Windsong Community Improvement Association, Inc.

BOARD MEETING AGENDA March 21st, 2023

I. Call to Order: 6:30PM

- a. Executive Session
 - i. Deed Restrictions- April Fully Escalated List
 - ii. Legal Updates
 - iii. Homeowner Requests
 - 1. Holly Forest Clubhouse Reservation
 - 2. Forest Trails Waiver
 - 3. Glenledi Waiver
 - iv. 2023 Annual Meeting Prep May 16th
 - v. Projects
 - 1. Monument Powerwashing Squeaky Clean bid
 - 2. Pool Slide Aquatic Advisors pending
 - 3. Clubhouse Painting & Chimney Repair pending
 - 4. Marquee Repair/Troubleshooting -

II. Executive Session Adjournment: 7:30PM

Notes:	 	 	

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS Windsong Community Improvement Association, Inc.

March 21st, 2023

Pursuant to Article VI, Section 1 of the Bylaws of the Windsong Community Improvement Association, Inc. an executive session meeting of the Directors was duly called to order on Tuesday, February 28th located at 18150 Holly Forest Dr., Houston, TX 77084.

I. Executive Session Call to Order at 7:15pm

a. In attendance

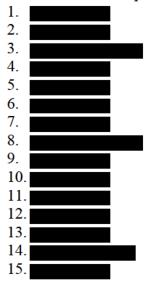
- Board of Directors: Rick Gomez President, Bijay Dixit Treasurer and Hector Montes Director
- ii. Absent with apologies: Justine Squillace Secretary
- iii. Managing Agent: Jennifer Roberson, Director of Client Relations

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 February 2023 and unanimously approved to escalate the below 6 accounts to the attorney for further enforcement:



ii. The Board was presented with the current aged receivables report as of February 28th, 2023 and voted to approve sending the below 16 accounts to the attorney for further collection efforts for unpaid assessments (annual and/or trash):



16.

- iii. The Board held general discussion regarding:
 - 1. A proposed community event as presented by an Owner, W. Perez, in the community.
 - 2. Spring maintenance/events:
 - a. Crawfish/Kick-Off event March 25th
 - b. Gates In Motion new access system install status update install by next week, pending update/revision to database list in needed format so install can be completed
 - c. Spring monument cleaning request bid from Squeaky Clean
 - d. Reserve Study onsite visit March 31st, Board to be available for brief meeting and to allow access to facilities.
 - e. LED Board needs repair/maintenance Spectrum to contact vendor to coordinate visit

II. Executive Session Adjourned at 7:29pm

и.	8	h will also be the annual membership meeting.
Pro	resident, Windsong CIA	Spectrum Managing Agent
Se	ecretary, Windsong CIA	Date



Balance Sheet

Windsong Community Improvement Association

End Date: 03/31/2023

Date: Time:

4/16/2023 3:52 am

	Operating	Reserve	Total
Assets			
Current Assets	* 0.00	¢05.54	¢05.54
Pacific Premiere Bank ICS MM 5143	\$0.00 \$261,829.25	\$85.54 \$0.00	\$85.54 \$261,829.25
Veritex Bank Operating Edward Jones	\$0.00	\$520,015.37	\$520,015.37
Pacific Premier Money Market	\$0.00	\$161,038.67	\$161,038.67
Members Choice Credit Union-Checking	\$20,181.39	\$0.00	\$20,181.39
Members Choice Credit Union-Savings	\$250.12	\$0.00	\$250.12
Total: Current Assets	\$282,260.76	\$681,139.58	\$963,400.34
Accounts Receivable			
Accounts Receivable	\$277,056.00	\$0.00	\$277,056.00
Funds Transferred- FDIC Coverage	\$161,000.00	\$0.00	\$161,000.00
Due from Reserve	\$37,039.98	\$0.00	\$37,039.98
Allowance for Doubtful Accounts	(\$49,056.19)	\$0.00	(\$49,056.19)
A/R - Other	\$170.00	\$0.00	\$170.00
Total: Accounts Receivable	\$426,209.79	\$0.00	\$426,209.79
Other Assets			
Prepaid Insurances	\$9,877.15	\$0.00	\$9,877.15
Prepaid Expenses	\$4,186.19	\$0.00	\$4,186.19
Total: Other Assets	\$14,063.34	\$0.00	\$14,063.34
Total: Assets	\$722,533.89	\$681,139.58	\$1,403,673.47
Liabilities & Equity			
Current Liabilities			
Funds transferred- FDIC Coverage	\$0.00	\$161,000.00	\$161,000.00
Deferred Revenue	\$382,725.00	\$0.00	\$382,725.00
Payable to Operating	\$0.00	\$37,039.98	\$37,039.98
Members Choice - Unreconciled Transactions	\$10,689.26 \$28,635,42	\$0.00	\$10,689.26
Prepaid Assessments A/P Spectrum Collections	\$28,935.42 \$30,499.47	\$0.00 \$0.00	\$28,935.42 \$30,499.47
Total: Current Liabilities	\$452,849.15	\$198,039.98	\$650,889.13
Equity	¥ 102,0 10110	\$100,000,00	4000,000110
Reserve Funding	\$0.00	\$484,731.45	\$484,731.45
Retained Earning	\$233,345 65	\$0.00	\$233,345 65
Total: Equity	\$233,345.65	\$484,731.45	\$718,077.10
Total Net Income Gain / Loss	\$36,339.09	(\$1,631.85)	\$34,707.24
Total: Liabilities & Equity	\$722,533.89	\$681,139.58	\$1,403,673.47



