

Monthly Agenda
August 21st, 2018
Quail Springs Condominiums Phase I Association

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

- a. **July 2018 Phase I HOA Operating Account**
 - i. Total Income: \$ 49,959.21
 - ii. Total Expense: \$ 19,239.14
 - iii. Net Income: \$34,422.51 (after prepaids)
 - iv. Capital Improvements: \$ 0.00
- b. **July 2018 Phase I HOA Reserve Account \$ 94,850.94**
- c. **July 2018 Phase I HOA Operating Account \$ 63,820.19**
- d. **Collections: \$ 26,292.44 as of 07/31/18 (\$33,910.77 last month)**
 - v. **Liens filed:** 8c, 19a, 22a
 - vi. **Current Legal:**
 - 1. **18A** \$ 4,813.76 – File with attorney.
 - 2. **16E** \$3,157.07 – CJ-2017-4247 Sold at Sheriff Sale
 - 3. **19E** \$3,287.38 File is with the attorney, owner working out payment arrangement with counsel.
 - 4. **22A:** \$1,677.21 - Lien filed. Sent account over to counsel.
 - vii. Released legal:
 - viii. Request legal: none

Type	Description	0-30	31-60	61-90	91+	Total
NSFFEE	Non-Sufficient Funds Fee	50.00	0.00	0.00	0.00	50.00
LC	Late Charge	734.58	238.08	0.00	1,400.04	2,372.70
SP	Special Assessment	0.00	4,956.74	0.00	0.00	4,956.74
DC	Dues Charge	5,208.15	2,971.40	0.00	8,690.94	17,070.49
LG	Legal Fees	33.00	0.00	0.00	0.00	33.00
PP	Payment Plan	68.32	0.00	0.00	525.47	593.79
CL	Closing Letter	89.06	0.00	0.00	0.00	89.06
AGRADJ	Account Group Adjustment	0.00	0.00	0.00	0.00	0.00
LegRem	Legal Reimbursement	198.00	0.00	66.00	195.60	459.60
VF	Violation Fine	0.00	0.00	25.00	562.06	587.06
NI	Non-Income Reimbursement	80.00	0.00	0.00	0.00	80.00
		6,461.11	8,166.22	91.00	11,574.11	26,292.44

- V. **Old Business**
 - a. Parking lot cracks (*Bidding in progress*)
 - i. Bids to overlay existing parking lot and drive averaging \$250,000
 - ii. Board discussion on when to work in to a budget for reserving funds to cure.
 - b. Bank Account Changes:
 - i. Action to remove all Board Members from all bank accounts tied to Quails Springs Phase 1 and add the following Officers:
 - ii. Documents have been delivered to Bank of Oklahoma on MacArthur and Memorial. Board members should receive call or email from Clint Robinson

- VI. **New Business**
 - a. 14315-H Reimbursement Request (EXH 6.A) :
 - i. Reimbursement for outdoor carpet on balcony (not original to construction) \$200
 - b. 14313-B Reimbursement Request]
 - i. Reimbursement for repairs done to ceiling from continuous leak. Owner wanted to wait on repair to ensure leak was no longer active and stated she would reach out for scheduling, then brought an invoice in for reimbursement.

- c. Special Assessment Fence Project (EXH 6.B) *VOTE REQUESTED*
 Due to increased cost of materials, management has reached out to 5 vendors for re-bidding of 72 yards. Scope of Work and map presented is attached for review:
 - i. Fence OKC: \$65,094.00 (has done fence replacements successfully for community but raised prices)
 - ii. Premier: \$56,007.00 (has not done carpentry for community)
 - iii. Superior Fence: (Bid coming Friday 8/24/18)
 - ~~iv. Fence Doctor: Failed to provide proposal~~
 - v. A Step Above: \$54,963.00 (has done fence replacements successfully for community)
- 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, partial 14323 & then 14425. Bids requested and have not come in.
 - 1. A Step Above: _____
 - 2. Premier: _____
 - 3. Mohr Construction: _____
 - 4. Berryman Construction: _____
- e. 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. Few were missing however biggest problem is Occupants are not thoroughly closing their gates all the way.



