



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
February 12, 2025, 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 January 8, 2024 Board of Directors meeting.
- **FINANCIAL REPORT**
 - Summary of financials ending January 30, 2025. Reserve account is a monthly depository account. The account requires a board vote to utilize funds.
- **MANAGER'S REPORT**
 - Utility Comparison – Please see the provided usage graphs.
- **PRESIDENT'S REPORT**
 - January 2025 Delinquent Accounts = 0
- **TREASURER'S REPORT**
- **SECRETARY'S REPORT**
- **NEW BUSINESS**
 - Review and approve 2025 / 2026 operating budget.
- **OLD BUSINESS**
 - 2025 Annual Meeting/ Election of Directors
 - a. Annual Meeting: Wednesday March 12th, 2025 @ 6:00 p.m.
 - b. Positions for Re-election: 2 Open Position
 - c. 1st Notice of Annual Meeting and Election of Directors to be sent to Co-Owners by 1/15/25.
 - d. Nomination Forms: – Must be received by Friday, 2/7/25.
 - e. Voting Dates: 2/19/25 (noon) to 3/5/25 (noon)

- **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 an officer's terms to 3 yrs. to maintain more continuity.

The Board of Directors approved creating 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:**

- Building Directory Replacement – Awaiting on a quote for a Liftmaster Call Box

- **NEXT MEETING**

- Annual Meeting: March 12, 2025

- **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
January 8, 2025
MINUTES**

- **CONFIRMATION OF A QUORUM**

- Directors Present:

- Jack Downes
 - Cody McLaughlin
 - Jason Sanford
 - Michael Moore

- In Attendance:

- Daniel Kuehn – Boxer Property Management

- **HOMEOWNER FORUM**

- Homeowners present
 - Mitchell (703) – Lighting on 6th Floor.
 - Foote (1001, 1002) – Water in Garage
 - Champion (303) – Listening in on meeting

- **CALL TO ORDER**

- The meeting was called to order at 6:20pm

- **ADOPTION OF AGENDA**

- Motion to Approve the January 8, 2025, Agenda
 - Proposed by: Jason Sanford
 - Seconded by: Jack Downes

- **CONSIDERATION OF PRIOR MEETING MINUTES**

- Motion to Approve the December 11, 2024, meeting minutes.
 - Proposed by: Jason Sanford
 - Seconded by: Jack Downes

- **FINANCIAL REPORT**

- The Financial Report ending December 31, 2024, was reviewed.
 - The Reserve account is a depository account monthly. This account requires the board vote to remove / utilize funds.

- **MANAGER'S REPORT**

- 2025 / 2026 Budget Formulation currently being constructed. - **To be approved at the 2/12/25 Meeting**
 - Utility Comparison – Please see the provided usage graphs.

- **PRESIDENT’S REPORT**
 - Community Messaging Update: HOA researching platforms for owner correspondence
 - December 2024 Delinquent Account = \$0.00
- **TREASURER’S REPORT - Actively reviewing the financials.**
- **SECRETERY’S REPORT**
- **NEW BUSINESS**
 - 2025 Annual Meeting/ Election of Directors
 - a. Annual Meeting: Wednesday March 12th, 2025 @ 6:00 p.m.
 - b. Positions for Re-election: 2 Open Position
 - c. 1st Notice of Annual Meeting and Election of Directors to be sent to Co-Owners by 1/15/25.
 - d. Nomination Forms: – Must be received by Friday, 2/7/25.
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- **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 an officer’s term to 3 yrs. to maintain more continuity.

The Board of Directors approved 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:**
 - Building Directory/Call Box Replacement: Continuing to receive quotes for replacement. Liftmaster model that is current in use at St. Germain has been discontinued but they do have a newer version in which quote is be prepared.
- **NEXT MEETING**
 - February 12, 2025
- **ADJOURNMENT**– Meeting was adjourned at 6:50pm
- **EXECUTIVE SESSION** - *To Follow the Meeting of The Board of Directors*

Board Approval: _____ Date: _____

Financial Report Package

January 2025

Prepared for

The Capitol Lofts Council of Co Owners, Inc.

