

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
Windsong Community Improvement Association, Inc.
February 21st, 2023

Pursuant to Article VI, Section 1 of the Bylaws of the Windsong Community Improvement Association, Inc. a meeting of the Directors was duly called to order on Tuesday, February 21st located at 18150 Holly Forest Dr., Houston, TX 77084 and via Zoom.

I. Executive Session Call to Order at 6:30pm

a. In attendance

- i. Board of Directors: Rick Gomez - President, Justine Squillace – Secretary, Bijay Dixit - Treasurer and Hector Montes – Director
- ii. Managing Agent: Jennifer Roberson, Director of Client Relations

b. Business:

- i. The Board was presented with the fully escalated violations list for all matters that had reached the final violation level of the Association’s fine policy as of January 2023 and unanimously approved to escalate the below 13 accounts to the attorney for further enforcement:

Account #
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- ii. The Board held general discussion regarding:
 - 1. Amenity Center Access System Update – Spectrum provided an overview of the cost breakdown for moving eliminating the phone lines and using cellular service for the new system and 911 emergency phone. The Board was advised the cost savings would be approximately \$400/year. The Board requested to see the cost for a VoIP line since the phone lines would be eliminated to see if it was necessary and could yield a cost savings over the standard phone lines. Spectrum will verify and provide the Board with an update.
 - a. The Board requested the excel report for the amenity card log be provided ahead of the March event
 - 2. Capital Projects
 - a. Aquatic Advisors gathering pricing for pool slide repairs with 3 options (full replacement, repair to platform and stairs and painting only)
 - i. Chimney/clubhouse project – Board confirmed scope should be to repaint to match existing color and assessment of chimney for repair
 - 3. Administrative
 - a. The Board discussed a settlement offer request for an Owner on Grand Forest and presented their recommendation to be sent back to the attorney.
 - b. The Board discussed changes to the format of the monthly board meetings and agreed to discuss at this month's meeting in order to implement for their March meeting
 - c. The Board discussed changes to their current clubhouse cleaning process which had cleaning occurring only when a reservation is on the calendar. The Board was in agreement current process appears to be working and agreed to maintain and continue to monitor. Director Montes requested samples of rental enforcement policies that they could review.

II. Executive Session Adjourned at 7:25pm

III. Open Session Call to Order - The meeting was called to order by Board of Director President Rick Gomez at 7:27pm as well as via Zoom for the open session.

IV.

a. Introductions

- i. The membership was introduced to all board members and managing agent

b. Approval of Minutes

- i. The membership was presented with the meeting minutes from the January board meeting and Spectrum provided a summary report of actions taken at the meeting. With no revisions to be made, the minutes were motioned and unanimously adopted as an official record of the Association

c. January Financials

- i. Spectrum provided an overview of the January association financials to the membership including a summary of all expense G/L categories. With no questions or changes noted, the financials were motioned by Director Gomez, seconded by Director Dixit and unanimously approved by the Board.

d. Summary of Actions Taken Between Meetings/Executive Session

- i. Spectrum advised the members present actions the Board had taken during executive session including the following:

- 1. Approval of sending 14 accounts to the Associations attorney for DRV matters.

e. Ratification of Decisions of the Board

- i. The Board had considered and confirmed by unanimous approval to proceed with the following items:
 - 1. Approval of new amenity access system by Gates in Motion totaling \$3150
 - 2. Approval to replace the existing pool phone line with a cellular based emergency phone approved by Aquatic Advisors for use in the amount of \$410.27.

f. Association Business

- i. Spectrum provided the Owners a summary of the violation count as of January 31st per category totaling 210 violations issued.
 - 1. Director Gomez requested a sheet be included in future open session packets so Owners could also see the breakdown being provided
- ii. Director Gomez provided his President Report including updates on:
 - a. Crime statistics as provided by HCSO deputies
 - b. Changes to the meeting format going forward to include open sessions held quarterly and monthly executive sessions where residents that wanted to meet with the board could arrange an appointment to have a hearing if needed
 - c. The Board held discussion with the residents and agreed to post a monthly packet similar to what is handed out at the meetings on a monthly basis so residents could still receive this information on a monthly basis versus at the quarterly meeting only

V. Next Meeting- The next meeting will be the executive session Board Meeting being held on March 21st and the next open session meeting in May which will also be the annual membership meeting.

