



The Capitol Lofts  
711 Main Street  
Houston, Texas 77002  
713-777-7368

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THE CAPITOL LOFTS COUNCIL OF CO-OWNERS  
MEETING OF THE BOARD OF DIRECTORS  
Virtual Teleconference  
July 13, 2022 at 6:00 PM  
AGENDA

- **CONFIRMATION OF A QUORUM**
- **HOMEOWNER FORUM** – *In the interest of time we ask that all matters be limited to 3 minutes per owner*
- **CALL TO ORDER**
- **ADOPTION OF AGENDA**
- **CONSIDERATION OF PRIOR MEETING MINUTES**
  - Meeting minutes from the June 8th, 2022 Board of Directors meeting
- **FINANCIAL REPORT**
  - Summary of financials ending June 2022. Reserve account is a depository account on a monthly basis. The account requires board vote to utilize funds.
- **MANAGER'S REPORT**
  - Remaining Potholes in in the process of being scheduled. Contractor to return to Houston end if July
  - Rod Iron Fence to be installed in the commercial area to prevent homeless from sleeping near the lofts. Contractor to return to Houston end if July
  - Lobby wall painting has been completed from levels 2-9. Awaiting arrival or corner guards to be installed. Baseboards and door frames to be painted in the next couple months
  - Overhead sensor at front doors has been deactivated. Red exit button must be pushed to exit
  - Universal code on call box has been changed. Manager to discuss complications encountered
  - Chelsea Stormes (Previously with Rise Mgmt.) is now a VP with Alliant Americas. Boxer to include Alliant for policy quotes when policy nears expiration in 3/23
  - Utility Comparison – Please see charts and invoice copies provided
- **PRESIDENT'S REPORT**
  - June 2022 Delinquent Accounts Balance - \$0.00
- **NEW BUSINESS**
  -
- **OLD BUSINESS**
  - Discussions regarding changes to by-laws
    - a. Remove items that are technically 'rules' to a consolidated rules list outside of by-laws

- b. Change length of officer terms to 3 yrs. to maintain more continuity

The Board of Directors approved to create a committee headed up by Renee Rodriguez (601) and Jason Sanford (901) to review the by-laws and rules if regulations in order to decipher overlap in language in each document

- **PROJECT HOPPER:**

- 1. **Gasket Inspection/Re-Glazing of the Main Street Façade:**

Inspection of the Main Street Façade was completed. All windows on the 7<sup>th</sup> Floor were re-glazed.

Contractor/inspector reported that the glazing on all remaining windows do not show signs of fading, cracking or splitting and recommended that another inspection be completed in the next 2-3 years.

- Labor & Equipment to inspect the windows - \$2,902.14

- Windows need repairing; cost is \$81.20/window. Approximately 132 Windows (Façade Only) - \$10,716.75

- Approximately 45 balcony windows (3 – 9) - \$3,653.44

- Washing Façade Only - \$1,840.25

**\*\*Line items 1 & 2 are contingent of windows actually needing repairs. Cost shown is the “max” cost based on window counts. Cost could be considerably less depending on findings during the inspection\*\***

Unanimously approved the initial inspection of the façade windows to determine how many windows are in need of repair. Once inspected, the board will decide the next step on the best method and timing to repair as well as cleaning the windows. Windows to units 701 and 702 were also approved to be repaired during the initial inspection that will commence late May or early June.

- 2. **Building Internet/Phone Service: (Brandon Pierce)**

Brandon Pierce reported that the communications vendor has reviewed the building layout and is working on a proposal to present to the board of directors.

- 3. **Cleaning of All Exterior Windows:**

Will discuss during the meeting

- **NEXT MEETING**

- August 17, 2022

- **ADJOURNMENT**

- **EXECUTIVE SESSION** - *To Follow the Meeting of The Board of Directors*



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THE CAPITOL LOFTS COUNCIL OF CO-OWNERS  
MEETING OF THE BOARD OF DIRECTORS  
Virtual Teleconference  
June 8, 2022 at 6:00 PM  
MINUTES

- **HOMEOWNER FORUM**

Homeowners present (0):

- **CONFIRMATION OF A QUORUM**

Directors Present:

Jack Downes  
Brandon Pierce  
Renee Rodriguez  
Todd Early  
Michael Moore

In Attendance:

Daniel Kuehn – Boxer Property Management

- **CALL TO ORDER**

The meeting was called to order at 6:01pm

- **ADOPTION OF AGENDA**

Motion to Approve the June 8, 2022 Agenda  
Proposed by: Jack Downes  
Seconded by: Renee Rodriguez

- **ADOPTION OF MINUTES**

Motion to Approve the May 11, 2022 Minutes  
Proposed by: Jack Downes  
Seconded by: Brandon Pierce

- **FINANCIAL REPORT**

The Financial Report ending May 31, 2022 was reviewed.

