	
CIT CD 4/22 .20% 4784		125,000.00	
TOTAL CAPITAL RESERVES			135,948.85

ACCOUNTS RECEIVABLE

2017 MAINTENANCE FEES		329.65	
2018 MAINTENANCE FEES		1,493.03	
2019 MAINTENANCE FEES		2,168.85	
2020 MAINTENANCE FEES		4,850.40	
2021 MAINTENANCE FEES		15,746.47	
2022 MAINTENANCE FEES		72,871.23	
2023 MAINTENANCE FEES		(1,869.95)	
FINANCE CHARGES		7,670.01	
COLLECTION COSTS		8,138.80	
LEGAL FEES		46,602.58	
TOTAL ACCOUNTS RECEIVABLE			158,001.07

CLAYTONS PARK COMMUNITY ASSOC.
BALANCE SHEET
February 28, 2022

PREPAID EXPENSES

PREPAID INSURANCE	\$	5,768.72	
TOTAL PREPAID EXPENSES	\$	5,768.72	
TOTAL ASSETS	\$	1,059,022.78	

LIABILITIES:

ACCOUNTS PAYABLE - TRADE	\$	8,861.32	
DEFERRED MAINTENANCE FEES		214,333.34	
TOTAL LIABILITIES	\$	223,194.66	

EQUITY:

NON-CAPITAL RESERVES			

NON-CAPITAL RESERVE		267,000.00	
NON-CAP RESERVE INTEREST		3,547.87	
TOTAL NON CAPITAL RESERVES		270,547.87	
CAPITAL RESERVES			

CAPITAL RESERVE FUND		134,000.00	
CAPITAL RESERVE INTEREST		1,948.85	
TOTAL CAPITAL RESERVES		135,948.85	
MEMBERS EQUITY		408,319.89	
CURRENT YEAR SURPLUS (DEFICIT)		21,011.51	
TOTAL EQUITY		429,331.40	
TOTAL LIABILITIES AND EQUITY	\$	1,059,022.78	

CLAYTONS PARK COMMUNITY ASSOC.
INCOME STATEMENT - BUDGET COMPARISON
For 2 Months Ended February 28, 2022

	FEB ACTUAL -----	FEB BUDGET -----	VARIANCE -----	YTD ACTUAL -----	YTD BUDGET -----	VARIANCE -----	ANN'L BUDGET -----	REMAINING -----
MAINTENANCE & REPAIRS -----								
LANDSCAPE CONTRACT	3,436	3,500	64	6,732	7,000	268	42,000	35,268
LANDSCAPE EXTRAS		333	333	3,838	667	(3,171)	4,000	162
COMMON AREA REPAIRS		417	417		833	833	5,000	5,000
IRRIGATION REPAIRS		583	583	900	1,167	267	7,000	6,100
FORCE MOWS		42	42		83	83	500	500
TOTAL MAINTENANCE & REPAIRS	3,436	4,875	1,439	11,470	9,750	(1,720)	58,500	47,030
UTILITIES & SERVICES -----								
ELECTRIC - STREET LIGHTS	1,512	1,750	238	2,721	3,500	779	21,000	18,279
ELECTRIC-METERS	660	1,016	356	1,622	2,032	410	12,193	10,571
WATER & SEWER	235	1,300	1,065	592	2,600	2,008	15,598	15,006
TOTAL UTILITIES & SERVICES	2,407	4,066	1,659	4,935	8,132	3,197	48,791	43,856
OTHER EXPENSES -----								
INSURANCE	1,442	1,609	167	2,884	3,218	334	19,307	16,423
WEB SITE		200	200		400	400	2,400	2,400
PROPERTY TAXES							65	65
POOL USAGE FEES							15,500	15,500
MISCELLANEOUS		523	523	200	1,046	846	6,275	6,075
BAD DEBTS		375	375		750	750	4,500	4,500
COMMITTEES		333	333		667	667	4,000	4,000
NON CAPITAL RESERVE FUND							4,632	4,632
TOTAL OTHER EXPENSES	1,442	3,040	1,598	3,084	6,081	2,997	56,679	53,595
TOTAL EXPENSES	10,413	20,600	10,187	24,634	37,949	13,315	234,280	209,646
SURPLUS (DEFICIT)	11,974	(1,252)	(13,226)	21,012	748	(20,264)		(21,012)