

## **SOUTHWYCK – ANNUAL MEETING, 2019**

- ❖ **Welcome, introduction and reading of the minutes from the 2018 annual meeting – KATHY DOOLEY**
- ❖ **Election of Directors – HELEN BILYEU**
  - **Nominations from the floor**
  - **Introduction of known candidates:  
VANESSA WILLIAMS,  
SANGEETA BAKSHI &  
PARUL SONI**
  - **Turn in ballots for count**
- ❖ **Master and boards responsibilities – SANGEETA BAKSHI**
- ❖ **State of the Association/How you can participate – HELEN BILYEU**
- ❖ **Financials – KATHY DOOLEY**
- ❖ **2019 Possible Projects – JOHN FISHER**
- ❖ **Q&A While votes counted – VANESSA WILLIAMS**
- ❖ **Election Results – KATHY DOOLEY**

Southwyck Community Association  
Minutes, Annual Members Meeting  
January 4, 2018

Minutes

The Annual Members Meeting of the Southwyck Community Association was held at 7:00 p.m. on January 4, 2018 at the Calvary Baptist Church, 3302 CR 89, Pearland, Texas. The meeting was called to order. Board members John Fisher, Helen Bilyeu, Vanessa Williams, Sangeeta Bakshi and Tony Bowlin were introduced, as well as Association legal counsel Trisha Farine.

Secretary's Report The minutes of the 2017 Annual Meeting were reviewed and approved by motion made, seconded, and passed.

Election Kathy Dooley announced that there are two positions up for election. Incumbents Helen Bilyeu and Tony Bowlin are running for re-election. The floor was opened for additional nominations. There being none, a motion was made to close nominations, was seconded and passed. A motion was made to elect the two candidates by acclamation, was seconded and passed.

Master Board Responsibilities Sangeeta Bakshi gave a brief overview of the responsibilities of the Master Association.

State of the Association Ms. Bilyeu gave an explanation of the project priorities, noting that in order to control expenses, they cannot all be accomplished at once. She reviewed the repairs and projects completed this year including entry lighting upgrades, entry and park electrical repairs, continuing repairs to the brick perimeter walls and fencing, installation of a monument at the Sunset park, and multiple community events. Mr. Bowlin gave an overview of park repairs including repair of the playground sail damaged by fireworks, the addition of fish to the lake, repairs to the pump station fence and gate, installation of additional dogipot stations, new park signage, power washing the playground equipment, and ongoing display of flags put out by Boy Scouts.

Financial Report Ms. Dooley reviewed the October 31<sup>st</sup> balance sheet and income statements, as well as 2018 budget categories.

Future Projects Ms. Bakshi recapped planned projects for 2018, including repair/upgrade of the Southglen monuments, fence repairs for Southfield Village and Huntington Park, power washing, additional picnic tables, replacement of trash cans and the volleyball net at the Lake Park.

A general question and answer session followed, a resident expressed appreciation to the Board members for their commitment to the community, and door prizes were given away,

There being no further business, the meeting was adjourned.

Respectfully submitted,

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Kathy Dooley, Recording Secretary

**Southwyck Community Association**  
**Balance Sheet**  
**As of 10/31/18**

**Assets**

10120	Frost National Bank	\$ 24,994.30	
10140	Frost Bank Reserves	250,780.11	
10150	Community Association Bank	337,874.01	
	<b>Total Cash</b>	<hr/>	<b>\$ 613,648.42</b>
15000	A/R-Maintenance Fees	\$ 50,881.08	
15025	A/R Section I	27,723.01	
15050	A/R Section IV	19,547.61	
15075	A/R Section V	658.50	
15500	A/R Collection	806.08	
15900	A/R Section I Force Mow	37.89	
15920	A/R Section 1 DRV	299.79	
15935	A/R DRV Section IV	455.76	
15950	A/R Section I Legal Fees	5,273.00	
16100	A/R Late Payment Interest	14,843.01	
16102	A/R Section 1 Interest	1,537.82	
16103	A/R Section IV Interest	1,117.20	
16104	A/R Section V Interest	24.83	
16150	A/R-NSF Charges	300.00	
16400	A/R-Legal Fees	76,604.96	
16500	A/R Collection Fees	25,150.89	
	<b>Total Accounts Receivable</b>	<hr/>	<b>\$ 225,261.43</b>
21000	Prepaid Insurance	\$ 22,748.61	
21500	Prepaid Irrig Monitor Contract	9,715.00	
	<b>Total Other Assets</b>	<hr/>	<b>\$ 32,463.61</b>
	<b>Total Assets</b>	<hr/> <hr/>	<b>\$ 871,373.46</b> =====

**Liabilities & Member's Equity**

31000	Accounts Payable	\$ 28,631.85	
31010	Accounts Payable-Force Mow I	37.89	
31016	A/P Section 1 Interest	1,537.82	
31018	A/P Section IV Interest	1,117.20	
31019	AP Section V Interest	24.83	
31020	A/P Section I Legal Fees	5,273.00	
31023	A/P DRV Section IV	455.76	
31024	A/P DRV Section 1	299.79	
31025	Account Payable Section I	27,723.01	
31050	Account Payable Section IV	19,547.61	
31075	Account Payable Section V	658.50	
35000	Deferred Assessments	(171,473.00)	
35100	Prepaid Assessments	20,166.72	
	<b>Total Liabilities</b>	<hr/>	<b>\$ (65,999.02)</b>
51000	Reserves Capital Improvements	\$ 583,142.39	



**Southwyck Community Association**  
**Income/Expense Statement - Budget vs. Actual**  
**Period: 10/01/18 to 10/31/18**