By

Boxer Property Management

Balance Sheet - Selected Items

	Jan-25
Cash	13,480.03
Reserve cash	397,731.90
Elevator note	62,922.99

Statement of Operations

HOA Fees	40,195.93
Special Assessment - Insurance Premium	-
NSF Fees	-
Capital Improvement Fee	-
Payroll and G&A Expenses	(6,054.58)
R&M	(8,224.98)
Utilities	(1,819.70)
Contract Services	(1,398.55)
Boxer Fees	(5,345.63)
Taxes, Interest & Insurance	(11,787.74)
Elevator note payment	(5,050.96)
	513.79

Balance Sheet

Period = January 2025

Book = Accrual ; Tree = ysi_bs

	Operating	Reserve	Total
ASSETS			
CURRENT ASSETS			
Cash - Operating Acct	13,480.03	0.00	13,480.03
Cash - Reserve Bank Acct 1	0.00	397,731.90	397,731.90
Due To/From - Employee Reimbursements	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	0.00
A/R - Other	0.00	0.00	0.00
Other Prepaid Expense	1,560.00	0.00	1,560.00
Prepaid Insurance	0.00	0.00	0.00
TOTAL CURRENT ASSETS	15,040.03	397,731.90	412,771.93
FIXED ASSETS			
TOTAL FIXED ASSETS	0.00	0.00	0.00
TOTAL ASSETS	15,040.03	397,731.90	412,771.93
LIABILITIES and CAPITAL			
LIABILITIES			
Accounts Payable	454.94	0.00	454.94
A/P - Suspense	0.00	0.00	0.00
Prepaid Rent	6,777.31	0.00	6,777.31
Accrued Expenses	1,826.30	0.00	1,826.30
Accrued Property Taxes	19.89	0.00	19.89
Note Payable	62,922.99	0.00	62,922.99
TOTAL LIABILITIES	72,001.43	0.00	72,001.43
CAPITAL			
Retained Earnings	-56,961.40	0.00	-56,961.40
Reserve Equity	0.00	397,731.90	397,731.90
TOTAL CAPITAL	-56,961.40	397,731.90	340,770.50
TOTAL LIABILITIES and CAPITAL	15,040.03	397,731.90	412,771.93
Total of All	0.00	0.00	0.00

Balance Sheet - Comparative - Operating

Period = January 2025

Book = Accrual ; Tree = ysi_bs

	Current Balance	Prior Month Balance	Change
	1/31/2025	12/31/2024	
ASSETS			
CURRENT ASSETS			
Cash - Operating Acct	13,480.03	20,680.06	-7,200.03
Cash - Reserve Bank Acct 1	0.00	0.00	0.00
Due To/From - Employee Reimbursements	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	0.00
A/R - Other	0.00	0.00	0.00
Other Prepaid Expense	1,560.00	2,340.00	-780.00
Prepaid Insurance	0.00	11,064.42	-11,064.42
TOTAL CURRENT ASSETS	15,040.03	34,084.48	-19,044.45
FIXED ASSETS			
Work-in-Progress - Build Cap	0.00	0.00	0.00
TOTAL FIXED ASSETS	0.00	0.00	0.00
TOTAL ASSETS	15,040.03	34,084.48	-19,044.45
LIABILITIES and CAPITAL			
LIABILITIES			
Accounts Payable	454.94	-35.61	490.55
A/P - Suspense	0.00	0.00	0.00
Prepaid Rent	6,777.31	8,206.79	-1,429.48
Accrued Expenses	1,826.30	4,076.58	-2,250.28
Accrued Property Taxes	19.89	0.00	19.89
Note Payable	62,922.99	67,550.52	-4,627.53
TOTAL LIABILITIES	72,001.43	79,798.28	-7,796.85
CAPITAL			
Retained Earnings	-56,961.40	-45,713.80	-11,247.60
Reserve Equity	0.00	0.00	0.00
TOTAL CAPITAL	-56,961.40	-45,713.80	-11,247.60
TOTAL LIABILITIES and CAPITAL	15,040.03	34,084.48	-19,044.45
Total of All	0.00	0.00	0.00

