



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

THE CAPITOL LOFTS COUNCIL OF CO-OWNERS
MEETING OF THE BOARD OF DIRECTORS
Virtual Teleconference
April 12, 2023 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 March 8th, 2023, Board of Directors meeting
- **FINANCIAL REPORT**
 - Summary of financials ending March 2023. Reserve account is a depository account monthly. The account requires board vote to utilize funds.
- **MANAGER'S REPORT**
 - Window cleaning was completed in early March.
 - Annual Fire Alarm Inspection completed 4/3 & 4/4. Inspector was unable to activate the alarm via the pull stations located on each floor or the fire panel and is researching to remedy.
 - Utility Comparison – Please see the provided usage graphs.
- **PRESIDENT'S REPORT**
 - March 2023 Delinquent Accounts Balance - \$0.00
- **NEW BUSINESS**
 - Election of Directors Results:
Prior to the March 8th, 2023 Annual Meeting, the current Vice President, Michael Moore, resigned from the board. The term of Renee Rodriguez and interim board member, Jason Sanford, was set to expire on March 31, 2023. Boxer Property received Director applications and nominee forms which were posted on the Vote HOA Now website. With 73.39% of votes received, Renee Rodriguez, Cody McLaughlin and Jason Sanford were elected to join the Board of Directors. Renee Rodriguez was appointed by the Board as Vice President, Cody McLaughlin was appointed to Treasurer and Jason Sanford was appointed Secretary. The Board also appointed Michael Moore to chair an Architectural Committee.

- **OLD BUSINESS**

- **STANDING 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 the 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 to decipher overlap in language in each document.

- **PROJECT HOPPER:**

1. **Building Internet/Phone Service: (Michael Moore)**

Boxer's marketing group prepared a survey regarding internet/tv/streaming services. Results below

	Yes	No	N/A
Do you pay for/bundle any cable television service?	13	12	
If yes, is the cost of internet/cable less than \$70?	7	16	2
If you have cable television, which package do you subscribe to?	Basic Package (Bronze) - 4 Preferred Package (Silver) - 1 Premiere Package (Gold) - 1		
Do you use streaming services (Netflix, Hulu, AppleTV, etc.)?	23	2	
If yes, is the cost of internet/streaming less than \$70?	16	8	1
Do you work from home (part-time or full-time)?	17	8	
Is your internet speed less than 1 Gig?	12	13	

- **NEXT MEETING**

- May 10, 2023

- **ADJOURNMENT**

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



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**THE CAPITOL LOFTS COUNCIL OF CO-OWNERS
ANNUAL MEETING OF THE BOARD OF DIRECTORS
Virtual Teleconference
March 8, 2023 at 6:00 PM
MINUTES**

- **CONFIRMATION OF A QUORUM**

Directors Present:

Jack Downes
Renee Rodriguez
Jason Sanford
Renee Rodriguez
Todd Early

In Attendance:

Daniel Kuehn – Boxer Property Management

- **HOMEOWNER FORUM**

Homeowners present (3):
Hanson (702) – Inquired on the building internet/phone
McLaughlin (503) – Listening in on meeting
Hughes (804) – Listening in on meeting

- **CALL TO ORDER**

The meeting was called to order at 6:05pm

- **ADOPTION OF AGENDA**

Motion to Approve the March 8, 2023 Agenda
Proposed by: Jack Downes
Seconded by: Renee Rodriguez

- **PRESIDENT'S REPORT**

Jack Downes discussed the reasoning for the increase in assessment dues

- **MANAGER'S REPORT**

Election of Directors Results:
Prior to the March 8th, 2023 Annual Meeting, the current Vice President, Michael Moore, resigned from the board. The term of Renee Rodriguez and interim board member, Jason Sanford, is set to expire on March 31, 2023. Boxer Property received Director applications and nominee forms, which were posted on the Vote HOA Now website. With 73.39% of votes received, Renee Rodriguez, Cody McLaughlin and Jason Sanford were elected to join the Board of Directors. Renee Rodriguez was appointed by the Board as Vice President, Cody McLaughlin was appointed to Treasurer and Jason Sanford was appointed Secretary.

- **NEXT MEETING**
 - April 12, 2023
- **ADJOURNMENT** - Meeting was adjourned at 6:14pm
- **EXECUTIVE SESSION** - *To Follow the Meeting of The Board of Directors*

Financial Report Package

March FY 2023

Prepared for

The Capitol Lofts Council of Co Owners, Inc.

