

**SETTLERS PARK HOMEOWNERS ASSOCIATION  
BOARD MEETING – GENERAL SESSION  
OCTOBER 15, 2019  
AGENDA**

**BOARD MEMBERS:**

Bonnie Finnigan	_____
Diane Decker	_____
Bill Sargent	_____
Jill Quinn	_____
Claudia Shakespeare	_____

- 1. CALL TO ORDER**
- 2. ESTABLISH QUORUM**
- 3. REQUEST TO ADDRESS BOARD: N/A**
- 4. REVIEW AUGUST MINUTES**
- 5. REVIEW SEPTEMBER FINANCIALS AND VARIANCE REPORT**

**6. REPORTS:**

- Social
- Pool/Facilities Committee
- Landscape Committee
- Website/Communications

**7. UNFINISHED BUSINESS:**

- Brick wall Project - Bill Sargent.
- Drainage Ditch Update

**8. NEW BUSINESS: N/A**

**9. OPEN FORUM**

**10. ADJOURN TO EXECUTIVE SESSION**

**Items That May be Discussed in Executive Session:**

- Delinquent Homeowner Accounts
- Deed Restriction Violations
- Specific Homeowner Communications
- Pending Legal Matters, if any

**SETTLERS PARK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING - REGULAR SESSION  
AUGUST 20, 2019  
MINUTES**

The Board of Directors meeting for Settler's Park Homeowners Association was called to order at 7:03 p.m. Those present were Bonnie Finnigan, Jill Quinn, Bill Sargent, Diane Decker, and Lynn Marticiuc representing the managing agent. Claudia Stewart Shakespeare was absent.

**MINUTES/REPORTS**

Motion was made by Bill, seconded and carried to approve the minutes of the July 16, 2019 Board of Directors meeting & Executive Session as presented.

The Financial Report ending July 31, 1029 was reviewed and accepted as presented. The Board was concerned about the negative figure under Income, and management advised that the specific overpayments that caused the variance will be reflected in the monthly financials that are sent out by Denise Picard.

**COMMITTEE REPORTS**

Social Committee - Kelly reported on the pool party and compliments received about the dive-in movie. The committee is researching options for the best way to have food available, including permit costs per event versus per year. Volunteers have been less than desired and it is getting difficult for the 3 committee members to prepare for the events on their own.

Pool/Facilities - Jill had nothing new to report.

Landscaping - Bill advised that the drainage ditch was filled in and all debris has been cleaned up. Grass was then planted, and some trees were trimmed along that area and in the greenbelt area adjacent to the Settler's Grove entrance. The city will need to look at it and advise regarding their approval.

Communications - Bonnie had nothing new to report other than a few updates that will be done on the website, i.e., minutes and Directors listing.

**BUSINESS**

Brick Wall Estimates - Bill discussed the Fencecrete proposal for 4,600 linear feet of brick wall explaining the locations that it would include. The Board would like to know if the Association could work with the city over the course of four or five years to complete the walls in all desired locations. Bill mentioned there will likely be obstacles involving power lines, utility lines and trees.

There was discussion about how much the city may be willing to pay, and Bill agreed to get the bid broken down into sections. In addition, the Chimneystone manager will be consulted about the steps they were required to take to obtain funds and approval from the city.

The Board halted the meeting to look at the pool fence. After discussion, motion was made by Bonnie, seconded by Bill and carried to approve an expense of up to \$1,500.00 to reinforce the fence posts. The Association will not pay at this time to install a gate in the back.

The Board reviewed the proposals presented by management last month to replace a bad section of fence along Settler's Way. The bids ranged from \$15,000.00 for repairs to \$24,000.00 for replacement. As the Association intends to do the brick wall with the city in this area within the next year and a half, management was instructed to have just the back pickets replaced at this time.

The Board reviewed a proposal from ABC Awning Co. of approximately \$5,000.00 for a replacement awning to match the pool. Motion was made by Bill, seconded by Bonnie and carried to approve the proposal.

#### **OPEN FORUM**

The Board answered questions and concerns from an owner about flooding and the drainage ditch. The Board explained that LID 2 is responsible for flood control, and Bonnie discussed the original design of the ditch. The owner(s) suggested that there has been substantial erosion; especially since Harvey, and they requested that the Association build up the area more than what was recently done. The Board advised that when the new soil settles, some more may be brought in provided it does not change or disrupt the waterway. Bonnie agreed to meet with the city engineer to look at the area again.

There was further discussion regarding the metal poles that were installed outside the fencing, which the Board of Directors advised are not allowed and are unsightly.

An owner suggested that the Board consider putting out a sign to remind the owners of the upcoming Board meetings.