VI. Open Session Adjourned at 8:21pm

President, Windsong CIA

Spectrum Managing Agent

Secretary, Windsong CIA

Date



Balance Sheet
 Windsong Community Improvement Association
 End Date: 02/28/2023

Date: 3/21/2023
 Time: 4:47 pm
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	Operating	Reserve	Total
Assets			
Current Assets			
Pacific Premiere Bank ICS MM 5143	\$0.00	\$85.54	\$85.54
Veritex Bank Operating	\$430,101.31	\$0.00	\$430,101.31
Edward Jones	\$0.00	\$520,255.59	\$520,255.59
Pacific Premier Money Market	\$0.00	\$23.67	\$23.67
Members Choice Credit Union-Checking	\$19,556.39	\$0.00	\$19,556.39
Members Choice Credit Union-Savings	\$250.11	\$0.00	\$250.11
Total: Current Assets	\$449,907.81	\$520,364.80	\$970,272.61
Accounts Receivable			
Accounts Receivable	\$291,854.11	\$0.00	\$291,854.11
Due from Reserve	\$35,533.44	\$0.00	\$35,533.44
Allowance for Doubtful Accounts	(\$49,266.19)	\$0.00	(\$49,266.19)
Total: Accounts Receivable	\$278,121.36	\$0.00	\$278,121.36
Other Assets			
Prepaid Insurances	\$25,359.17	\$0.00	\$25,359.17
Prepaid Expenses	\$6,965.50	\$0.00	\$6,965.50
Total: Other Assets	\$32,324.67	\$0.00	\$32,324.67
Total: Assets	\$760,353.84	\$520,364.80	\$1,280,718.64
Liabilities & Equity			
Current Liabilities			
Deferred Revenue	\$425,250.00	\$0.00	\$425,250.00
Payable to Operating	\$0.00	\$35,533.44	\$35,533.44
Members Choice - Unreconciled Transactions	\$10,064.26	\$0.00	\$10,064.26
Prepaid Assessments	\$24,853.70	\$0.00	\$24,853.70
A/P Spectrum Collections	\$29,495.83	\$0.00	\$29,495.83
Total: Current Liabilities	\$489,663.79	\$35,533.44	\$525,197.23
Equity			
Reserve Funding	\$0.00	\$484,731.45	\$484,731.45
Retained Earnings	\$233,345.65	\$0.00	\$233,345.65
Total Equity	\$233,345.65	\$484,731.45	\$718,077.10
Total Net Income Gain / Loss	\$37,344.40	\$99.91	\$37,444.31
Total: Liabilities & Equity	\$760,353.84	\$520,364.80	\$1,280,718.64



