

MINUTES OF THE BOARD OF DIRECTORS MEETING OF CLAYTONS PARK COMMUNITY ASSOCIATION, INC., WHICH WAS HELD ON THURSDAY, NOVEMBER 10, 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 6:31 pm. Mr. Soto made a Motion to approve the agenda, with a change to the date of the Annual Meeting to January 2023, the Motion was seconded and carried.

HOMEOWNER APPEAL

Board Heard the EMR Denial Appeal from account owner 1190104008.

ATTORNEY STATUS REPORT

Board reviewed the 20221031 Attorney Status Report.

ACCOUNTS RECEIVABLE COLLECTIONS AND ENFORCEMENT ACTIONS REPORTS

Board reviewed the 20221031 Accounts Receivable Report and Enforcement Actions Report.

DEED INSPECTION VIOLATIONS REPORT

Board reviewed the 20221017 Deed Violation Inspection Report.

DEED ENFORCEMENT ACTIONS REPORT

Board reviewed 20221017 Deed Enforcement Actions Report.

ADJOURNMENT

No further business to discuss, adjourned to Open at 7:30 pm.

OPEN SESSION

CALL TO ORDER

Mr. Soto brought the open meeting to order at 7:31 pm.

INTRODUCTIONS OF BOARD AND MANAGEMENT, PLEDGE, AND INVOCATION

APPROVAL OF MINUTES

The Board was presented with the 20220803 Board Meeting Minutes for their review. A Motion was made and seconded, to accept the 20220803 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. 20220718 IMS July Irrigation Repair Proposal \$1736.26 – Approved
- b. Cox CPA 2022-2023 Audit & Tax Engagement Tax \$625 and Audit \$3475 – Approved
- c. Crest Administrative Agreement Addendum \$2000 – Approved
- d. Account 1190402013 Attorney Req Payment Plan – Approved
- e. 20221006 IMS September Irrigation Repair Proposal \$2105.14 – Approved
- f. Account 119E0202003 Attorney Req Payment Plan – Approved

NEW BUSINESS

- a. Board Vote of 2023 Assessment and Budget – After discussion and consideration, a Motion was made and seconded to approve the 2023 assessment in the amount of \$400 and the 2023 expense budget as presented; Motion carried. A Motion was made and seconded to move \$300,000 to reserve with \$150,000 to reserve in CD; Motion carried.
- b. Flock Camera Presentation – Lupe Wood with Flock Safety presented the prior proposal presentation to all present and answered questions from the Board.
- c. Board Vote of Flock Camera System – A Motion was made and seconded to approve the Flock Safety camera package at an initial expense of \$11,000 and \$6000; Motion carried.
- d. Additional Business – Garage sale on 12/3/2022, send information to Prepared Publications to advertise on Facebook and the community website. Holiday lights contest – Send to Prepared Publications to advertise, first, second and third place with two honorable mentions. Purchase new signs for top three winners. Jose Soto will purchase the gift cards and put in for reimbursement.

HOMEOWNER APPEALS

- a. After Board review and consideration in Executive Session, a Motion was made and seconded to deny the request for approval and uphold the ARC denial decision on account 1190104008; Motion carried. Board will give a 90-day resolution plan period.

COLLECTION AND DEED ENFORCMENT ACTIONS

The Board reviewed and discussed the 20221031 Attorney Status Report, AR Collection Report and the 20221017 Deed Enforcement Action Report in Executive Session. A Motion was made and seconded to Authorize to Auction Property at Foreclosure Sale on account 119E0203010; Motion carried. A Motion was made and seconded to Authorize for Lawsuit on accounts 1190204004, 1190204003 and 1190501020; Motion carried. A Motion was made and seconded to escalate to the attorney accounts 119010104, 1190201037 and 1190302001 for deed enforcement and send a force-weed on account 1190303009; Motion carried.

FINANCIAL REPORT

The Board was presented with the 20221031 preliminary financials for their review. As of October 31, 2022, there was \$427,187.88 in total operating cash, the non-cap and cap reserve funds total was \$407,030.61. Accounts receivable total was \$78,899.29, and prepaid expenses totaled \$11,964.68. Total Assets \$925,082.46.

HOMEOWNER FORUM

Three homeowners attended the meeting. No specific concerns, questions. Board requested that the Centerpoint Streetlight Outage website link be placed on the community website and Facebook page. Send out the Self-Nominations for the upcoming Annual Meeting in January 2023.

NEXT BOARD MEETING

Next Meeting: Annual Meeting January 17, 2023.

ADJOURNMENT

With no further business to conduct the Board adjourned at 8:38 pm.