Balance Sheet - Comparative - Reserve

Period = January 2025

Book = Accrual ; Tree = ysi_bs

	Current Balance	Prior Month Balance	Change
	1/31/2025	12/31/2024	
ASSETS			
CURRENT ASSETS			
Cash - Operating Acct	0.00	0.00	0.00
Cash - Reserve Bank Acct 1	397,731.90	380,919.55	16,812.35
Budgeted NOI Transfer to Reserve	0.00	0.00	0.00
2023-2024 Insurance Premium payment	0.00	0.00	0.00
Monthly Insurance Premium Payback	0.00	0.00	0.00
Capital Fee #301 Christopher Bao (cbao)	0.00	0.00	0.00
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	397,731.90	380,919.55	16,812.35
TOTAL ASSETS	397,731.90	380,919.55	16,812.35
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	397,731.90	380,919.55	16,812.35
TOTAL CAPITAL	397,731.90	380,919.55	16,812.35
TOTAL LIABILITIES and CAPITAL	397,731.90	380,919.55	16,812.35
Total of All	0.00	0.00	0.00

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

Income Statement - Operating

For the period ending January 31, 2025

	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	0.00	0.00	0.00	0.00
401300 HOA Assessment Revenue	40,195.93	40,195.96	-0.03	401,959.30	401,959.60	-0.30	482,351.52
401500 NSF Fees	0.00	0.00	0.00	30.00	0.00	30.00	0.00
500500 TOTAL REVENUES	40,195.93	40,195.96	-0.03	401,989.30	401,959.60	29.70	482,351.52
500600 <u>OPERATING EXPENSES</u>							
600000 Controllable Expenses							
600001 Salaries and Benefits							
600037 Payroll - Building Managers	622.00	622.00	0.00	6,842.00	6,842.00	0.00	8,086.00
600038 P/R Burden - Building Managers	111.96	99.52	-12.44	1,231.56	1,094.72	-136.84	1,293.76
600043 Payroll - HVAC/Engineering	0.00	0.00	0.00	172.59	0.00	-172.59	0.00
600044 P/R Burden - HVAC/Engineering	0.00	0.00	0.00	31.07	0.00	-31.07	0.00
600047 Payroll - Day Cleaners	1,574.71	3,122.00	1,547.29	17,659.74	34,342.00	16,682.26	40,586.00
600048 P/R Burden - Day Cleaners	283.45	499.52	216.07	3,178.75	5,494.72	2,315.97	6,493.76
600055 Payroll - Houston Const.	201.36	0.00	-201.36	201.36	0.00	-201.36	0.00
600056 P/R Burden - Houston Const.	36.25	0.00	-36.25	36.25	0.00	-36.25	0.00
600057 Payroll - Painting	225.39	0.00	-225.39	225.39	0.00	-225.39	0.00
600058 P/R Burden - Painting	40.57	0.00	-40.57	40.57	0.00	-40.57	0.00
600110 Payroll - Bonus	21.31	0.00	-21.31	224.61	0.00	-224.61	0.00
600150 Total Salaries and Benefits	3,117.00	4,343.04	1,226.04	29,843.89	47,773.44	17,929.55	56,459.52
610000 G/A Expenses							
610114 ParkingLot Lease Expense	1,200.00	1,200.00	0.00	12,000.00	12,000.00	0.00	14,400.00
610118 Publications and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	592.00
610119 Dues/Membership/License/Fees	0.00	0.00	0.00	170.46	0.00	-170.46	0.00

