

**Monthly Agenda**  
**January 15, 2018**  
**Quail Springs Condominiums Phase I Association**

**I. Open Meeting**

**II. Determination of Quorum**

New Board Member Erica Ross

**III. Approval of Minutes**

**IV. Financials**

**a. December 2018 Phase I HOA Operating Account**

- i. Total Income: \$40,622.21
- ii. Total Expense: \$29,957.37
- iii. Net Income: \$13,271.34 (after prepaids)
- iv. Capital Improvements: \$1,909.93

**b. December 2018 Phase I HOA Reserve Account \$37,172.79**

**c. December 2018 Phase I HOA Operating Account \$27,896.38**

**d. Collections: \$15,860.61 as of 12/31/18 (\$15,311.32 last month)**

Type	Description	0-30	31-60	61-90	91+	Total
NSFFEE	Non-Sufficient Funds Fee	20.00	0.00	25.00	50.00	95.00
LC	Late Charge	0.00	459.07	0.00	579.71	1,038.78
SP	Special Assessment	106.66	0.00	0.00	656.83	763.49
DC	Dues Charge	3,422.11	2,097.80	0.00	5,477.55	10,997.46
LG	Legal Fees	0.00	0.00	264.00	120.11	384.11
PP	Payment Plan	132.00	95.00	0.00	68.32	295.32
LegRem	Legal Reimbursement	226.27	330.00	264.00	1,401.04	2,221.31
VF	Violation Fine	0.00	0.00	0.00	25.00	25.00
NI	Non-Income Reimbursement	0.00	0.00	0.00	40.14	40.14
		<b>3,907.04</b>	<b>2,981.87</b>	<b>553.00</b>	<b>8,418.70</b>	<b>15,860.61</b>

**a. Prepared liens: None**

**v. Liens filed:**

- 1. **16F** - \$137.96
- 2. **20A** - \$ 205.55
- 3. **23B** - \$618.65
- 4. **4C** - \$ 292.57
- 5. **6G** - \$665.36
- 6. **6B** - \$813.77
- 7. **7H** - \$ 500.23

**vi. Current Legal:**

- 1. **19A** \$2,611.56
- 2. **19E** \$4,203.26 Payment plan with attorney but not paying agreed amount.

**vii. Released legal: none**

**V. Old Business**

**a. Parking lot cracks (*Bidding in progress*)**

- i. Bids to overlay existing parking lot and drive averaging \$250,000
- ii. Proposal to resurface & fill cracks: \$54,150.00

**b. Neighborhood Watch consideration**

- i. Spoke with neighborhood alliance and they would like to set a meeting up with interested homeowners. Management has sent an email out to owners requesting volunteers as well as posted on the Phase 1 Facebook page. No interest as of yet. Recommendations requested

- c. Balcony repairs:
  - i. 14407-D: Needs new header. Tried to complete in house, needs to be outsourced.
    - 1. BCC Contracting - \$1,875.00 **NEW AMOUNT \$2,500 – Completed.**
  - ii. 14425-E: Needs new header. Tried to complete in house, needs to be outsourced.
    - 1. BCC Contracting - \$1,875.00 **NEW AMOUNT \$2,500 – In progress.**

**VI. New Business**

- a. Dumpster charges (VOTE REQUESTED) EXH 6.A
  - i. Trash vendor is billing HOA Rec for each dumpster that is overflowing an amount of \$63.53. All dumpsters have been numbered for easy identification. Phase 2 has begun billing back the Owners in each section of a dumpster a portion of the additional charge to stop the excessive waste in an attempt to not raise the Recreation dues to absorb up to another \$4110.00 +/- in trash removal charges. These funds would be payable to Recreation as they pay the trash bill. If Owners can prove who overfilled or put construction material or furniture, cost can be restricted for reimbursement only to that one owner.
- b. 14321-C Request interior repairs
  - i. Owner had a roof leak previously reported to staff. Task was outsourced to roofer and deemed repaired. Unfortunately, repair did not hold up and damage to ceiling. Owner has submitted an estimate for \$900.00 to completed repair however staff notified that HOA will only do a touch up repair and match as close as possible. Staff will be obtaining 2 bids from other vendors for presentation.

