

# **BRAEBURN VALLEY WEST CIVIC ASSOCIATION ANNUAL MEETING OF MEMBERS AND ELECTION**

**June 9, 2022**

At the clubhouse

## **AGENDA**

- I.** Call to Order and Announcement of Quorum 7:00pm
- II.** Introductions of Board Members and Management Company
- III.** Guest Speakers
  - A. Council Member Pollard
  - B. Braes Oaks Management District
  - C. DRT
  - D. Constables
- IV.** Approval of 2021 Annual Minutes
- V.** Presidents Report
- VI.** Financial Report
- VII.** Security Report
- VIII.** Communication Report
- IX.** Election
  - a. Nominations from the floor
  - b. Election Results
- X.** Open Forum
- XI.** Adjournment

Braeburn Valley West Civic Association

**Annual Safety Committee Report**

June 9, 2022

Mission: The Safety Committee monitors, identifies, and proposes Safety solutions for the Braeburn Valley West Civic Association Board.

The members of the Braeburn Valley West Civic Association Safety Committee are:  
Mike Bercu, John Pinto, Matt Partida, Angel Morin, Philip Etuk, Claudia Hernandez, Karen Dollahon, Sandra Rodriguez.

1. Goals and Objectives for 2022
    - a. Improve communication to Residents
      - i. Tenants and Owners –
        1. Improve Communication with residents and owners
          - a. Hire part-timer to manage email list
        2. Deliver Informational flyer to residents
  - b. Crime Reduction
    1. Using HPD Crime Stats – Focus on BVWCA and surrounding areas
      - a. Review with HPD So. Gessner Station, Management District and Constable
      - b. Develop Task Force to coordinate action plan
  - c. Safety Education
    - i. At Board or Special Meetings
  - d. Survey Residents for suggesting improvements and assessing security.
  - e. Improve Parking, reduce Commercial trucks, lighting and hedges that block view and streets
  - f. Notify Public Agencies (District J and 311) and Sterling Management Company
2. Investigate technology as Cameras and Lighting

Mike Bercu, Safety Committee Chair, 713-906-7507

Sources for Crime Stats

<https://crimegrade.org/safest-places-in-77031/>

<https://www.houstontx.gov/police/cs/beatpages/cs17e30.htm>

Beat **17E30** (includes BVWCA and surrounding area)

<https://neighbors.ring.com/c/IL7voRcPr1A1Yu1nWpoxs5mq>

Attend our Monthly meeting at 6:00 PM – 1<sup>st</sup> Wednesday at the Clubhouse

# Communication Plan – Implementation

Objective: To enhance communication(s) with our residents and landlords for messaging, social and educational events, and disaster preparedness. We need to get a good return for our expense and increase community participation.

Communication requires many ways to get people's attention.

Our own mail list is to enhance our exiting ways of communication:

1. Mail Chimp - free edition (up to 2,000 contacts)
2. Hire hourly part-timer (10 hours a month) to manage and input contact data and produce reports
3. Recommend –
  - a. Short BIO

## Other Existing Resources

1. Direct mail – Sterling Management
2. Facebook – Jennifer Dewhirst
3. NextDoor – Mike Bercu
4. BVWCA website and email - Monty Campbell
5. Entrance signs – Sally Bercu
6. Communication with new residents – Welcome Committee – Claudia Hernandez
  - a. Develop Welcome Package
7. Volunteerism – Sandra Rodriguez

## Responsibilities of Part Timer:

- Maintain and add names to MailChimp
- Create Email Templates
- Create Forms & Landing Pages – such as Automatic sign -up.
- Monitor Unsubscribe services (meet legal requirements)
- Statistical Reports to measure effectiveness
- Work with other existing Resources

Sources of names: (Remember always get permission for email list)

New Owners info – Sterling Management

New Tenants info - Sterling Management

Return Cards from mailout

NextDoor

FaceBook

Swimming Pool Registration -

Monthly Board meeting Attendance

Social Events - Tables

## BVWCA Website

1. Social Events - Sandra Rodriguez
  - a. Garage Sales
    - i. End of March
    - ii. ?????
  - b. July 4<sup>th</sup>
  - c. National Night Out – October
  - d. Annual meeting – June
  - e. Other

**BRAEBURN VALLEY WEST CIVIC ASSOCIATION**  
**2021 ANNUAL MEETING MINUTES**  
**SEPTEMBER 9, 2021 @ 7:00 PM.**  
**Via Zoom**

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The Braeburn Valley West Civic Association Annual Meeting was held on September 9, 2021 via Zoom. A quorum having been established, the meeting was called to order at 7:06 p.m. Introductions of current Board Members and the managing agent's representatives were made.