Income Statement
 Windsong Community Improvement Association
 02/28/2023

Date: 3/21/2023
 Time: 4:47 pm
 Page: 1

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
Income							
4050-98 Interest Income	\$0.01	\$-	\$0.01	\$0.02	\$-	\$0.02	\$-
4110-00 Homeowner Assessment	42,525.00	42,562.50	(37.50)	85,050.00	85,125.00	(75.00)	510,750.00
4115-00 Trash Assessment	24,607.80	28,375.00	(3,767.20)	49,657.86	56,750.00	(7,092.14)	340,500.00
4210-00 Late Fee Income	1,452.32	-	1,452.32	1,891.30	-	1,891.30	-
4220-00 Fine Income	1,100.00	-	1,100.00	1,500.00	-	1,500.00	-
Total Income	\$69,685.13	\$70,937.50	(\$1,252.37)	\$138,099.18	\$141,875.00	(\$3,775.82)	\$851,250.00
Total OPERATING INCOME	\$69,685.13	\$70,937.50	(\$1,252.37)	\$138,099.18	\$141,875.00	(\$3,775.82)	\$851,250.00
OPERATING EXPENSE							
Maintenance							
5110 00 General Mat /Repairs	-	316.67	316.67	79.74	633.34	553.60	3,800.00
5120-00 Building Repair & Maintenance	-	83.33	83.33	-	166.66	166.66	1,000.00
5125 00 Plumbing supplies/Repairs & Maint	-	83.33	83.33	-	166.66	166.66	1,000.00
5130 00 Trash service	24,606.38	28,375.00	3,768.62	49,212.76	56,750.00	7,537.24	340,500.00
5142-00 Electrical Supplies/Repair & Maintenance	-	83.33	83.33	-	166.66	166.66	1,000.00
5145-00 Gate & Monument Repair & Maintenance	-	83.33	83.33	-	166.66	166.66	1,000.00
5150-00 Club House Repair & Maint.	-	62.50	62.50	535.84	125.00	(410.84)	750.00
5155 00 Locks & Keys Repairs & Maintenance	-	20.83	20.83	-	41.66	41.66	250.00
5170 00 Ignage Repair & Maintenance	-	125.00	125.00	-	250.00	250.00	1,500.00
5512-00 Playground Maintenance/Repairs	-	58.33	58.33	-	116.66	116.66	700.00
5515 00 Pool supplies/Repairs & Maintenance	10.00	291.67	281.67	897.13	583.34	(313.79)	3,500.00
5525 00 Tennis Court Repairs & Maintenance	-	41.67	41.67	-	83.34	83.34	500.00
Total Maintenance	\$24,616.38	\$29,624.99	\$5,008.61	\$50,725.47	\$59,249.98	\$8,524.51	\$355,500.00
Utilities							
5210-00 Electricity	4,677.19	4,500.00	(177.19)	9,501.97	9,000.00	(501.97)	54,000.00
5220-00 Water/Sewer	400.75	1,250.00	849.25	2,547.48	2,500.00	(47.48)	15,000.00
5225-00 Telephone	280.53	291.67	11.14	539.38	583.34	43.96	3,500.00
5230-00 Internet	200.35	200.00	(0.35)	389.01	400.00	10.99	2,400.00
5235-00 Pool Emergency Phone	-	41.67	41.67	-	83.34	83.34	500.00
5240-00 Gas	59.74	41.67	(18.07)	153.48	83.34	(70.14)	500.00
Total Utilities	\$5,618.56	\$6,325.01	\$706.45	\$13,131.32	\$12,650.02	(\$481.30)	\$75,900.00
Administrative							
5310-00 General Administrative	4,325.09	1,937.50	(2,387.59)	5,608.20	3,875.00	(1,733.20)	23,250.00
5311-00 Meeting Expense	-	41.67	41.67	78.74	83.34	4.60	500.00
5315-00 Printing & Copying	-	137.50	137.50	-	275.00	275.00	1,650.00
5320-00 Postage	-	137.50	137.50	-	275.00	275.00	1,650.00
5326-00 Newsletter	-	30.00	30.00	-	60.00	60.00	360.00
5327-00 Website Maintenance	190.10	154.17	(35.93)	380.23	308.34	(71.89)	1,850.00
5335-00 Community Clubhouse Manager	1,100.00	550.00	(550.00)	1,650.00	1,100.00	(550.00)	6,600.00
5360-00 Office Supplies	-	20.83	20.83	-	41.66	41.66	250.00
5361-00 Clubhouse Supplies	35.56	33.33	(2.23)	35.56	66.66	31.10	400.00
5365-00 Decorations	-	458.33	458.33	-	916.66	916.66	5,500.00
5380-00 Other Administrative Services	-	200.00	200.00	1,375.00	400.00	(975.00)	2,400.00
5410-00 Management Fee	3,772.80	3,810.53	37.73	7,545.60	7,621.06	75.46	45,726.33
5420-00 Audit & Taxes	-	37.50	37.50	-	75.00	75.00	450.00
5430-00 Legal	884.18	208.33	(675.85)	1,109.18	416.66	(692.52)	2,500.00
5540-00 Insurance	4,272.50	3,333.33	(939.17)	8,545.00	6,666.66	(1,878.34)	40,000.00
5550-00 Property Taxes/Real Estate Tax	-	8.33	8.33	-	16.66	16.66	100.00
5810-00 Community Events	1,257.00	916.67	(340.33)	1,257.00	1,833.34	576.34	11,000.00
5820-00 Donation	-	125.00	125.00	-	250.00	250.00	1,500.00
Total Administrative	\$15,837.23	\$12,140.52	(\$3,696.71)	\$27,584.51	\$24,281.04	(\$3,303.47)	\$145,686.33
Contracted Servies							