610120	Legal and Professional	0.00	0.00	0.00	3,295.00	3,645.00	350.00	3,645.00
610130	Telephone	1,735.08	1,645.00	-90.08	14,562.68	16,450.00	1,887.32	19,740.00
610160	Auto Expenses	0.00	0.00	0.00	11.52	0.00	-11.52	0.00
610170	Travel	2.50	0.00	-2.50	33.50	0.00	-33.50	0.00
610999	Total G/A Expenses	2,937.58	2,845.00	-92.58	30,073.16	32,095.00	2,021.84	38,377.00
619999	Repair and Maintenance							
620001	RM - Supplies-Com. Area	187.64	0.00	-187.64	327.35	0.00	-327.35	0.00
620006	RM - Repair-Exterior Building	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
620007	RM - Repair-Parking Lot	0.00	0.00	0.00	2,922.75	0.00	-2,922.75	0.00
620009	RM - Repair-Lobby/Common Area	0.00	0.00	0.00	712.66	0.00	-712.66	0.00
620012	RM - HVAC-Supplies	61.23	0.00	-61.23	109.79	0.00	-109.79	0.00
620014	RM - Permits	0.00	0.00	0.00	1,463.31	820.00	-643.31	820.00
620020	RM - Com-Electrical	0.00	0.00	0.00	446.58	0.00	-446.58	0.00
620022	RM - Com-Fireproof/Life Safety	6,001.33	0.00	-6,001.33	26,728.01	7,945.00	-18,783.01	8,095.00
620024	RM - Com-Other Equip.	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
620025	RM - Com-Painting Int.	0.00	0.00	0.00	141.58	0.00	-141.58	0.00
620028	RM - Com-Plumbing	1,374.78	0.00	-1,374.78	3,225.85	0.00	-3,225.85	0.00
620029	RM - Com-Elevator	600.00	0.00	-600.00	4,773.75	0.00	-4,773.75	0.00
620999	Total Repair and Maintenance	8,224.98	0.00	-8,224.98	40,851.63	17,765.00	-23,086.63	17,915.00
630000	Utilities							
630001	Utilities - Electric	1,032.56	1,098.00	65.44	14,903.91	13,183.00	-1,720.91	15,265.00
630002	Utilities - Water	787.14	1,527.87	740.73	26,982.60	18,929.07	-8,053.53	21,257.32
630999	Total Utilities	1,819.70	2,625.87	806.17	41,886.51	32,112.07	-9,774.44	36,522.32
640000	Contract Services							
640004	CS - Elevator	780.00	780.00	0.00	7,800.00	7,800.00	0.00	9,360.00
640010	CS - Pest Control	86.82	86.82	0.00	868.20	868.20	0.00	1,041.84
640011	CS - Fire and Security Monitoring	40.00	40.00	0.00	400.00	400.00	0.00	480.00
640013	CS - Waste Removal	491.73	470.00	-21.73	4,584.45	4,700.00	115.55	5,640.00

