



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  
June 8, 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 May 11th, 2022 Board of Directors meeting
- **FINANCIAL REPORT**
  - Summary of financials ending May 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. Shooting for mid-June
  - Lobby painting has commenced. Once walls are complete, baseboards will be completed. Artwork will be removed and stored until further notice
  - Utility Comparison – Please see charts and invoice copies provided
- **PRESIDENT'S REPORT**
  - May 2022 Delinquent Accounts Balance - \$0.00
  - Discussion on the benefit of accrual accounting
- **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 committed 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.

- **NEXT MEETING**

- July 13, 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  
May 11, 2022 at 6:00 PM  
MINUTES

- **HOMEOWNER FORUM**

Homeowners present (2):

McLaughlin (503) – New Owner. Listening in on Meeting

Foote (1002) – Informed board of rooftop gate not being closed after an A/C unit being serviced

- **CONFIRMATION OF A QUORUM**

Directors Present:

Jack Downes

Brandon Pierce

Michael Moore

Todd Early

In Attendance:

Daniel Kuehn – Boxer Property Management

- **CALL TO ORDER**

The meeting was called to order at 6:05pm

- **ADOPTION OF AGENDA**

Motion to Approve the May 11, 2022 Agenda

Proposed by: Jack Downes

Seconded by: Michael Moore

- **CONSIDERATION OF PRIOR MEETING MINUTES**

Motion to Approve the April 13, 2022 Minutes

Proposed by: Jack Downes

Seconded by: Michael Moore

- **MANAGER'S REPORT**

- Remaining Potholes in the process of being scheduled.
- Boxer internal painters currently completing a project and painting will commence within the month. **Artwork currently affixed in the hallway walls to be removed and stored until further notice**
- Commercial Space is currently vacant. Previous tenant abandoned the space
- Utility Comparison – Please see charts provided. **Boxer to notate on the comparison whether the usage is an estimate or actual**

- **PRESIDENT'S REPORT**

- April 2022 Delinquent Accounts Balance - \$0.00
  - Inquired on the Universal Access code for the entry doors. Boxer working with vendor to reprogram the directory box in order to remove all codes and re-issue as well as remove older owners and input new owner's information

- **NEW BUSINESS**

- Unit 201: It was unanimously voted by the board of directors that Unit 201 will remain as common area to the building until further discussions due to tax and insurance liability concerns

- **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 committed 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:** Project should begin at the end of May or Early June. Will discuss with vendor on the communication timelines in regards to quantity and location of windows needing repaired.
  - 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. **Directory Replacement: \$2,612.61 (Current Directory was manufactured in 1997)**
  - Cut Sheet Attached
  - Web Browser Compatible
  - On-Line Event History Log up to 50,000 transactions

**The board has agreed to not move forward with replacement the directory at this time. Project will be removed from the project hopper**

- **NEXT MEETING**

- June 8, 2022

- **ADJOURNMENT– Meeting was adjourned at 6:50pm**

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

# Financial Report Package

May FY 2022

Prepared for

The Capitol Lofts Council of Co Owners, Inc.

By

Boxer Property Management

**Balance Sheet**

Period = May 2022

Book = Accrual ; Tree = ysi\_bs

		<b>Operating</b>	<b>Reserve</b>	<b>Total</b>
100000	ASSETS			
100005	CURRENT ASSETS			
101000	Cash - Operating Acct	31,692.25	0.00	31,692.25
101210	Cash - Reserve Bank Acct 1	0.00	239,646.77	239,646.77
120000	Accounts Receivable	0.00	0.00	0.00
126010	A/R - Other	0.00	0.00	0.00
128501	Other Prepaid Expense	780.00	0.00	780.00
128504	Prepaid Insurance	35,259.07	0.00	35,259.07
152000	TOTAL CURRENT ASSETS	67,731.32	239,646.77	307,378.09
159999	FIXED ASSETS			
172001	Work-in-Progress - Build Cap	13,101.69	0.00	13,101.69
179999	TOTAL FIXED ASSETS	13,101.69	0.00	13,101.69
199990	TOTAL ASSETS	80,833.01	239,646.77	320,479.78
199998	LIABILITIES and CAPITAL			
199999	LIABILITIES			
200000	Accounts Payable	568.06	0.00	568.06
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	6,113.67	0.00	6,113.67
210300	Accrued Expenses	1,509.37	0.00	1,509.37
260061	Note Payable	198,160.78	0.00	198,160.78
299000	TOTAL LIABILITIES	206,351.88	0.00	206,351.88
299999	CAPITAL			
310000	Retained Earnings	-125,518.87	0.00	-125,518.87
310010	Reserve Equity	0.00	239,646.77	239,646.77
399000	TOTAL CAPITAL	-125,518.87	239,646.77	114,127.90
399999	TOTAL LIABILITIES and CAPITAL	80,833.01	239,646.77	320,479.78
999999	Total of All	0.00	0.00	0.00