Income Statement

Windsong Community Improvement Association 03/31/2023

Date: Time:

4/16/2023 3:52 am

		Current Period			Year-to-date		Annual
Description	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING INCOME							
Income							
4050-98 Interest Income	\$0.01	\$-	\$0.01	\$0.03	\$-	\$0.03	\$-
4110-00 Homeowner Assessment	42,525.00	42,562.50	(37.50)	127,575.00	127,687.50	(112.50)	510,750.00
4115-00 Trash Assessment	24,607.80	28,375.00	(3,767.20)	74,265.66	85,125.00	(10,859.34)	340,500.00
4210-00 Late Fee Income	803.09	-	803 09	2,694.39	-	2,694.39	-
4220-00 Fine Income	400.00		400 00	1,900.00		1,900.00	
Total Income	\$68,335.90	\$70,937.50	(\$2,601.60)	\$206,435.08	\$212,812.50	(\$6,377.42)	\$851,250.00
Total OPERATING INCOME	\$68,335.90	\$70,937.50	(\$2,601.60)	\$206,435.08	\$212,812.50	(\$6,377.42)	\$851,250.00
OPERATING EXPENSE							
Maintenance							
5110 00 General Mat /Repairs	-	316.67	316.67	79.74	950 01	870.27	3,800.00
5120-00 Building Repair & Maintenance	-	83.33	83.33	-	249 99	249.99	1,000.00
5125 00 Plumbing upplies/Repairs &	-	83.33	83.33	-	249 99	249.99	1,000.00
Maint							
5130 00 Trash ervice	24,379.58	28,375.00	3,995.42	73,592.34	85,125.00	11,532.66	340,500.00
5142-00 Electrical Supplies/Repair &	-	83.33	83.33	-	249 99	249.99	1,000.00
Maintenance		02.22	02.22		240.00	240.00	1 000 00
5145-00 Gate & Monument Repair &	-	83.33	83.33	-	249 99	249.99	1,000.00
Maintenance	_	62.50	62.50	535.84	187 50	(348.34)	750.00
5150-00 Club House Repair & Maint. 5155 00 Locks & Keys Repairs &	_	20.83	20.83	-	62.49	62.49	250.00
Maintenance		20.00	20.00		02.43	02.43	200.00
5170 00 ignage Repair & Maintenance	_	125.00	125 00	_	375 00	375.00	1,500.00
5512-00 Playground Maintenance/Repairs	_	58.33	58.33	_	174 99	174.99	700.00
5515 00 Pool upplies/Repairs &	-	291.67	291.67	897.13	875 01	(22.12)	3,500.00
Maintenance							
5525 00 Tennis Court Repairs &	-	41.67	41.67	-	125 01	125.01	500.00
Maintenance							
Total Maintenance	\$24,379.58	\$29,624.99	\$5,245.41	\$75,105.05	\$88,874.97	\$13,769.92	\$355,500.00
Utilities							
5210-00 Electricity	4,708.90	4,500.00	(208.90)	14,210.87	13,500.00	(710.87)	54,000.00
5220-00 Water/Sewer	235.43	1,250.00	1,014.57	2,782.91	3,750.00	967.09	15,000.00
5225-00 Telephone	260.29	291.67	31.38	799.67	875 01	75.34	3,500.00
5230-00 Internet	190.31	200.00	9.69	579.32	600 00	20.68	2,400.00
5235-00 Pool Emergency Phone	410.27	41.67	(368.60)	410.27	125 01	(285.26)	500.00
5240-00 Gas	34.64	41.67	7.03	188.12	125 01	(63.11)	500.00
Total Utilities	\$5,839.84	\$6,325.01	\$485.17	\$18,971.16	\$18,975.03	\$3.87	\$75,900.00
Administrative							
5310-00 General Administrative	3,281.70	1,937.50	(1,344.20)	8,889.90	5,812.50	(3,077.40)	23,250.00
5311-00 Meeting Expense	-	41.67	41.67	78.74	125 01	46.27	500.00
5315-00 Printing & Copying	-	137.50	137 50	-	412 50	412.50	1,650.00
5320-00 Postage	-	137.50	137 50	-	412 50	412.50	1,650.00
5326-00 Newsletter	-	30.00	30.00	-	90.00	90.00	360.00
5327-00 Website Maintenance	166.30	154.17	(12.13)	546.53	462 51	(84.02)	1,850.00
5335-00 Community Clubhouse Manager	-	550.00	550 00	1,650.00	1,650.00	-	6,600.00
5360-00 Office Supplies	-	20.83	20.83	- 25 50	62.49	62.49	250.00
5361-00 Clubhouse Supplies	-	33.33	33.33	35.56	99.99	64.43	400.00 5,500.00
5365-00 Decorations	-	458.33 200.00	458 33 200 00	1,375.00	1,374.99 600 00	1,374.99 (775.00)	2,400.00
5380-00 Other Administrative Services	28.25	200.00	(28.25)	28.25	-	(28.25)	2,400.00
5382-00 Misc. Expense 5410-00 Management Fee	3,772.80	3,810.53	37.73	11,318.40	11,431.59	113.19	45,726.33
5420-00 Management Fee 5420-00 Audit & Taxes	-	37.50	37.50		112 50	112.50	450.00
5430-00 Addit & Taxes	37.50	208.33	170 83	1,146.68	624 99	(521.69)	2,500.00
5540-00 Insurance	15,482.02	3,333.33	(12,148.69)	24,027.02	9,999.99	(14,027.03)	40,000.00
5550-00 Property Taxes/Real Estate Tax	-	8.33	8.33	-	24.99	24.99	100.00
5810-00 Community Events	1,606.74	916.67	(690.07)	2,863.74	2,750.01	(113.73)	11,000.00
5820-00 Donation	1,500.00	125.00	(1,375.00)	1,500.00	375 00	(1,125.00)	1,500.00
Total Administrative	\$25,875.31	\$12,140.52	(\$13,734.79)	\$53,459.82	\$36,421.56	(\$17,038.26)	\$145,686.33
	Ψ20,010.01	¥12,170.02	(\$10,104.10)	400,400.02	\$30,7£1.00	(4.1,000.20)	÷ . +0,000.00