**Approval of 2020 Meeting Minutes**

After discussion and on a motion duly made and seconded, the 2020 Annual Meeting minutes were approved as presented by owners in attendance.

**Constable Report**

Sgt. Roe came to speak to the board and residents and went over the monthly report. Mr. Morin asked with the new laws with regards to guns if the constables ask if someone is carrying one or if they are licensed. Sgt. Roe stated they are now allowed to ask those questions as it is a violation of their rights.

**Community Update**

We spoke about the things that were done to the community in 2020.

**Review of Financial Reports**

Mrs. Lemoine presented the end of year 2020 financials and current financials to all the present homeowners.

**Election**

There were no nominations from the solicitation of candidates that were previously sent out. Patricia Doresey, Jennifer Dewhirst and Claudia Hernandez were elected back to the board for a 3 year term.

**Adjournment**

On a motion duly made and seconded, the meeting was properly adjourned at 7:48 p.m.

\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
DATE

## Braeburn Valley West Civic Association, Inc

## Balance Sheet Standard

Posted 12/31/2021

	Operating	Reserve	Total
<b>Assets</b>			
<u>Cash Operating</u>			
New 1st Ntnl Chkg0313	31,185.15		31,185.15
New 1st Ntnl MM/LB0321	155,533.66		155,533.66
Mutual Of Omaha 3001	103,166.45		103,166.45
<u>Total Cash Operating</u>	<u>289,885.26</u>		<u>289,885.26</u>
<u>Cash Reserve</u>			
RSRV New 1st Ntnl MM 9369		217,264.07	217,264.07
<u>Total Cash Reserve</u>		<u>217,264.07</u>	<u>217,264.07</u>
<u>Assessments Receivable</u>			
2011 Assessment Receivable	175.87		175.87
2012 Assessment Receivable	181.15		181.15
2013 Assessment Receivable	186.58		186.58
2014 Assessment Receivable	384.36		384.36
2015 Assessment Receivable	395.90		395.90
2016 Assessment Receivable	406.24		406.24
2017 Assessment Receivable	627.63		627.63
2018 Assessment Receivable	646.47		646.47
2019 Assessment Receivable	1,333.47		1,333.47
2020 Assessment Receivable	2,560.02		2,560.02
2021 Assessment Receivable	5,258.03		5,258.03
Constable Fees Receivable	7,882.11		7,882.11
Late Fees Receivable	10,481.46		10,481.46
Collection Exp. Receivable	44,923.39		44,923.39
Legal Exp. D/R Receivable	18,910.60		18,910.60
Mowing Exp. D/R Receivable	1,040.73		1,040.73
Misc. Receivable	180.00		180.00
Allow. for Doubtful Accts	(80,000.00)		(80,000.00)
<u>Total Assessments Receivable</u>	<u>15,574.01</u>		<u>15,574.01</u>
<u>Other Assets</u>			
Prepaid Insurance	16,615.62		16,615.62
<u>Total Other Assets</u>	<u>16,615.62</u>		<u>16,615.62</u>
<u>Total Assets</u>	<u>322,074.89</u>	<u>217,264.07</u>	<u>539,338.96</u>
<b>Liabilities &amp; Equity</b>			
<u>Liability</u>			
Accounts Payable - Other	6,390.14		6,390.14
Prepaid Assessments	178,487.84		178,487.84
<u>Total Liability</u>	<u>184,877.98</u>		<u>184,877.98</u>
<u>Equity</u>			
Operating Retained Earnings	84,917.37		84,917.37
Reserve Retained Earnings		204,128.37	204,128.37
Net Income (Loss)	52,279.54	13,135.70	65,415.24
<u>Total Equity</u>	<u>137,196.91</u>	<u>217,264.07</u>	<u>354,460.98</u>
<u>Total Liabilities &amp; Equity</u>	<u>322,074.89</u>	<u>217,264.07</u>	<u>539,338.96</u>

