

CLAYTONS PARK COMMUNITY ASSOCIATION, INC.
ANNUAL MEETING OF MEMBERS

DATE: March 3, 2025
TIME: 6:30 P.M. – 7:30 P.M.
PLACE: Virtual: Teams - [Join the meeting now](#)
Dial in by phone: 1-346-352-9753
Phone conference ID: 249 979 6#

AGENDA

- I. Confirmation of Quorum and Call to Order
- II. Introductions
 - . Board Members
 - . Management Company
- III. Approval of Prior Year Annual Meeting Minutes
- IV. Financial Report
- V. Community Overview
- VI. Homeowner Open Forum
- VII. Announcement of Election Results
- VIII. Adjournment

2024 Candidate Bios

Booker Terrell – Incumbent: I have lived in Claytons Park for 17 years. Occupation/Background – Real Estate, Military Veteran, Leadership, Product & Team Management, Project Management, Information Technology, Stakeholder Management.

I think I would be an asset to the Board because: I have served on the Claytons Park Board of Directors for five years, this past year as President. I bring a set of corporate skills and competencies that will benefit and align with the role of an HOA Board Member. I humbly request your support to allow me to continue to serve the community in this capacity.

~~~~~

**Presley Sims** – Incumbent: I have lived in Claytons Park for 18 years. Occupation/Background – Insurance Agent

**I think I would be an asset to the Board because:** I have served on the Claytons Park Board for two years now, serving as Treasurer and have learned the processes necessary for a Board of five members to operate and conduct the business of the community effectively and proficiently. Maintaining the integrity of the Association and building upon it to increase our property values is a priority for me. Continuing to serve as a member of your Board is rewarding, and I am hoping to earn your support for re-election.

~~~~~

Aisha Freeman – Candidate: I have lived in Claytons Park for 2.5 years. Occupation/Background – Higher education, student support coordinator at St. Thomas University – Houston.

I think I would be an asset to the Board because: I am passionate about community and development for the community at large. I believe with my background in education and child/family studies, I bring an open outlook on community needs and am eager to serve and provide resources as needed to help with the wellbeing of Claytons Park.

THE RESCHEDULED 2023 ANNUAL MEETING OF MEMBERS OF CLAYTONS PARK COMMUNITY ASSOCIATION, INC. WAS HELD ON MONDAY, JANUARY 29, 2024, AT 6:30 P.M. VIRTUALLY VIA ZOOM.

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

ALSO, PRESENT: CJ and Beverly representing Crest Management.

CALL TO ORDER/ESTABLISH QUORUM:

The meeting was reconvened five times to a later time, and quorum was established with by proxy/absentee ballot with seven (7) homeowners being represented. The meeting was called to order at 6:35 P.M.

INTRODUCTIONS

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Booker Terrell gave the invocation and Jose Soto led the Pledge of Allegiance.

2022 ANNUAL MEETING MINUTES

The 20220119 Rescheduled Annual Meeting Minutes were presented for review; A Motion was made and seconded to approve the 20220119 Rescheduled Annual Meeting Minutes as written; Motion carried.

FINANCIAL REPORT AND 2024 BUDGET

CJ presented the 20231231 preliminary financials for review and discussion. Preliminary financial reflected as of December 31, 2023, there was \$186,777.64 in total cash, and \$288,337.63 in Non-Cap Reserve account, and \$443,847.30 in Capital Reserve Account. Accounts receivable is \$77,104.48, and prepaid expenses in the amount of \$8,580.00, the total assets is \$1,004,647.05. The 2024 assessment increased \$420 per lot and was mailed to each owner with a copy of the budget graph. Increase was due to services to community increase, utilities, and the leased cameras at the entries.

COMMUNITY OVERVIEW

Jose Soto spoke about the Flock cameras being added at each entrance are very helpful to Harris County Precinct 4 as well as seeing a decrease in activity through the community. The continued partnership with Atascocita Forest for use of their pool facilities for resident usage. National Night Out was a busy due to weather. The Holiday Lights contest awarded first, second, third place winners with a gift card and yard sign and two honorable mentions were awarded a yard sign. The Board continues to actively work on collection of overdue assessments which and commercial vehicle parking as well as communication with the Trails of the Lake MUD and all homeowners are encouraged to address the MUD for the issues on the retention pond.