640998	Total Contract Services	1,398.55	1,376.82	-21.73	13,652.65	13,768.20	115.55	16,521.84
640999	Total Controllable Expenses	17,497.81	11,190.73	-6,307.08	156,307.84	143,513.71	-12,794.13	165,795.68
Other Operating Expenses								
860501	Other Admin Expenses	0.00	0.00	0.00	15.00	0.00	-15.00	0.00
862020	Shared Svc - Legal and Human Res	805.45	805.45	0.00	8,054.50	8,054.50	0.00	9,665.40
862030	Shared Svc - Information Systems	415.28	415.28	0.00	4,152.80	4,152.80	0.00	4,983.36
863010	Asset Management Fee	1,666.67	1,666.67	0.00	16,666.70	16,666.70	0.00	20,000.04
650008	Admin PT - HVAC/Engineering	480.89	480.89	0.00	4,808.90	4,808.90	0.00	5,770.68
650021	Admin PT - Accounting and Finance	1,104.72	1,104.72	0.00	11,047.20	11,047.20	0.00	13,256.64
650058	Admin PT - Houston Region	872.62	872.62	0.00	8,726.20	8,726.20	0.00	10,471.44
650950	Total Shared Service (Pass Thru)	5,345.63	5,345.63	0.00	53,471.30	53,456.30	-15.00	64,147.56
820000	Interest Expense	423.43	423.43	0.00	5,441.28	5,441.28	0.00	6,165.59
650952	Property Taxes	19.89	19.89	0.00	198.90	198.90	0.00	238.68
650954	Insurance	11,344.42	10,198.17	-1,146.25	111,169.77	101,981.70	-9,188.07	122,378.04
863018	Reserve Contribution - Budgeted Reserve	5,747.93	5,747.93	0.00	75,983.44	57,479.30	-18,504.14	68,975.16
650997	Total Taxes & Insurance	17,535.67	16,389.42	-1,146.25	192,793.39	165,101.18	-27,692.21	197,757.47
900000	TOTAL EXPENSE	40,379.11	32,925.78	-7,453.33	402,572.53	362,071.19	-40,501.34	427,700.71
900001	NET OPERATING INCOME	-183.18	7,270.18	-7,453.36	-583.23	39,888.41	-40,471.64	54,650.81

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

Income Statement - Reserve

For the period ending January 31, 2025

		Current Month			Year to Date			Annual
		Actual	Budget	Variance	Actual	Budget	Variance	Budget
400005	<u>REVENUES</u>							
401305	Reserve Contributions - Budgeted Reserve	5,747.93	5,747.93	0.00	75,983.44	57,479.30	18,504.14	68,975.16
401310	Capital Improvement Fee	0.00	0.00	0.00	9,257.48	0.00	9,257.48	0.00
401350	Special Assessment - Insurance Premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500500	TOTAL REVENUES	5,747.93	5,747.93	0.00	85,240.92	57,479.30	27,761.62	68,975.16
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	5,747.93	5,747.93	0.00	85,240.92	57,479.30	27,761.62	68,975.16

