

**Monthly Agenda**  
**June 19, 2018**  
**Quail Springs Condominiums Phase I Association**

- I. **Open Meeting**
- II. **Determination of Quorum**
- III. **Approval of Minutes**
- IV. **Financials**

- a. **May 2018 Phase I HOA Operating Account**
  - i. Total Income: \$ 40,175.37
  - ii. Total Expense: \$ 31,708.79
  - iii. Net Income: \$ - 351.85 (after prepaids)
  - iv. Capital Improvements: \$ 6,542.64 (building 20 fence)
- b. **May 2018 Phase I HOA Reserve Account \$ 75,792.86**
- c. **May 2018 Phase I HOA Operating Account \$ 25,926.01**
- d. **Collections: \$16,886.71 as of 05/31/18 (\$16,300.86 last month)**

Type	Description	0-30	31-60	61-90	91+	Total
NSFFEE	Non-Sufficient Funds Fee	0.00	0.00	0.00	45.00	45.00
LC	Late Charge	0.00	558.01	0.00	1,108.15	1,666.16
DC	Dues Charge	3,840.17	2,330.46	0.00	7,608.90	13,779.53
LG	Legal Fees	0.00	162.00	242.34	130.02	534.36
AGRADJ	Account Group Adjustment	0.00	0.00	0.00	195.60	195.60
LegRem	Legal Reimbursement	66.00	0.00	0.00	575.06	641.06
VF	Violation Fine	25.00	0.00	0.00	0.00	25.00
		3,931.17	3,050.47	242.34	9,662.73	16,886.71

- v. **Liens filed: none**
- vi. **Current Legal:**
  - 1. **18A** \$3,935.36– Attorney notified to proceed with lawsuit
  - 2. **16E** \$2,440.73– CJ-2017-4247 Bank foreclosure. Sheriff appraisal ordered for foreclosure
  - 3. **19E** \$2,443.09 Owner reached out to management re a payment arrangement never submitted anything in writing or made any payments. Will proceed with legal.
  - 4. **22A:** \$953.33Lien prepared and will be filed this week.
- vii. Released legal: 23D
- viii. Request legal: none

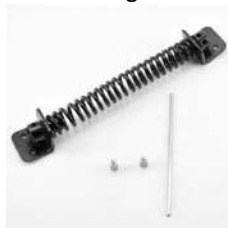
V. **Old Business**

- a. Fence replacement of 14425
  - i. Project completed and check released to vendor.
- b. Parking lot cracks (*Bidding in progress*)
  - i. Obtain bids to cure cracks and overlay parking lot with asphalt (EXH6.a.i)
- c. Fence Special Assessment posted and considered late after 7/30/2018:

Unit Type/SqFt	Obligation %	#units	5% of annual budget: \$25,976.63
1134	0.5208	34	\$ 135.29
1063	0.5208	34	\$ 135.29
1214	0.5588	20	\$ 145.16
1209	0.5588	40	\$ 145.16
770	0.4106	12	\$ 106.66
854	0.4106	13	\$ 106.66
586	0.3313	32	\$ 86.06
646	0.3313	32	\$ 86.06

**VI. New Business**

- a. Bank Account Changes:
  - i. Need motion to remove all past Board Members from all bank accounts tied to Quails Springs Phase 1 and add the following Officers:
    - 1. Marie Noelle-David, Secretary/Treasurer
    - 2. Patrizia Montenegro, President
    - 3. Mark Mogelnicki, Director
- b. 14315-H Reimbursement Request:
  - i. Reimbursement for outdoor carpet on balcony (not original to construction)
- c. Special Assessment Fence Project:
  - i. Fence OKC to do following buildings:
    - 1. 14315 - \$6,661.00
    - 2. 14317 - \$6,670.00
    - 3. 14423 – Need set price. Approx. \$6,600.00.
- d. Building Exterior Project
  - i. Buildings completed and dates:
    - 14305 – 3/2016
    - 14309 – 6/2016
    - 14311 – 4/2016
    - 14313 - 10/2016
    - 14315 – 9/2017
    - 14317 – 9/2015
    - 14321 – 3/2015
    - 14401 – 4/2018
    - 14403 – 8/2017
    - 14405 – 05/2016
    - 14415 – 4/2013
    - 14417 – 8/2017
    - 14421 – 2/2016
    - 14423 – 4/2017
    - 14413 (clubhouse) - 2017
  - ii. Next building to be repaired & painted: 14407 & then 14425. Bids requested
- e. Tree Trimming
  - i. Board had requested that management utilize \$3000.00 of surplus funds budgeted for plumbing for trimming dead limbs from the East front of community. Salas Tree Service outsourced for assessment. Will be out 06/22/2018
- f. Gate latches
  - i. Board member has requested that we upgrade existing gate latches to something more durable. Management has instructed maintenance to inspect all recent installs to make sure that springs are attached to gates to prevent them from slamming which is causing latch damages.