By

Boxer Property Management

Balance Sheet - Selected Items

	Mar-23
Cash	39,158.88
Reserve cash	286,814.38
Elevator note	158,553.89

Statement of Operations

HOA Fees	31,585.82
Payroll and G&A Expenses	(6,388.06)
R&M	15,723.88
Utilities	(2,370.19)
Contract Services	(5,070.17)
Boxer Fees	(5,345.63)
Taxes, Interest & Insurance	(4,558.96)
Elevator note payment	(4,679.70)
	18,896.99

Balance Sheet

Period = Mar 2023

Book = Accrual ; Tree = ysi_bs

	Operating	Reserve	Total
ASSETS			
CURRENT ASSETS			
Cash - Operating Acct	39,158.88	0.00	39,158.88
Cash - Reserve Bank Acct 1	0.00	286,814.38	286,814.38
Due To/From - Employee Reimbursements	-35.00	0.00	-35.00
Accounts Receivable	771.35	0.00	771.35
A/R - Other	0.00	0.00	0.00
Other Prepaid Expense	2,340.00	0.00	2,340.00
Prepaid Insurance	0.00	0.00	0.00
TOTAL CURRENT ASSETS	42,235.23	286,814.38	329,049.61
FIXED ASSETS			
TOTAL FIXED ASSETS	0.00	0.00	0.00
TOTAL ASSETS	42,235.23	286,814.38	329,049.61
LIABILITIES and CAPITAL			
LIABILITIES			
Accounts Payable	2,414.75	0.00	2,414.75
A/P - Suspense	0.00	0.00	0.00
Prepaid Rent	9,098.69	0.00	9,098.69
Accrued Expenses	0.00	0.00	0.00
Note Payable	158,553.89	0.00	158,553.89
TOTAL LIABILITIES	170,067.33	0.00	170,067.33
CAPITAL			
Retained Earnings	-127,832.10	0.00	-127,832.10
Reserve Equity	0.00	286,814.38	286,814.38
TOTAL CAPITAL	-127,832.10	286,814.38	158,982.28
TOTAL LIABILITIES and CAPITAL	42,235.23	286,814.38	329,049.61
Total of All	0.00	0.00	0.00

Balance Sheet - Comparative - Operating

Period = Mar 2023

Book = Accrual ; Tree = ysi_bs

	Current Balance	Prior Month Balance	Change
	3/31/2023	2/28/2023	
ASSETS			
CURRENT ASSETS			
Cash - Operating Acct	39,158.88	15,278.10	23,880.78
Cash - Reserve Bank Acct 1	0.00	0.00	0.00
Due To/From - Employee Reimbursements	-35.00	0.00	-35.00
Accounts Receivable	771.35	771.35	0.00
A/R - Other	0.00	392.52	-392.52
Other Prepaid Expense	2,340.00	820.00	1,520.00
Prepaid Insurance	0.00	3,525.97	-3,525.97
TOTAL CURRENT ASSETS	42,235.23	20,787.94	21,447.29
FIXED ASSETS			
Work-in-Progress - Build Cap	0.00	0.00	0.00
TOTAL FIXED ASSETS	0.00	0.00	0.00
TOTAL ASSETS	42,235.23	20,787.94	21,447.29
LIABILITIES and CAPITAL			
LIABILITIES			
Accounts Payable	2,414.75	1,182.95	1,231.80
A/P - Suspense	0.00	0.00	0.00
Prepaid Rent	9,098.69	4,126.48	4,972.21
Accrued Expenses	0.00	2,552.65	-2,552.65
Note Payable	158,553.89	162,688.97	-4,135.08
TOTAL LIABILITIES	170,067.33	170,551.05	-483.72
CAPITAL			
Retained Earnings	-127,832.10	-149,763.11	21,931.01
Reserve Equity	0.00	0.00	0.00
TOTAL CAPITAL	-127,832.10	-149,763.11	21,931.01
TOTAL LIABILITIES and CAPITAL	42,235.23	20,787.94	21,447.29
Total of All	0.00	0.00	0.00