Income Statement

Windsong Community Improvement Association 03/31/2023

Date: Time: 4/16/2023 3:52 am

	(Current Period			Year-to-date		Annual
Description	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Contracted Servies							
5115-00 Janitorial Services	\$ -	\$390.00	\$390 00	\$630.00	\$1,170.00	\$540.00	\$4,680.00
5432-00 Cameras	-	1,666.67	1,666.67	-	5,000.01	5,000.01	20,000.00
5433-00 Camera Maintenance/Repair and	-	41.67	41.67	36.78	125 01	88.23	500.00
Camera							
5437-00 Patrol MUD Agreement	9,100.00	3,033.33	(6,066.67)	9,100.00	9,099.99	(0.01)	36,400.00
5438-00 Patrol Contract	-	6,466.67	6,466.67	-	19,400.01	19,400.01	77,600.00
5450-00 Pool Management	1,732.50	4,083.33	2,350.83	4,171.05	12,249.99	8,078.94	49,000.00
5465-00 Pest Control		300.00	300 00	-	900 00	900.00	3,600.00
Total Contracted Servies	\$10,832.50	\$15,981.67	\$5,149.17	\$13,937.83	\$47,945.01	\$34,007.18	\$191,780.00
Landscaping							
5135-00 Irrigation Repairs & Maintenance	-	250.00	250 00	-	750 00	750.00	3,000.00
5140-00 Landscape Maintenance	2,413.98	2,750.00	336 02	7,241.94	8,250.00	1,008.06	33,000.00
Contract							
5510-00 Tree Removal	-	166.67	166.67	1,380.19	500 01	(880.18)	2,000.00
5520-00 Landscape Other	-	166.67	166.67	-	500 01	500.01	2,000.00
Total Landscaping	\$2,413.98	\$3,333.34	\$919 36	\$8,622.13	\$10,000.02	\$1,377.89	\$40,000.00
Reserves							
6300-00 Transfer to Reserve	-	2,500.00	2,500.00	-	7,500.00	7,500.00	30,000.00
Total Reserves	\$ -	\$2,500.00	\$2,500.00	\$-	\$7,500.00	\$7,500.00	\$30,000.00
Total OPERATING EXPENSE	\$69,341.21	\$69,905.53	\$564.32	\$170,095.99	\$209,716.59	\$39,620.60	\$838,866.33
Net Income:	(\$1,005.31)	\$1,031.97	(\$2,037.28)	\$36,339.09	\$3,095.91	\$33,243.18	\$12,383.67