Jose E. Soto

JUse E. Soto (Mar 6, 2023 19:41 CST)

Authorized Officer

Mar 6, 2023

Date

CLAYTONS PARK COMMUNITY ASSOC.
BALANCE SHEET
October 31, 2022

ASSETS:

CASH

CIT - OPERATING .05%	\$	47,915.51	
CIT - MMKT .30%		2,124.40	
CIT - ICS .35%		377,147.97	
TOTAL CASH	\$		427,187.88

NON-CAP RESERVE

CIT - NON-CAPITAL RESERVE .10%		145,645.62	
CIT CD 1/23 .65% 3574		125,218.07	
TOTAL NON-CAPITAL RESERVE			270,863.69

CAPITAL RESERVES

CIT - CAPITAL RESERVE		10,948.85	
CIT CD 1/23 .65% 3698		125,218.07	
TOTAL CAPITAL RESERVES			136,166.92

ACCOUNTS RECEIVABLE

2017 MAINTENANCE FEES		329.65	
2018 MAINTENANCE FEES		800.00	
2019 MAINTENANCE FEES		1,200.00	
2020 MAINTENANCE FEES		1,975.00	
2021 MAINTENANCE FEES		7,493.03	
2022 MAINTENANCE FEES		18,922.03	
2023 MAINTENANCE FEES		(5,009.19)	
FINANCE CHARGES		6,437.67	
COLLECTION COSTS		6,230.32	
LEGAL FEES		40,520.78	
TOTAL ACCOUNTS RECEIVABLE			78,899.29

CLAYTONS PARK COMMUNITY ASSOC.
BALANCE SHEET
October 31, 2022

PREPAID EXPENSES

PREPAID INSURANCE	\$	11,964.68	
TOTAL PREPAID EXPENSES			\$ 11,964.68
TOTAL ASSETS			\$ 925,082.46

LIABILITIES:

ACCOUNTS PAYABLE - TRADE	\$	4,435.85	
DEFERRED MAINTENANCE FEES		42,866.70	
TOTAL LIABILITIES			\$ 47,302.55

EQUITY:

NON-CAPITAL RESERVES			

NON-CAPITAL RESERVE		267,000.00	
NON-CAP RESERVE INTEREST		3,863.69	
TOTAL NON CAPITAL RESERVES			270,863.69
CAPITAL RESERVES			

CAPITAL RESERVE FUND		134,000.00	
CAPITAL RESERVE INTEREST		2,166.92	
TOTAL CAPITAL RESERVES			136,166.92
MEMBERS EQUITY		408,319.89	
CURRENT YEAR SURPLUS (DEFICIT)		62,429.41	
TOTAL EQUITY			470,749.30
TOTAL LIABILITIES AND EQUITY			\$ 925,082.46

CLAYTONS PARK COMMUNITY ASSOC.
INCOME STATEMENT - BUDGET COMPARISON
For 10 Months Ended October 31, 2022

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

LANDSCAPE CONTRACT	3,436	3,500	64	36,158	35,000	(1,158)	42,000	5,842
LANDSCAPE EXTRAS		333	333	3,838	3,333	(505)	4,000	162
COMMON AREA REPAIRS	2,908	417	(2,491)	3,684	4,167	483	5,000	1,316
IRRIGATION REPAIRS		583	583	5,673	5,833	160	7,000	1,327
FORCE MOWS		42	42		417	417	500	500
TOTAL MAINTENANCE & REPAIRS	6,344	4,875	(1,469)	49,353	48,750	(603)	58,500	9,147

UTILITIES & SERVICES								

ELECTRIC - STREET LIGHTS	2,433	1,750	(683)	19,844	17,500	(2,344)	21,000	1,156
ELECTRIC-METERS	39	1,016	977	2,241	10,161	7,920	12,193	9,952
WATER & SEWER	4,397	1,300	(3,097)	21,539	12,998	(8,541)	15,598	(5,941)
TOTAL UTILITIES & SERVICES	6,869	4,066	(2,803)	43,624	40,659	(2,965)	48,791	5,167

OTHER EXPENSES								

INSURANCE	1,496	1,609	113	14,635	16,089	1,454	19,307	4,672
WEB SITE		200	200		2,000	2,000	2,400	2,400
PROPERTY TAXES				3		(3)	65	62
POOL USAGE FEES				15,553	15,500	(53)	15,500	(53)
MISCELLANEOUS	200	523	323	5,255	5,229	(26)	6,275	1,020
BAD DEBTS		375	375		3,750	3,750	4,500	4,500
COMMITTEES	387	333	(54)	1,189	3,333	2,144	4,000	2,811
NON CAPITAL RESERVE FUND							4,632	4,632
TOTAL OTHER EXPENSES	2,083	3,040	957	36,635	45,901	9,266	56,679	20,044

TOTAL EXPENSES	17,544	17,350	(194)	160,091	192,244	32,153	234,280	74,189

SURPLUS (DEFICIT)	4,266	1,998	(2,268)	62,428	1,239	(61,189)		(62,428)
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