Balance Sheet - Comparative - Reserve

Period = Mar 2023

Book = Accrual ; Tree = ysi_bs

	Current Balance	Prior Month Balance	Change
	3/31/2023	2/28/2023	
ASSETS			
CURRENT ASSETS			
Cash - Operating Acct	0.00	0.00	0.00
Cash - Reserve Bank Acct 1	305,237.03	305,237.03	0.00
Budgeted NOI Transfer to Reserve	0.00	0.00	0.00
Monthly Insurance Premium Payback	0.00	0.00	0.00
Capital Fee #703 Brian Mitchell (bmil)	1,645.68	0.00	1,645.68
Capital Fee #501 Rod & Dawn Nelson (rone)	1,542.70	0.00	1,542.70
Tfr to Oper-HVAC Rooftop Condensor relocation	-21,611.03	0.00	-21,611.03
Accounts Receivable	0.00	0.00	0.00
A/R - Other	0.00	0.00	0.00
Prepaid Insurance	0.00	0.00	0.00
TOTAL CURRENT ASSETS	286,814.38	305,237.03	-18,422.65
TOTAL ASSETS	286,814.38	305,237.03	-18,422.65
LIABILITIES and CAPITAL			
LIABILITIES			
Accounts Payable	0.00	0.00	0.00
Prepaid Rent	0.00	0.00	0.00
Accrued Expenses	0.00	0.00	0.00
Note Payable	0.00	0.00	0.00
TOTAL LIABILITIES	0.00	0.00	0.00
CAPITAL			
Retained Earnings	0.00	0.00	0.00
Reserve Equity	286,814.38	305,237.03	-18,422.65
TOTAL CAPITAL	286,814.38	305,237.03	-18,422.65
TOTAL LIABILITIES and CAPITAL	286,814.38	305,237.03	-18,422.65
Total of All	0.00	0.00	0.00

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

Income Statement - Operating

For the period ending March 31, 2023

	Current Month			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
400005 <u>REVENUES</u>							
401300 Late Fees	0.00	0.00	0.00	217.78	0.00	217.78	0.00
401300 HOA Assessment Revenue	31,585.82	31,585.78	0.04	379,914.56	379,029.36	885.20	379,029.36
500500 TOTAL REVENUES	31,585.82	31,585.78	0.04	380,132.34	379,029.36	1,102.98	379,029.36
500600 <u>OPERATING EXPENSES</u>							
600000 Controllable Expenses							
600001 Salaries and Benefits							
600037 Payroll - Building Managers	586.80	485.67	-101.13	7,103.20	6,313.70	-789.50	6,313.70
600038 P/R Burden - Building Managers	93.88	87.42	-6.46	922.33	1,136.46	214.13	1,136.46
600043 Payroll - HVAC/Engineering	348.81	0.00	-348.81	2,053.00	0.00	-2,053.00	0.00
600044 P/R Burden - HVAC/Engineering	55.82	0.00	-55.82	260.33	0.00	-260.33	0.00
600047 Payroll - Day Cleaners	2,968.24	2,811.92	-156.32	37,243.71	36,554.94	-688.77	36,554.94
600048 P/R Burden - Day Cleaners	474.92	506.14	31.22	4,823.97	6,579.84	1,755.87	6,579.84
600057 Payroll - Painting	0.00	0.00	0.00	2,731.66	0.00	-2,731.66	0.00
600058 P/R Burden - Painting	0.00	0.00	0.00	366.71	0.00	-366.71	0.00
600110 Payroll - Bonus	76.98	0.00	-76.98	9.06	0.00	-9.06	0.00
600150 Total Salaries and Benefits	4,605.45	3,891.15	-714.30	55,513.97	50,584.94	-4,929.03	50,584.94
610000 G/A Expenses							
610114 ParkingLot Lease Expense	1,200.00	1,200.00	0.00	14,400.00	14,400.00	0.00	14,400.00
610118 Publications and Subscriptions	0.00	592.00	592.00	159.80	592.00	432.20	592.00
610119 Dues/Membership/License/Fees	0.00	0.00	0.00	591.00	0.00	-591.00	0.00
610120 Legal and Professional	0.00	0.00	0.00	3,195.00	3,195.00	0.00	3,195.00
610130 Telephone	531.61	586.51	54.90	6,293.88	7,038.12	744.24	7,038.12
610160 Auto Expenses	0.00	0.00	0.00	30.00	0.00	-30.00	0.00