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

Statement (12 months) - Operating

Period = Apr 2024-Mar 2025

Book = Accrual ; Tree = ysi_is

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Total
400005 REVENUES													
401200 Late Fees	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
401300 HOA Assessment Revenue	40,195.93	40,195.93	40,195.93	40,195.93	40,195.93	40,195.93	40,195.93	40,195.93	40,195.93	40,195.93	0.00	0.00	401,959.30
401500 NSF Fees	0.00	0.00	0.00	30.00	-30.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	30.00
500500 TOTAL REVENUE	40,195.93	40,195.93	40,195.93	40,225.93	40,165.93	40,195.93	40,195.93	40,195.93	40,225.93	40,195.93	0.00	0.00	401,989.30
500600 OPERATING EXPENSES													
600000 Controllable Expenses													
600001 Salaries and Benefits													
600037 Payroll-Building Managers	622.00	933.00	622.00	622.00	622.00	622.00	933.00	622.00	622.00	622.00	0.00	0.00	6,842.00
600038 P/R Burden-Building Managers	111.96	167.94	111.96	111.96	111.96	111.96	167.94	111.96	111.96	111.96	0.00	0.00	1,231.56
600043 Payroll - HVAC/Engineering	0.00	0.00	0.00	0.00	0.00	0.00	172.59	0.00	0.00	0.00	0.00	0.00	172.59
600044 P/R Burden - HVAC/Engineering	0.00	0.00	0.00	0.00	0.00	0.00	31.07	0.00	0.00	0.00	0.00	0.00	31.07
600047 Payroll-Day Cleaners	1,605.28	2,409.83	1,654.46	1,592.51	1,613.19	1,605.87	2,414.08	1,614.95	1,574.86	1,574.71	0.00	0.00	17,659.74
600048 P/R Burden-Day Cleaners	288.95	433.76	297.81	286.65	290.38	289.05	434.53	290.69	283.48	283.45	0.00	0.00	3,178.75
600055 Payroll - Houston Const.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201.36	0.00	0.00	201.36
600056 P/R Burden - Houston Const.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.25	0.00	0.00	36.25
600057 Payroll - Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.39	0.00	0.00	225.39
600058 P/R Burden - Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.57	0.00	0.00	40.57
600110 Payroll - Bonus	43.92	65.93	44.89	43.67	44.08	43.93	69.40	22.04	-174.56	21.31	0.00	0.00	224.61
600150 Total Salaries and Benefits	2,672.11	4,010.46	2,731.12	2,656.79	2,681.61	2,672.81	4,222.61	2,661.64	2,417.74	3,117.00	0.00	0.00	29,843.89
610000 G/A Expenses													
610114 ParkingLot Lease Expense	1,200.00	1,200.00	1,200.00	1,200.00	0.00	2,400.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00	0.00	12,000.00
610118 Publications and Subscriptions	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
610119 Dues/Membership/License/Fees	0.00	0.00	170.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.46
610120 Legal and Professional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,295.00	0.00	0.00	0.00	3,295.00
610130 Telephone	406.31	406.31	406.31	3,011.71	1,301.80	2,118.02	1,721.15	1,721.15	1,734.84	1,735.08	0.00	0.00	14,562.68
610160 Auto Expenses	5.52	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.52
610170 Travel	31.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	0.00	0.00	33.50
610999 Total G/A Expenses	1,642.83	1,606.31	1,782.77	4,211.71	1,301.80	4,518.02	2,921.15	2,921.15	6,229.84	2,937.58	0.00	0.00	30,073.16
619999 Repair and Maintenance													
620001 RM - Supplies-Com. Area	0.00	0.00	97.35	42.36	0.00	0.00	0.00	0.00	0.00	187.64	0.00	0.00	327.35
620003 RM - Supplies-Small Tools	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
620007 RM - Repair-Parking Lot	0.00	0.00	0.00	0.00	2,922.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,922.75
620009 RM - Repair-Lobby/Common Area	271.00	0.00	0.00	0.00	441.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	712.66
620010 RM - Repair-Non Recurring	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
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	0.00	0.00	0.00	48.56	0.00	0.00	0.00	0.00	61.23	0.00	0.00	109.79