# Braeburn Valley West Civic Association, Inc

## Income Statement Budget Comparison

Posted 12/1/2021 To 12/31/2021 11:59:00 PM

	Current Month Operating				Year to Date Operating				Annual
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	
Income									
Revenue									
Assessment Earned	21,146.40	21,146.70	(0.30)	0.00%	253,757.10	253,757.10	0.00	0.00%	253,757.10
Constable Fees Earned	13,110.95	13,110.40	0.55	0.00%	157,331.40	157,331.40	0.00	0.00%	157,331.40
Late Fees	187.11	625.00	(437.89)	70.06%	7,641.14	7,500.00	141.14	-1.88%	7,500.00
Legal - Collection Reimbsr	11,027.30	1,666.30	9,361.00	-561.78%	69,095.68	20,000.00	49,095.68	-245.48%	20,000.00
Legal D/R Fees Reibsmt	2,762.42	250.00	2,512.42	-1004.97%	14,386.60	3,000.00	11,386.60	-379.55%	3,000.00
Mowing, D/R Reibsmt	0.00	25.00	(25.00)	100.00%	162.37	300.00	(137.63)	45.88%	300.00
Operating-Trsf to Reserve	(2,334.00)	(2,334.00)	0.00	0.00%	(28,008.00)	(28,008.00)	0.00	0.00%	(28,008.00)
Interest Income	28.77	100.00	(71.23)	71.23%	551.88	1,200.00	(648.12)	54.01%	1,200.00
Belfort Place Patrol Reimb	1,055.00	1,054.40	0.60	-0.06%	12,658.42	12,650.60	7.82	-0.06%	12,650.60
Pool Tag Income	0.00	33.70	(33.70)	100.00%	70.00	400.00	(330.00)	82.50%	400.00
TOTAL Revenue	46,983.95	35,677.50	11,306.45	-31.69%	487,646.59	428,131.10	59,515.49	-13.90%	428,131.10
TOTAL Income	46,983.95	35,677.50	11,306.45	-31.69%	487,646.59	428,131.10	59,515.49	-13.90%	428,131.10
Expense									
Audit & Taxes									
Audit & Tax Preparation	0.00	30.60	30.60	100.00%	365.00	365.00	0.00	0.00%	365.00
Federal Income Tax	0.00	0.00	0.00	0.00%	200.00	0.00	(200.00)	0.00%	0.00
Property Tax	11.60	1.30	(10.30)	-792.31%	11.60	20.00	8.40	42.00%	20.00
TOTAL Audit & Taxes	11.60	31.90	20.30	63.64%	576.60	385.00	(191.60)	-49.77%	385.00
Common Area Maintenance									
General Repairs/Maintena	0.00	83.70	83.70	100.00%	666.50	1,000.00	333.50	33.35%	1,000.00
Electrical Repairs	0.00	125.00	125.00	100.00%	1,541.55	1,500.00	(41.55)	-2.77%	1,500.00
Fence & Gate Repairs	0.00	208.70	208.70	100.00%	0.00	2,500.00	2,500.00	100.00%	2,500.00
Pest Control Service	0.00	125.00	125.00	100.00%	211.41	1,500.00	1,288.59	85.91%	1,500.00
Mosquito Abatement	0.00	583.70	583.70	100.00%	3,840.66	7,000.00	3,159.34	45.13%	7,000.00
Signage	0.00	41.30	41.30	100.00%	998.38	500.00	(498.38)	-99.68%	500.00
TOTAL Common Area Mail	0.00	1,167.40	1,167.40	100.00%	7,258.50	14,000.00	6,741.50	48.15%	14,000.00
Community Services									
Neighborhood Events	1,835.65	375.00	(1,460.65)	-389.51%	1,837.56	4,500.00	2,662.44	59.17%	4,500.00
Community Relations	0.00	41.30	41.30	100.00%	(206.71)	500.00	706.71	141.34%	500.00
TOTAL Community Service	1,835.65	416.30	(1,419.35)	-340.94%	1,630.85	5,000.00	3,369.15	67.38%	5,000.00
Insurance									
Ins. - Directors & Officers	326.33	391.30	64.97	16.60%	3,816.85	4,700.00	883.15	18.79%	4,700.00
Ins. - Flood	259.33	275.00	15.67	5.70%	3,085.79	3,300.00	214.21	6.49%	3,300.00
Ins. - Package	1,443.69	2,583.70	1,140.01	44.12%	21,461.85	31,000.00	9,538.15	30.77%	31,000.00
Ins. - Workers Comp.	33.33	37.50	4.17	11.12%	308.04	450.00	141.96	31.55%	450.00
TOTAL Insurance	2,062.68	3,287.50	1,224.82	37.26%	28,672.53	39,450.00	10,777.47	27.32%	39,450.00
Landscape Expense									
Landscape Contract	941.78	1,000.00	58.22	5.82%	10,473.18	12,000.00	1,526.82	12.72%	12,000.00
Landscape Improvmnts./Re	2,661.87	416.30	(2,245.57)	-539.41%	2,661.87	5,000.00	2,338.13	46.76%	5,000.00
Acreage Mowing	0.00	208.70	208.70	100.00%	2,165.00	2,500.00	335.00	13.40%	2,500.00