610170	Travel	51.00	0.00	-51.00	634.23	0.00	-634.23	0.00
610999	Total G/A Expenses	1,782.61	2,378.51	595.90	25,303.91	25,225.12	-78.79	25,225.12
619999	Repair and Maintenance							
620001	RM - Supplies-Com. Area	161.21	0.00	-161.21	1,148.91	0.00	-1,148.91	0.00
620003	RM - Supplies-Small Tools	131.59	0.00	-131.59	350.31	0.00	-350.31	0.00
620004	RM - Supplies-Locks and Keys	211.90	0.00	-211.90	546.65	0.00	-546.65	0.00
620006	RM - Repair-Exterior Building	0.00	0.00	0.00	6,507.14	0.00	-6,507.14	0.00
620007	RM - Repair-Parking Lot	0.00	0.00	0.00	769.63	0.00	-769.63	0.00
620009	RM - Repair-Lobby/Common Area	0.00	0.00	0.00	1,829.41	0.00	-1,829.41	0.00
620011	RM - HVAC-Repair	-21,611.03	375.00	21,986.03	1,849.78	4,500.00	2,650.22	4,500.00
620012	RM - HVAC-Supplies	0.00	0.00	0.00	2,640.43	0.00	-2,640.43	0.00
620014	RM - Permits	1,824.19	0.00	-1,824.19	2,148.65	337.88	-1,810.77	337.88
620018	RM - Com-Parking/AccessCards/Security	0.00	0.00	0.00	3.00	0.00	-3.00	0.00
620020	RM - Com-Electrical	0.00	0.00	0.00	54.75	0.00	-54.75	0.00
620022	RM - Com-Fireproof/Life Safety	3,558.26	0.00	-3,558.26	8,404.60	6,500.00	-1,904.60	6,500.00
620025	RM - Com-Painting Int.	0.00	0.00	0.00	2,679.63	0.00	-2,679.63	0.00
620027	RM - Com-Signage	0.00	0.00	0.00	314.31	0.00	-314.31	0.00
620028	RM - Com-Plumbing	0.00	0.00	0.00	3,204.21	0.00	-3,204.21	0.00
620029	RM - Com-Elevator	0.00	0.00	0.00	777.92	0.00	-777.92	0.00
620032	RM - TS-Bldg Inter/Walls/Doors	0.00	0.00	0.00	497.95	0.00	-497.95	0.00
620999	Total Repair and Maintenance	-15,723.88	375.00	16,098.88	33,727.28	11,337.88	-22,389.40	11,337.88
630000	Utilities							
630001	Utilities - Electric	1,116.85	1,436.00	319.15	14,708.49	17,232.00	2,523.51	17,232.00
630002	Utilities - Water	1,253.34	2,100.00	846.66	18,868.77	25,200.00	6,331.23	25,200.00
630999	Total Utilities	2,370.19	3,536.00	1,165.81	33,577.26	42,432.00	8,854.74	42,432.00
640000	Contract Services							
640002	CS - Window Cleaning	3,750.00	0.00	-3,750.00	3,750.00	0.00	-3,750.00	0.00
640004	CS - Elevator	780.00	780.00	0.00	9,360.00	9,360.00	0.00	9,360.00
640010	CS - Pest Control	86.82	86.82	0.00	1,041.84	1,041.84	0.00	1,041.84