620014	RM - Permits	296.14	0.00	822.61	0.00	183.76	0.00	160.80	0.00	0.00	0.00	0.00	0.00	1,463.31
620020	RM - Com-Electrical	0.00	0.00	446.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	446.58
620022	RM-Com.-Fireproof/Life Safety	0.00	1,356.50	3,800.00	3,701.08	0.00	2,007.31	1,672.46	4,057.45	4,131.88	6,001.33	0.00	0.00	26,728.01
620024	RM - Com-Other Equip.	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
620025	RM - Com-Painting Int.	0.00	0.00	0.00	0.00	0.00	141.58	0.00	0.00	0.00	0.00	0.00	0.00	141.58
620027	RM - Com-Signage	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
620028	RM - Com-Plumbing	654.91	0.00	1,196.16	0.00	0.00	0.00	0.00	0.00	0.00	1,374.78	0.00	0.00	3,225.85
620029	RM - Com-Elevator	1,380.00	0.00	0.00	0.00	0.00	0.00	0.00	1,170.00	1,623.75	600.00	0.00	0.00	4,773.75
620039	RM - TS-Lighting Fixtures	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
620999	Total Repair and Maintenance	2,602.05	1,356.50	6,362.70	3,743.44	3,596.73	2,148.89	1,833.26	5,227.45	5,755.63	8,224.98	0.00	0.00	40,851.63
630000	Utilities													
630001	Utilities-Electric	1,079.52	1,088.87	1,089.05	2,635.28	2,070.68	1,200.30	1,514.82	1,598.00	1,594.83	1,032.56	0.00	0.00	14,903.91
630002	Utilities-Water	3,694.63	3,973.52	5,065.52	3,281.92	258.18	2,461.39	2,069.96	1,958.20	3,432.14	787.14	0.00	0.00	26,982.60
630999	Total Utilities	4,774.15	5,062.39	6,154.57	5,917.20	2,328.86	3,661.69	3,584.78	3,556.20	5,026.97	1,819.70	0.00	0.00	41,886.51
640000	Contract Services													
640004	CS-Elevator	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	0.00	0.00	7,800.00
640010	CS-Pest Control	86.82	86.82	86.82	86.82	86.82	86.82	86.82	86.82	86.82	86.82	0.00	0.00	868.20
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	0.00	0.00	400.00
640013	CS-Waste Removal	468.33	468.33	468.33	468.06	468.33	468.33	468.33	468.33	346.35	491.73	0.00	0.00	4,584.45
640998	Total Contract Services	1,375.15	1,375.15	1,375.15	1,374.88	1,375.15	1,375.15	1,375.15	1,375.15	1,253.17	1,398.55	0.00	0.00	13,652.65
640999	Total Controllable Expenses	13,066.29	13,410.81	18,406.31	17,904.02	11,284.15	14,376.56	13,936.95	15,741.59	20,683.35	17,497.81	0.00	0.00	156,307.84
	Other Operating Expenses													
860501	Other Admin Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00	15.00
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	0.00	0.00	8,054.50
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	0.00	0.00	4,152.80
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	0.00	0.00	16,666.70
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	0.00	0.00	4,808.90
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	0.00	0.00	11,047.20
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	0.00	0.00	8,726.20
650950	Total Shared Service (Pass Thru)	5,345.63	5,345.63	5,345.63	5,345.63	5,345.63	5,345.63	5,345.63	5,345.63	5,360.63	5,345.63	0.00	0.00	53,471.30
820000	Interest Expense	676.93	628.56	628.56	568.09	565.97	537.86	493.13	480.99	437.76	423.43	0.00	0.00	5,441.28
650952	Property Taxes	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	0.00	0.00	198.90
650954	Insurance	11,302.42	11,064.42	11,064.42	11,064.42	10,982.42	11,064.42	11,064.42	11,153.99	11,064.42	11,344.42	0.00	0.00	111,169.77
863018	Reserve Contribution - Budgeted Reserve	35,747.93	5,747.93	5,747.93	0.00	0.00	5,747.93	5,747.93	5,747.93	5,747.93	5,747.93	0.00	0.00	75,983.44
650997	Total Taxes and Ins.	47,747.17	17,460.80	17,460.80	11,652.40	11,568.28	17,370.10	17,325.37	17,402.80	17,270.00	17,535.67	0.00	0.00	192,793.39
900000	TOTAL EXPENSE	66,159.09	36,217.24	41,212.74	34,902.05	28,198.06	37,092.29	36,607.95	38,490.02	43,313.98	40,379.11	0.00	0.00	402,572.53
900001	NET INCOME (LOSS)	-25,963.16	3,978.69	-1,016.81	5,323.88	11,967.87	3,103.64	3,587.98	1,705.91	-3,088.05	-183.18	0.00	0.00	-583.23