Actual	Current Period Budget	Variance		Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
43,648.75	42,648.75	1,000.00	61000	Maintenance Assessments	427,487.50	426,487.50	1,000.00	511,785.00
.00	.00	.00	62700	NSF Fees	425.00	.00	425.00	.00
(50.00)	2,500.00	(2,550.00)	62752	Collection fees	38,988.72	25,000.00	13,988.72	30,000.00
15.88	.00	15.88	74000	Interest Income	1,052.93	.00	1,052.93	.00
464.39	541.66	(77.27)	67250	Interest on Maintenance Fees	4,877.88	5,416.60	(538.72)	6,500.00
.00	.00	.00	74500	Insurance Reimbursement	2,480.00	.00	2,480.00	.00
.00	666.66	(666.66)	75500	Silverlake Payment	16,196.00	6,666.60	9,529.40	8,000.00
<b>44,079.02</b>	<b>46,357.07</b>	<b>(2,278.05)</b>		<b>Total Income</b>	<b>491,508.03</b>	<b>463,570.70</b>	<b>27,937.33</b>	<b>556,285.00</b>
				<b>EXPENSES</b>				
14,133.64	12,366.90	(1,766.74)	81600	Landscape Contract	134,074.11	123,669.00	(10,405.11)	148,402.80
3,800.00	3,800.00	.00	81700	Management Contract	38,000.00	38,000.00	.00	45,600.00
809.51	809.58	.07	81800	Irrigation Contract	8,095.82	8,095.80	(.02)	9,715.00
<b>18,743.15</b>	<b>16,976.48</b>	<b>(1,766.67)</b>		<b>Total Service Contracts</b>	<b>180,169.93</b>	<b>169,764.80</b>	<b>(10,405.13)</b>	<b>203,717.80</b>
2,780.00	2,166.66	(613.34)	82400	General Repairs	20,553.35	21,666.60	1,113.25	26,000.00
1,120.00	416.66	(703.34)	82401	Pressure Washing Park	5,440.00	4,166.60	(1,273.40)	5,000.00
.00	833.33	833.33	82425	Tree Trimming	975.00	8,333.30	7,358.30	10,000.00
(2,276.00)	.00	2,276.00	82450	Sprinkler System Repair	.00	.00	.00	.00
850.00	875.00	25.00	82550	Lake Maintenance	8,500.00	8,750.00	250.00	10,500.00
327.43	1,166.66	839.23	82551	Lake Chemicals & Treatment	3,262.79	11,666.60	8,403.81	14,000.00
.00	1,375.00	1,375.00	82600	Landscape Improve/Repairs	1,350.00	13,750.00	12,400.00	16,500.00
2,276.00	541.66	(1,734.34)	82800	Irrigation repairs	4,406.00	5,416.60	1,010.60	6,500.00
<b>5,077.43</b>	<b>7,374.97</b>	<b>2,297.54</b>		<b>Total Repairs/Maintenance</b>	<b>44,487.14</b>	<b>73,749.70</b>	<b>29,262.56</b>	<b>88,500.00</b>
666.46	708.33	41.87	80100	Electric- Street Lights	6,668.14	7,083.30	415.16	8,500.00
2,461.91	583.33	(1,878.58)	80300	Water-Irrigation	23,632.25	5,833.30	(17,798.95)	7,000.00
<b>3,128.37</b>	<b>1,291.66</b>	<b>(1,836.71)</b>		<b>Total Utilities</b>	<b>30,300.39</b>	<b>12,916.60</b>	<b>(17,383.79)</b>	<b>15,500.00</b>
581.62	1,140.18	558.56	84200	Administration	7,643.26	11,401.80	3,758.54	13,682.20
650.00	541.66	(108.34)	84220	Community Events	2,650.00	5,416.60	2,766.60	6,500.00
.00	791.66	791.66	84250	Newsletter Expense	2,276.00	7,916.60	5,640.60	9,500.00
.00	83.33	83.33	84275	Website expense	.00	833.30	833.30	1,000.00
1,349.04	.00	(1,349.04)	84300	Audit/Tax Rtn Preparation	2,649.04	5,713.00	3,063.96	5,713.00
.00	1,250.00	1,250.00	84340	Holiday Decorations	6,579.00	12,500.00	5,921.00	15,000.00
.00	1,250.00	1,250.00	84350	Bad Debt	1,403.60	12,500.00	11,096.40	15,000.00
3,233.59	3,500.00	266.41	84600	Insurance	32,087.95	35,000.00	2,912.05	42,000.00
607.50	2,916.66	2,309.16	84710	Legal expense-masterIV	2,225.89	29,166.60	26,940.71	35,000.00
.00	350.00	350.00	84720	Legal fees-corporate	2,771.64	3,500.00	728.36	4,200.00
(1,234.30)	2,083.33	3,317.63	84725	Legal Fees-Collections	8,886.11	20,833.30	11,947.19	25,000.00
.00	16.66	16.66	84800	Taxes/Permits	371.47	166.60	(204.87)	200.00
<b>5,187.45</b>	<b>13,923.48</b>	<b>8,736.03</b>		<b>Total Administrative</b>	<b>69,543.96</b>	<b>144,947.80</b>	<b>75,403.84</b>	<b>172,795.20</b>
6,327.08	6,327.08	.00	90100	Reserves-Rpr/Replace	63,270.80	63,270.80	.00	75,925.00
<b>6,327.08</b>	<b>6,327.08</b>	<b>.00</b>		<b>Total Reserves</b>	<b>63,270.80</b>	<b>63,270.80</b>	<b>.00</b>	<b>75,925.00</b>

**Southwyck Community Association**  
 Income/Expense Statement - Budget vs. Actual  
 Period: 10/01/18 to 10/31/18

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
5,615.54	463.40	5,152.14	NET INCOME (LOSS)	103,735.81	(1,079.00)	104,814.81	(153.00)