There being no further business, the meeting was adjourned to Executive Session at 8:26 p.m.

---

Approved

---

Date

SETTLERS PARK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 2019- (REFLECTS THE SEPTEMBER FINANCIALS)

VARIANCE REPORT

Assessment income collected in the month of April was \$ 424.00; Total income for the month was \$ 3,441.00. **Total 2019 collected dues: 98%.**

Maintenance & Repair expenses totaled \$ 1,004.00, which is \$ 4,096.00.00 under budget.

Contract Service expenses totaled \$ 4,178.00 which is \$ 4,826.00 under budget.

Insurance Premium Renewal: None

General & Administrative expenses totaled \$ 4,358 .00, which is \$ 4,053.00 under budget.

Utility expenses totaled \$ 2,824.00 which is under budget by \$ 1,197.00.

Taxes (Ad Valorem) : N/A

Capital Improvements: N/A

The Association began the month with \$ 1,151,139.00 in cash assets and ended the month with \$ 1,142,216.00, which reflects a net decrease of \$ 8,923.00.

09/30/2019  
8:41 AM

SETTLER'S PARK HOMEOWNERS ASSOC.  
BALANCE SHEET  
09/30/2019

Page: 1

C/O CREATIVE MANAGEMENT CO.  
8323 SOUTHWEST FRWY., STE. 330  
HOUSTON TX 77074

		ENDING BALANCE	TOTAL
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
1105	UNION BANK OPERATING ACCOUNT	125,893.60	
1800	PETTY CASH DEBIT CARD	2,500.00	
1800	PETTY CASH FUNDS	500.00	
<b>TOTAL CURRENT ASSETS</b>			<b>128,893.60</b>
<b>RESERVES</b>			
1903	UNION BANK RESERVE MONEY MARKET FUNDS	198,822.56	
1913	CAPITAL ONE BANK MONEY MARKET	226,578.77	
1916	COMMUNITY ASSOC BNK CD 01/03/20	55,610.79	
1933	NEW FIRST NATIONAL MONEY MARKET	248,581.96	
1953	MIDKIFF & STONE MONEY MARKET	47,698.69	
1986	WELLS FARGO MM	3,794.05	
1988	BTH BANK MONEY MARKET	232,235.89	
<b>TOTAL RESERVES</b>			<b>1,013,322.71</b>
<b>TOTAL ASSETS</b>			<b>1,142,216.31</b>
<b>LIABILITIES AND CAPITAL</b>			
<b>CAPITAL</b>			
3910	RETAINED EARNINGS	1,166,334.26	
	CURRENT INCOME	(24,117.95)	
<b>TOTAL CAPITAL</b>			<b>1,142,216.31</b>
<b>TOTAL LIABILITIES/CAPITAL</b>			<b>1,142,216.31</b>

C/O CREATIVE MANAGEMENT CO.  
8323 SOUTHWEST FRWY., STE. 330  
HOUSTON TX 77074

---

**RECAP OF CASH FLOW**

<b>BEGINNING CASH</b>	<b>1,151,139.41</b>
<b>NET INCOME FROM OPERATIONS</b>	<b>(8,923.10)</b>
<b>ENDING CASH</b>	<b>1,142,216.31</b>

---

**CASH ACCOUNT**

<b>UNION BANK OPERATING ACCOUNT</b>	<b>125,893.60</b>
<b>PETTY CASH</b>	<b>3,000.00</b>
<b>UNION BANK RESERVE ACCOUNT</b>	<b>198,822.56</b>
<b>CAPITAL ONE BANK</b>	<b>226,578.77</b>
<b>COMMUNITY ASSOCIATION BANC</b>	<b>55,610.79</b>
<b>NEW FIRST NATIONAL BANK</b>	<b>248,581.96</b>
<b>MIDKIFF &amp; STONE</b>	<b>47,698.69</b>
<b>WELLS FARGO MM</b>	<b>3,794.05</b>
<b>BTH BANK</b>	<b>232,235.89</b>
	<b>1,142,216.31</b>