- f. Owner Feedback on postcard requesting what's important to them moving forward:
 - i. Landscaping: Yard crew not blowing cut grass & leaves under gate/fence. Mowing dirt. Plant grass and treat weeds.
 - ii. Safety. 24 hour security
 - iii. Parking (someone keeps parking in her space)
 - iv. Sidewalks. Need sod in dirt areas which are getting sidewalks muddy
 - v. Returned telephone calls
 - vi. Finish courtyard fences

- vii. Building siding
- viii. Fix fireplaces
- ix. Fix roof
 - x. Install steps inside swimming pool. Make more handicap accessible (Rec issue)
 - xi. Community storm shelter
 - xii. Install a 'cancel' button on the gate directory
 - xiii. Program for smoke detector and air filter maintenance
 - xiv. Recycling service
 - xv. Dog park
 - xvi. Wants to pay HOA dues with credit card and not have a bank charge
 - xvii. Sign on dumpsters 'Fine for dumping of \$100.00'
 - xviii. Increased trash service
 - xix. Cabana bathroom upkeep
 - xx. Reduce HOA dues
 - xxi. Trim trees away from buildings
 - xxii. Expand office hours outside of 9-5
 - xxiii. Change Cox package from cable to internet only

- 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, September 18, 2018 @ 7:00

XI. Adjournment

Budget Comparison

QUAIL SPRINGS PHASE 1 HOA

Comparison Periods: 07/01/18 - 07/31/18 and 01/01/18 - 07/31/18 (cash basis)

	Actual 07 01 18 - 07 31 18	Budget 07 18 - 07 18	\$ Change	Change	Actual TD 01 01 18 - 07 31 18	Budget TD 01 18 - 07 18	\$ Change	Change
INCOME								
302 Membership Dues Income	38,956.62	40,827.00	-1,870.38	-4.6	281,050.66	285,789.00	-4,738.34	-1.7
307 Interest Income	2.34	3.00	-0.66	-22.0	13.34	21.00	-7.66	-36.5
309 Late Fee Income	76.83	140.00	-63.17	-45.1	1,581.95	980.00	601.95	61.4
310 Legal Fees	0.00	0.00	0.00		151.91	0.00	151.91	
314 Compliance Fee Income	0.00	0.00	0.00		95.00	0.00	95.00	
317 Other Income								
1065 General Reimbursement	189.16	0.00	189.16		254.04	0.00	254.04	
317 Other Other Income	0.00	0.00	0.00		680.19	0.00	680.19	
317 Total Other Income	189.16	0.00	189.16		934.23	0.00	934.23	
319 Closing Letters	10.94	80.00	-69.06	-86.3	600.94	440.00	160.94	36.6
321 Special Assessment	10,723.32	0.00	10,723.32		22,139.90	27,864.00	-5,724.10	-20.5
TOTAL INCOME	49,959.21	41,050.00	8,909.21	21.7	306,567.93	315,094.00	-8,526.07	-2.7
E PENSE								
600 Management								
6002 Management Fees	3,036.08	2,463.00	573.08	23.3	17,741.71	18,909.00	-1,167.29	-6.2
6004 In- ouse Administrion	1,054.00	1,800.00	-746.00	-41.4	11,179.50	12,600.00	-1,420.50	-11.3
600 Total Management	4,090.08	4,263.00	-172.92	-4.1	28,921.21	31,509.00	-2,587.79	-8.2
604 tilities								
6041 Internet	47.43	50.00	-2.57	-5.1	334.60	350.00	-15.40	-4.4
6042 Electric	435.71	1,020.00	-584.29	-57.3	8,036.45	7,140.00	896.45	12.6
6043 Telephone	60.89	81.00	-20.11	-24.8	423.40	567.00	-143.60	-25.3
6045 Water And Sewer tility	6,689.83	6,960.00	-270.17	-3.9	52,619.80	48,720.00	3,899.80	8.0
6046 Trash Removal	0.00	0.00	0.00		900.00	800.00	100.00	12.5
6047 Fire Supression System	79.90	80.00	-0.10	-0.1	2,107.30	560.00	1,547.30	276.3
604 Total tilities	7,313.76	8,191.00	-877.24	-10.7	64,421.55	58,137.00	6,284.55	10.8
607 Repairs Maintenance								
15 Roofing	0.00	0.00	0.00		694.00	750.00	-56.00	-7.5
16 Carports Balconies	128.38	0.00	128.38		1,961.08	1,800.00	161.08	8.9
610 AC	0.00	0.00	0.00		877.50	0.00	877.50	
612 Exterior Paint Siding	0.00	0.00	0.00		340.55	0.00	340.55	
613 Electrical	217.50	425.00	-207.50	-48.8	997.46	2,975.00	-1,977.54	-66.5
614 Flooring	0.00	342.00	-342.00	-100.0	135.00	2,394.00	-2,259.00	-94.4
617 Materials Supplies	0.00	250.00	-250.00	-100.0	1,862.90	1,750.00	112.90	6.5
618 Plumbing	0.00	1,055.00	-1,055.00	-100.0	2,099.10	7,385.00	-5,285.90	-71.6
619 Contract Labor	1,020.00	750.00	270.00	36.0	6,551.98	5,250.00	1,301.98	24.8
620 Pest Control	300.00	0.00	300.00		2,755.00	0.00	2,755.00	