- g. Neighborhood Watch consideration
  - i. Management has contacted Neighborhood Alliance for an appointment on getting Quail Springs neighbors trained for a successful 'Crime Watch' program. Phase 1 will work

with Recreation and Phase 2 associations to make the most out of system.

**VII. VIOLATIONS Exhibit 7**

- a. See attached report

**VIII. Announcements and Recommendations to Members**

REMINDER: Trees located inside of your fenced courtyards are the Owners responsibly. Management has sent multiple notices to Owners with trees and ivy growing up against or along the building exteriors to have them trimmed back. ANY DAMAGES TO THE STRUCTURE (ROOF LEAKS, STRUCTURAL PROBLEMS) WILL BE BILLED BACK TO THE OWNER OF THE TREE OR VINES without warning.

**IX. Homeowner Time**

- a.

**X. Next Meeting: Tuesday, July 17, 2018 @ 7:00**

**XI. Adjournment**

**Monthly Minutes**  
**May 15, 2018**  
**Quail Springs Condominiums Phase I Association**

- **Open Meeting** : Meeting call to order at 7.09pm
- **Determination of Quorum** : Mark, John, Patrizia and Marie present.
- **Approval of Minutes** : John made a motion to approve the Minutes. Marie seconded. Motion passed.
- **Financials** : John made a motion to approve the Financials. Patrizia seconded. Motion passed.
  - **May 2018** Phase I HOA Operating Account
    - Total Income: \$ 38,672.32
    - Total Expense: \$ 66,577.00 (Includes insurance down payment)
    - Net Income: \$ -28,693.49(after prepaids)
    - Capital Improvements: \$ 6,410.44
  - **May 2018** Phase I HOA Reserve Account \$ 75,787.13
  - **May 2018** Phase I HOA Operating Account \$17,466.04
  - **Collections: \$16,300.86** as of 04/30/18 (**\$15,921.31** last month)

Type	Description	0-30	31-60	61-90	91+	Total
NSFFEE	Non-Sufficient Funds Fee	0.00	0.00	0.00	45.00	45.00
LC	Late Charge	627.14	0.00	167.20	940.95	1,735.29
DC	Dues Charge	4,314.30	2,127.00	1,751.58	4,972.67	13,165.55
LG	Legal Fees	162.00	242.34	0.00	130.02	534.36
CL	Closing Letter	50.00	0.00	0.00	0.00	50.00
AGRADJ	Account Group Adjustment	0.00	0.00	0.00	195.60	195.60
LegRem	Legal Reimbursement	0.00	0.00	0.00	575.06	575.06
		5,153.44	2,369.34	1,918.78	6,859.30	16,300.86

- **Liens filed:** none
- **Current Legal:**
  - **18A** \$ 3704.25 – Attorney notified to proceed. **Owner did not follow with payment plan.**
  - **16E** \$2235.67 – CJ-2017-4247 Bank foreclosure. Board voted to hold liens since mortgage payoff so little to secure payment.
  - **19E** \$2211.98 Owner reached out to management re a payment arrangement, never submitted anything in writing or made any payments. Will proceed with legal. **Owner did not follow with payment plan.**
  - **23D:** \$1974.70 Introductory letter sent by counsel.
- Released legal: 19A & 14C
- Request legal: 17F & 22A : **Board members voted to request legal. Motion passed.**
- **Old Business**