**VII. VIOLATIONS**

no disputes currently

**VIII. Announcements and Recommendations to Members**

Oklahoma HOA Partner will be offering a new Air Duct & dryer vent cleaning service to owners interested as a separate service. Email [service@okreddoor.com](mailto:service@okreddoor.com) for more information

RECYCLING INFORMATION: City of Oklahoma City has recycling sites where you can take your recyclables. Customers who do not qualify for our curbside recycling program may take advantage of three 24/7 drop off centers. Remember to follow the [Recycle Right](#) guidelines for all recycling, and don't use plastic bags.

- 9124 SE 74th
- 11028 NE 63rd
- 5519 NW 4th\* (does not accept glass)

For more information on recycling, please visit their website at <https://www.okc.gov/departments/utilities/recycling>

**IX. Homeowner Time**

**X. Next Meeting:** Tuesday, February 19, 2019 @ 7:00

**XI. Adjournment**

**Monthly Minutes**  
**December 18, 2018**  
**Quail Springs Condominiums Phase I Association**

- **Open Meeting** : Meeting call to order at 7.23pm. Board members agreed to cancel November's Meeting.
  
- **Determination of Quorum** : Mark and Marie present.  
Board Member, John Perry, has resigned effective immediately
  
- **Approval of Minutes** : Mark made a motion to approve the October's Minutes. Marie seconded.  
Motion passed.
  
- **Financials** : Mark made a motion to approve the Financials. Marie seconded. Motion passed.
  - **November 2018** Phase I HOA Operating Account
    - Total Income: \$45,368.26
    - Total Expense: \$60,504.32
    - Net Income: \$-16,512.32 (after prepaids)
    - Capital Improvements: \$27,894.01 **Courtyard Fences (Step Above need to install Spring on gate)**
  - **November 2018** Phase I HOA Reserve Account \$94,855.70
  - **November 2018** Phase I HOA Operating Account \$73,885.32
  - **Collections: \$15,311.32** as of 11/30/18 (\$18,589.38 last month)
    - Prepared liens:
      - **16F** - \$200.93
      - **20A** – \$474.44 (Owner paid \$500 as of 12/13/18)
      - **23B** – \$468.08
      - **4C** – \$521.44 (Owner paid \$250.00 as of 12/18/18)
      - **6G** – \$526.30
      - **6B** – \$717.20
      - **7H** – \$633.50 (Owner paid \$349 as of 12/14/18)
      - **7F** – \$652.85 (Owner paid off balance as of 11/30/18)

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- **Liens filed:** None
- **Current Legal:**
  - **18A** – Made payment plan with atty. **\$500/Month**
  - **19A \$2,380.45**
  - **19E \$4,203.26** Payment plan with attorney.
- Released legal: \_\_\_\_\_
- Request legal: \_\_\_\_\_
  
- **Old Business**
  - Parking lot cracks (*Bidding in progress*) **Need one more bid.**
    - Bids to overlay existing parking lot and drive averaging \$250,000
    - Proposal to resurface: \$54,150.00
  - Bank Account Changes:
    - Action to remove all Board Members from all bank accounts tied to Quails Springs Phase 1 and add the following Officers:
    - Documents have been delivered to Bank of Oklahoma on MacArthur and Memorial. Board members have all gone up to bank to open profiles. - *Completed*
  - Building Exterior Project
    - 14425 Building: A Step Above Roofing \$21,400.00: (*COMPLETED*)
  - Neighborhood Watch consideration
    - Spoke with neighborhood alliance and they would like to set a meeting up with interested homeowners. Management has sent an email out to owners requesting volunteers as well as posted on the Phase 1 Facebook page.
  - Drainage Improvements (EXH 6.B)
    - 14401 : \$3,300 *COMPLETED*
    - 14307 : \$2,870 *COMPLETED*
  
- **New Business**
  - Balcony repairs: **Mark made a motion to repair both balconies. Marie seconded. Motion passed.**

