

Fleetwood POA, Inc.
Minutes – Board of Directors’ Meeting
June 17, 2015

Board Members in attendance were:

James Ainsworth
Charles Sandel
Richard Ogrin

Liz Trapolino representing Crest Management Company

Mr. Simon McMahon attended the meeting to discuss his pending ACC Application with the Board. After further review, the application was approved.

A quorum of Directors being present, the meeting was called to order at 6:35 p.m.

The Minutes of the May 13, 2015 meeting were reviewed. A motion was made, seconded and carried to approve.

COMMITTEE REPORTS

ACC:

Mr. Ogrin advised that the Committee is up to date on review and approval of all applications. .

CONTRACTS & LEGAL LIAISON:

No report given.

LANDSCAPE:

Mr. Ogrin advised that except for one small irrigation repair there were no additional landscape issues.

The Board reviewed proposals for power washing of the monuments and repainting the letters. A motion was made, seconded and carried to approve the proposal from McKenna Contracting. Mr. Ogrin requested a meeting be set up with McKenna to discuss paint prior to starting work.

SECURITY:

Mr. Ainsworth advised that because of issues and complaints from homeowners, the night guard has been replaced. Mr. Ainsworth also advised that Nancy Hill is due back on July 6, 2015 pending recovery from surgery.

TRASH:

Mr. Sandel advised that there have been no issues with the trash service. Ms. Trapolino advised that Crest has received several 3rd quarter recycling request from homeowners and will set up with WCA.

TREASURER:

Mr. Hefty was unable to attend the meeting but advised that the financials indicate the Association is under budget in all categories and doing well on collections.

WALLS, STREETS, ALLEYS, SEWERS & LIGHTS:

Mr. Ainsworth advised that due to the amount of rain recently, the project to inspect alleys and determine where repairs are needed has been delayed.

The Board reviewed a proposal for replacing bulbs in the wall lamps with LED bulbs. This item was tabled pending additional proposal.

OLD BUSINESS:

There was no Old Business to discuss.

NEW BUSINESS:

There was no New Business to discuss.

EXECUTIVE SESSION:

The Board adjourned into Executive Session.

Executive Session then adjourned and the Regular Session reconvened.

There being no further business, upon motion, made, seconded and approved, the June , 2015 Board meeting was adjourned at 7:25 p.m.

Approved:
July 8, 2014


Secretary

FLEETWOOD PROPERTY OWNERS ASSOCIATION

Meeting Date: June 17, 2015

Meeting Time: 6:30 p.m.

Meeting Location: Crest Management, Inc.
17171 Park Row, Suite 310
Houston, TX 77084

1. Time for Members Remarks (if requested)
2. Call to Order
3. Confirmation of Quorum
4. Reading/adoption of Minutes of Prior Meeting
5. Committee Reports
 - a. Architectural Control
 - b. Contracts and Legal Liaison *-None*
 - c. Landscape and Irrigation
 - d. Security
 - e. Trash Services
 - f. Walls, Streets, Alleys, Sewers & Lights, Misc.
 - g. Treasurer
6. Old Business
7. New Business
8. Executive Session
 - a. Pending Legal Actions
 - b. Member Delinquencies
 - c. Contract Negotiations

FLEETWOOD POA
BALANCE SHEET
May 31, 2015

ASSETS:

CASH

ACB - OPERATING	\$	170,496.72	
NEW FIRST NAT'L - MMKT		179,370.36	
TOTAL CASH	\$		349,867.08

ASSESSMENT RECEIVABLES

2011 MAINTENANCE FEES		51.11	
2011 SPECIAL ASSESSMENTS		353.00	
2012 MAINTENANCE FEES		500.00	
2012 SPECIAL ASSESSMENTS		203.00	
2013 MAINTENANCE FEES		525.00	
2014 MAINTENANCE FEES		5,539.60	
2015 MAINTENANCE FEES		16,815.52	
2016 MAINTENANCE FEES		(287.14)	
FINANCE CHARGES		1,468.71	
COLLECTION COSTS		1,727.41	
LEGAL FEES		3,174.98	
TOTAL ASSESSMENT RECEIVABLES			30,071.19

94070
Collected

OTHER CURRENT ASSETS

PREPAID INSURANCE		1,172.75	
UTILITY DEPOSIT		400.00	
TRASH REIMBURSEMENT		7,812.00	
TOTAL OTHER CURRENT ASSETS			9,384.75

TOTAL ASSETS	\$		389,323.02
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FLEETWOOD POA
BALANCE SHEET
May 31, 2015

LIABILITIES:

ACCOUNTS PAYABLE	\$	761.88	
ACCOUNTS PAYABLE - MISC		300.00	
DEFERRED MAINTENANCE FEES-2015		153,120.00	
PREPAID TRASH RECYCLING DEP.		3,602.53	
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TOTAL LIABILITIES	\$		157,784.41

EQUITY:

RESTRICTED CONTRIBUTED FUNDS	\$	2,535.00	
MEMBERS EQUITY		182,550.57	
CURRENT YEAR SURPLUS (DEFICIT)		46,453.04	
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TOTAL EQUITY			231,538.61
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TOTAL LIABILITIES AND EQUITY	\$		389,323.02
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FLEETWOOD POA
INCOME STATEMENT - BUDGET COMPARISON
For 5 Months Ended May 31, 2015