- 14315 Stone Wall potential damage to unit B condensing unit (Exh 6.a)
  - Owner requests that HOA agree to be responsible for potential damages to condensing unit. Board tabled item until quote from vendor notating actual damages presented for consideration. – Settled with Owner
- Fence replacement of 14425
  - Bid approved for Fence OKC \$6,596.00. (*Scheduled for end of April 2018 w/Fence OKC*). **Now end of May 2018.**
- Parking lot cracks (***Bidding in progress***)
  - Obtain bids to cure cracks and overlay parking lot with asphalt (EXH6.a.i)
  
- **New Business**
  - Phase 1 Newsletter
    - Letters being prepared and will be mailed out to owners this week or beginning of next week. **Patrizia mention bed flowers not been taking care of , 2nd. inspection for violation and fine is on the way. John mention taking back road to lighten the traffic in front of Quail Springs condo.**
  - 14401-4D: AC Repair reimbursement
    - Unit located in 14401 discovered Freon line crimped inside of wall leaking Freon. Owners HVAC tech believes line likely was crimped when piers were done. Management researched and could not determine if line was crimped due to prior settling or if after. It is management recommendation that the reimbursement be approved due to likelihood of damage being caused as a result of HOA repair and not as result of needed HOA repair. \$800.00 for repair EXH 6.b. **Board members made a motion to approve the reimbursement. Motion passed.**
  
- **VIOLATIONS Exhibit 7**
  - See attached report
  
- **Announcements and Recommendations to Members**

GARDEN SIGNS ARE STILL FOR SALE IN THE BOARD OFFICE FOR \$32.00
  
- **Homeowner Time**
  - Marie asked for a second board member to sign checks. Mark talked about problems with pigeon. Gutter might be needing cleaning. on Bldg 14321. John mention faucet is leaking in Bldg 14411 South side.

- **Next Meeting:** Tuesday, June 19, 2018 @ 7:00
  
- **Adjournment** : John made a motion to adjourn the Meeting at 7.34pm. Patrizia seconded. Motion passed.

# Budget Comparison

## QUAIL SPRINGS PHASE 1 HOA

Comparison Periods: 05/01/18 - 05/31/18 and 01/01/18 - 05/31/18 (cash basis)

	Actual 05/01/18 - 05/31/18	Budget 05/18 - 05/18	\$ Change	% Change	Actual YTD 01/01/18 - 05/31/18	Budget YTD 01/18 - 05/18	\$ Change	% Change
<b>INCOME</b>								
302 Membership Dues Income	39,809.29	40,827.00	-1,017.71	-2.5 %	203,123.87	204,135.00	-1,011.13	-0.5 %
307 Interest Income	1.93	3.00	-1.07	-35.7 %	9.13	15.00	-5.87	-39.1 %
309 Late Fee Income	69.13	140.00	-70.87	-50.6 %	1,194.02	700.00	494.02	70.6 %
310 Legal Fees	0.00	0.00	0.00		143.02	0.00	143.02	
314 Compliance Fee Income	50.00	0.00	50.00		50.00	0.00	50.00	
317 Other Income								
1065 General Reimbursement	0.00	0.00	0.00		64.88	0.00	64.88	
317 Other Other Income	0.00	0.00	0.00		680.19	0.00	680.19	
317 Total Other Income	0.00	0.00	0.00		745.07	0.00	745.07	
319 Closing Letters	101.19	40.00	61.19	153.0 %	441.19	280.00	161.19	57.6 %
321 Special Assessment	143.83	4,644.00	-4,500.17	-96.9 %	977.42	23,220.00	-22,242.58	-95.8 %
<b>TOTAL INCOME</b>	<b>40,175.37</b>	<b>45,654.00</b>	<b>-5,478.63</b>	<b>-12.0 %</b>	<b>206,683.72</b>	<b>228,350.00</b>	<b>-21,666.28</b>	<b>-9.5 %</b>
<b>EXPENSE</b>								
600 Management								
6002 Management Fees	2,320.34	2,741.00	-420.66	-15.3 %	12,295.11	13,705.00	-1,409.89	-10.3 %
6004 In-House Administration	1,000.00	1,800.00	-800.00	-44.4 %	7,535.50	9,000.00	-1,464.50	-16.3 %
600 Total Management	3,320.34	4,541.00	-1,220.66	-26.9 %	19,830.61	22,705.00	-2,874.39	-12.7 %
604 Utilities								
6041 Internet	0.00	50.00	-50.00	-100.0 %	179.53	250.00	-70.47	-28.2 %
6042 Electric	1,281.45	1,020.00	261.45	25.6 %	5,674.32	5,100.00	574.32	11.3 %
6043 Telephone	145.65	81.00	64.65	79.8 %	254.19	405.00	-150.81	-37.2 %
6045 Water And Sewer Utility	7,168.39	6,960.00	208.39	3.0 %	39,484.50	34,800.00	4,684.50	13.5 %
6046 Trash Removal	300.00	0.00	300.00		300.00	800.00	-500.00	-62.5 %
6047 Fire Suppression System	79.90	80.00	-0.10	-0.1 %	1,947.50	400.00	1,547.50	386.9 %
604 Total Utilities	8,975.39	8,191.00	784.39	9.6 %	47,840.04	41,755.00	6,085.04	14.6 %
607 Repairs & Maintenance								
15 Roofing	249.00	0.00	249.00		249.00	750.00	-501.00	-66.8 %
16 Carports & Balconies	819.18	0.00	819.18		1,327.46	1,800.00	-472.54	-26.3 %
610 HVAC	877.50	0.00	877.50		877.50	0.00	877.50	
612 Exterior Paint / Siding	220.74	0.00	220.74		340.55	0.00	340.55	
613 Electrical	22.21	425.00	-402.79	-94.8 %	749.96	2,125.00	-1,375.04	-64.7 %
614 Flooring	0.00	342.00	-342.00	-100.0 %	135.00	1,710.00	-1,575.00	-92.1 %
617 Materials & Supplies	28.12	250.00	-221.88	-88.8 %	1,862.90	1,250.00	612.90	49.0 %
618 Plumbing	0.00	1,055.00	-1,055.00	-100.0 %	2,069.10	5,275.00	-3,205.90	-60.8 %
619 Contract Labor	322.50	750.00	-427.50	-57.0 %	4,803.23	3,750.00	1,053.23	28.1 %
620 Pest Control	0.00	0.00	0.00		2,455.00	0.00	2,455.00	