Income Statement

Windsong Community Improvement Association

03/31/2023

Date: Time: 4/16/2023 3:52 am

	Cu	rrent Period		Y	ear-to-date		Annual	
Description	Actual	Budget	Variance	Actual	Budget	Variance	Budget	
RESERVE INCOME								
Income								
4060-99 Change in value	(\$240.22)	\$-	(\$240.22)	(\$288.56)	\$-	(\$288.56)	\$-	
Total Income	(\$240.22)	\$-	(\$240.22)	(\$288.56)	\$-	(\$288.56)	\$-	
Income								
4050-99 Interest Income - Reserve	15.00		15.00	163.25		163.25	-	
Total Income	\$15.00	\$-	\$15.00	\$163.25	\$-	\$163.25	\$-	
Total RESERVE INCOME	(\$225.22)	\$-	(\$225.22)	(\$125.31)	\$-	(\$125.31)	\$-	
RESERVE EXPENSE Other Reserve Expenses								
6301-00 Capital Improvements	1,506.54	-	(1,506.54)	1,506.54	-	(1,506.54)	-	
Total Other Reserve Expenses	\$1,506.54	\$ -	(\$1,506.54)	\$1,506.54	\$-	(\$1,506.54)	\$-	
Total RESERVE EXPENSE	\$1,506.54	\$-	(\$1,506.54)	\$1,506.54	\$-	(\$1,506.54)	\$-	
Net Reserve:	(\$1,731.76)	\$0.00	(\$1,731.76)	(\$1,631.85)	\$0.00	(\$1,631.85)	\$0.00	



7,512.76

Total Utilities

5,618.56

5,839.84

Income Statement Summary - Operating

Windsong Community Improvement Association Fiscal Period: March 2023

Date: 4/16/2023 Time: 3:52 am

18,971.16

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	\$0.01	\$ -	\$-	\$ -	\$-	\$ -	\$0.03				
4110-00 Homeowner	42,525.00	42,525.00	42,525.00	-	-	-	-	-	-	-	-	-	127,575.00
Assessment													
4115-00 Trash Assessment	25,050.06	24,607.80	24,607.80	-	-	-	-	-	-	-	-	-	74,265.66
4210-00 Late Fee Income	438.98	1,452.32	803.09	-	-	-	-	-	-	-	-	-	2,694.39
4220-00 Fine Income	400.00	1,100.00	400.00	-	-	-	-	-	-	-	-	-	1,900.00
Total Income	68,414.05	69,685.13	68,335.90	-	-	-	-	-	-	-		-	206,435.08
Total OPERATING INCOME	68,414.05	69,685.13	68,335.90	-					-	-		-	206,435.08
OPERATING EXPENSE													
Maintenance													
5110-00 General Mat./Repairs	79.74	-	-	-	-	-	-	-	-	-	-	-	79.74
5130-00 Trash Service	24,606.38	24,606.38	24,379.58	-	-	-	-	-	-	-	-	-	73,592.34
5150-00 Club House Repair &	535.84	-	-	-	-	-	-	-	-	-	-	-	535.84
Maint.													
5515-00 Pool	887.13	10.00	-	-	-	-	-	-	-	-	-	-	897.13
Supplies/Repairs &													
Maintenance													
Total Maintenance	26,109.09	24,616.38	24,379.58	-	-	-	-	-	-	-	-	-	75,105.05
Utilities													
5210-00 Electricity	4,824.78	4,677.19	4,708.90	-	-	-	-	-	-	-	-	-	14,210.87
5220-00 Water/Sewer	2,146.73	400.75	235.43	-	-	-	-	-	-	-	-	-	2,782.91
5225-00 Telephone	258.85	280.53	260.29	-	-	-	-	-	-	-	-	-	799.67
5230-00 Internet	188.66	200.35	190.31	-	-	-	-	-	-	-	-	-	579.32
5235-00 Pool Emergency	-	-	410.27	-	-	-	-	-	-	-	-	-	410.27
Phone													
5240-00 Gas	93.74	59.74	34.64	-	-	-	-	_	-	-	-	-	188.12