	MAY ACTUAL	MAY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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REVENUES:								

MAINTENANCE FEES	21,560	21,560		107,800	107,800		258,720	150,920
LATE FEES				170		(170)		(170)
TRASH REIMBURSEMENT	2,604	2,604		13,020	13,020		31,248	18,228
TRASH RECYCLING	548	617	69	2,695	3,083	388	7,400	4,705
INTEREST ON UNPAID ASSESSMENTS	107	67	(40)	642	333	(309)	800	158
INTEREST INCOME		42	42	225	208	(17)	500	275
ATTORNEY FEES		417	417	271	2,083	1,812	5,000	4,729
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TOTAL REVENUES	24,819	25,307	488	124,823	126,527	1,704	303,668	178,845
EXPENSES:								

ADMINISTRATIVE								

ADMINISTRATIVE CONTRACT	1,300	1,300		6,500	6,500		15,600	9,100
OFFICE SUPPLIES		13	13	62	63	1	150	88
COPIES	66	125	59	1,027	625	(402)	1,500	473
POSTAGE	86	108	22	862	542	(320)	1,300	438
INSURANCE	614	667	53	3,070	3,333	263	8,000	4,930
COMMUNITY MAILOUTS		83	83	399	417	18	1,000	601
MEETINGS				100		(100)		(100)
ADMINISTRATIVE NOTICES				(490)		490	1,323	1,813
DEED RESTRICTION EXPENSES	132	117	(15)	569	583	14	1,400	831
RECORD STORAGE	15	98	83	75	492	417	1,180	1,105
BOARD MTG NOTICE ADMIN				50		(50)		(50)
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TOTAL ADMINISTRATIVE	2,213	2,511	298	12,224	12,555	331	31,453	19,229
PROFESSIONAL FEES								

LEGAL - CORPORATE		83	83	332	417	85	1,000	668
LEGAL - COLLECTIONS		417	417	405	2,083	1,678	5,000	4,595
LEGAL - DEED RESTRICTONS	142	83	(59)	1,095	417	(678)	1,000	(95)
LEGAL DEEDS-BILLED TO OWNER	(217)		217	(453)		453		453
TAX PREPARATION & AUDIT				2,585	3,000	415	3,000	415
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TOTAL PROFESSIONAL FEES	(75)	583	658	3,964	5,917	1,953	10,000	6,036

FLEETWOOD POA
INCOME STATEMENT - BUDGET COMPARISON
For 5 Months Ended May 31, 2015

	MAY ACTUAL	MAY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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GROUNDS MAINTENANCE								
LANDSCAPE CONTRACT	1,924	2,020	96	9,638	10,100	462	24,240	14,602
LANDSCAPE EXTRAS	475	542	67	1,596	2,708	1,112	6,500	4,904
LANDSCAPE PLANT&GRASS REPLACE		417	417		2,083	2,083	5,000	5,000
GENERAL REPAIRS & MAINTENANCE		1,087	1,087		5,434	5,434	13,042	13,042
ALLEY CLEANUP		167	167		833	833	2,000	2,000
ALLEY MAINTENANCE		2,083	2,083		10,417	10,417	25,000	25,000
IRRIGATION REPAIRS	337	350	13	494	1,750	1,256	4,200	3,706
DEED RESTRICTION MOWING		8	8		42	42	100	100
SECURITY CAMERA		208	208	220	1,042	822	2,500	2,280
TOTAL GROUNDS MAINTENANCE	2,736	6,882	4,146	11,948	34,409	22,461	82,582	70,634
UTILITIES AND SERVICES								
ELECTRIC - METERS	124	125	1	742	625	(117)	1,500	758
WATER & SEWER	190	125	(65)	498	625	127	1,500	1,002
TELEPHONE	159	71	(88)	481	354	(127)	850	369
SECURITY		7,304	7,304	20,750	36,521	15,771	87,650	66,900
TRASH SERVICE	5,549	5,549		27,744	27,744		66,585	38,841
TRASH RECYCLING		617	617		3,083	3,083	7,400	7,400
TOTAL UTILITIES AND SERVICES	6,022	13,791	7,769	50,215	68,952	18,737	165,485	115,270
OTHER								
NEWSLETTER		83	83		417	417	1,000	1,000
MISCELLANEOUS EXPENSES		87	87		437	437	1,048	1,048
BAD DEBTS/UNCOLLECTED		750	750	(30)	3,750	3,780	9,000	9,030
HOLIDAY DECOR		208	208		1,042	1,042	2,500	2,500
WEB PAGE MAINTENANCE		50	50	50	250	200	600	550
TOTAL OTHER		1,178	1,178	20	5,896	5,876	14,148	14,128
TOTAL EXPENSES	10,896	24,945	14,049	78,371	127,729	49,358	303,668	225,297
SURPLUS (DEFICIT)	13,923	362	(13,561)	46,452	(1,202)	(47,654)		(46,452)