	Actual 07 01 18 - 07 31 18	Budget 07 18 - 07 18	\$ Change	Change	Actual TD 01 01 18 - 07 31 18	Budget TD 01 18 - 07 18	\$ Change	Change
621 Fence Gate Repair	1,211.05	425.00	786.05	185.0	4,928.72	2,975.00	1,953.72	65.7
623 Tools Equipment	0.00	0.00	0.00		45.03	1,632.11	-1,587.08	-97.2
624 Structural Foundation	0.00	5,000.00	-5,000.00	-100.0	0.00	17,500.00	-17,500.00	-100.0
608 Landscaping Trees Grounds	4,700.00	0.00	4,700.00		4,700.00	0.00	4,700.00	
607 Total Repairs Maintenance	7,576.93	8,247.00	-670.07	-8.1	27,948.32	44,411.11	-16,462.79	-37.1
670 Taxes Insurance								
675 Insurance	-226.49	24,000.00	-24,226.49	-100.9	80,172.29	107,645.47	-27,473.18	-25.5
670 Total Taxes Insurance	-226.49	24,000.00	-24,226.49	-100.9	80,172.29	107,645.47	-27,473.18	-25.5
671 Legal, Professional Fees								
6710 Legal Attorney	0.00	367.00	-367.00	-100.0	1,194.56	2,569.00	-1,374.44	-53.5
6711 Accounting Accountant	0.00	0.00	0.00		0.00	400.00	-400.00	-100.0
6712 Lien Filing Fees	0.00	26.00	-26.00	-100.0	26.00	182.00	-156.00	-85.7
671 Total Legal, Professional Fees	0.00	393.00	-393.00	-100.0	1,220.56	3,151.00	-1,930.44	-61.3
676 Accounting Software								
6761 Software Rental	0.00	110.00	-110.00	-100.0	0.00	770.00	-770.00	-100.0
6762 Website	119.88	0.00	119.88		119.88	20.00	99.88	499.4
676 Other Accounting Software	35.00	0.00	35.00		805.00	0.00	805.00	
676 Total Accounting Software	154.88	110.00	44.88	40.8	924.88	790.00	134.88	17.1
700 Office Adminstrative								
678 Bank Charges Fees	0.00	5.00	-5.00	-100.0	0.00	35.00	-35.00	-100.0
7000 Postage	0.00	30.00	-30.00	-100.0	9.00	210.00	-201.00	-95.7
7003 Office Supplies	186.26	45.00	141.26	313.9	355.01	315.00	40.01	12.7
700 Total Office Adminstrative	186.26	80.00	106.26	132.8	364.01	560.00	-195.99	-35.0
5014 CAPITAL IMPRO EMENTS								
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	0.00	4,644.00	-4,644.00	-100.0	8,559.86	23,220.00	-14,660.14	-63.1
5014 Total CAPITAL IMPRO EMENTS	0.00	4,644.00	-4,644.00	-100.0	36,080.12	23,220.00	12,860.12	55.4
5102 Reserve Transfer	0.00	8,000.00	-8,000.00	-100.0	0.00	56,000.00	-56,000.00	-100.0
5199 Ad ustments To Expenses	143.72	0.00	143.72		143.72	0.00	143.72	
6001 Other Expenses	0.00	0.00	0.00		10.80	0.00	10.80	
6007 Landscaping	0.00	0.00	0.00		5,381.25	0.00	5,381.25	
TOTAL E PENSE	19,239.14	57,928.00	-38,688.86	-66.8	245,588.71	325,423.58	-79,834.87	-24.5
OT ER INCOME								
800 nallocated Prepays	3,702.44	0.00	3,702.44		5,077.39	0.00	5,077.39	
TOTAL OT ER INCOME	3,702.44	0.00	3,702.44		5,077.39	0.00	5,077.39	
NET INCOME	34,422.51	-16,878.00	51,300.51	303.9	66,056.61	-10,329.58	76,386.19	739.5

	Actual 07 01 18 - 07 31 18	Budget 07 18 - 07 18	\$ Change	Change	Actual TD 01 01 18 - 07 31 18	Budget TD 01 18 - 07 18	\$ Change	Change
NET INCOME S MMAR								
Income	49,959.21	41,050.00	8,909.21	21.7	306,567.93	315,094.00	-8,526.07	-2.7
Expense	-19,239.14	-57,928.00	38,688.86	66.8	-245,588.71	-325,423.58	79,834.87	24.5
Other Income Expense	3,702.44	0.00	3,702.44		5,077.39	0.00	5,077.39	
NET INCOME	34,422.51	-16,878.00	51,300.51	303.9	66,056.61	-10,329.58	76,386.19	739.5