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## Income Statement Budget Comparison

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	Current Month Operating				Year to Date Operating				Annual
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	
Irrigation Repairs	0.00	125.00	125.00	100.00%	541.26	1,500.00	958.74	63.92%	1,500.00
Deed Restriction Mowing	0.00	125.00	125.00	100.00%	(537.63)	1,500.00	2,037.63	135.84%	1,500.00
Deed Restriction - Other	650.50	208.70	(441.80)	-211.69%	2,075.50	2,500.00	424.50	16.98%	2,500.00
<b>TOTAL Landscape Expens</b>	<b>4,254.15</b>	<b>2,083.70</b>	<b>(2,170.45)</b>	<b>-104.16%</b>	<b>17,379.18</b>	<b>25,000.00</b>	<b>7,620.82</b>	<b>30.48%</b>	<b>25,000.00</b>
<b><u>Legal Expenses</u></b>									
Legal Collections	10,319.30	2,916.30	(7,403.00)	-253.85%	73,000.38	35,000.00	(38,000.38)	-108.57%	35,000.00
Legal Corporate	711.10	83.70	(627.40)	-749.58%	2,022.10	1,000.00	(1,022.10)	-102.21%	1,000.00
Legal Deed Restrictions	1,363.42	333.70	(1,029.72)	-308.58%	13,450.10	4,000.00	(9,450.10)	-236.25%	4,000.00
<b>TOTAL Legal Expenses</b>	<b>12,393.82</b>	<b>3,333.70</b>	<b>(9,060.12)</b>	<b>-271.77%</b>	<b>88,472.58</b>	<b>40,000.00</b>	<b>(48,472.58)</b>	<b>-121.18%</b>	<b>40,000.00</b>
<b><u>Office/Administrative</u></b>									
Management Services	2,523.70	2,760.46	236.76	8.58%	30,284.40	33,130.36	2,845.96	8.59%	33,130.36
Bank Charges	107.91	1.90	(106.01)	-5579.47%	991.94	25.00	(966.94)	-3867.76%	25.00
Copies & Printing	(270.90)	208.70	479.60	229.80%	4,083.91	2,500.00	(1,583.91)	-63.36%	2,500.00
Misc. Office Expense	181.76	83.70	(98.06)	-117.16%	2,239.62	1,000.00	(1,239.62)	-123.96%	1,000.00
Meeting Expense	0.00	21.20	21.20	100.00%	0.00	250.00	250.00	100.00%	250.00
Newsletter / Mailouts	3,495.00	416.30	(3,078.70)	-739.54%	7,843.50	5,000.00	(2,843.50)	-56.87%	5,000.00
Postage	(533.26)	200.00	733.26	366.63%	3,114.78	2,400.00	(714.78)	-29.78%	2,400.00
Storage Fee	310.00	225.00	(85.00)	-37.78%	3,720.00	2,700.00	(1,020.00)	-37.78%	2,700.00
Donations	0.00	41.30	41.30	100.00%	0.00	500.00	500.00	100.00%	500.00
Website Hosting	75.00	75.00	0.00	0.00%	900.00	900.00	0.00	0.00%	900.00
<b>TOTAL Office/Administrativ</b>	<b>5,889.21</b>	<b>4,033.56</b>	<b>(1,855.65)</b>	<b>-46.01%</b>	<b>53,178.15</b>	<b>48,405.36</b>	<b>(4,772.79)</b>	<b>-9.86%</b>	<b>48,405.36</b>
<b><u>Other Expenses</u></b>									
Bad Debt	0.00	833.70	833.70	100.00%	3,650.43	10,000.00	6,349.57	63.50%	10,000.00
Constable Patrol Service	14,165.00	13,865.80	(299.20)	-2.16%	169,631.00	166,388.50	(3,242.50)	-1.95%	166,388.50
<b>TOTAL Other Expenses</b>	<b>14,165.00</b>	<b>14,699.50</b>	<b>534.50</b>	<b>3.64%</b>	<b>173,281.43</b>	<b>176,388.50</b>	<b>3,107.07</b>	<b>1.76%</b>	<b>176,388.50</b>
<b><u>Pool / Recreation Center</u></b>									
Pool Management Contrac	2,105.47	3,438.10	1,332.63	38.76%	42,621.69	41,255.00	(1,366.69)	-3.31%	41,255.00
Pool Chemicals / Supplies	0.00	21.20	21.20	100.00%	0.00	250.00	250.00	100.00%	250.00
Pool Equipment	0.00	83.70	83.70	100.00%	33.84	1,000.00	966.16	96.62%	1,000.00
Pool Area Repairs	0.00	333.70	333.70	100.00%	552.08	4,000.00	3,447.92	86.20%	4,000.00
Pool Tag Expense	0.00	125.00	125.00	100.00%	540.00	1,500.00	960.00	64.00%	1,500.00
License/Permit Fees	0.00	33.70	33.70	100.00%	0.00	400.00	400.00	100.00%	400.00
Pool Telephone	0.00	45.00	45.00	100.00%	495.79	540.00	44.21	8.19%	540.00
Rec. Ctr.- Electrical Repai	0.00	83.70	83.70	100.00%	0.00	1,000.00	1,000.00	100.00%	1,000.00
Pool Gate Maintenance	0.00	41.30	41.30	100.00%	0.00	500.00	500.00	100.00%	500.00
Security Camera Maintn.	133.15	266.30	133.15	50.00%	2,976.38	3,195.60	219.22	6.86%	3,195.60
Clubhouse Cleaning/Supp	0.00	41.30	41.30	100.00%	0.00	500.00	500.00	100.00%	500.00
Plumbing Repairs	0.00	41.30	41.30	100.00%	1,610.22	500.00	(1,110.22)	-222.04%	500.00
Recreation Center Misc.Rt	0.00	416.30	416.30	100.00%	550.98	5,000.00	4,449.02	88.98%	5,000.00
<b>TOTAL Pool / Recreation C</b>	<b>2,238.62</b>	<b>4,970.60</b>	<b>2,731.98</b>	<b>54.96%</b>	<b>49,380.98</b>	<b>59,640.60</b>	<b>10,259.62</b>	<b>17.20%</b>	<b>59,640.60</b>
<b><u>Utilities</u></b>									
Electricity	605.94	541.30	(64.64)	-11.94%	5,419.58	6,500.00	1,080.42	16.62%	6,500.00