640011	CS - Fire and Security Monitoring	40.00	40.00	0.00	480.00	480.00	0.00	480.00
640013	CS - Waste Removal	413.35	365.80	-47.55	4,940.50	4,389.60	-550.90	4,389.60
640998	Total Contract Services	5,070.17	1,272.62	-3,797.55	19,572.34	15,271.44	-4,300.90	15,271.44
640999	Total Controllable Expenses	-1,895.46	11,453.28	13,348.74	167,694.76	144,851.38	-22,843.38	144,851.38
Other Operating Expenses								
860501	Other Admin Expenses	0.00	0.00	0.00	365.20	0.00	-365.20	0.00
862020	Shared Svc - Legal and Human Res	805.45	805.45	0.00	9,665.40	9,665.40	0.00	9,665.40
862030	Shared Svc - Information Systems	415.28	415.28	0.00	4,983.36	4,983.36	0.00	4,983.36
863010	Asset Management Fee	1,666.67	1,666.67	0.00	20,000.04	20,000.04	0.00	20,000.04
650008	Admin PT - HVAC/Engineering	480.89	480.89	0.00	5,770.68	5,770.68	0.00	5,770.68
650021	Admin PT - Accounting and Finance	1,104.72	1,104.72	0.00	13,256.64	13,256.64	0.00	13,256.64
650058	Admin PT - Houston Region	872.62	872.62	0.00	10,471.44	10,471.44	0.00	10,471.44
650950	Total Shared Service (Pass Thru)	5,345.63	5,345.63	0.00	64,512.76	64,147.56	-365.20	64,147.56
820000	Interest Expense	915.88	476.56	-439.32	9,207.20	8,556.72	-650.48	8,556.72
650952	Property Taxes	19.89	19.89	0.00	238.68	238.68	0.00	238.68
650954	Insurance	3,623.19	3,277.17	-346.02	42,408.09	39,325.99	-3,082.10	39,325.99
863018	Reserve Contribution - Budgeted Reserve	21,611.03	5,274.14	-16,336.89	70,938.36	63,289.68	-7,648.68	63,289.68
650997	Total Taxes & Insurance	26,169.99	9,047.76	-17,122.23	122,792.33	111,411.07	-11,381.26	111,411.07
900000	TOTAL EXPENSE	29,620.16	25,846.67	-3,773.49	354,999.85	320,410.01	-34,589.84	320,410.01
900001	NET OPERATING INCOME	1,965.66	5,739.11	-3,773.45	25,132.49	58,619.35	-33,486.86	58,619.35

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

Income Statement - Reserve

For the period ending March 31, 2023

		Current Month			Year to Date			Annual
		Actual	Budget	Variance	Actual	Budget	Variance	Budget
400005	<u>REVENUES</u>							
401305	Reserve Contributions - Budgeted Reserve	0.00	5,274.14	-5,274.14	42,193.12	63,289.68	-21,096.56	63,289.68
401310	Capital Improvement Fee	1,542.70	0.00	1,542.70	10,537.36	0.00	10,537.36	0.00
500500	TOTAL REVENUES	1,542.70	5,274.14	-3,731.44	52,730.48	63,289.68	-10,559.20	63,289.68
Other Expenses (Income)								
820000	Interest Expense	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
	Total Other Expenses (Income)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900001	NET OPERATING INCOME	1,542.70	5,274.14	-3,731.44	52,730.48	63,289.68	-10,559.20	63,289.68