Income Statement
 Windsong Community Improvement Association
 02/28/2023

Date: 3/21/2023
 Time: 4:47 pm
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
5115-00 Janitorial Services	\$180.00	\$390.00	\$210.00	\$630.00	\$780.00	\$150.00	\$4,680.00
5432-00 Cameras	-	1,666.67	1,666.67	-	3,333.34	3,333.34	20,000.00
5433-00 Camera Maintenance/Repair and Camera	36.78	41.67	4.89	36.78	83.34	46.56	500.00
5437-00 Patrol MUD Agreement	-	3,033.33	3,033.33	-	6,066.66	6,066.66	36,400.00
5438-00 Patrol Contract	-	6,466.67	6,466.67	-	12,933.34	12,933.34	77,600.00
5450-00 Pool Management	1,301.92	4,083.33	2,781.41	2,438.55	8,166.66	5,728.11	49,000.00
5465-00 Pest Control	-	300.00	300.00	-	600.00	600.00	3,600.00
Total Contracted Servies	\$1,518.70	\$15,981.67	\$14,462.97	\$3,105.33	\$31,963.34	\$28,858.01	\$191,780.00
Landscaping							
5135-00 Irrigation Repairs & Maintenance	-	250.00	250.00	-	500.00	500.00	3,000.00
5140-00 Landscap Maintenance Contract	2,413.98	2,750.00	336.02	4,827.96	5,500.00	672.04	33,000.00
5510-00 Tree Removal	-	166.67	166.67	1,380.19	333.34	(1,046.85)	2,000.00
5520-00 Landscape Other	-	166.67	166.67	-	333.34	333.34	2,000.00
Total Landscaping	\$2,413.98	\$3,333.34	\$919.36	\$6,208.15	\$6,666.68	\$458.53	\$40,000.00
Reserves							
6300-00 Transfer to Reserve	-	2,500.00	2,500.00	-	5,000.00	5,000.00	30,000.00
Total Reserves	\$-	\$2,500.00	\$2,500.00	\$-	\$5,000.00	\$5,000.00	\$30,000.00
Total OPERATING EXPENSE	\$50,004.85	\$69,905.53	\$19,900.68	\$100,754.78	\$139,811.06	\$39,056.28	\$838,866.33
Net Income:	\$19,680.28	\$1,031.97	\$18,648.31	\$37,344.40	\$2,063.94	\$35,280.46	\$12,383.67



Income Statement
 Windsong Community Improvement Association
 02/28/2023

Date: 3/21/2023
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
RESERVE INCOME							
Income							
4060-99 Change in value	(\$48.34)	\$-	(\$48.34)	(\$48.34)	\$-	(\$48.34)	\$-
Total Income	(\$48.34)	\$-	(\$48.34)	(\$48.34)	\$-	(\$48.34)	\$-
Income							
4050-99 Interest Income - Reserve	47.54	-	47.54	148.25	-	148.25	-
Total Income	\$47.54	\$-	\$47.54	\$148.25	\$-	\$148.25	\$-
Total RESERVE INCOME	(\$0.80)	\$-	(\$0.80)	\$99.91	\$-	\$99.91	\$-
Net Reserve:	(\$0.80)	\$0.00	(\$0.80)	\$99.91	\$0.00	\$99.91	\$0.00



Income Statement Summary - Operating
 Windsong Community Improvement Association
 Fiscal Period: February 2023