**Balance Sheet - Comparative - Operating**

Period = May 2022

Book = Accrual ; Tree = ysi\_bs

		<b>Current Balance 5/31/2022</b>	<b>Prior Month Balance 4/30/2022</b>	<b>Change</b>
100000	ASSETS			
100005	CURRENT ASSETS			
101000	Cash - Operating Acct	31,692.25	38,127.02	-6,434.77
101210	Cash - Reserve Bank Acct 1	0.00	0.00	0.00
120000	Accounts Receivable	0.00	0.00	0.00
126010	A/R - Other	0.00	0.00	0.00
128501	Other Prepaid Expense	780.00	1,560.00	-780.00
128504	Prepaid Insurance	35,259.07	38,784.97	-3,525.90
152000	TOTAL CURRENT ASSETS	67,731.32	78,471.99	-10,740.67
159999	FIXED ASSETS			
172001	Work-in-Progress - Build Cap	13,101.69	13,101.69	0.00
179999	TOTAL FIXED ASSETS	13,101.69	13,101.69	0.00
199990	TOTAL ASSETS	80,833.01	91,573.68	-10,740.67
199998	LIABILITIES and CAPITAL			
199999	LIABILITIES			
200000	Accounts Payable	568.06	9,488.12	-8,920.06
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	6,113.67	9,099.90	-2,986.23
210300	Accrued Expenses	1,509.37	-5,961.36	7,470.73
260061	Note Payable	198,160.78	202,040.73	-3,879.95
299000	TOTAL LIABILITIES	206,351.88	214,667.39	-8,315.51
299999	CAPITAL			
310000	Retained Earnings	-125,518.87	-123,093.71	-2,425.16
310010	Reserve Equity	0.00	0.00	0.00
399000	TOTAL CAPITAL	-125,518.87	-123,093.71	-2,425.16
399999	TOTAL LIABILITIES and CAPITAL	80,833.01	91,573.68	-10,740.67
999999	Total of All	0.00	0.00	0.00

The Capitol Lofts Council of Co-Owners (711c)  
**Balance Sheet - Comparative - Reserve**

Period = May 2022

Book = Accrual ; Tree = ysi\_bs

		<b>Current Balance</b>	<b>Prior Month Balance</b>	<b>Change</b>
		<b>5/31/2022</b>	<b>4/30/2022</b>	
100000	ASSETS			
100005	CURRENT ASSETS			
101000	Cash - Operating Acct	0.00	0.00	0.00
101210	Cash - Reserve Bank Acct 1	229,671.42	260,361.26	-30,689.84
	Budgeted NOI Transfer to Reserve	5,274.14	5,274.14	0.00
	2022-2023 Insurance Premium payment	0.00	-42,310.87	42,310.87
	Monthly Insurance Premium Payback	4,701.21	4,701.21	0.00
	Unit #503 Capital Improvement	0.00	1,645.68	-1,645.68
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	239,646.77	229,671.42	9,975.35
199990	TOTAL ASSETS	239,646.77	229,671.42	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	239,646.77	229,671.42	9,975.35
399000	TOTAL CAPITAL	239,646.77	229,671.42	9,975.35
399999	TOTAL LIABILITIES and CAPITAL	239,646.77	229,671.42	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 May 31, 2022