**Discussion regarding correct account numbers for two transactions – Boxer to address with their accounting department**  
Reserve account is a depository account on a monthly basis. This account requires board vote to remove / utilize funds

- **MANAGER'S REPORT**

- Remaining Potholes in the process of being scheduled. Shooting for mid-June. **Contractor contracted COVID causing the delay**
- Lobby painting has commenced. Once walls are complete, baseboards will be completed. Artwork will be removed and stored until further notice. **As of 6/8, all lobby walls from 2-6 have been completed. Positive comments have been received on the quality of painting**

- Utility Comparison – Please see charts and invoice copies provided. A notice the owners to be sent requesting that all sinks and toilets be inspected and performing correctly and are not continuously running
- **PRESIDENT’S REPORT**
  - May 2022 Delinquent Accounts Balance - \$0.00
  - Discussion on the benefit of accrual accounting. Current accounting method used is on an Accrual Basis. Possible exploration of converting to a Cash Basis accounting method. Only two accounts (elevator maint / insurance) use this feature
  -
- **NEW BUSINESS**
  - Discussion regarding lobby sofa, possible fix in place. Otherwise board will not replace at this time.
  - Overhead sensor opening the lobby door to be shut off, require all to use the exit button – notice to owners and residents
  - Discussion regarding entry phone box. Boxer to bring manufacture onsite to determine how to efficiently update the data, Renee wants to be involved for the education of the system so a board member can adjust if needed – Turn off the access code known by many (#9855)– Issue new post office exclusive code – Discussion regarding 3<sup>rd</sup> party delivery agents entry no solution – Discussion regarding replacement system. Discussion regarding residents supply personal phone number for delivery agent to call for access.
  - Was lobby air-conditioning resolved, yes.
  - Level 10 will continue to be a unique painting in the hall vs the balance of the building
  - Notice to owners / residents regarding increase in water usage (Jan – May) check for leaks, HOA will install replacement toilet flappers (resident supplied as-if needed)
  - 4 units listed for sale in the past month
- **OLD BUSINESS**
  - Discussions regarding changes to by-laws
    - a. Remove items that are technically ‘rules’ to a consolidated rules list outside of by-laws
    - b. Change length of officer terms to 3 yrs. to maintain more continuity
    - c. Renee, Brandon and unit 901 owner will schedule call with Jack regarding the history of this project

The Board of Directors approved to create a committee headed up by Renee Rodriguez (601) and Jason Sanford (901) to review the by-laws and rules if regulations in order to decipher overlap in language in each document
- **PROJECT HOPPER:**
  1. **Gasket Inspection/Re-Glazing of the Main Street Façade: (Met with contractor on 5/27. Awaiting a start date)**
    - Labor & Equipment to inspect the windows - \$2,902.14
    - Windows need repairing; cost is \$81.20/window. Approximately 132 Windows (Façade Only) - \$10,716.75
    - Approximately 45 balcony windows (3 – 9) - \$3,653.44
    - Washing Façade Only - \$1,840.25

\*\*Line items 1 & 2 are contingent of windows actually needing repairs. Cost shown is the “max” cost based on window counts. Cost could be considerably less depending on findings during the inspection\*\*

Unanimously approved the initial inspection of the façade windows to determine how many windows are in need of repair. Once inspected, the board will decide the next step on the best method and timing to repair as well as cleaning the windows. Windows to units 701 and 702 were also approved to be repaired during the initial inspection that will commence late May or early June.

2. **Building Internet/Phone Service: (Brandon Pierce)**

Brandon Pierce reported that the communications vendor has reviewed the building layout and is working on a proposal to present to the board of directors. - **No Update**

- **NEXT MEETING**

- July 13, 2022

- **ADJOURNMENT – Meeting was adjourned at 7:19pm**

- **EXECUTIVE SESSION - *To Follow the Meeting of The Board of Directors.* No Executive session for June**

# Financial Report Package

June FY 2022

Prepared for

The Capitol Lofts Council of Co Owners, Inc.

By

Boxer Property Management

**Balance Sheet**

Period = Jun 2022

Book = Accrual ; Tree = ysi\_bs

|        |                                       | <b>Operating</b> | <b>Reserve</b> | <b>Total</b> |
|--------|---------------------------------------|------------------|----------------|--------------|
| 100000 | ASSETS                                |                  |                |              |
| 100005 | CURRENT ASSETS                        |                  |                |              |
| 101000 | Cash - Operating Acct                 | 22,597.50        | 0.00           | 22,597.50    |
| 101210 | Cash - Reserve Bank Acct 1            | 0.00             | 249,622.12     | 249,622.12   |
| 101910 | Due To/From - Employee Reimbursements | -66.00           | 0.00           | -66.00       |
| 120000 | Accounts Receivable                   | 0.00             | 0.00           | 0.00         |
| 126010 | A/R - Other                           | 0.00             | 0.00           | 0.00         |
| 128501 | Other Prepaid Expense                 | 2,340.00         | 0.00           | 2,340.00     |
| 128504 | Prepaid Insurance                     | 31,733.17        | 0.00           | 31,733.17    |
| 152000 | TOTAL CURRENT ASSETS                  | 56,604.67        | 249,622.12     | 306,226.79   |
| 159999 | FIXED ASSETS                          |                  |                |              |
| 172001 | Work-in-Progress - Build Cap          | 13,923.87        | 0.00           | 13,923.87    |
| 179999 | TOTAL FIXED ASSETS                    | 13,923.87        | 0.00           | 13,923.87    |
| 199990 | TOTAL ASSETS                          | 70,528.54        | 249,622.12     | 320,150.66   |
| 199998 | LIABILITIES and CAPITAL               |                  |                |              |
| 199999 | LIABILITIES                           |                  |                |              |
| 200000 | Accounts Payable                      | 684.80           | 0.00           | 684.80       |
| 200096 | A/P - Suspense                        | 0.00             | 0.00           | 0.00         |
| 200406 | Other Liab. - Bank Rec. Items         | 0.00             | 0.00           | 0.00         |
| 201600 | Prepaid Rent                          | 5,327.44         | 0.00           | 5,327.44     |
| 210300 | Accrued Expenses                      | 1,200.00         | 0.00           | 1,200.00     |
| 260061 | Note Payable                          | 194,291.61       | 0.00           | 194,291.61   |
| 299000 | TOTAL LIABILITIES                     | 201,503.85       | 0.00           | 201,503.85   |
| 299999 | CAPITAL                               |                  |                |              |
| 310000 | Retained Earnings                     | -130,975.31      | 0.00           | -130,975.31  |
| 310010 | Reserve Equity                        | 0.00             | 249,622.12     | 249,622.12   |
| 399000 | TOTAL CAPITAL                         | -130,975.31      | 249,622.12     | 118,646.81   |
| 399999 | TOTAL LIABILITIES and CAPITAL         | 70,528.54        | 249,622.12     | 320,150.66   |
| 999999 | Total of All                          | 0.00             | 0.00           | 0.00         |