**SETTLER'S PARK HOMEOWNERS ASSOC.**  
**STATEMENT OF OPERATIONS VARIANCE**  
09/30/2019

C/O CREATIVE MANAGEMENT CO.  
8323 SOUTHWEST FRWY., STE. 330  
HOUSTON TX 77074

ACCT		M-T-D ACTUAL	MTD BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
<b>INCOME</b>									
4100	ASSESSMENTS	424.06	37,821	(37,397.02)	168,754.13	340,390	(171,635.59)	453,853	(285,098.83)
4200	CLUBHOUSE	0.00	300	(300.00)	2,037.50	2,700	(662.50)	3,600	(1,562.50)
4223	FCST CONTRACT	37.31	701	(663.69)	5,522.21	6,309	(786.79)	8,412	(2,889.79)
4300	INTEREST	323.13	0	323.13	6,956.82	0	6,956.82	0	6,956.82
4350	KEYS/CARDS/REMOTES	25.00	0	25.00	925.00	0	925.00	0	925.00
4400	LATE CHARGE	11.73	0	11.73	5,722.66	0	5,722.66	0	5,722.66
4425	LAWN MAINTENANCE	0.00	0	0.00	100.00	0	100.00	0	100.00
4450	LEGAL	275.00	700	(425.00)	10,853.63	6,300	4,553.63	8,400	2,453.63
4550	OTHER	0.00	0	0.00	227.28	0	227.28	0	227.28
4573	PAYMENT AGREEMENT	(90.00)	0	(90.00)	103.60	0	103.60	0	103.60
4578	POOL INCOME	0.00	0	0.00	30.00	0	30.00	0	30.00
4950	WATER INCOME	2,434.69	100	2,334.69	2,434.69	900	1,534.69	1,200	1,234.69
	<b>TOTAL INCOME</b>	<b>3,440.92</b>	<b>39,622</b>	<b>(36,181.16)</b>	<b>203,667.52</b>	<b>356,599</b>	<b>(152,931.20)</b>	<b>475,465</b>	<b>(271,797.44)</b>
<b>OPERATING EXPENSES</b>									
<b>MAINTENANCE &amp; REPAIRS</b>									
5042	CLUBHOUSE	0.00	1,000	1,000.00	4,296.94	9,000	4,703.06	12,000	7,703.06
5045	ELECTRICAL	0.00	600	600.00	5,316.61	5,400	83.39	7,200	1,883.39
5075	FENCES	0.00	0	0.00	1,101.50	0	(1,101.50)	0	(1,101.50)
5108	IRRIGATION	0.00	500	500.00	1,743.40	4,500	2,756.60	6,000	4,256.60
5115	LANDSCAPING	0.00	500	500.00	8,580.00	4,500	(4,080.00)	6,000	(2,580.00)
5140	PLUMBING	0.00	200	200.00	437.87	1,800	1,362.13	2,400	1,962.13
5150	POOL REPAIR & SUPPLIES	1,003.90	1,100	96.10	10,389.73	9,900	(489.73)	13,200	2,810.27
5180	SPRINKLERS	0.00	200	200.00	0.00	1,800	1,800.00	2,400	2,400.00
5185	SUPPLIES	0.00	200	200.00	1,198.18	1,800	601.82	2,400	1,201.82
5190	TENNIS COURTS	0.00	300	300.00	0.00	2,700	2,700.00	3,600	3,600.00
5197	TREES	0.00	500	500.00	1,100.00	4,500	3,400.00	6,000	4,900.00
	<b>TOTAL MAINTENANCE &amp; REPAIRS</b>	<b>1,003.90</b>	<b>5,100</b>	<b>4,096.10</b>	<b>34,164.23</b>	<b>45,900</b>	<b>11,735.77</b>	<b>61,200</b>	<b>27,035.77</b>
<b>CONTRACT SERVICES EXPENSES</b>									
5320	EXTERMINATING CONTRACT	0.00	250	250.00	1,193.74	2,250	1,056.26	3,000	1,806.26
5330	LANDSCAPE CONTRACT	2,833.33	2,833	0.00	25,499.97	25,500	0.00	34,000	8,499.99
5340	POOL CONTRACT	1,239.97	5,386	4,146.28	47,526.36	48,476	949.89	64,635	17,108.64
5343	POOL TELEPHONE MONITORING	0.00	275	275.00	0.00	2,475	2,475.00	3,300	3,300.00
5355	TRASH CONTRACT	104.68	105	0.32	842.44	945	102.56	1,260	417.56
5360	WATER TREATMENT CONTRACT	0.00	154	154.00	1,850.00	1,386	(464.00)	1,848	(2.00)
	<b>TOTAL CONTRACT SERVICES</b>	<b>4,177.98</b>	<b>9,004</b>	<b>4,825.60</b>	<b>76,912.51</b>	<b>81,032</b>	<b>4,119.71</b>	<b>108,043</b>	<b>31,130.45</b>
<b>INSURANCE EXPENSES</b>									
5405	DIRECTORS & OFFICERS	0.00	0	0.00	3,479.78	3,107	(372.78)	3,107	(372.78)
5410	FIDELITY BOND	0.00	0	0.00	425.00	489	64.00	489	64.00
5417	GENERAL LIABILITY	0.00	0	0.00	7,520.00	7,794	274.00	7,794	274.00
5427	PROPERTY CASUALTY	0.00	0	0.00	6,600.00	5,776	(824.00)	5,776	(824.00)
5435	UMBRELLA	0.00	0	0.00	979.00	1,081	102.00	1,081	102.00
5440	WORKER'S COMPENSATION	0.00	0	0.00	481.00	0	(481.00)	0	(481.00)
	<b>TOTAL INSURANCE EXPENSES</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>19,484.78</b>	<b>18,247</b>	<b>(1,237.78)</b>	<b>18,247</b>	<b>(1,237.78)</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>									
5505	ACCOUNTING/AUDITS	0.00	0	0.00	2,600.00	2,500	(100.00)	2,500	(100.00)
5515	BANK CHARGES	2.00	50	48.00	236.05	450	213.95	600	363.95
5520	COMMUNITY FUNCTIONS	0.00	200	200.00	530.14	1,800	1,269.86	2,400	1,869.86
5522	DUES MASTER	0.00	2,501	2,500.66	17,916.00	22,506	4,589.94	30,008	12,091.92
5530	LEGAL-CORPORATE	756.25	300	(456.25)	1,718.75	2,700	981.25	3,600	1,881.25
5535	LEGAL-INDIVIDUAL	0.00	1,000	1,000.00	11,087.20	9,000	(2,087.20)	12,000	912.80
5540	MANAGEMENT FEE	3,600.00	3,600	0.00	32,400.00	32,400	0.00	43,200	10,800.00
5545	MISC ADMINISTRATIVE	0.00	21	21.00	383.76	189	(194.76)	252	(131.76)
5550	MEETING EXPENSE	0.00	50	50.00	345.26	450	104.74	600	254.74
5555	OFFICE SUPPLIES&PRINTING	0.00	300	300.00	2,385.08	2,700	314.92	3,600	1,214.92
5562	POSTAGE	0.00	300	300.00	2,260.79	2,700	439.21	3,600	1,339.21
5586	WEB SITE	0.00	90	90.00	0.00	810	810.00	1,080	1,080.00