	Current Month			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b><u>REVENUES</u></b>							
Late Fees	108.89	0.00	108.89	108.89	0.00	108.89	0.00
HOA Assessment Revenue	31,867.27	31,585.78	281.49	63,468.09	63,171.56	296.53	379,029.36
<b>TOTAL REVENUES</b>	<b>31,976.16</b>	<b>31,585.78</b>	<b>390.38</b>	<b>63,576.98</b>	<b>63,171.56</b>	<b>405.42</b>	<b>379,029.36</b>
<b><u>OPERATING EXPENSES</u></b>							
<b>Controllable Expenses</b>							
Salaries and Benefits							
Payroll - Building Managers	548.40	485.67	-62.73	1,096.80	1,214.17	117.37	6,313.70
P/R Burden - Building Managers	65.80	87.42	21.62	131.60	218.55	86.95	1,136.46
Payroll - HVAC/Engineering	734.09	0.00	-734.09	734.09	0.00	-734.09	0.00
P/R Burden - HVAC/Engineering	88.09	0.00	-88.09	88.09	0.00	-88.09	0.00
Payroll - Day Cleaners	2,975.29	2,811.92	-163.37	5,947.65	7,029.79	1,082.14	36,554.94
P/R Burden - Day Cleaners	357.03	506.14	149.11	713.72	1,265.36	551.64	6,579.84
Payroll - Bonus	81.07	0.00	-81.07	148.11	0.00	-148.11	0.00
Total Salaries and Benefits	4,849.77	3,891.15	-958.62	8,860.06	9,727.87	867.81	50,584.94
G/A Expenses							
ParkingLot Lease Expense	1,200.00	1,200.00	0.00	2,400.00	2,400.00	0.00	14,400.00
Publications and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	592.00
Legal and Professional	0.00	0.00	0.00	0.00	0.00	0.00	3,195.00
Telephone	201.37	586.51	385.14	741.35	1,173.02	431.67	7,038.12
Travel	76.00	0.00	-76.00	106.00	0.00	-106.00	0.00
Total G/A Expenses	1,477.37	1,786.51	309.14	3,247.35	3,573.02	325.67	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	1,900.00	0.00	-1,900.00	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	750.00	750.00	4,500.00
RM - HVAC-Supplies	2,050.18	0.00	-2,050.18	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	486.35	1,700.00	1,213.65	1,666.35	1,700.00	33.65	6,500.00
RM - Com-Painting Int.	490.01	0.00	-490.01	490.01	0.00	-490.01	0.00
RM - Com-Elevator	0.00	0.00	0.00	477.92	0.00	-477.92	0.00

## Total Repair and Maintenance

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4,926.54	2,075.00	-2,851.54	8,819.78	2,450.00	-6,369.78	11,337.88
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## Utilities

Utilities - Electric	1,446.23	1,436.00	-10.23	2,761.05	2,872.00	110.95	17,232.00
Utilities - Water	2,287.94	2,100.00	-187.94	4,162.71	4,200.00	37.29	25,200.00

## Total Utilities

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3,734.17	3,536.00	-198.17	6,923.76	7,072.00	148.24	42,432.00
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## Contract Services

CS - Elevator	780.00	780.00	0.00	1,560.00	1,560.00	0.00	9,360.00
CS - Pest Control	86.82	86.82	0.00	173.64	173.64	0.00	1,041.84
CS - Fire and Security Monitoring	40.00	40.00	0.00	80.00	80.00	0.00	480.00
CS - Waste Removal	403.50	365.80	-37.70	807.00	731.60	-75.40	4,389.60

## Total Contract Services

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1,310.32	1,272.62	-37.70	2,620.64	2,545.24	-75.40	15,271.44
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## Total Controllable Expenses

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16,298.17	12,561.28	-3,736.89	30,471.59	25,368.13	-5,103.46	144,851.38
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## Other Operating Expenses

Other Admin Expenses	82.31	0.00	-82.31	82.31	0.00	-82.31	0.00
Shared Svc - Legal and Human Res	805.45	805.45	0.00	1,610.90	1,610.90	0.00	9,665.40