**Balance Sheet - Comparative - Operating**

Period = Jun 2022

Book = Accrual ; Tree = ysi\_bs

|        |                                       | <b>Current Balance</b> | <b>Prior Month Balance</b> | <b>Change</b> |
|--------|---------------------------------------|------------------------|----------------------------|---------------|
|        |                                       | <b>6/30/2022</b>       | <b>5/31/2022</b>           |               |
| 100000 | ASSETS                                |                        |                            |               |
| 100005 | CURRENT ASSETS                        |                        |                            |               |
| 101000 | Cash - Operating Acct                 | 22,597.50              | 31,692.25                  | -9,094.75     |
| 101210 | Cash - Reserve Bank Acct 1            | 0.00                   | 0.00                       | 0.00          |
| 101910 | Due To/From - Employee Reimbursements | -66.00                 | 0.00                       | -66.00        |
| 120000 | Accounts Receivable                   | 0.00                   | 0.00                       | 0.00          |
| 126010 | A/R - Other                           | 0.00                   | 0.00                       | 0.00          |
| 128501 | Other Prepaid Expense                 | 2,340.00               | 780.00                     | 1,560.00      |
| 128504 | Prepaid Insurance                     | 31,733.17              | 35,259.07                  | -3,525.90     |
| 152000 | TOTAL CURRENT ASSETS                  | 56,604.67              | 67,731.32                  | -11,126.65    |
| 159999 | FIXED ASSETS                          |                        |                            |               |
| 172001 | Work-in-Progress - Build Cap          | 13,923.87              | 13,101.69                  | 822.18        |
| 179999 | TOTAL FIXED ASSETS                    | 13,923.87              | 13,101.69                  | 822.18        |
| 199990 | TOTAL ASSETS                          | 70,528.54              | 80,833.01                  | -10,304.47    |
| 199998 | LIABILITIES and CAPITAL               |                        |                            |               |
| 199999 | LIABILITIES                           |                        |                            |               |
| 200000 | Accounts Payable                      | 684.80                 | 568.06                     | 116.74        |
| 200096 | A/P - Suspense                        | 0.00                   | 0.00                       | 0.00          |
| 200406 | Other Liab. - Bank Rec. Items         | 0.00                   | 0.00                       | 0.00          |
| 201600 | Prepaid Rent                          | 5,327.44               | 6,113.67                   | -786.23       |
| 210300 | Accrued Expenses                      | 1,200.00               | 1,509.37                   | -309.37       |
| 260061 | Note Payable                          | 194,291.61             | 198,160.78                 | -3,869.17     |
| 299000 | TOTAL LIABILITIES                     | 201,503.85             | 206,351.88                 | -4,848.03     |
| 299999 | CAPITAL                               |                        |                            |               |
| 310000 | Retained Earnings                     | -130,975.31            | -125,518.87                | -5,456.44     |
| 310010 | Reserve Equity                        | 0.00                   | 0.00                       | 0.00          |
| 399000 | TOTAL CAPITAL                         | -130,975.31            | -125,518.87                | -5,456.44     |
| 399999 | TOTAL LIABILITIES and CAPITAL         | 70,528.54              | 80,833.01                  | -10,304.47    |
| 999999 | Total of All                          | 0.00                   | 0.00                       | 0.00          |



The Capitol Lofts Council of Co-Owners (711c)