Profit Loss 12 Month Recap

QUAIL SPRINGS PHASE 1 HOA

Monthly recap 01/01/18 - 08/14/18 (cash basis)

	AN 18	FEB 18	MAR 18	APR 18	MA 18	N 18	L 18	A G 18	TOTAL
INCOME									
302 Membership Dues Income	42,087.39	42,380.77	40,272.80	38,513.62	39,806.18	39,033.28	38,956.62	29,736.81	310,787.47
307 Interest Income	1.74	1.66	1.93	1.87	1.93	1.87	2.34	0.00	13.34
309 Late Fee Income	784.54	179.87	145.78	14.70	72.24	307.99	76.83	56.89	1,638.84
310 Legal Fees	117.02	13.00	13.00	0.00	0.00	8.89	0.00	0.00	151.91
314 Compliance Fee Income	0.00	0.00	0.00	0.00	50.00	45.00	0.00	0.00	95.00
317 Other Income									
1065 General Reimbursement	129.88	-65.00	0.00	0.00	0.00	0.00	189.16	0.00	254.04
317 Other Other Income	195.00	229.19	203.87	52.13	0.00	0.00	0.00	0.00	680.19
317 Total Other Income	324.88	164.19	203.87	52.13	0.00	0.00	189.16	0.00	934.23
319 Closing Letters	53.48	86.52	110.00	90.00	101.19	148.81	10.94	39.06	640.00
321 Special Assessment	289.61	0.00	0.00	0.00	143.83	10,983.14	10,723.32	1,623.21	23,763.11
TOTAL INCOME	43,658.66	42,826.01	40,747.38	38,672.32	40,175.37	50,528.98	49,959.21	31,455.97	338,023.90
E PENSE									
600 Management									
6002 Management Fees	2,304.61	2,655.76	2,569.56	2,444.84	2,320.34	2,410.52	3,036.08	2,997.55	20,739.26
6004 In- ouse Administrion	1,509.00	1,270.00	2,153.00	1,603.50	1,000.00	2,590.00	1,054.00	1,297.00	12,476.50
600 Total Management	3,813.61	3,925.76	4,722.56	4,048.34	3,320.34	5,000.52	4,090.08	4,294.55	33,215.76
604 tilities									
6041 Internet	47.11	54.42	78.00	0.00	0.00	107.64	47.43	0.00	334.60
6042 Electric	1,043.29	977.07	1,363.03	1,009.48	1,281.45	1,926.42	435.71	1,000.96	9,037.41
6043 Telephone	0.00	0.00	0.00	108.54	145.65	108.32	60.89	59.57	482.97
6045 Water And Sewer tility	7,804.98	8,649.35	8,422.35	7,439.43	7,168.39	6,445.47	6,689.83	5,581.63	58,201.43
6046 Trash Removal	0.00	0.00	0.00	0.00	300.00	600.00	0.00	0.00	900.00
6047 Fire Supression System	79.90	79.90	1,627.90	79.90	79.90	79.90	79.90	79.90	2,187.20
604 Total tilities	8,975.28	9,760.74	11,491.28	8,637.35	8,975.39	9,267.75	7,313.76	6,722.06	71,143.61
607 Repairs Maintenance									
15 Roofing	0.00	0.00	0.00	0.00	249.00	445.00	0.00	0.00	694.00
16 Carports Balconies	14.09	0.00	462.94	31.25	819.18	505.24	128.38	0.00	1,961.08
610 AC	0.00	0.00	0.00	0.00	877.50	0.00	0.00	0.00	877.50
612 Exterior Paint Siding	0.00	49.69	70.12	0.00	220.74	0.00	0.00	0.00	340.55
613 Electrical	144.18	143.52	207.55	232.50	22.21	30.00	217.50	91.52	1,088.98
614 Flooring	0.00	0.00	0.00	135.00	0.00	0.00	0.00	0.00	135.00
617 Materials Supplies	60.20	0.00	1,013.23	761.35	28.12	0.00	0.00	21.38	1,884.28
618 Plumbing	1,157.85	61.25	0.00	850.00	0.00	30.00	0.00	0.00	2,099.10
619 Contract Labor	1,706.98	256.25	992.50	1,525.00	322.50	1,635.00	1,020.00	491.25	7,949.48
620 Pest Control	100.00	2,355.00	0.00	0.00	0.00	0.00	300.00	0.00	2,755.00
621 Fence Gate Repair	289.00	307.45	685.91	1,216.01	734.65	484.65	1,211.05	347.93	5,276.65