Shared Svc - Information Systems	415.28	415.28	0.00	830.56	830.56	0.00	4,983.36
Asset Management Fee	1,666.67	1,666.67	0.00	3,333.34	3,333.34	0.00	20,000.04
Admin PT - HVAC/Engineering	480.89	480.89	0.00	961.78	961.78	0.00	5,770.68
Admin PT - Accounting and Finance	1,104.72	1,104.72	0.00	2,209.44	2,209.44	0.00	13,256.64
Admin PT - Houston Region	872.62	872.62	0.00	1,745.24	1,745.24	0.00	10,471.44
Total Shared Service (Pass Thru)	5,427.94	5,345.63	-82.31	10,773.57	10,691.26	-82.31	64,147.56
Interest Expense	799.75	906.56	106.81	1,645.83	1,856.12	210.29	8,556.72
Property Taxes	19.89	19.89	0.00	39.78	39.78	0.00	238.68
Insurance	3,525.90	3,277.17	-248.73	7,051.80	6,554.29	-497.51	39,325.99
Reserve Contribution - Budgeted Reserve	5,274.14	5,274.14	0.00	10,548.28	10,548.28	0.00	63,289.68
Reserve Contribution - Insurance Reimb	-4,701.21	0.00	4,701.21	0.00	0.00	0.00	0.00
Total Taxes & Insurance	4,918.47	9,477.76	4,559.29	19,285.69	18,998.47	-287.22	111,411.07
<b>TOTAL EXPENSE</b>	<b>26,644.58</b>	<b>27,384.67</b>	<b>740.09</b>	<b>60,530.85</b>	<b>55,057.86</b>	<b>-5,472.99</b>	<b>320,410.01</b>
<b>NET OPERATING INCOME</b>	<b>5,331.58</b>	<b>4,201.11</b>	<b>1,130.47</b>	<b>3,046.13</b>	<b>8,113.70</b>	<b>-5,067.57</b>	<b>58,619.35</b>

The Capitol Lofts Council of Co-Owners (711c)  
**Income Statement - Reserve**  
 For the period ending May 31, 2022

	Current Month			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>REVENUES</b>							
Reserve Contributions - Budgeted Reserve	5,274.14	5,274.14	0.00	10,548.28	10,548.28	0.00	63,289.68
Reserve Contributions - Insurance Reimb	-4,701.21	0.00	-4,701.21	0.00	0.00	0.00	0.00
Capital Improvement Fee	1,645.68	0.00	1,645.68	1,645.68	0.00	1,645.68	0.00
<b>TOTAL REVENUES</b>	<b>2,218.61</b>	<b>5,274.14</b>	<b>-3,055.53</b>	<b>12,193.96</b>	<b>10,548.28</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>2,218.61</b>	<b>5,274.14</b>	<b>-3,055.53</b>	<b>12,193.96</b>	<b>10,548.28</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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,468.09
500500 TOTAL REVENUE	31,600.82	31,976.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,576.98
500600 OPERATING EXPENSES													
600000 Controllable Expenses													
600001 Salaries and Benefits													
600037 Payroll-Building Managers	548.40	548.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,096.80
600038 P/R Burden-Building Managers	65.80	65.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.60
600043 Payroll - HVAC/Engineering	0.00	734.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	734.09
600044 P/R Burden - HVAC/Engineering	0.00	88.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.09
600047 Payroll-Day Cleaners	2,972.36	2,975.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,947.65
600048 P/R Burden-Day Cleaners	356.69	357.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	713.72
600110 Payroll - Bonus	67.04	81.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.11
600150 Total Salaries and Benefits	4,010.29	4,849.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,860.06
610000 G/A Expenses													
610114 ParkingLot Lease Expense	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00
610130 Telephone	539.98	201.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	741.35
610170 Travel	30.00	76.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.00
610999 Total G/A Expenses	1,769.98	1,477.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,247.35
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
620022 RM-Com.-Fireproof/Life Safety	1,180.00	2,050.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,230.18
620025 RM - Com-Painting Int.	0.00	486.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	486.35
620029 RM - Com-Elevator	477.92	490.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	967.93
620999 Total Repair and Maintenance	3,893.24	4,926.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,819.78
630000 Utilities													

630001	Utilities-Electric	1,314.82	1,446.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,761.05
630002	Utilities-Water	1,874.77	2,287.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,162.71
630999	Total Utilities	3,189.59	3,734.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,923.76
640000	Contract Services													
640004	CS-Elevator	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,560.00
640010	CS-Pest Control	86.82	86.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173.64
640011	CS-Fire and Security Monitoring	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
640013	CS-Waste Removal	403.50	403.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	807.00
640998	Total Contract Services	1,310.32	1,310.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,620.64
640999	Total Controllable Expenses	14,173.42	16,298.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,471.59
	Other Operating Expenses													
860501	Other Admin Expenses	0.00	82.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.31
862020	Shared Svc - Legal and Human Res	805.45	805.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,610.90
862030	Shared Svc - Information Systems	415.28	415.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	830.56
863010	Asset Management Fee	1,666.67	1,666.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,333.34
650008	Admin. PT-HVAC/Engineering	480.89	480.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	961.78
650021	Admin. PT-Accounting and Finance	1,104.72	1,104.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,209.44
650058	Admin PT-Houston Region	872.62	872.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,745.24
650950	Total Shared Service (Pass Thru)	5,345.63	5,427.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,773.57
820000	Interest Expense	846.08	799.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,645.83
650952	Property Taxes	19.89	19.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.78
650954	Insurance	3,525.90	3,525.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,051.80
863018	Reserve Contribution - Budgeted Reserve	5,274.14	5,274.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,548.28
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
650997	Total Taxes and Ins.	14,367.22	4,918.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,285.69
900000	TOTAL EXPENSE	33,886.27	26,644.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,530.85
900001	NET INCOME (LOSS)	-2,285.45	5,331.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,046.13