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	108.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	217.78
401300 HOA Assessment Revenue	31,600.82	31,867.27	31,585.82	31,585.82	31,585.82	31,585.82	31,585.82	31,585.82	31,585.82	31,605.82	32,154.09	31,585.82	379,914.56
500500 TOTAL REVENUE	31,600.82	31,976.16	31,585.82	31,694.71	31,585.82	31,585.82	31,585.82	31,585.82	31,585.82	31,605.82	32,154.09	31,585.82	380,132.34
500600 OPERATING EXPENSES													
600000 Controllable Expenses													
600001 Salaries and Benefits													
600037 Payroll-Building Managers	548.40	548.40	822.60	548.40	548.40	548.40	548.41	548.40	690.99	577.20	586.80	586.80	7,103.20
600038 P/R Burden-Building Managers	65.80	65.80	98.70	65.80	65.80	65.80	65.81	65.80	82.91	92.35	93.88	93.88	922.33
600043 Payroll - HVAC/Engineering	0.00	734.09	-734.09	0.00	0.00	1,192.19	512.00	0.00	0.00	0.00	0.00	348.81	2,053.00
600044 P/R Burden - HVAC/Engineering	0.00	88.09	-88.09	0.00	0.00	143.07	61.44	0.00	0.00	0.00	0.00	55.82	260.33
600047 Payroll-Day Cleaners	2,972.36	2,975.29	4,482.72	2,862.85	2,936.59	2,863.21	2,879.94	2,807.16	3,595.00	2,932.38	2,967.97	2,968.24	37,243.71
600048 P/R Burden-Day Cleaners	356.69	357.03	537.92	343.54	352.39	343.58	345.59	336.85	431.40	469.18	474.88	474.92	4,823.97
600055 Payroll - Houston Const.	0.00	0.00	0.00	0.00	0.00	0.00	234.49	-234.49	0.00	0.00	0.00	0.00	0.00
600056 P/R Burden - Houston Const.	0.00	0.00	0.00	0.00	0.00	0.00	28.14	-28.14	0.00	0.00	0.00	0.00	0.00
600057 Payroll - Painting	0.00	0.00	4,331.21	-4,331.21	0.00	0.00	980.13	778.33	0.00	892.31	80.89	0.00	2,731.66
600058 P/R Burden - Painting	0.00	0.00	519.75	-519.75	0.00	0.00	117.61	93.40	0.00	142.76	12.94	0.00	366.71
600110 Payroll - Bonus	67.04	81.07	183.48	64.95	66.34	87.65	98.15	108.28	-996.26	83.80	87.58	76.98	9.06
600150 Total Salaries and Benefits	4,010.29	4,849.77	10,154.20	-965.42	3,969.52	5,243.90	5,871.71	4,475.59	3,804.04	5,189.98	4,304.94	4,605.45	55,513.97
610000 G/A Expenses													
610114 ParkingLot Lease Expense	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
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
610119 Dues/Membership/License/Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	591.00	0.00	591.00
610120 Legal and Professional	0.00	0.00	0.00	0.00	350.00	-350.00	0.00	0.00	3,195.00	0.00	0.00	0.00	3,195.00
610130 Telephone	539.98	201.37	627.47	433.83	440.52	468.33	875.67	592.27	519.74	530.64	532.45	531.61	6,293.88
610160 Auto Expenses	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
610170 Travel	30.00	76.00	178.00	64.00	0.00	0.00	106.00	96.00	0.00	0.00	33.23	51.00	634.23
610999 Total G/A Expenses	1,769.98	1,477.37	2,165.27	1,697.83	1,990.52	1,348.33	2,181.67	1,888.27	4,914.74	1,730.64	2,356.68	1,782.61	25,303.91
619999 Repair and Maintenance													
620001 RM-Supplies-Com. Area	303.15	0.00	0.00	0.00	0.00	0.00	369.73	34.36	0.00	133.00	147.46	161.21	1,148.91
620003 RM-Supplies-Small Tools	185.60	0.00	0.00	0.00	0.00	0.00	12.62	0.00	0.00	0.00	20.50	131.59	350.31
620004 RM-Supplies - Locks and Keys	25.94	0.00	0.00	0.00	0.00	0.00	287.19	0.00	21.62	0.00	0.00	211.90	546.65
620006 RM - Repair-Exterior Building	0.00	1,900.00	0.00	0.00	0.00	4,607.14	0.00	0.00	0.00	0.00	0.00	0.00	6,507.14
620007 RM-Repair-Parking Lot	270.63	0.00	0.00	0.00	0.00	0.00	499.00	0.00	0.00	0.00	0.00	0.00	769.63
620009 RM-Repair-Lobby/Common Area	1,450.00	0.00	0.00	257.09	4,607.14	-4,607.14	122.32	0.00	0.00	0.00	0.00	0.00	1,829.41