- 14407-D: Needs new header. Tried to complete in house, needs to be outsourced.
  - BCC Contracting - \$1,875.00
- 14425-E: Needs new header. Tried to complete in house, needs to be outsourced.
  - BCC Contracting - \$1,875.00
- New Board Member : **Mark made a motion to have Mrs. Ross as a Board Member. Marie seconded. Motion passed.**
  - Erica Ross 14415-G
- **VIOLATIONS**  
no disputes currently
- **Announcements and Recommendations to Members**
- **For new Insurance quotes : Need Declarations pages for property general liability from HOA 1 insurance.**
- **Homeowner Time**
- **Next Meeting:** Tuesday, January 15, 2019 @ 7:00

**Adjournment** : Mark made a motion to adjourn the Meeting at 7.42pm. Marie seconded. Motion passed.

# Budget Comparison

## QUAIL SPRINGS PHS 1

Comparison Periods: 12/01/18 - 12/31/18 and 01/01/18 - 12/31/18 (cash basis)

	Actual 12/01/18 - 12/31/18	Budget 12/18 - 12/18	\$ Change	% Change	Actual YTD 01/01/18 - 12/31/18	Budget YTD 01/18 - 12/18	\$ Change	% Change
<b>INCOME</b>								
302 Membership Dues Income	40,583.56	40,827.00	-243.44	-0.6 %	481,387.32	489,924.00	-8,536.68	-1.7 %
307 Interest Income	0.71	3.00	-2.29	-76.3 %	21.78	36.00	-14.22	-39.5 %
309 Late Fee Income	72.36	140.00	-67.64	-48.3 %	3,609.52	1,680.00	1,929.52	114.9 %
310 Legal Fees	0.00	0.00	0.00		268.93	0.00	268.93	
314 Compliance Fee Income	0.00	0.00	0.00		235.00	0.00	235.00	
317 Other Income								
1065 General Reimbursement	-84.36	0.00	-84.36		3,738.20	0.00	3,738.20	
317 Other Other Income	0.00	0.00	0.00		680.19	0.00	680.19	
317 Total Other Income	-84.36	0.00	-84.36		4,418.39	0.00	4,418.39	
318 Adjustments To Income	-0.06	0.00	-0.06		-0.06	0.00	-0.06	
319 Closing Letters	50.00	40.00	10.00	25.0 %	1,190.00	680.00	510.00	75.0 %
320 Loss Assessment	0.00	0.00	0.00		-0.78	0.00	-0.78	
321 Special Assessment	0.00	0.00	0.00		26,558.01	27,864.00	-1,305.99	-4.7 %
<b>TOTAL INCOME</b>	<b>40,622.21</b>	<b>41,010.00</b>	<b>-387.79</b>	<b>-0.9 %</b>	<b>517,688.11</b>	<b>520,184.00</b>	<b>-2,495.89</b>	<b>-0.5 %</b>
<b>EXPENSE</b>								
600 Management								
6002 Management Fees	2,722.10	2,463.00	259.10	10.5 %	30,996.27	31,224.00	-227.73	-0.7 %
6004 In-House Administrion	2,000.00	1,800.00	200.00	11.1 %	20,255.50	21,600.00	-1,344.50	-6.2 %
600 Total Management	4,722.10	4,263.00	459.10	10.8 %	51,251.77	52,824.00	-1,572.23	-3.0 %
604 Utilities								
6041 Internet	0.00	50.00	-50.00	-100.0 %	334.60	600.00	-265.40	-44.2 %
6042 Electric	980.60	1,020.00	-39.40	-3.9 %	13,033.80	12,240.00	793.80	6.5 %
6043 Telephone	108.66	81.00	27.66	34.1 %	965.41	972.00	-6.59	-0.7 %
6045 Water And Sewer Utility	7,366.96	6,960.00	406.96	5.8 %	85,839.39	83,520.00	2,319.39	2.8 %
6046 Trash Removal	0.00	0.00	0.00		1,350.00	1,600.00	-250.00	-15.6 %
6047 Fire Supression System	239.97	80.00	159.97	200.0 %	2,666.87	960.00	1,706.87	177.8 %
604 Total Utilities	8,696.19	8,191.00	505.19	6.2 %	104,190.07	99,892.00	4,298.07	4.3 %
607 Repairs & Maintenance								
15 Roofing	0.00	0.00	0.00		3,518.00	1,000.00	2,518.00	251.8 %
16 Carports & Balconies	42.64	0.00	42.64		10,907.72	3,600.00	7,307.72	203.0 %
610 HVAC	0.00	0.00	0.00		907.50	0.00	907.50	
612 Exterior Paint / Siding	0.00	0.00	0.00		997.81	0.00	997.81	
613 Electrical	520.30	425.00	95.30	22.4 %	3,121.91	5,100.00	-1,978.09	-38.8 %
614 Flooring	0.00	342.00	-342.00	-100.0 %	135.00	4,104.00	-3,969.00	-96.7 %
615 Windows & Doors	0.00	0.00	0.00		30.00	0.00	30.00	
617 Materials & Supplies	299.61	250.00	49.61	19.8 %	2,981.12	3,000.00	-18.88	-0.6 %