	AN 18	FEB 18	MAR 18	APR 18	MA 18	N 18	L 18	A G 18	TOTAL
623 Tools Equipment	0.00	0.00	45.03	0.00	0.00	0.00	0.00	0.00	45.03
608 Landscaping Trees Grounds	0.00	0.00	0.00	0.00	4,475.00	0.00	4,700.00	580.00	9,755.00
607 Total Repairs Maintenance	3,472.30	3,173.16	3,477.28	4,751.11	7,748.90	3,129.89	7,576.93	1,532.08	34,861.65
670 Taxes Insurance									
675 Insurance	12,401.46	10,714.33	-10,714.33	42,240.26	11,384.22	14,372.84	-226.49	10,487.84	90,660.13
670 Total Taxes Insurance	12,401.46	10,714.33	-10,714.33	42,240.26	11,384.22	14,372.84	-226.49	10,487.84	90,660.13
671 Legal, Professional Fees									
6710 Legal Attorney	891.57	-113.51	14.26	283.24	132.00	-13.00	0.00	598.13	1,792.69
6712 Lien Filing Fees	0.00	26.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00
671 Other Legal, Professional Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	198.00	198.00
671 Total Legal, Professional Fee	891.57	-87.51	14.26	283.24	132.00	-13.00	0.00	796.13	2,016.69
676 Accounting Software									
6762 Website	0.00	0.00	0.00	0.00	0.00	0.00	119.88	0.00	119.88
676 Other Accounting Software	110.00	110.00	110.00	110.00	110.00	220.00	35.00	110.00	915.00
676 Total Accounting Software	110.00	110.00	110.00	110.00	110.00	220.00	154.88	110.00	1,034.88
700 Office Adminstrative									
7000 Postage	0.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	9.00
7003 Office Supplies	0.00	45.35	0.00	96.26	27.14	0.00	186.26	273.58	628.59
700 Total Office Adminstrative	0.00	45.35	9.00	96.26	27.14	0.00	186.26	273.58	637.59
5014 CAPITAL IMPRO EMENTS									
501406 Windows, Siding or Painti	0.00	19,079.66	1,508.89	6,410.44	0.00	0.00	0.00	477.03	27,476.02
501407 Electrical (capital)	0.00	0.00	521.27	0.00	0.00	0.00	0.00	0.00	521.27
501410 Fencing	0.00	0.00	0.00	0.00	6,542.64	2,017.22	0.00	185.34	8,745.20
5014 Total CAPITAL IMPRO EM	0.00	19,079.66	2,030.16	6,410.44	6,542.64	2,017.22	0.00	662.37	36,742.49
5199 Ad ustments To Expenses	0.00	0.00	0.00	0.00	0.00	0.00	143.72	0.00	143.72
6001 Other Expenses	0.00	0.00	0.00	0.00	10.80	0.00	0.00	0.00	10.80
TOTAL E PENSE	29,664.22	46,721.49	11,140.21	66,577.00	38,251.43	33,995.22	19,239.14	24,878.61	270,467.32
OT ER INCOME									
800 nallocated Prepays	8,056.70	-1,058.86	-1,520.57	-788.81	-2,275.79	-1,037.72	3,702.44	-5,085.07	-7.68
TOTAL OT ER INCOME	8,056.70	-1,058.86	-1,520.57	-788.81	-2,275.79	-1,037.72	3,702.44	-5,085.07	-7.68
NET INCOME	22,051.14	-4,954.34	28,086.60	-28,693.49	-351.85	15,496.04	34,422.51	1,492.29	67,548.90

	AN 18	FEB 18	MAR 18	APR 18	MA 18	N 18	L 18	A G 18	TOTAL
NET INCOME S MMAR									
Income	43,658.66	42,826.01	40,747.38	38,672.32	40,175.37	50,528.98	49,959.21	31,455.97	338,023.90
Expense	-29,664.22	-46,721.49	-11,140.21	-66,577.00	-38,251.43	-33,995.22	-19,239.14	-24,878.61	-270,467.32
Other Income Expense	8,056.70	-1,058.86	-1,520.57	-788.81	-2,275.79	-1,037.72	3,702.44	-5,085.07	-7.68
NET INCOME	22,051.14	-4,954.34	28,086.60	-28,693.49	-351.85	15,496.04	34,422.51	1,492.29	67,548.90