HOMEOWNER FORUM

Jose Soto opened the floor to homeowner comments, questions, and concerns. Topics discussed during homeowner forum:

- The Potential for cameras being installed on the walking trail area. That is MUD area – contact the MUD with questions and requests.
- Stone wall potential. Too costly.
- Tree trimming. Board expects tree trimming in February.
- Issues with neighbor and dog breeding. Private matter not to discuss in an open setting.

- Potential in-person meetings. Board noted a location is needed and would be at an expense, likely to stay virtual due to low attendance.
- Pool information will be posted on the community website and splashpad will open during pool season.
- Claytons Park Website – www.claytonspark.com
- Facebook Page – go the community website to sign up on the Facebook Page.
- Registering on www.Crest-Management.com.

ANNOUNCEMENT OF ELECTION RESULTS

CJ announced incumbents Booker Terrell and Presley Sims were elected by acclamation.

ADJOURNMENT

There being no further business for the Board, the meeting was adjourned at 7:5PM.

Signature

Date

Balance Sheet

Period: 12/01/24..12/31/24

Claytons Park Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
Assets			
Cash			
First Citizens - Op - 2252	-926.71	46,581.48	-47,508.19
First Citizens - Mmkt - 7686	2,137.81	2,137.41	0.40
First Citizens - ICS - 252	139,298.01	92,448.12	46,849.89
Total Cash	140,509.11	141,167.01	-657.90
Non-Cap Reserve			
First Citizens Noncap Res - 2751	47,992.63	-	47,992.63
First Citizens - ICS Noncap Res 751	12,161.01	12,140.38	20.63
First Citizens CDAR010925 - 0.40% - 7848	127,406.67	127,406.67	-
First Citizens CDAR052925 - 4.75% - 1362	52,327.43	52,327.43	-
First Citizens CDAR022725 - 4.75% - 1952	51,853.43	51,853.43	-
First Citizens CDAR082825 - 4.75% - 8678	53,388.15	53,388.15	-
Total Non-Capital Reserve	345,129.32	297,116.06	48,013.26

Balance Sheet

Period: 12/01/24..12/31/24

Claytons Park Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
Capital Reserve			
First Citizens - ICS Cap Res 778	53,860.33	53,768.93	91.40
First Citizens CDAR010925 - 0.40% - 6965	127,406.67	127,406.67	-
First Citizens CD072225 - 5.00% - 0730	161,066.28	161,066.28	-
First Citizens CDAR052925 - 4.75% - 1354	52,327.43	52,327.43	-
First Citizens CDAR022725 - 4.75% - 8536	51,853.43	51,853.43	-
First Citizens CDAR082825 - 4.75% - 9321	53,388.15	53,388.15	-
Total Capital Reserve	499,902.29	499,810.89	91.40
Accounts Receivable			
2017 Maintenance Fees	172.07	172.07	-
2018 Maintenance Fees	400.00	400.00	-
2019 Maintenance Fees	400.00	400.00	-
2020 Maintenance Fees	800.00	800.00	-
2021 Maintenance Fees	1,600.00	1,600.00	-
2022 Maintenance Fees	2,608.58	3,008.58	-400.00

Balance Sheet

Period: 12/01/24..12/31/24

Claytons Park Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
2023 Maintenance Fees	5,381.41	5,881.41	-500.00
2024 Maintenance Fees	15,728.72	17,786.52	-2,057.80
Finance Charges	6,175.63	6,521.80	-346.17
Collection Costs	6,154.93	7,332.09	-1,177.16
Legal Fees	43,292.73	44,454.41	-1,161.68
Force Mow	728.00	624.00	104.00
Total Accounts Receivable	83,442.07	88,993.62	-5,551.55
Other Assets			
Prepaid Insurance	10,810.35	12,354.68	-1,544.33
Total Other Assets	10,810.35	12,354.68	-1,544.33
Total Assets	1,079,793.14	1,039,442.26	40,350.88