	Actual 12/01/18 - 12/31/18	Budget 12/18 - 12/18	\$ Change	% Change	Actual YTD 01/01/18 - 12/31/18	Budget YTD 01/18 - 12/18	\$ Change	% Change
618 Plumbing	0.00	1,055.00	-1,055.00	-100.0 %	2,635.73	12,660.00	-10,024.27	-79.2 %
619 Contract Labor	272.50	750.00	-477.50	-63.7 %	11,265.98	9,000.00	2,265.98	25.2 %
620 Pest Control	0.00	0.00	0.00		5,110.00	2,400.00	2,710.00	112.9 %
621 Fence & Gate Repair	1,301.04	425.00	876.04	206.1 %	8,924.49	5,100.00	3,824.49	75.0 %
623 Tools & Equipment	0.00	0.00	0.00		45.03	1,632.11	-1,587.08	-97.2 %
624 Structural/Foundation	1,200.00	0.00	1,200.00		1,200.00	17,500.00	-16,300.00	-93.1 %
608 Landscaping/Trees/Grounds	0.00	0.00	0.00		17,211.71	0.00	17,211.71	
607 Total Repairs & Maintenance	3,636.09	3,247.00	389.09	12.0 %	68,992.00	65,096.11	3,895.89	6.0 %
670 Taxes/Insurance								
675 Insurance	10,487.84	12,500.00	-2,012.16	-16.1 %	132,611.49	170,145.47	-37,533.98	-22.1 %
670 Total Taxes/Insurance	10,487.84	12,500.00	-2,012.16	-16.1 %	132,611.49	170,145.47	-37,533.98	-22.1 %
671 Legal, Professional Fees								
6710 Legal/Attorney	198.00	367.00	-169.00	-46.0 %	3,789.71	4,404.00	-614.29	-13.9 %
6711 Accounting/Accountant	0.00	0.00	0.00		225.10	400.00	-174.90	-43.7 %
6712 Lien Filing Fees	0.00	26.00	-26.00	-100.0 %	224.00	312.00	-88.00	-28.2 %
671 Total Legal, Professional Fees	198.00	393.00	-195.00	-49.6 %	4,238.81	5,116.00	-877.19	-17.1 %
673 Other Interest	0.58	0.00	0.58		0.58	0.00	0.58	
676 Accounting Software								
6761 Software Rental	0.00	110.00	-110.00	-100.0 %	0.00	1,320.00	-1,320.00	-100.0 %
6762 Website	0.00	0.00	0.00		119.88	145.00	-25.12	-17.3 %
676 Other Accounting Software	145.00	0.00	145.00		1,200.00	0.00	1,200.00	
676 Total Accounting Software	145.00	110.00	35.00	31.8 %	1,319.88	1,465.00	-145.12	-9.9 %
700 Office / Administrative								
677 Computer Equipment	61.64	0.00	61.64		205.75	0.00	205.75	
678 Bank Charges/Fees	0.00	5.00	-5.00	-100.0 %	5.50	60.00	-54.50	-90.8 %
7000 Postage	100.00	30.00	70.00	233.3 %	177.20	530.00	-352.80	-66.6 %
7003 Office Supplies	0.00	45.00	-45.00	-100.0 %	683.43	540.00	143.43	26.6 %
700 Other Office / Administrative	0.00	0.00	0.00		150.00	0.00	150.00	
700 Total Office / Administrative	161.64	80.00	81.64	102.0 %	1,221.88	1,130.00	91.88	8.1 %
5014 CAPITAL IMPROVEMENTS								
501406 Windows, Siding or Painting	0.00	0.00	0.00		107,298.40	0.00	107,298.40	
501407 Electrical (capital)	0.00	0.00	0.00		521.27	0.00	521.27	
501410 Fencing	1,909.93	0.00	1,909.93		71,319.57	27,864.00	43,455.57	156.0 %
5014 Other CAPITAL IMPROVEMENTS	0.00	0.00	0.00		30.00	0.00	30.00	
5014 Total CAPITAL IMPROVEMENTS	1,909.93	0.00	1,909.93		179,169.24	27,864.00	151,305.24	543.0 %
5102 Reserve Transfer	0.00	8,000.00	-8,000.00	-100.0 %	0.00	96,000.00	-96,000.00	-100.0 %
5199 Adjustments To Expenses	0.00	0.00	0.00		143.72	0.00	143.72	
6001 Other Expenses	0.00	0.00	0.00		10.80	0.00	10.80	
<b>TOTAL EXPENSE</b>	<b>29,957.37</b>	<b>36,784.00</b>	<b>-6,826.63</b>	<b>-18.6 %</b>	<b>543,150.24</b>	<b>519,532.58</b>	<b>23,617.66</b>	<b>4.5 %</b>