## Balance Sheet - Comparative - Reserve

Period = Jun 2022

Book = Accrual ; Tree = ysi\_bs

|        |                                   | Current Balance<br>6/30/2022 | Prior Month Balance<br>5/31/2022 | Change   |
|--------|-----------------------------------|------------------------------|----------------------------------|----------|
| 100000 | ASSETS                            |                              |                                  |          |
| 100005 | CURRENT ASSETS                    |                              |                                  |          |
| 101000 | Cash - Operating Acct             | 0.00                         | 0.00                             | 0.00     |
| 101210 | Cash - Reserve Bank Acct 1        | 239,646.77                   | 229,671.42                       | 9,975.35 |
|        | Budgeted NOI Transfer to Reserve  | 5,274.14                     | 5,274.14                         | 0.00     |
|        | Monthly Insurance Premium Payback | 4,701.21                     | 4,701.21                         | 0.00     |
| 120000 | Accounts Receivable               | 0.00                         | 0.00                             | 0.00     |
| 126010 | A/R - Other                       | 0.00                         | 0.00                             | 0.00     |
| 128504 | Prepaid Insurance                 | 0.00                         | 0.00                             | 0.00     |
| 152000 | TOTAL CURRENT ASSETS              | 249,622.12                   | 239,646.77                       | 9,975.35 |
| 199990 | TOTAL ASSETS                      | 249,622.12                   | 239,646.77                       | 9,975.35 |
| 199998 | LIABILITIES and CAPITAL           |                              |                                  |          |
| 199999 | LIABILITIES                       |                              |                                  |          |
| 200000 | Accounts Payable                  | 0.00                         | 0.00                             | 0.00     |
| 201600 | Prepaid Rent                      | 0.00                         | 0.00                             | 0.00     |
| 210300 | Accrued Expenses                  | 0.00                         | 0.00                             | 0.00     |
| 260061 | Note Payable                      | 0.00                         | 0.00                             | 0.00     |
| 299000 | TOTAL LIABILITIES                 | 0.00                         | 0.00                             | 0.00     |
| 299999 | CAPITAL                           |                              |                                  |          |
| 310000 | Retained Earnings                 | 0.00                         | 0.00                             | 0.00     |
| 310010 | Reserve Equity                    | 249,622.12                   | 239,646.77                       | 9,975.35 |
| 399000 | TOTAL CAPITAL                     | 249,622.12                   | 239,646.77                       | 9,975.35 |
| 399999 | TOTAL LIABILITIES and CAPITAL     | 249,622.12                   | 239,646.77                       | 9,975.35 |
| 999999 | Total of All                      | 0.00                         | 0.00                             | 0.00     |

The Capitol Lofts Council of Co-Owners (711c)

**Income Statement - Operating**

For the period ending June 30, 2022

|                                  | Current Month    |                  |             | Year to Date     |                  |               | Annual            |
|----------------------------------|------------------|------------------|-------------|------------------|------------------|---------------|-------------------|
|                                  | Actual           | Budget           | Variance    | Actual           | Budget           | Variance      | Budget            |
| <b><u>REVENUES</u></b>           |                  |                  |             |                  |                  |               |                   |
| Late Fees                        | 0.00             | 0.00             | 0.00        | 108.89           | 0.00             | 108.89        | 0.00              |
| HOA Assessment Revenue           | 31,585.82        | 31,585.78        | 0.04        | 95,053.91        | 94,757.34        | 296.57        | 379,029.36        |
| <b>TOTAL REVENUES</b>            | <b>31,585.82</b> | <b>31,585.78</b> | <b>0.04</b> | <b>95,162.80</b> | <b>94,757.34</b> | <b>405.46</b> | <b>379,029.36</b> |
| <b><u>OPERATING EXPENSES</u></b> |                  |                  |             |                  |                  |               |                   |
| <b>Controllable Expenses</b>     |                  |                  |             |                  |                  |               |                   |
| Salaries and Benefits            |                  |                  |             |                  |                  |               |                   |
| Payroll - Building Managers      | 822.60           | 485.67           | -336.93     | 1,919.40         | 1,699.84         | -219.56       | 6,313.70          |
| P/R Burden - Building Managers   | 98.70            | 87.42            | -11.28      | 230.30           | 305.97           | 75.67         | 1,136.46          |
| Payroll - HVAC/Engineering       | -734.09          | 0.00             | 734.09      | 0.00             | 0.00             | 0.00          | 0.00              |
| P/R Burden - HVAC/Engineering    | -88.09           | 0.00             | 88.09       | 0.00             | 0.00             | 0.00          | 0.00              |
| Payroll - Day Cleaners           | 4,482.72         | 2,811.92         | -1,670.80   | 10,430.37        | 9,841.71         | -588.66       | 36,554.94         |
| P/R Burden - Day Cleaners        | 537.92           | 506.14           | -31.78      | 1,251.64         | 1,771.50         | 519.86        | 6,579.84          |
| Payroll - Painting               | 4,331.21         | 0.00             | -4,331.21   | 4,331.21         | 0.00             | -4,331.21     | 0.00              |
| P/R Burden - Painting            | 519.75           | 0.00             | -519.75     | 519.75           | 0.00             | -519.75       | 0.00              |
| Payroll - Bonus                  | 183.48           | 0.00             | -183.48     | 331.59           | 0.00             | -331.59       | 0.00              |
| Total Salaries and Benefits      | 10,154.20        | 3,891.15         | -6,263.05   | 19,014.26        | 13,619.02        | -5,395.24     | 50,584.94         |
| G/A Expenses                     |                  |                  |             |                  |                  |               |                   |
| ParkingLot Lease Expense         | 1,200.00         | 1,200.00         | 0.00        | 3,600.00         | 3,600.00         | 0.00          | 14,400.00         |
| Publications and Subscriptions   | 159.80           | 0.00             | -159.80     | 159.80           | 0.00             | -159.80       | 592.00            |
| Legal and Professional           | 0.00             | 0.00             | 0.00        | 0.00             | 0.00             | 0.00          | 3,195.00          |
| Telephone                        | 627.47           | 586.51           | -40.96      | 1,368.82         | 1,759.53         | 390.71        | 7,038.12          |
| Travel                           | 178.00           | 0.00             | -178.00     | 284.00           | 0.00             | -284.00       | 0.00              |