Date: 3/21/2023
 Time: 4:47 pm
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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
OPERATING INCOME													
Income													
4050-98 Interest Income	\$0.01	\$0.01	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$0.02
4110-00 Homeowner Assessment	42,525.00	42,525.00	-	-	-	-	-	-	-	-	-	-	85,050.00
4115-00 Trash Assessment	25,050.06	24,607.80	-	-	-	-	-	-	-	-	-	-	49,657.86
4210-00 Late Fee Income	438.98	1,452.32	-	-	-	-	-	-	-	-	-	-	1,891.30
4220-00 Fine Income	400.00	1,100.00	-	-	-	-	-	-	-	-	-	-	1,500.00
Total Income	68,414.05	69,685.13	-	-	-	-	-	-	-	-	-	-	138,099.18
Total OPERATING INCOME	68,414.05	69,685.13	-	-	-	-	-	-	-	-	-	-	138,099.18
OPERATING EXPENSE													
Maintenance													
5110-00 General Mat./Repairs	79.74	-	-	-	-	-	-	-	-	-	-	-	79.74
5130-00 Trash Service	24,606.38	24,606.38	-	-	-	-	-	-	-	-	-	-	49,212.76
5150-00 Club House Repair & Maint.	535.84	-	-	-	-	-	-	-	-	-	-	-	535.84
5515-00 Pool Supplies/Repairs & Maintenance	887.13	10.00	-	-	-	-	-	-	-	-	-	-	897.13
Total Maintenance	26,109.09	24,616.38	-	-	-	-	-	-	-	-	-	-	50,725.47
Utilities													
5210-00 Electricity	4,824.78	4,677.19	-	-	-	-	-	-	-	-	-	-	9,501.97
5220-00 Water/Sewer	2,146.73	400.75	-	-	-	-	-	-	-	-	-	-	2,547.48
5225-00 Telephone	258.85	280.53	-	-	-	-	-	-	-	-	-	-	539.38
5230-00 Internet	188.66	200.35	-	-	-	-	-	-	-	-	-	-	389.01
5240-00 Gas	93.74	59.74	-	-	-	-	-	-	-	-	-	-	153.48
Total Utilities	7,512.76	5,618.56	-	-	-	-	-	-	-	-	-	-	13,131.32
Administrative													
5310-00 General Administrative	1,283.11	4,325.09	-	-	-	-	-	-	-	-	-	-	5,608.20
5311-00 Meeting Expense	78.74	-	-	-	-	-	-	-	-	-	-	-	78.74
5327-00 Website Maintenance	190.13	190.10	-	-	-	-	-	-	-	-	-	-	380.23
5335-00 Community Clubhouse Manager	550.00	1,100.00	-	-	-	-	-	-	-	-	-	-	1,650.00
5361-00 Clubhouse Supplies	-	35.56	-	-	-	-	-	-	-	-	-	-	35.56
5380-00 Other Administrative Services	1,375.00	-	-	-	-	-	-	-	-	-	-	-	1,375.00
5410-00 Management Fee	3,772.80	3,772.80	-	-	-	-	-	-	-	-	-	-	7,545.60
5430-00 Legal	225.00	884.18	-	-	-	-	-	-	-	-	-	-	1,109.18
5540-00 Insurance	4,272.50	4,272.50	-	-	-	-	-	-	-	-	-	-	8,545.00
5810-00 Community Events	-	1,257.00	-	-	-	-	-	-	-	-	-	-	1,257.00
Total Administrative	11,747.28	15,837.23	-	-	-	-	-	-	-	-	-	-	27,584.51



Income Statement Summary - Operating
 Windsong Community Improvement Association
 Fiscal Period: February 2023

Date: 3/21/2023
 Time: 4:47 pm
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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
Contracted Servies													
5115-00 Janitorial Services	\$450.00	\$180.00	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$630.00
5433-00 Camera	-	36.78	-	-	-	-	-	-	-	-	-	-	36.78
Maintenance/Repair and Camera													
5450-00 Pool Management	1,136.63	1,301.92	-	-	-	-	-	-	-	-	-	-	2,438.55
Total Contracted	1,586.63	1,518.70	-	-	-	-	-	-	-	-	-	-	3,105.33
Servies													
Landscaping													
5140-00 Landscape	2,413.98	2,413.98	-	-	-	-	-	-	-	-	-	-	4,827.96
Maintenance Contract													
5510-00 Tree Removal	1,380.19	-	-	-	-	-	-	-	-	-	-	-	1,380.19
Total Landscaping	3,794.17	2,413.98	-	-	-	-	-	-	-	-	-	-	6,208.15
Total OPERATING EXPENSE	50,749.93	50,004.85	-	-	-	-	-	-	-	-	-	-	100,754.78
Net Income:	17,664.12	19,680.28											37,344.40



Income Statement Summary - Reserve
 Windsong Community Improvement Association
 Fiscal Period: February 2023

Date: 3/21/2023
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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
RESERVE INCOME													
Income													
4060-99 Change in value	\$-	(\$48.34)	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	(\$48.34)
Total Income	-	(48.34)	-	-	-	-	-	-	-	-	-	-	(48.34)
Income													
4050-99 Interest Income - Reserve	100.71	47.54	-	-	-	-	-	-	-	-	-	-	148.25
Total Income	100.71	47.54	-	-	-	-	-	-	-	-	-	-	148.25
Total RESERVE INCOME	100.71	(0.80)	-	-	-	-	-	-	-	-	-	-	99.91
Net Reserve:	100.71	(0.80)	-	-	-	-	-	-	-	-	-	-	99.91

Windsong February - March 2023 Violation Summary	
Violation Type/Category	Violation Count
Fences	11
Landscaping: (i.e.: grass/weeds, trees/shrubs, etc.)	23
Property Maintenance: (i.e.: clutter, mildew, painting, trashcans, etc.)	110
Unapproved Improvements	3
Vehicles (i.e.: trailers, inoperable vehicles, etc.)	7
Total:	154