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

**Statement (12 months) - Reserve**

Period = Apr 2022-Mar 2023

Book = Accrual ; Tree = ysi\_is

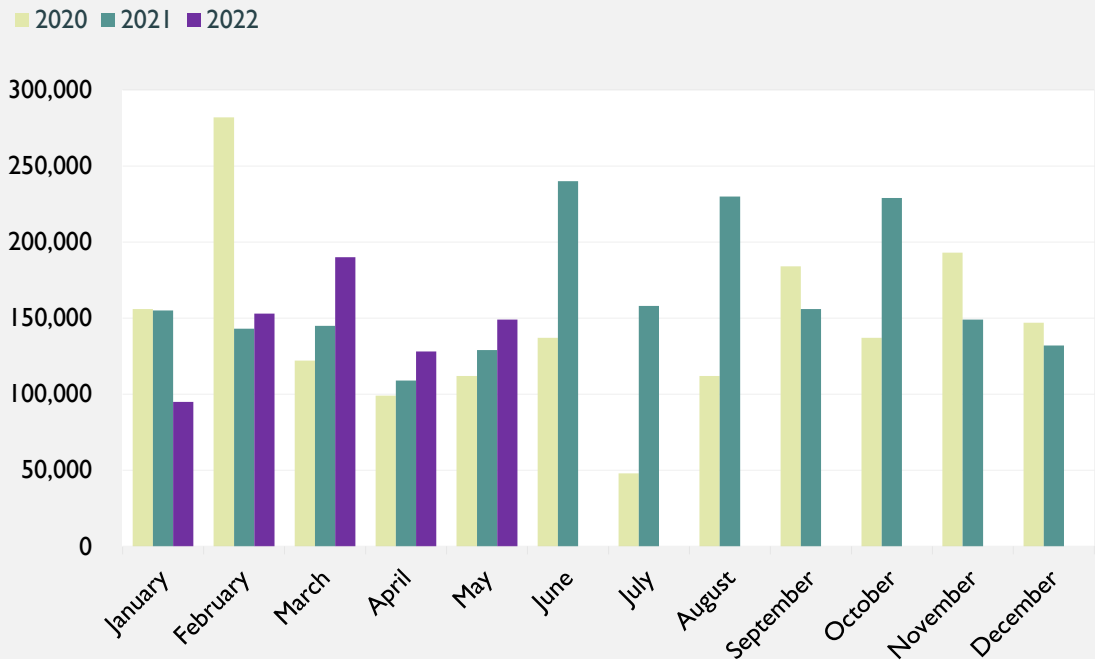
	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Total
400005 REVENUES													
401305 Reserve Contributions - Budgeted Reserve	5,274.14	5,274.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,548.28
401305 Reserve Contributions - Insurance 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,193.96
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,193.96