|                                   |           |           |           |           |           |            |            |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| Total G/A Expenses                | 2,165.27  | 1,786.51  | -378.76   | 5,412.62  | 5,359.53  | -53.09     | 25,225.12  |
| Repair and Maintenance            |           |           |           |           |           |            |            |
| RM - Supplies-Com. Area           | 0.00      | 0.00      | 0.00      | 303.15    | 0.00      | -303.15    | 0.00       |
| RM - Supplies-Small Tools         | 0.00      | 0.00      | 0.00      | 185.60    | 0.00      | -185.60    | 0.00       |
| RM - Supplies-Locks and Keys      | 0.00      | 0.00      | 0.00      | 25.94     | 0.00      | -25.94     | 0.00       |
| RM - Repair-Exterior Building     | 0.00      | 0.00      | 0.00      | 1,900.00  | 0.00      | -1,900.00  | 0.00       |
| RM - Repair-Parking Lot           | 0.00      | 0.00      | 0.00      | 270.63    | 0.00      | -270.63    | 0.00       |
| RM - Repair-Lobby/Common Area     | 0.00      | 0.00      | 0.00      | 1,450.00  | 0.00      | -1,450.00  | 0.00       |
| RM - HVAC-Repair                  | 0.00      | 375.00    | 375.00    | 0.00      | 1,125.00  | 1,125.00   | 4,500.00   |
| RM - HVAC-Supplies                | 0.00      | 0.00      | 0.00      | 2,050.18  | 0.00      | -2,050.18  | 0.00       |
| RM - Permits                      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 337.88     |
| RM - Com-Fireproof/Life Safety    | 0.00      | 0.00      | 0.00      | 1,666.35  | 1,700.00  | 33.65      | 6,500.00   |
| RM - Com-Painting Int.            | 971.06    | 0.00      | -971.06   | 1,461.07  | 0.00      | -1,461.07  | 0.00       |
| RM - Com-Elevator                 | 0.00      | 0.00      | 0.00      | 477.92    | 0.00      | -477.92    | 0.00       |
| Total Repair and Maintenance      | 971.06    | 375.00    | -596.06   | 9,790.84  | 2,825.00  | -6,965.84  | 11,337.88  |
| Utilities                         |           |           |           |           |           |            |            |
| Utilities - Electric              | 1,470.94  | 1,436.00  | -34.94    | 4,231.99  | 4,308.00  | 76.01      | 17,232.00  |
| Utilities - Water                 | 1,268.12  | 2,100.00  | 831.88    | 5,430.83  | 6,300.00  | 869.17     | 25,200.00  |
| Total Utilities                   | 2,739.06  | 3,536.00  | 796.94    | 9,662.82  | 10,608.00 | 945.18     | 42,432.00  |
| Contract Services                 |           |           |           |           |           |            |            |
| CS - Elevator                     | 780.00    | 780.00    | 0.00      | 2,340.00  | 2,340.00  | 0.00       | 9,360.00   |
| CS - Pest Control                 | 86.82     | 86.82     | 0.00      | 260.46    | 260.46    | 0.00       | 1,041.84   |
| CS - Fire and Security Monitoring | 40.00     | 40.00     | 0.00      | 120.00    | 120.00    | 0.00       | 480.00     |
| CS - Waste Removal                | 413.35    | 365.80    | -47.55    | 1,220.35  | 1,097.40  | -122.95    | 4,389.60   |
| Total Contract Services           | 1,320.17  | 1,272.62  | -47.55    | 3,940.81  | 3,817.86  | -122.95    | 15,271.44  |
| Total Controllable Expenses       | 17,349.76 | 10,861.28 | -6,488.48 | 47,821.35 | 36,229.41 | -11,591.94 | 144,851.38 |

Other Operating Expenses

|   |                  |                  |                  |                  |                  |                   |                   |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|
| Other Admin Expenses                    | 15.20            | 0.00             | -15.20           | 97.51            | 0.00             | -97.51            | 0.00              |
| Shared Svc - Legal and Human Res        | 805.45           | 805.45           | 0.00             | 2,416.35         | 2,416.35         | 0.00              | 9,665.40          |
| Shared Svc - Information Systems        | 415.28           | 415.28           | 0.00             | 1,245.84         | 1,245.84         | 0.00              | 4,983.36          |
| Asset Management Fee                    | 1,666.67         | 1,666.67         | 0.00             | 5,000.01         | 5,000.01         | 0.00              | 20,000.04         |
| Admin PT - HVAC/Engineering             | 480.89           | 480.89           | 0.00             | 1,442.67         | 1,442.67         | 0.00              | 5,770.68          |
| Admin PT - Accounting and Finance       | 1,104.72         | 1,104.72         | 0.00             | 3,314.16         | 3,314.16         | 0.00              | 13,256.64         |
| Admin PT - Houston Region               | 872.62           | 872.62           | 0.00             | 2,617.86         | 2,617.86         | 0.00              | 10,471.44         |
| Total Shared Service (Pass Thru)        | 5,360.83         | 5,345.63         | -15.20           | 16,134.40        | 16,036.89        | -97.51            | 64,147.56         |
| Interest Expense                        | 810.53           | 863.56           | 53.03            | 2,456.36         | 2,719.68         | 263.32            | 8,556.72          |
| Property Taxes                          | 19.89            | 19.89            | 0.00             | 59.67            | 59.67            | 0.00              | 238.68            |
| Insurance                               | 3,525.90         | 3,277.17         | -248.73          | 10,577.70        | 9,831.46         | -746.24           | 39,325.99         |
| Reserve Contribution - Budgeted Reserve | 5,274.14         | 5,274.14         | 0.00             | 15,822.42        | 15,822.42        | 0.00              | 63,289.68         |
| Total Taxes & Insurance                 | 9,630.46         | 9,434.76         | -195.70          | 28,916.15        | 28,433.23        | -482.92           | 111,411.07        |
| TOTAL EXPENSE                           | <b>32,341.05</b> | <b>25,641.67</b> | <b>-6,699.38</b> | <b>92,871.90</b> | <b>80,699.53</b> | <b>-12,172.37</b> | <b>320,410.01</b> |
| NET OPERATING INCOME                    | <b>-755.23</b>   | <b>5,944.11</b>  | <b>-6,699.34</b> | <b>2,290.90</b>  | <b>14,057.81</b> | <b>-11,766.91</b> | <b>58,619.35</b>  |