# Braeburn Valley West Civic Association, Inc

## Income Statement Budget Comparison

Posted 12/1/2021 To 12/31/2021 11:59:00 PM

	Current Month Operating				Year to Date Operating				Annual
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	
Water & Sewer	719.24	1,000.00	280.76	28.08%	9,721.34	12,000.00	2,278.66	18.99%	12,000.00
Drainage Fee	75.12	41.30	(33.82)	-81.89%	395.33	500.00	104.67	20.93%	500.00
TOTAL Utilities	1,400.30	1,582.60	182.30	11.52%	15,536.25	19,000.00	3,463.75	18.23%	19,000.00
TOTAL Expense	44,251.03	35,606.76	(8,644.27)	-24.28%	435,367.05	427,269.46	(8,097.59)	-1.90%	427,269.46
Excess Revenue / Expense	2,732.92	70.74	2,662.18	0.00%	52,279.54	861.64	51,417.90	0.00%	861.64

# Braeburn Valley West Civic Association, Inc

## Income Statement Budget Comparison

Posted 12/1/2021 To 12/31/2021 11:59:00 PM

	Current Month Reserve				Year to Date Reserve				
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Annual
Income									
Reserve Income									
Reserve-Trsf from Opr. Fl	2,334.00	2,334.00	0.00	0.00%	28,008.00	28,008.00	0.00	0.00%	28,008.00
RSRV Interest Income	24.82	0.00	24.82	0.00%	271.93	0.00	271.93	0.00%	0.00
TOTAL Reserve Income	2,358.82	2,334.00	24.82	-1.06%	28,279.93	28,008.00	271.93	-0.97%	28,008.00
Revenue									
Misc. Income	0.00	0.00	0.00	0.00%	5,067.26	0.00	5,067.26	0.00%	0.00
TOTAL Revenue	0.00	0.00	0.00	0.00%	5,067.26	0.00	5,067.26	0.00%	0.00
TOTAL Income	2,358.82	2,334.00	24.82	-1.06%	33,347.19	28,008.00	5,339.19	-19.06%	28,008.00
Expense									
Reserve Expenses									
Reserve-Building Renovat	0.00	0.00	0.00	0.00%	14,811.49	0.00	(14,811.49)	0.00%	0.00
RSRV - Concrete	0.00	0.00	0.00	0.00%	5,400.00	0.00	(5,400.00)	0.00%	0.00
TOTAL Reserve Expenses	0.00	0.00	0.00	0.00%	20,211.49	0.00	(20,211.49)	0.00%	0.00
TOTAL Expense	0.00	0.00	0.00	0.00%	20,211.49	0.00	(20,211.49)	0.00%	0.00
Excess Revenue / Expense	2,358.82	2,334.00	24.82	-1.06%	13,135.70	28,008.00	(14,872.30)	53.10%	28,008.00