**OTHER INCOME**

	<b>Actual</b> <b>12/01/18 - 12/31/18</b>	<b>Budget</b> <b>12/18 - 12/18</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Actual YTD</b> <b>01/01/18 - 12/31/18</b>	<b>Budget YTD</b> <b>01/18 - 12/18</b>	<b>\$ Change</b>	<b>% Change</b>
800 Unallocated Prepays	2,606.50	0.00	2,606.50		2,363.89	0.00	2,363.89	
<b>TOTAL OTHER INCOME</b>	<b>2,606.50</b>	<b>0.00</b>	<b>2,606.50</b>		<b>2,363.89</b>	<b>0.00</b>	<b>2,363.89</b>	
<b>NET INCOME</b>	<b>13,271.34</b>	<b>4,226.00</b>	<b>9,045.34</b>	<b>214.0 %</b>	<b>-23,098.24</b>	<b>651.42</b>	<b>-23,749.66</b>	<b>-3,645.8 %</b>
<b>NET INCOME SUMMARY</b>								
Income	40,622.21	41,010.00	-387.79	-0.9 %	517,688.11	520,184.00	-2,495.89	-0.5 %
Expense	-29,957.37	-36,784.00	6,826.63	18.6 %	-543,150.24	-519,532.58	-23,617.66	4.5 %
Other Income & Expense	2,606.50	0.00	2,606.50		2,363.89	0.00	2,363.89	
<b>NET INCOME</b>	<b>13,271.34</b>	<b>4,226.00</b>	<b>9,045.34</b>	<b>214.0 %</b>	<b>-23,098.24</b>	<b>651.42</b>	<b>-23,749.66</b>	<b>-3,645.8 %</b>



# Balance Sheet

All Properties  
As of 12/31/18 (cash basis)

## ASSETS

Bank Account		
1013 Quail BOK op		37,172.79
1014 Quail BOK res		<u>27,896.38</u>
Total Bank Account		65,069.17
Accounts Receivable		
40011 Utility Reimbursement		<u>-504.35</u>
Total Accounts Receivable		-504.35
Other Current Asset		
1100 Undeposited Funds		1,531.04
2010 Pass-through		<u>1.00</u>
Total Other Current Asset		1,532.04
Fixed Asset		
1009 Equipment & Machinery		1,602.26
1010 Office Equipment & Furnishings		<u>32.38</u>
Total Fixed Asset		<u>1,634.64</u>
TOTAL ASSETS		<u><u>67,731.50</u></u>

## LIABILITIES & EQUITY

Equity		
3000 Net Income		-23,098.24
3001 Retained Earnings		<u>90,829.74</u>
Total Equity		<u>67,731.50</u>
TOTAL LIABILITIES & EQUITY		<u><u>67,731.50</u></u>