620011	RM - HVAC-Repair	0.00	0.00	0.00	200.76	0.00	1,035.24	0.00	21,611.03	0.00	0.00	613.78	-21,611.03	1,849.78
620012	RM - HVAC-Supplies	0.00	2,050.18	0.00	0.00	0.00	273.87	139.42	176.96	0.00	0.00	0.00	0.00	2,640.43
620014	RM - Permits	0.00	0.00	0.00	0.00	324.46	0.00	0.00	0.00	0.00	0.00	0.00	1,824.19	2,148.65
620018	RM - Com-Parking/AccessCards/Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00
620020	RM - Com-Electrical	0.00	0.00	0.00	0.00	0.00	35.41	0.00	19.34	0.00	0.00	0.00	0.00	54.75
620022	RM-Com.-Fireproof/Life Safety	1,180.00	486.35	0.00	0.00	0.00	0.00	4,011.74	-2,335.00	348.25	765.00	390.00	3,558.26	8,404.60
620025	RM - Com-Painting Int.	0.00	490.01	971.06	-888.64	0.00	617.03	542.02	515.15	433.00	0.00	0.00	0.00	2,679.63
620027	RM - Com-Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	314.31	0.00	0.00	314.31
620028	RM - Com-Plumbing	0.00	0.00	0.00	0.00	0.00	0.00	1,515.50	319.34	276.04	1,093.33	0.00	0.00	3,204.21
620029	RM - Com-Elevator	477.92	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	777.92
620032	RM - TS-Bldg Inter/Walls/Doors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	497.95	0.00	0.00	0.00	0.00	497.95
620999	Total Repair and Maintenance	3,893.24	4,926.54	971.06	-430.79	5,231.60	1,961.55	7,499.54	20,842.13	1,078.91	2,305.64	1,171.74	-15,723.88	33,727.28
630000	Utilities													
630001	Utilities-Electric	1,314.82	1,446.23	1,470.94	1,247.76	1,340.60	1,282.29	1,207.79	1,269.31	947.43	1,098.43	966.04	1,116.85	14,708.49
630002	Utilities-Water	1,874.77	2,287.94	1,268.12	1,667.18	1,312.46	1,297.68	1,711.52	1,696.74	1,563.72	1,637.62	1,297.68	1,253.34	18,868.77
630999	Total Utilities	3,189.59	3,734.17	2,739.06	2,914.94	2,653.06	2,579.97	2,919.31	2,966.05	2,511.15	2,736.05	2,263.72	2,370.19	33,577.26
640000	Contract Services													
640002	CS - Window Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00	3,750.00
640004	CS-Elevator	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	9,360.00
640010	CS-Pest Control	86.82	86.82	86.82	86.82	86.82	86.82	86.82	86.82	86.82	86.82	86.82	86.82	1,041.84
640011	CS-Fire and Security Monitoring	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
640013	CS-Waste Removal	403.50	403.50	413.35	413.35	413.35	413.35	413.35	413.35	413.35	413.35	413.35	413.35	4,940.50
640998	Total Contract Services	1,310.32	1,310.32	1,320.17	1,320.17	1,320.17	1,320.17	1,320.17	1,320.17	1,320.17	1,320.17	1,320.17	5,070.17	19,572.34
640999	Total Controllable Expenses	14,173.42	16,298.17	17,349.76	4,536.73	15,164.87	12,453.92	19,792.40	31,492.21	13,629.01	13,282.48	11,417.25	-1,895.46	167,694.76
	Other Operating Expenses													
860501	Other Admin Expenses	0.00	82.31	15.20	0.00	-82.31	350.00	0.00	0.00	0.00	0.00	0.00	0.00	365.20
862020	Shared Svc - Legal and Human Res	805.45	805.45	805.45	805.45	805.45	805.45	805.45	805.45	805.45	805.45	805.45	805.45	9,665.40
862030	Shared Svc - Information Systems	415.28	415.28	415.28	415.28	415.28	415.28	415.28	415.28	415.28	415.28	415.28	415.28	4,983.36
863010	Asset Management Fee	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	20,000.04
650008	Admin. PT-HVAC/Engineering	480.89	480.89	480.89	480.89	480.89	480.89	480.89	480.89	480.89	480.89	480.89	480.89	5,770.68
650021	Admin. PT-Accounting and Finance	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	13,256.64
650058	Admin PT-Houston Region	872.62	872.62	872.62	872.62	872.62	872.62	872.62	872.62	872.62	872.62	872.62	872.62	10,471.44
650950	Total Shared Service (Pass Thru)	5,345.63	5,427.94	5,360.83	5,345.63	5,263.32	5,695.63	5,345.63	5,345.63	5,345.63	5,345.63	5,345.63	5,345.63	64,512.76
820000	Interest Expense	846.08	799.75	810.53	769.07	778.71	762.76	722.64	730.55	691.35	698.08	681.80	915.88	9,207.20
650952	Property Taxes	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	238.68
650954	Insurance	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	3,623.19	42,408.09
863018	Reserve Contribution - Budgeted Reserve	5,274.14	5,274.14	5,274.14	5,274.14	5,274.14	5,274.14	5,274.14	5,274.14	0.00	0.00	0.00	0.00	42,193.12
863018	Reserve Contribution - 3/22 Audit Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-13,101.69	0.00	0.00	0.00	0.00	-13,101.69
863018	Reserve Contribution - Lighting Retrofit Project	0.00	0.00	0.00	0.00	0.00	13,923.87	0.00	0.00	0.00	0.00	0.00	0.00	13,923.87
863018	Reserve Contribution - Reserve Painting Expenses	0.00	0.00	0.00	0.00	0.00	6,312.03	0.00	0.00	0.00	0.00	0.00	0.00	6,312.03