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							

## USAGE SUMMARY



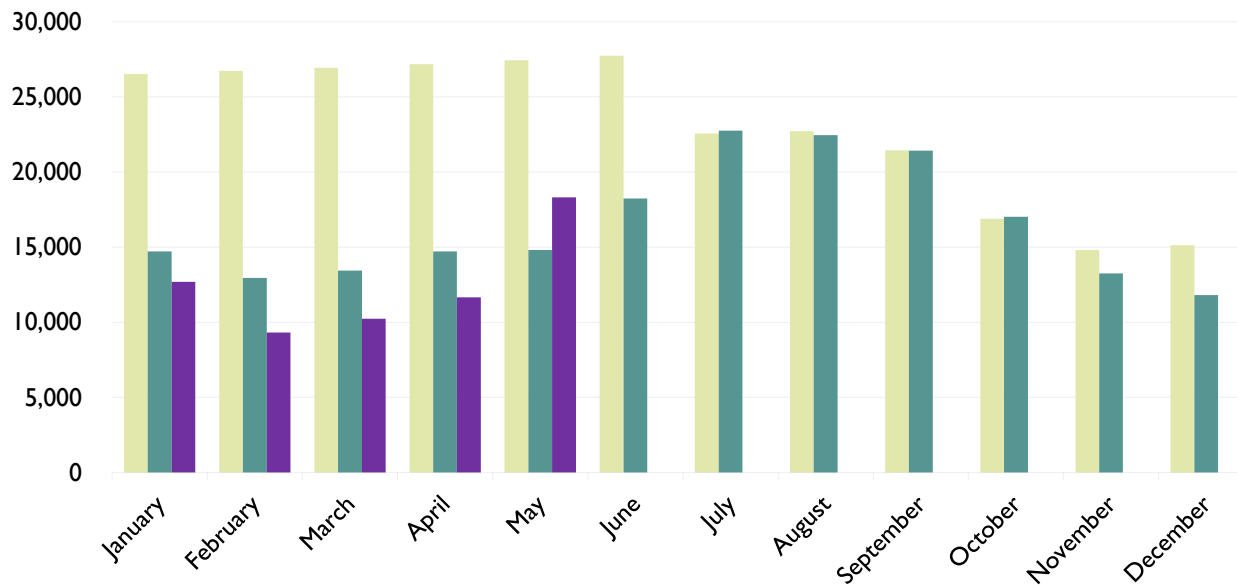


# Electricity Usage

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							

## USAGE SUMMARY

2020 2021 2022





# City of Houston

## Utility Bill

713.371.1400  
www.houstonwater.org

Manage your account online at [www.houstonwater.org](http://www.houstonwater.org). Register for eBills, make a payment, and get water saving tips.

Customer Name: THE CAPITOL LOFTS COUNCIL OF CO  
Account Number: 4302-7778-1166  
Service Address: 711 MAIN  
Bill Date: 5/13/2022  
Total Amount Due: \$2,307.83

### Billing Period

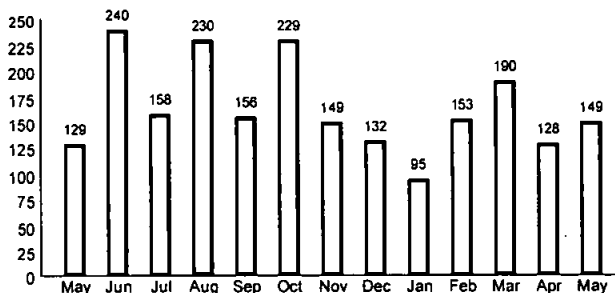
Previous Read Date 4/15/2022  
Current Read Date 5/12/2022  
Previous Meter Reading 19391  
Current Meter Reading 19540

### Summary of Charges

Previous Balance \$1,894.66  
Payment - Thank You \$1,894.66  
Adjustments \$0.00  
Current Charges \$2,307.83  
Total Amount Due \$2,307.83

Your account will be drafted on 6/3/2022.

### Water Meter Consumption (per 1,000 gal.)



- \* If you have a question about your bill or want to make a payment: 713-371-1400
- \* City Leaks and other City Services: 713-837-0311
- \* Thank you for your pledge or contribution to the W.A.T.E.R. fund. Check the "\$1 Gift" box below to include an extra dollar with your payment, or visit [www.houstonwater.org](http://www.houstonwater.org) to make a contribution.

Thank you for using direct bank draft. Your account will be drafted on 6/3/2022. No payment is required.

Account Number: 4302-7778-1166

<b>TOTAL AMOUNT DUE:</b>	<b>\$2,307.83</b>
Due Date:	6/3/2022
Amount After 6/3/2022	\$2,307.83

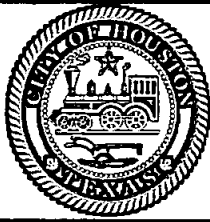
\$1 Gift to W.A.T.E.R. Fund ☐

\*\*\*AUTO\*\*ALL FOR AAOC 773 C 30 P 1 10334 1 AB 0.458  
HOB051401010334

THE CAPITOL LOFTS COUNCIL OF CO  
C/O BOXER PROPERTY MANAGEMENT CORP  
720 N POST OAK RD STE 500  
HOUSTON TX 77024-3928

CITY OF HOUSTON  
PO BOX 1560  
HOUSTON TX 77251-1560

1560430277781166000023078300002307832



# City of Houston

## Utility Bill

713.371.1400  
[www.houstonwater.org](http://www.houstonwater.org)