	Actual 05/01/18 - 05/31/18	Budget 05/18 - 05/18	\$ Change	% Change	Actual YTD 01/01/18 - 05/31/18	Budget YTD 01/18 - 05/18	\$ Change	% Change
621 Fence & Gate Repair	734.65	425.00	309.65	72.9 %	3,233.02	2,125.00	1,108.02	52.1 %
623 Tools & Equipment	0.00	0.00	0.00		45.03	1,632.11	-1,587.08	-97.2 %
624 Structural/Foundation	0.00	0.00	0.00		0.00	12,500.00	-12,500.00	-100.0 %
607 Total Repairs & Maintenance	3,273.90	3,247.00	26.90	0.8 %	18,147.75	32,917.11	-14,769.36	-44.9 %
670 Taxes/Insurance								
675 Insurance	11,384.22	12,500.00	-1,115.78	-8.9 %	66,025.94	71,145.47	-5,119.53	-7.2 %
670 Total Taxes/Insurance	11,384.22	12,500.00	-1,115.78	-8.9 %	66,025.94	71,145.47	-5,119.53	-7.2 %
671 Legal, Professional Fees								
6710 Legal/Attorney	132.00	367.00	-235.00	-64.0 %	1,207.56	1,835.00	-627.44	-34.2 %
6711 Accounting/Accountant	0.00	200.00	-200.00	-100.0 %	0.00	400.00	-400.00	-100.0 %
6712 Lien Filing Fees	0.00	26.00	-26.00	-100.0 %	26.00	130.00	-104.00	-80.0 %
671 Total Legal, Professional Fees	132.00	593.00	-461.00	-77.7 %	1,233.56	2,365.00	-1,131.44	-47.8 %
676 Accounting Software								
6761 Software Rental	0.00	110.00	-110.00	-100.0 %	0.00	550.00	-550.00	-100.0 %
6762 Website	0.00	0.00	0.00		0.00	20.00	-20.00	-100.0 %
676 Other Accounting Software	110.00	0.00	110.00	0.0 %	550.00	0.00	550.00	
676 Total Accounting Software	110.00	110.00	0.00	0.0 %	550.00	570.00	-20.00	-3.5 %
700 Office / Administrative								
678 Bank Charges/Fees	0.00	5.00	-5.00	-100.0 %	0.00	25.00	-25.00	-100.0 %
7000 Postage	0.00	30.00	-30.00	-100.0 %	9.00	150.00	-141.00	-94.0 %
7003 Office Supplies	27.14	45.00	-17.86	-39.7 %	168.75	225.00	-56.25	-25.0 %
700 Total Office / Administrative	27.14	80.00	-52.86	-66.1 %	177.75	400.00	-222.25	-55.6 %
5014 CAPITAL IMPROVEMENTS								
501406 Windows, Siding or Painting	0.00	0.00	0.00		26,998.99	0.00	26,998.99	
501407 Electrical (capital)	0.00	0.00	0.00		521.27	0.00	521.27	
501410 Fencing	6,542.64	4,644.00	1,898.64	40.9 %	6,542.64	13,932.00	-7,389.36	-53.0 %
5014 Total CAPITAL IMPROVEMENTS	6,542.64	4,644.00	1,898.64	40.9 %	34,062.90	13,932.00	20,130.90	144.5 %
5102 Reserve Transfer	0.00	8,000.00	-8,000.00	-100.0 %	0.00	40,000.00	-40,000.00	-100.0 %
6001 Other Expenses	10.80	0.00	10.80		10.80	0.00	10.80	
6007 Landscaping	4,475.00	0.00	4,475.00		4,475.00	0.00	4,475.00	
<b>TOTAL EXPENSE</b>	<b>38,251.43</b>	<b>41,906.00</b>	<b>-3,654.57</b>	<b>-8.7 %</b>	<b>192,354.35</b>	<b>225,789.58</b>	<b>-33,435.23</b>	<b>-14.8 %</b>
<b>OTHER INCOME</b>								
800 Unallocated Prepays	-2,275.79	0.00	-2,275.79		1,808.69	0.00	1,808.69	
<b>TOTAL OTHER INCOME</b>	<b>-2,275.79</b>	<b>0.00</b>	<b>-2,275.79</b>		<b>1,808.69</b>	<b>0.00</b>	<b>1,808.69</b>	
<b>NET INCOME</b>	<b>-351.85</b>	<b>3,748.00</b>	<b>-4,099.85</b>	<b>-109.4 %</b>	<b>16,138.06</b>	<b>2,560.42</b>	<b>13,577.64</b>	<b>530.3 %</b>