The Capitol Lofts Council of Co-Owners (711c)  
**Income Statement - Reserve**  
 For the period ending June 30, 2022

|  | Current Month   |                 |             | Year to Date     |                  |                 | Annual           |
|--|-----------------|-----------------|-------------|------------------|------------------|-----------------|------------------|
|  | Actual          | Budget          | Variance    | Actual           | Budget           | Variance        | Budget           |
| <b><u>REVENUES</u></b>                   |                 |                 |             |                  |                  |                 |                  |
| Reserve Contributions - Budgeted Reserve | 5,274.14        | 5,274.14        | 0.00        | 15,822.42        | 15,822.42        | 0.00            | 63,289.68        |
| Capital Improvement Fee                  | 0.00            | 0.00            | 0.00        | 1,645.68         | 0.00             | 1,645.68        | 0.00             |
| <b>TOTAL REVENUES</b>                    | <b>5,274.14</b> | <b>5,274.14</b> | <b>0.00</b> | <b>17,468.10</b> | <b>15,822.42</b> | <b>1,645.68</b> | <b>63,289.68</b> |
| <b>Other Expenses (Income)</b>           |                 |                 |             |                  |                  |                 |                  |
| Interest Expense                         | 0.00            | 0.00            | 0.00        | 0.00             | 0.00             | 0.00            | 0.00             |
| Interest Income                          | 0.00            | 0.00            | 0.00        | 0.00             | 0.00             | 0.00            | 0.00             |
| Total Other Expenses (Income)            | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>      |
| <b>NET OPERATING INCOME</b>              | <b>5,274.14</b> | <b>5,274.14</b> | <b>0.00</b> | <b>17,468.10</b> | <b>15,822.42</b> | <b>1,645.68</b> | <b>63,289.68</b> |

The Capitol Lofts Council of Co-Owners (711c)  
**Statement (12 months) - Operating**

Period = Apr 2022-Mar 2023

Book = Accrual ; Tree = ysi\_is

|                                       | Apr 2022  | May 2022  | Jun 2022  | Jul 2022 | Aug 2022 | Sep 2022 | Oct 2022 | Nov 2022 | Dec 2022 | Jan 2023 | Feb 2023 | Mar 2023 | Total     |
|---------------------------------------|-----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 400005 REVENUES                       |           |           |           |          |          |          |          |          |          |          |          |          |           |
| 401200 Late Fees                      | 0.00      | 108.89    | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 108.89    |
| 401300 HOA Assessment Revenue         | 31,600.82 | 31,867.27 | 31,585.82 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 95,053.91 |
| 500500 TOTAL REVENUE                  | 31,600.82 | 31,976.16 | 31,585.82 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 95,162.80 |
| 500600 OPERATING EXPENSES             |           |           |           |          |          |          |          |          |          |          |          |          |           |
| 600000 Controllable Expenses          |           |           |           |          |          |          |          |          |          |          |          |          |           |
| 600001 Salaries and Benefits          |           |           |           |          |          |          |          |          |          |          |          |          |           |
| 600037 Payroll-Building Managers      | 548.40    | 548.40    | 822.60    | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 1,919.40  |
| 600038 P/R Burden-Building Managers   | 65.80     | 65.80     | 98.70     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 230.30    |
| 600043 Payroll - HVAC/Engineering     | 0.00      | 734.09    | -734.09   | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |
| 600044 P/R Burden - HVAC/Engineering  | 0.00      | 88.09     | -88.09    | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |
| 600047 Payroll-Day Cleaners           | 2,972.36  | 2,975.29  | 4,482.72  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 10,430.37 |
| 600048 P/R Burden-Day Cleaners        | 356.69    | 357.03    | 537.92    | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 1,251.64  |
| 600057 Payroll - Painting             | 0.00      | 0.00      | 4,331.21  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 4,331.21  |
| 600058 P/R Burden - Painting          | 0.00      | 0.00      | 519.75    | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 519.75    |
| 600110 Payroll - Bonus                | 67.04     | 81.07     | 183.48    | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 331.59    |
| 600150 Total Salaries and Benefits    | 4,010.29  | 4,849.77  | 10,154.20 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 19,014.26 |
| 610000 G/A Expenses                   |           |           |           |          |          |          |          |          |          |          |          |          |           |
| 610114 ParkingLot Lease Expense       | 1,200.00  | 1,200.00  | 1,200.00  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 3,600.00  |
| 610118 Publications and Subscriptions | 0.00      | 0.00      | 159.80    | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 159.80    |
| 610120 Legal and Professional         | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |
| 610130 Telephone                      | 539.98    | 201.37    | 627.47    | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 1,368.82  |
| 610170 Travel                         | 30.00     | 76.00     | 178.00    | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 284.00    |
| 610999 Total G/A Expenses             | 1,769.98  | 1,477.37  | 2,165.27  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 5,412.62  |
| 619999 Repair and Maintenance         |           |           |           |          |          |          |          |          |          |          |          |          |           |
| 620001 RM-Supplies-Com. Area          | 303.15    | 0.00      | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 303.15    |
| 620003 RM-Supplies-Small Tools        | 185.60    | 0.00      | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 185.60    |
| 620004 RM-Supplies - Locks and Keys   | 25.94     | 0.00      | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 25.94     |
| 620006 RM - Repair-Exterior Building  | 0.00      | 1,900.00  | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 1,900.00  |
| 620007 RM-Repair-Parking Lot          | 270.63    | 0.00      | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 270.63    |
| 620009 RM-Repair-Lobby/Common Area    | 1,450.00  | 0.00      | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 1,450.00  |
| 620011 RM - HVAC-Repair               | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |
| 620012 RM - HVAC-Supplies             | 0.00      | 2,050.18  | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 2,050.18  |