Balance Sheet

1/23/2025

Page 4 / 5

ALYSSAB

Period: 12/01/24..12/31/24

Claytons Park Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
Liabilities			
Accounts Payable - Trade	6,012.01	2,079.45	3,932.56
Prepaid Assessments	65,371.54	6,068.20	59,303.34
Deferred Maintenance Fees	-	22,505.00	-22,505.00
Total Liabilities	71,383.55	30,652.65	40,730.90
Equity			
Non-Capital Reserve			
Non-Capital Reserve	337,625.26	289,632.63	47,992.63
Non-Capital Reserve Interest	7,504.06	7,483.43	20.63
Total Non-Capital Reserve	345,129.32	297,116.06	48,013.26
Capital Reserve			
Capital Reserve Fund	485,955.90	485,955.90	-
Capital Reserve Interest	13,946.39	13,854.99	91.40
Total Capital Reserve	499,902.29	499,810.89	91.40

Balance Sheet

1/23/2025

Page 5 / 5

ALYSSAB

Period: 12/01/24..12/31/24

Claytons Park Community Association

Fiscal Start Date: 01/01/24

All amounts are in USD.

Description	Current Month	Prior Month	Change
Members Equity			
Members Equity	163,377.98	163,377.98	-
Current Year Surplus (Deficit)	-	48,484.68	-48,484.68
Total Members Equity	163,377.98	211,862.66	-48,484.68
Total Liabilities and Equity	1,079,793.14	1,039,442.26	40,350.88

Income Statement

1/14/2025

Page 1 / 3

ALYSSAB

Period: 12/01/24..12/31/24

Claytons Park Community Association

Fiscal Start Date: 01/01/24

G/L Budget Filter: 2024

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
Income								
Maintenance Fees	22,505.00	22,505.00	-	270,060.00	270,060.00	-	270,060.00	-
Cap Fees	-	250.00	-250.00	2,700.00	3,000.00	-300.00	3,000.00	300.00
Interest On Unpaid Assessments	220.43	166.74	53.69	4,979.10	2,000.00	2,979.10	2,000.00	-2,979.10
Interest Income	170.17	83.37	86.80	2,411.29	1,000.00	1,411.29	1,000.00	-1,411.29
Total Income	22,895.60	23,005.11	-109.51	280,150.39	276,060.00	4,090.39	276,060.00	-4,090.39
Expenses								
Administrative								
Administrative Contract	-1,580.91	2,083.37	3,664.28	25,050.00	25,000.00	-50.00	25,000.00	-50.00
Office Supplies	128.60	16.66	-111.94	219.64	200.00	-19.64	200.00	-19.64
Copies	845.85	150.00	-695.85	2,141.70	1,800.00	-341.70	1,800.00	-341.70
Postage	1,196.78	541.74	-655.04	7,868.63	6,500.00	-1,368.63	6,500.00	-1,368.63
Community Mailouts	289.35	24.12	-265.23	578.70	289.00	-289.70	289.00	-289.70
Meetings	-	12.50	12.50	-	150.00	150.00	150.00	150.00
Administrative Notices	2,572.00	214.37	-2,357.63	2,572.00	2,572.00	-	2,572.00	-
Deed Restriction Expenses	475.00	333.37	-141.63	5,530.00	4,000.00	-1,530.00	4,000.00	-1,530.00
Record Storage	60.00	60.00	-	720.00	720.00	-	720.00	-
Total Administrative	3,986.67	3,436.13	-550.54	44,680.67	41,231.00	-3,449.67	41,231.00	-3,449.67

