

MINUTES OF THE BOARD OF DIRECTORS MEETING OF CLAYTONS PARK COMMUNITY ASSOCIATION, INC., WHICH WAS HELD ON WEDNESDAY, AUGUST 3, 2022, VIA VIRTUAL –VIA ZOOM

ATTENDANCE

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

Directors Absent – Vacant Seat

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 6:33 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 20220630 Attorney Status Report.

ACCOUNTS RECEIVABLE COLLECTIONS AND ENFORCEMENT ACTIONS REPORTS

Board reviewed the 20220630 Accounts Receivable Report and Enforcement Actions Report.

DEED INSPECTION VIOLATIONS REPORT

Board reviewed the 20220630 Deed Violation Inspection Report.

DEED ENFORCEMENT ACTIONS REPORT

Board reviewed 20220630 Deed Enforcement Actions Report.

ADJOURNMENT

No further business to discuss, adjourned to Open at 7:29 pm.

OPEN SESSION

CALL TO ORDER

Mr. Soto brought the open meeting to order at 7:32 pm.

INTRODUCTIONS OF BOARD AND MANAGEMENT, PLEDGE, AND INVOCATION

APPROVAL OF MINUTES

The Board was presented with the 20220504 Board Meeting Minutes for their review. A Motion was made and seconded, to accept the 20220504 Minutes as written; Motion carried.

RATIFICATIONS OF ACTIONS MADE BETWEEN MEETINGS

A Motion was made and seconded to ratify the decisions made between meeting; Motion carried:

- a. 20220525 IMS April Irrigation Repair Proposal \$1847.40 – Approved
- b. 20220622 CLZ Services Monument Cleaning, Painting and Signage Install \$3,198.28 - Approved

NEW BUSINESS

- a. Update Monument Cleaning, Painting Community Name, Kids at Play Signs – CLZ was selected and approved to complete and should begin within 2 weeks.
- b. Monument cleaning, painting community name in monument & new foliage; proposals will be placed on the BDA for Board review.
- c. Vacant Board Seat – Board reached out to potential neighbors – No answer yet.
- d. Camera bid solicitation – Lupe Wood with Flock Safety presented a camera proposal inclusive of the features.
- e. Budget Discussion – Budget Workshop to be scheduled in September.
- f. National Night Out – October 4th, notice will be placed on Facebook and website and will be held at the park. Preparation for vendors; James Coney Island, DJ, and balloon artist/facepainting.
- g. Additional New Business – Board discussed the possibility of Yard of the Month for Halloween, will be doing the Christmas season decorating Yard of the Month.

HOMEOWNER APPEALS

- a. No action needed.

COLLECTION ENFORCEMENT ACTIONS

The Board reviewed the accounts receivable report in Executive Session. A Motion was made and seconded to escalate two (2) accounts: 1190501020 & 1190301004 to the attorney for collection enforcement; Motion carried.

DEED ENFORCEMENT ACTIONS REPORT

After review of the Deed Restrictions Report and Enforcement Report, a Motion was made and seconded to escalate three (4) accounts, 1190102006, 1190501016, 1190201026 and 1190502027 to the attorney for deed enforcement; Motion carried.

FINANCIAL REPORT

The Board was presented with the 20220630 financials for their review. As of June 30, 2022, there was \$512,645.27 in total cash, the non-cap and cap reserve funds total was \$406,669.95. Accounts receivable total was \$83,097.42, and prepaid expenses totaled \$0.00. Total Assets \$1,002,412.64.

HOMEOWNER FORUM

Five homeowners attended the meeting. Mr. Terrell thanked the new ARC members for their volunteerism. Items brought to the attention of the Board; parking in areas where it is difficult to exit a driveway, commercial vehicles parking in the neighborhood, red roof on a house, an unkept home needs to be taken care of, lights at the park area due to night activity. Mr Soto explained the park is the Trails of the Lake MUD responsibility and encouraged all owners to notify the MUD Board with this request.

NEXT BOARD MEETING

Next Board Meeting: Board Meeting November 2, 2022.

ADJOURNMENT

With no further business to conduct the Board adjourned at 8:40 pm.

Jose Soto

Jose Soto (Nov 21, 2022 22:29 CST)

Authorized Officer

Nov 21, 2022

Date

CLAYTONS PARK COMMUNITY ASSOC.
BALANCE SHEET
June 30, 2022

ASSETS:

CASH

CIT - OPERATING .05%	\$	50,169.11	
CIT - MMKT .15%		2,122.30	
CIT - ICS .15%		460,353.86	
TOTAL CASH	\$		512,645.27

NON-CAP RESERVE

CIT - NON-CAPITAL RESERVE .10%		145,596.54	
CIT CD 4/22 .20% 4792		125,062.28	
TOTAL NON-CAPITAL RESERVE			270,658.82

CAPITAL RESERVES

CIT - CAPITAL RESERVE		10,948.85	
CIT CD 4/22 .20% 4784		125,062.28	
TOTAL CAPITAL RESERVES			136,011.13

ACCOUNTS RECEIVABLE

2017 MAINTENANCE FEES		329.65	
2018 MAINTENANCE FEES		800.00	
2019 MAINTENANCE FEES		1,200.00	
2020 MAINTENANCE FEES		2,400.00	
2021 MAINTENANCE FEES		9,106.33	
2022 MAINTENANCE FEES		23,765.38	
2023 MAINTENANCE FEES		(3,873.30)	
FINANCE CHARGES		6,241.80	
COLLECTION COSTS		7,502.42	
LEGAL FEES		35,625.14	
TOTAL ACCOUNTS RECEIVABLE			83,097.42