SETTLER'S PARK HOMEOWNERS ASSOC.  
STATEMENT OF OPERATIONS VARIANCE  
09/30/2019

C/O CREATIVE MANAGEMENT CO.  
8323 SOUTHWEST FRWY., STE. 330  
HOUSTON TX 77074

ACCT		M-T-D ACTUAL	MTD BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
	TOTAL GEN'L & ADMINISTRATIVE	4,358.25	8,412	4,053.41	71,863.03	78,205	6,341.91	103,440	31,576.89
5605	ELECTRICITY	1,049.09	1,470	420.91	8,807.03	13,230	4,422.97	17,640	8,832.97
5610	GAS	23.13	575	551.87	5,804.54	5,175	(629.54)	6,900	1,095.46
5615	WATER & SEWER	1,532.06	1,821	288.94	8,330.46	16,389	8,058.54	21,852	13,521.54
5620	TELEPHONE	69.61	0	(69.61)	1,027.08	0	(1,027.08)	0	(1,027.08)
5625	INTERNET	150.00	155	5.00	1,390.00	1,395	5.00	1,860	470.00
	TOTAL UTILITIES	2,823.89	4,021	1,197.11	25,359.11	36,189	10,829.89	48,252	22,892.89
5725	TAX EXPENSES PROPERTY ADVALOREM TAX	0.00	25	25.00	1.81	225	223.19	300	298.19
	TOTAL TAXES	0.00	25	25.00	1.81	225	223.19	300	298.19
	TOTAL OPERATING EXPENSES	12,364.02	26,561	14,197.22	227,785.47	259,798	32,012.69	339,482	111,696.41
6005	CAPITAL IMPROVEMENTS	0.00	4,100	4,100.14	0.00	36,901	36,901.26	49,202	49,201.68
6010	CONTINGENCY RESERVES RESERVES	0.00	7,232	7,231.75	0.00	65,086	65,085.75	86,781	86,781.00
	TOTAL CAPITAL IMPROVEMENTS	0.00	11,332	11,331.89	0.00	101,987	101,987.01	135,983	135,982.68
	TOTAL EXPENSES	12,364.02	37,893	25,529.11	227,785.47	361,785	133,999.70	475,465	247,679.09
	TOTAL EXPENSES AND NOTE PAYM	12,364.02	37,893	25,529.11	227,785.47	361,785	133,999.70	475,465	247,679.09
	NET INCOME/(LOSS)	(8,923.10)	1,729	(10,652.05)	(24,117.95)	(5,186)	(18,931.50)	0	(24,118.35)