The Capitol Lofts Council of Co-Owners (711c)
Statement (12 months) - Reserve
Period = Apr 2024-Mar 2025
Book = Accrual ; Tree = ysi_is

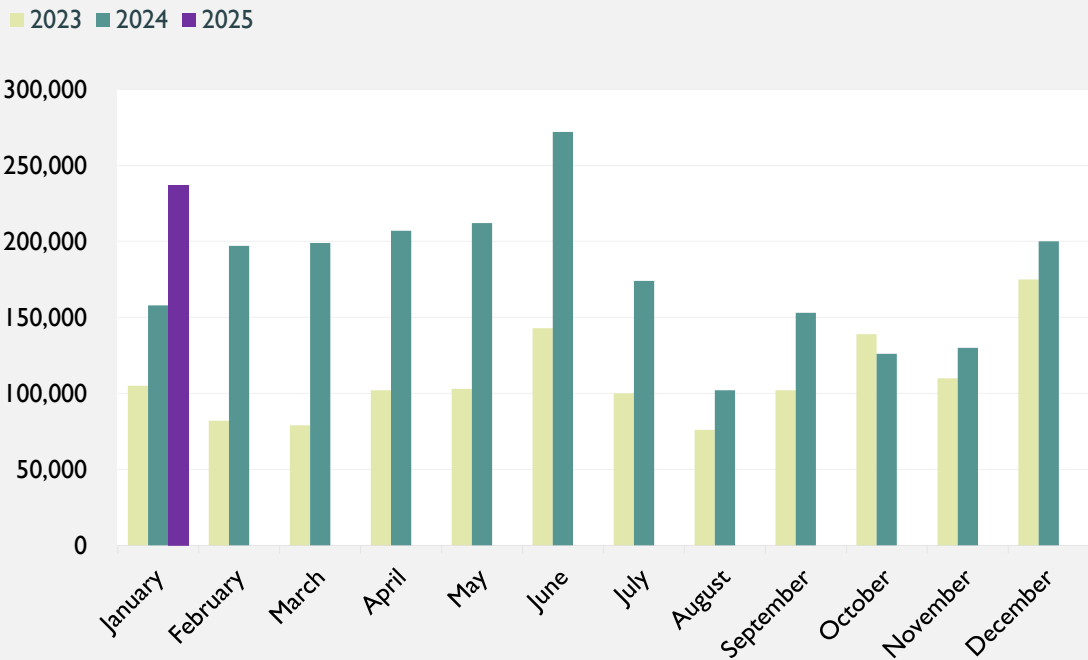
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Total
400005 REVENUES													
401305 Reserve Contributions - Budgeted Reserve	35,747.93	5,747.93	5,747.93	0.00	0.00	5,747.93	5,747.93	5,747.93	5,747.93	5,747.93	0.00	0.00	75,983.44
401310 Capital Improvement Fee	3,619.68	0.00	0.00	0.00	1,919.58	0.00	0.00	1,474.74	2,243.48	0.00	0.00	0.00	9,257.48
401350 Special Assessment - Insurance Premium	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
500500 TOTAL REVENUES	39,367.61	5,747.93	5,747.93	0.00	1,919.58	5,747.93	5,747.93	7,222.67	7,991.41	5,747.93	0.00	0.00	85,240.92
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	39,367.61	5,747.93	5,747.93	0.00	1,919.58	5,747.93	5,747.93	7,222.67	7,991.41	5,747.93	0.00	0.00	85,240.92

Capitol Lofts

Water Usage

BUDGET TOTALS	January	February	March	April	May	June	July	August	September	October	November	December
2023	105,000	82,000	79,000	102,000	103,000	143,000	100,000	76,000	102,000	139,000	110,000	175,000
2024	158,000	197,000	199,000	207,000	212,000	272,000	174,000	102,000	153,000	126,000	130,000	200,000
2025	237,000											
Occupancy	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Billing Days	33											

USAGE SUMMARY



Capitol Lofts

Electricity Usage

BUDGET TOTALS	January	February	March	April	May	June	July	August	September	October	November	December
2023	10,437	9,062	10,336	11,469	12,580	14,816	14,384	14,538	16,860	14,470	12,071	11,262
2024	11,503	10,067	11,192	13,586	14,060	16,381	18,698	16,057	15,903	15,253	14,292	11,011
2025	11,661											
Billing Days	34											

USAGE SUMMARY