CLAYTONS PARK COMMUNITY ASSOC.
BALANCE SHEET
June 30, 2022

PREPAID EXPENSES

TOTAL PREPAID EXPENSES

\$

TOTAL ASSETS

\$ 1,002,412.64
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LIABILITIES:

ACCOUNTS PAYABLE - TRADE
DEFERRED MAINTENANCE FEES

\$ 6,375.17
128,600.02

TOTAL LIABILITIES

\$ 134,975.19

EQUITY:

NON-CAPITAL RESERVES

NON-CAPITAL RESERVE
NON-CAP RESERVE INTEREST

267,000.00
3,658.82

TOTAL NON CAPITAL RESERVES

270,658.82

CAPITAL RESERVES

CAPITAL RESERVE FUND
CAPITAL RESERVE INTEREST

134,000.00
2,011.13

TOTAL CAPITAL RESERVES

136,011.13

MEMBERS EQUITY

408,319.89

CURRENT YEAR SURPLUS (DEFICIT)

52,447.61

TOTAL EQUITY

460,767.50

TOTAL LIABILITIES AND EQUITY

\$ 1,002,412.64
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CLAYTONS PARK COMMUNITY ASSOC.
INCOME STATEMENT - BUDGET COMPARISON
For 6 Months Ended June 30, 2022

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

MAINTENANCE FEES	21,433	19,290	(2,143)	128,600	115,740	(12,860)	231,480	102,880
PRO-RATED CLOSINGS				300		(300)		(300)
CAP FEES				1,900		(1,900)	2,100	200
INTEREST ON UNPAID ASSESSMENTS	297		(297)	2,549		(2,549)		(2,549)
INTEREST INCOME	60	58	(2)	342	350	8	700	358
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TOTAL INCOME	21,790	19,348	(2,442)	133,691	116,090	(17,601)	234,280	100,589
EXPENSES:								

ADMINISTRATIVE								

ADMINISTRATIVE CONTRACT	1,900	1,900		11,400	11,400		22,800	11,400
OFFICE SUPPLIES	9	17	8	83	100	17	200	117
COPIES	88	167	79	557	1,000	443	2,000	1,443
POSTAGE	569	267	(302)	2,958	1,600	(1,358)	3,200	242
COMMUNITY MAILOUTS		83	83	289	500	211	1,000	711
ADMINISTRATIVE NOTICES							2,640	2,640
DEED RESTRICTION EXPENSES	375	167	(208)	1,210	1,000	(210)	2,000	790
RECORD STORAGE	60	60		360	360		720	360
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TOTAL ADMINISTRATIVE	3,001	2,661	(340)	16,857	15,960	(897)	34,560	17,703
PROFESSIONAL SERVICES								

LEGAL - CORPORATE		125	125	120	750	630	1,500	1,380
LEGAL - COLLECTIONS	1,397	2,500	1,103	11,083	15,000	3,917	30,000	18,917
LEGAL COLLECT-BILLED TO OWNER	(1,397)		1,397	(11,080)		11,080		11,080
LEGAL - DEED RESTRICTONS		83	83		500	500	1,000	1,000
TAX PREPARATION & AUDIT	2,850		(2,850)	2,850	3,250	400	3,250	400
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TOTAL PROFESSIONAL SERVICES	2,850	2,708	(142)	2,973	19,500	16,527	35,750	32,777

CLAYTONS PARK COMMUNITY ASSOC.
INCOME STATEMENT - BUDGET COMPARISON
For 6 Months Ended June 30, 2022

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

LANDSCAPE CONTRACT	3,487	3,500	13	22,175	21,000	(1,175)	42,000	19,825
LANDSCAPE EXTRAS		333	333	3,838	2,000	(1,838)	4,000	162
COMMON AREA REPAIRS		417	417		2,500	2,500	5,000	5,000
IRRIGATION REPAIRS	2,406	583	(1,823)	3,936	3,500	(436)	7,000	3,064
FORCE MOWS		42	42		250	250	500	500
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TOTAL MAINTENANCE & REPAIRS	5,893	4,875	(1,018)	29,949	29,250	(699)	58,500	28,551

UTILITIES & SERVICES								

ELECTRIC - STREET LIGHTS	2,140	1,750	(390)	10,934	10,500	(434)	21,000	10,066
ELECTRIC-METERS	35	1,016	981	2,090	6,096	4,006	12,193	10,103
WATER & SEWER	1,495	1,300	(195)	4,630	7,799	3,169	15,598	10,968
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TOTAL UTILITIES & SERVICES	3,670	4,066	396	17,654	24,395	6,741	48,791	31,137

OTHER EXPENSES								

INSURANCE	1,442	1,609	167	8,653	9,653	1,000	19,307	10,654
WEB SITE		200	200		1,200	1,200	2,400	2,400
PROPERTY TAXES	3		(3)	3		(3)	65	62
POOL USAGE FEES				500		(500)	15,500	15,000
MISCELLANEOUS		523	523	4,655	3,137	(1,518)	6,275	1,620
BAD DEBTS		375	375		2,250	2,250	4,500	4,500
COMMITTEES		333	333		2,000	2,000	4,000	4,000
NON CAPITAL RESERVE FUND							4,632	4,632
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TOTAL OTHER EXPENSES	1,445	3,040	1,595	13,811	18,240	4,429	56,679	42,868

TOTAL EXPENSES	16,859	17,350	491	81,244	107,345	26,101	234,280	153,036

SURPLUS (DEFICIT)	4,931	1,998	(2,933)	52,447	8,745	(43,702)		(52,447)
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