|        |   |           |           |           |      |      |      |      |      |      |      |      |           |
|--------|---|-----------|-----------|-----------|------|------|------|------|------|------|------|------|-----------|
| 620014 | RM - Permits                            | 0.00      | 0.00      | 0.00      | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00      |
| 620022 | RM-Com.-Fireproof/Life Safety           | 1,180.00  | 486.35    | 0.00      | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,666.35  |
| 620025 | RM - Com-Painting Int.                  | 0.00      | 490.01    | 971.06    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,461.07  |
| 620029 | RM - Com-Elevator                       | 477.92    | 0.00      | 0.00      | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 477.92    |
| 620999 | Total Repair and Maintenance            | 3,893.24  | 4,926.54  | 971.06    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,790.84  |
| 630000 | Utilities                               |           |           |           |      |      |      |      |      |      |      |      |           |
| 630001 | Utilities-Electric                      | 1,314.82  | 1,446.23  | 1,470.94  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,231.99  |
| 630002 | Utilities-Water                         | 1,874.77  | 2,287.94  | 1,268.12  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,430.83  |
| 630999 | Total Utilities                         | 3,189.59  | 3,734.17  | 2,739.06  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,662.82  |
| 640000 | Contract Services                       |           |           |           |      |      |      |      |      |      |      |      |           |
| 640004 | CS-Elevator                             | 780.00    | 780.00    | 780.00    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,340.00  |
| 640010 | CS-Pest Control                         | 86.82     | 86.82     | 86.82     | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 260.46    |
| 640011 | CS-Fire and Security Monitoring         | 40.00     | 40.00     | 40.00     | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 120.00    |
| 640013 | CS-Waste Removal                        | 403.50    | 403.50    | 413.35    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,220.35  |
| 640998 | Total Contract Services                 | 1,310.32  | 1,310.32  | 1,320.17  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,940.81  |
| 640999 | Total Controllable Expenses             | 14,173.42 | 16,298.17 | 17,349.76 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 47,821.35 |
|        | Other Operating Expenses                |           |           |           |      |      |      |      |      |      |      |      |           |
| 860501 | Other Admin Expenses                    | 0.00      | 82.31     | 15.20     | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 97.51     |
| 862020 | Shared Svc - Legal and Human Res        | 805.45    | 805.45    | 805.45    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,416.35  |
| 862030 | Shared Svc - Information Systems        | 415.28    | 415.28    | 415.28    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,245.84  |
| 863010 | Asset Management Fee                    | 1,666.67  | 1,666.67  | 1,666.67  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.01  |
| 650008 | Admin. PT-HVAC/Engineering              | 480.89    | 480.89    | 480.89    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,442.67  |
| 650021 | Admin. PT-Accounting and Finance        | 1,104.72  | 1,104.72  | 1,104.72  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,314.16  |
| 650058 | Admin PT-Houston Region                 | 872.62    | 872.62    | 872.62    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,617.86  |
| 650950 | Total Shared Service (Pass Thru)        | 5,345.63  | 5,427.94  | 5,360.83  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,134.40 |
| 820000 | Interest Expense                        | 846.08    | 799.75    | 810.53    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,456.36  |
| 650952 | Property Taxes                          | 19.89     | 19.89     | 19.89     | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 59.67     |
| 650954 | Insurance                               | 3,525.90  | 3,525.90  | 3,525.90  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,577.70 |
| 863018 | Reserve Contribution - Budgeted Reserve | 5,274.14  | 5,274.14  | 5,274.14  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15,822.42 |
| 863018 | Reserve Contribution - Insurance Reimb  | 4,701.21  | -4,701.21 | 0.00      | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00      |
| 650997 | Total Taxes and Ins.                    | 14,367.22 | 4,918.47  | 9,630.46  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28,916.15 |
| 900000 | TOTAL EXPENSE                           | 33,886.27 | 26,644.58 | 32,341.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 92,871.90 |
| 900001 | NET INCOME (LOSS)                       | -2,285.45 | 5,331.58  | -755.23   | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,290.90  |

The Capitol Lofts Council of Co-Owners (711c)