Income Statement

1/14/2025

Page 2 / 3

ALYSSAB

Period: 12/01/24..12/31/24

Claytons Park Community Association

Fiscal Start Date: 01/01/24

G/L Budget Filter: 2024

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
Professional Services								
Legal - Corporate	-	333.33	333.33	1,848.00	4,000.00	2,152.00	4,000.00	2,152.00
Legal - Collections	3,460.57	1,916.74	-1,543.83	33,941.77	23,000.00	-10,941.77	23,000.00	-10,941.77
Legal Collect-Billed To Owner	-2,386.12	-	2,386.12	-33,727.87	-	33,727.87	-	33,727.87
Legal - Deed Restrictions	849.90	250.00	-599.90	2,739.30	3,000.00	260.70	3,000.00	260.70
Legal Deeds-Billed To Owner	-363.00	-	363.00	-2,739.30	-	2,739.30	-	2,739.30
Tax Preparation & Audit	-	293.33	293.33	3,520.00	3,520.00	-	3,520.00	-
Total Professional Services	1,561.35	2,793.40	1,232.05	5,581.90	33,520.00	27,938.10	33,520.00	27,938.10
Maintenance & Repairs								
Landscape Contract	7,311.82	3,706.75	-3,605.07	43,870.92	44,481.00	610.08	44,481.00	610.08
Landscape Extras	-	375.00	375.00	14,813.52	4,500.00	-10,313.52	4,500.00	-10,313.52
Common Area Repairs	-	333.37	333.37	730.00	4,000.00	3,270.00	4,000.00	3,270.00
Irrigation Repairs	2,516.64	416.74	-2,099.90	6,546.19	5,000.00	-1,546.19	5,000.00	-1,546.19
Vandalism Repairs	-200.00	200.00	400.00	-	2,400.00	2,400.00	2,400.00	2,400.00
Force Mows	208.00	41.66	-166.34	624.00	500.00	-124.00	500.00	-124.00
Force Mows - Billed to Owner	-208.00	-	208.00	-624.00	-	624.00	-	624.00
Total Maintenance & Repairs	9,628.46	5,073.52	-4,554.94	65,960.63	60,881.00	-5,079.63	60,881.00	-5,079.63
Utilities & Services								
Electric - Street Lights	2,740.16	2,581.25	-158.91	32,646.31	30,975.00	-1,671.31	30,975.00	-1,671.31
Electric-Meters	39.92	48.24	8.32	486.02	578.00	91.98	578.00	91.98
Water & Sewer	2,995.17	2,750.00	-245.17	20,336.42	33,000.00	12,663.58	33,000.00	12,663.58
Water Logic	-	-	-	1,976.50	3,000.00	1,023.50	3,000.00	1,023.50

Income Statement

1/14/2025

Page 3 / 3

ALYSSAB

Period: 12/01/24..12/31/24

Claytons Park Community Association

Fiscal Start Date: 01/01/24

G/L Budget Filter: 2024

All amounts are in USD.

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget	Remaining
Total Utilities & Services	5,775.25	5,379.49	-395.76	55,445.25	67,553.00	12,107.75	67,553.00	12,107.75
Other Expenses								
Insurance	1,544.33	1,501.50	-42.83	16,301.65	18,018.00	1,716.35	18,018.00	1,716.35
Property Taxes	35.46	65.00	29.54	35.46	65.00	29.54	65.00	29.54
Website	600.00	-	-600.00	2,600.00	-	-2,600.00	-	-2,600.00
TLAC Contribution	-	643.00	643.00	643.00	643.00	-	643.00	-
Pool Usage Fees	-	1,291.66	1,291.66	15,500.00	15,500.00	-	15,500.00	-
Miscellaneous	-	-	-	7,349.25	-	-7,349.25	-	-7,349.25
Bad Debts	0.22	1,833.37	1,833.15	210.30	22,000.00	21,789.70	22,000.00	21,789.70
Holiday Decor	255.91	333.37	77.46	3,958.91	4,000.00	41.09	4,000.00	41.09
Camera / Security	-	800.00	800.00	9,600.00	9,600.00	-	9,600.00	-
Community Events	-	-	-	3,182.17	-	-3,182.17	-	-3,182.17
Committees	-	166.74	166.74	1,108.57	2,000.00	891.43	2,000.00	891.43
Reserve Contribution	47,992.63	1,050.00	-46,942.63	47,992.63	1,050.00	-46,942.63	1,050.00	-46,942.63
Total Other Expenses	50,428.55	7,684.64	-42,743.91	108,481.94	72,876.00	-35,605.94	72,876.00	-35,605.94
Total Expenses	71,380.28	24,367.18	-47,013.10	280,150.39	276,061.00	-4,089.39	276,061.00	-4,089.39
Surplus (Deficit)	-48,484.68	-1,362.07	-47,122.61	-	-1.00	1.00	-1.00	-1.00