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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	0.00
863018	Reserve Contribution - Rooftop Condenser Relocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,611.03	21,611.03
650997	Total Taxes and Ins.	14,367.22	4,918.47	9,630.46	9,589.00	9,598.64	29,818.59	9,542.57	-3,551.21	4,237.14	4,243.87	4,227.59	26,169.99	122,792.33
900000	TOTAL EXPENSE	33,886.27	26,644.58	32,341.05	19,471.36	30,026.83	47,968.14	34,680.60	33,286.63	23,211.78	22,871.98	20,990.47	29,620.16	354,999.85
900001	NET INCOME (LOSS)	-2,285.45	5,331.58	-755.23	12,223.35	1,558.99	-16,382.32	-3,094.78	-1,700.81	8,374.04	8,733.84	11,163.62	1,965.66	25,132.49

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

Statement (12 months) - Reserve

Period = Apr 2022-Mar 2023

Book = Accrual ; Tree = ysi_is

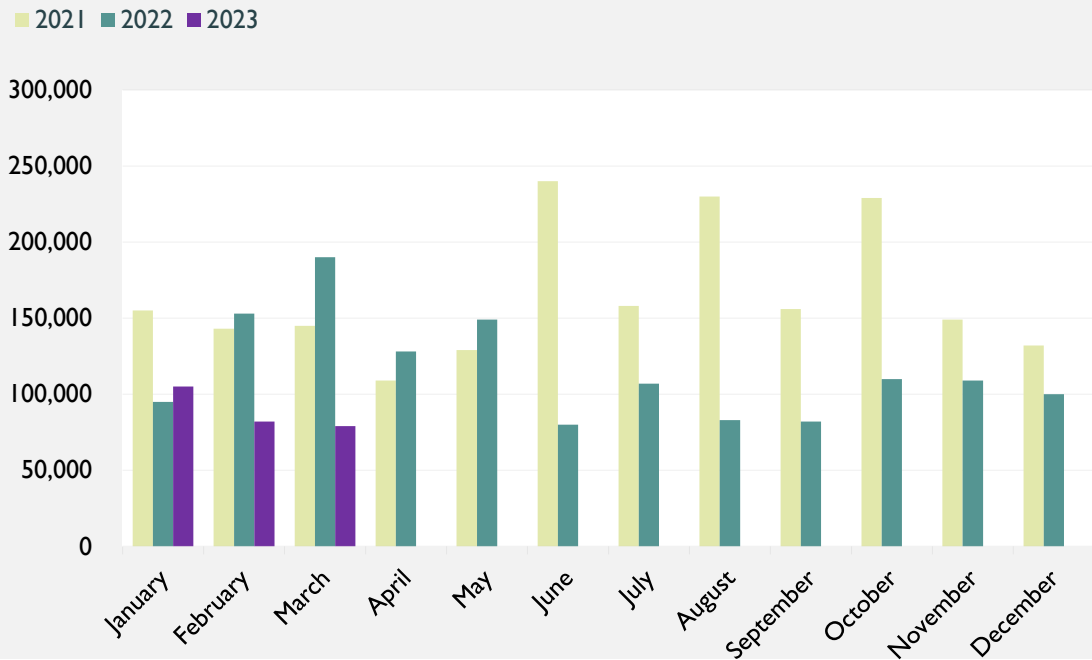
		Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Total
400005	REVENUES													
401305	Reserve Contributions - Budgeted Reserve	5,274.14	5,274.14	5,274.14	-1,037.89	5,274.14	11,586.17	5,274.14	5,274.14	0.00	0.00	0.00	0.00	42,193.12
401305	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	1,308.32	0.00	0.00	1,802.98	2,592.00	0.00	1,645.68	0.00	1,542.70	10,537.36
500500	TOTAL REVENUES	9,975.35	2,218.61	5,274.14	270.43	5,274.14	11,586.17	7,077.12	7,866.14	0.00	1,645.68	0.00	1,542.70	52,730.48
	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	270.43	5,274.14	11,586.17	7,077.12	7,866.14	0.00	1,645.68	0.00	1,542.70	52,730.48

Capitol Lofts

Water Usage

BUDGET TOTALS	January	February	March	April	May	June	July	August	September	October	November	December
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	107,000	83,000	82,000	110,000	109,000	100,000
2023	105,000	82,000	79,000									

USAGE SUMMARY



Capitol Lofts

Electricity Usage

BUDGET TOTALS	January	February	March	April	May	June	July	August	September	October	November	December
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	18,381	21,524	24,717	20,788	21,257	16,096	12,981	9,902
2023	10,437	9,062	10,336									

USAGE SUMMARY