**Statement (12 months) - Reserve**

Period = Apr 2022-Mar 2023

Book = Accrual ; Tree = ysi\_is

|        |  | Apr 2022 | May 2022  | Jun 2022 | Jul 2022 | Aug 2022 | Sep 2022 | Oct 2022 | Nov 2022 | Dec 2022 | Jan 2023 | Feb 2023 | Mar 2023 | Total     |
|--------|--|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 400005 | REVENUES                                 |          |           |          |          |          |          |          |          |          |          |          |          |           |
| 401305 | Reserve Contributions - Budgeted Reserve | 5,274.14 | 5,274.14  | 5,274.14 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 15,822.42 |
| 401305 | Reserve Contributions - Insurance Reimb  | 4,701.21 | -4,701.21 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |
| 401310 | Capital Improvement Fee                  | 0.00     | 1,645.68  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 1,645.68  |
| 500500 | TOTAL REVENUES                           | 9,975.35 | 2,218.61  | 5,274.14 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 17,468.10 |
|        | OTHER EXPENSES (INCOME)                  |          |           |          |          |          |          |          |          |          |          |          |          |           |
| 820000 | Interest Expense                         | 0.00     | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |
| 860000 | Interest Income                          | 0.00     | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |
| 900000 | TOTAL OTHER EXPENSES (INCOME)            | 0.00     | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |
| 900001 | NET OPERATING INCOME                     | 9,975.35 | 2,218.61  | 5,274.14 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 17,468.10 |

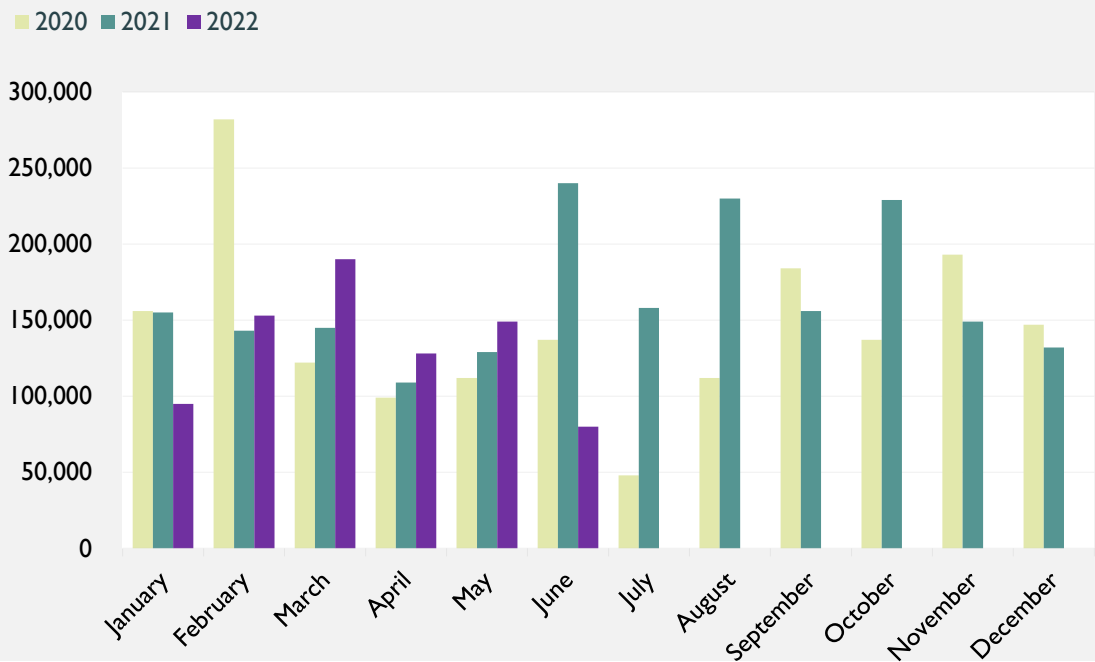


Capitol Lofts

# Water Usage

| BUDGET TOTALS | January | February | March   | April   | May     | June    | July    | August  | September | October | November | December |
|---------------|---------|----------|---------|---------|---------|---------|---------|---------|-----------|---------|----------|----------|
| 2020          | 156,000 | 282,000  | 122,000 | 99,000  | 112,000 | 137,000 | 48,000  | 112,000 | 184,000   | 137,000 | 193,000  | 147,000  |
| 2021          | 155,000 | 143,000  | 145,000 | 109,000 | 129,000 | 240,000 | 158,000 | 230,000 | 156,000   | 229,000 | 149,000  | 132,000  |
| 2022          | 95,000  | 153,000  | 190,000 | 128,000 | 149,000 | 80,000  |         |         |           |         |          |          |

## USAGE SUMMARY



# Electricity Usage

| BUDGET TOTALS | January | February | March  | April  | May    | June   | July   | August | September | October | November | December |
|---------------|---------|----------|--------|--------|--------|--------|--------|--------|-----------|---------|----------|----------|
| 2020          | 26,519  | 26,720   | 26,939 | 27,184 | 27,446 | 27,730 | 22,560 | 22,720 | 21,440    | 16,880  | 14,800   | 15,120   |
| 2021          | 14,720  | 12,960   | 13,440 | 14,720 | 14,800 | 18,240 | 22,762 | 22,452 | 21,416    | 17,025  | 13,260   | 11,813   |
| 2022          | 12,691  | 9,326    | 10,230 | 11,659 | 18,320 | 17,650 |        |        |           |         |          |          |

## USAGE SUMMARY

2020 2021 2022