**NET INCOME SUMMARY**

	Actual 05/01/18 - 05/31/18	Budget 05/18 - 05/18	\$ Change	% Change	Actual YTD 01/01/18 - 05/31/18	Budget YTD 01/18 - 05/18	\$ Change	% Change
Income	40,175.37	45,654.00	-5,478.63	-12.0 %	206,683.72	228,350.00	-21,666.28	-9.5 %
Expense	-38,251.43	-41,906.00	3,654.57	8.7 %	-192,354.35	-225,789.58	33,435.23	14.8 %
Other Income & Expense	-2,275.79	0.00	-2,275.79		1,808.69	0.00	1,808.69	
<b>NET INCOME</b>	<b>-351.85</b>	<b>3,748.00</b>	<b>-4,099.85</b>	<b>-109.4 %</b>	<b>16,138.06</b>	<b>2,560.42</b>	<b>13,577.64</b>	<b>530.3 %</b>

# Balance Sheet

QSHOA 1

As of 05/31/18 (cash basis)

## ASSETS

Bank Account		
1013 Quail BOK op		25,926.01
1014 Quail BOK res		<u>75,792.86</u>
Total Bank Account		101,718.87
Accounts Receivable		
40011 Utility Reimbursement		<u>-504.35</u>
Total Accounts Receivable		-504.35
Other Current Asset		
1100 Undeposited Funds		3,922.04
2010 Pass-through		<u>196.60</u>
Total Other Current Asset		4,118.64
Fixed Asset		
1009 Equipment & Machinery		1,602.26
1010 Office Equipment & Furnishings		<u>32.38</u>
Total Fixed Asset		1,634.64
TOTAL ASSETS		<u><u>106,967.80</u></u>

## LIABILITIES & EQUITY

Equity		
3000 Net Income		16,138.06
3001 Retained Earnings		<u>90,829.74</u>
Total Equity		106,967.80
TOTAL LIABILITIES & EQUITY		<u><u>106,967.80</u></u>