Income Statement Summary - Operating

Windsong Community Improvement Association Fiscal Period: March 2023

Date: 4/16/2023 Time: 3:52 am

Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
Administrative													
5310-00 General	\$1,283.11	\$4,325.09	\$3,281.70	\$ -	\$8,889.90								
Administrative													
5311-00 Meeting Expense	78.74	-	-	-	-	-	-	-	-	-	-	-	78.74
5327-00 Website	190.13	190.10	166.30	-	-	-	-	-	-	-	-	-	546.53
Maintenance													
5335-00 Community	550.00	1,100.00	-	-	-	-	-	-	-	-	-	-	1,650.00
Clubhouse Manager													
5361-00 Clubhouse Supplies	-	35.56	-	-	-	-	-	-	-	-	-	-	35.56
5380-00 Other Administrative	1,375.00	-	-	-	-	-	-	-	-	-	-	-	1,375.00
Services													
5382-00 Misc. Expense	-	-	28.25	-	-	-	-	-	-	-	-	-	28.25
5410-00 Management Fee	3,772.80	3,772.80	3,772.80	-	-	-	-	-	-	-	-	-	11,318.40
5430-00 Legal	225.00	884.18	37.50	-	-	-	-	-	-	-	-	-	1,146.68
5540-00 Insurance	4,272.50	4,272.50	15,482.02	-	-	-	-	-	-	-	-	-	24,027.02
5810-00 Community Events	-	1,257.00	1,606.74	-	-	-	-	-	-	-	-	-	2,863.74
5820-00 Donation	-	-	1,500.00	-	-	-	-	-	-	-	-	-	1,500.00
Total Administrative	11,747.28	15,837.23	25,875.31	-	-	-	-	-	-	-	-	-	53,459.82
Contracted Servies													
5115-00 Janitorial Services	450.00	180.00	_	-	-	-	-	-	-	-	-	-	630.00
5433-00 Camera	-	36.78	_	-	-	-	-	-	-	-	-	-	36.78
Maintenance/Repair and													
Camera													
5437-00 Patrol MUD	-	-	9,100.00	-	-	-	-	-	-	-	-	-	9,100.00
Agreement													
5450-00 Pool Management	1,136.63	1,301.92	1,732.50	-	-	-	-	-	-	-	-	-	4,171.05
Total Contracted	1,586.63	1,518.70	10,832.50	-	-	-	-		-	-	-	-	13,937.83
Servies													
Landscaping													
5140-00 Landscape	2,413.98	2,413.98	2,413.98	-	-	-	-	-	-	-	-	-	7,241.94
Maintenance Contract													
5510-00 Tree Removal	1,380.19	-	-	-	-	-	-	-	-	-	-	-	1,380.19
Total Landscaping	3,794.17	2,413.98	2,413.98	-	-	-	-	-	-	-	-	-	8,622.13
Total OPERATING EXPENSE	50,749.93	50,004.85	69,341.21	-	-	-	-	-	-	-	-	-	170,095.99
	17,664 12	19,680 28	(1,005 31)										36,339 09
Net Income:	,	,	(.,										1.3,000



Net Reserve:

Income Statement Summary - Reserve

Windsong Community Improvement Association Fiscal Period: March 2023

Date: 4/16/2023 Time: 3:52 am

Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
RESERVE INCOME													
Income													
4060-99 Change in value	\$ -	(\$48 34)	(\$240.22)	\$ -	(\$288.56)								
Total Income	-	(48.34)	(240.22)	-	-	-	-	-	-	-	-	-	(288.56)
Income													
4050-99 Interest Income -	100.71	47.54	15.00	-	-	-	-	-	-	-	-	-	163.25
Reserve													
Total Income	100.71	47.54	15.00	-	-	-	-	-	-	-	-		163.25
Total RESERVE INCOME	100.71	(0.80)	(225.22)	-	-	-	-		-		-	-	(125.31)
RESERVE EXPENSE													
Other Reserve Expenses													
6301-00 Capital	-	-	1,506.54	-	-	-	-	-	-	-	-	-	1,506.54
Improvements													
Total Other Reserve	-	-	1,506.54	-	-	-	-	-	-	-	-		1,506.54
Expenses													·
Total RESERVE EXPENSE	-	-	1,506.54	-	-	-	-	-	-	-	-	-	1,506.54
Net Reserve:_	100.71	(0.80)	(1,731.76)	-	-	-	-	-	-	-	-	-	(1,631.85)