### Detailed Meter Usage

Meter Type	Meter Number	Meter Size <sup>1</sup> (Inches)	Previous Reading	Current Reading	Gallons in Thousands	Read Date
WATER MULTIF	70246044-TR-3.000	3	19391	19540	149	5/12/2022

Payments Received	Adjustments	Current Charges <sup>1</sup>
4/26/2022 \$1,894.66		Multifamily Base Water Charge \$35.86 Multifamily Consumption Sewer Charge \$1,267.99 Multifamily Base Sewer Charge \$42.30 Drainage Charge \$19.89 TCEQ Fee \$7.56 Multifamily Consumption Water Charge \$934.23

If you feel that you have been incorrectly billed for water or sewer services, you have the right to dispute the charges. You must file within 90 days from the date of the first disputed bill to request an administrative review or hearing. Please visit our website at [www.houstonwater.org](http://www.houstonwater.org) for a complete list of non-disputable items. If you are waiting for a decision on a bill adjustment, you must continue to pay your current bill(s) while awaiting resolution of your adjustment to avoid interruption of your service, additional penalties, and/or late fees. **In the event service is disconnected for non-payment, service may not be reinstated for one to two business days after the account has been paid in full or satisfactory arrangements have been made.**

If your services are in danger of termination because you cannot pay, you may be eligible for assistance from the W.A.T.E.R. Fund. Proof of income is required and assistance is subject to availability of funds.

Your drainage charge is calculated on the impervious surface area of your property less a 1,000 square foot adjustment.



Boxer Property Management Corporation  
Attn: AP Department  
720 N. Post Oak Rd., # 500  
Houston, TX 77024

Account Number: 727234  
Invoice Number: 221460016394841  
Invoice Date: May 26, 2022  
Payment Terms: NET 15 DAYS  
Page 1 of 5

### Did You Know?

Should you have questions after reviewing your invoice, email your Account Analyst Roberto Carcamo at CSAccountAnalysts@CalpineSolutions.com, or call 1-877-273-6772, Option 1, Dial 0, Ext. 8131.

**HOW ARE WE DOING?** We are always looking for additional ways to ensure your satisfaction. If you would like to share about excellent customer care you've received or ways to improve our service, we'd love to hear from you! Please email us at [wecare@calpinesolutions.com](mailto:wecare@calpinesolutions.com) or write to us at: Calpine Energy Solutions / Customer Care / 401 W A Street, Suite 500 / San Diego, CA 92101

### ACCOUNT SUMMARY INFORMATION

Previous Balance		\$0.00
Payment Received		\$0.00
<b>Account Balance Before Current Charges</b>		<b>\$0.00</b>
<b>CURRENT CHARGES</b>		
Physical Energy-Current	\$758.77	
<b>Energy Charges</b>		<b>\$758.77</b>
Other Charges		\$670.60
<b>Total Current Charges</b>		<b>\$1,429.37</b>
<b>Total Amount Due</b>		<b>\$1,429.37</b>

Please see billing details on the following pages.

### Automate Your Payments Today!

Conveniently pay your invoices via **Auto-Pay**, now available at Calpine!  
Please email [CSAutoPay@calpinesolutions.com](mailto:CSAutoPay@calpinesolutions.com) for more information.

Detach here and return this portion with your payment.



Questions?  
[WWW.CALPINESOLUTIONS.COM](http://WWW.CALPINESOLUTIONS.COM)  
1-877-273-6772

Boxer Property Management Corporation  
Attn: AP Department  
720 N. Post Oak Rd., # 500  
Houston, TX 77024

**Account Number** 727234  
**Invoice Number** 221460016394841  
**Due Date** June 10, 2022  
**Total Due** \$1,429.37

**Amount Enclosed** \$

Please Mail Payment to:  
Calpine Energy Solutions  
P.O. Box 730964, Dallas, TX 75373-0964

FOR CHANGE OF ADDRESS:  
Please contact your Account Analyst above.

## CURRENT CHARGES

711 MAIN ST  
 HOUSTON, TX, 770023310  
 System ID: HO\_CENTER\_Boxer

CenterPoint Energy  
 # 1008901023802849910100

### PHYSICAL ENERGY - CURRENT PERIOD

\*For a breakdown of charges, see Meter Detail Section

Electric Service- Physical	Usage (kWh)	Avg Price	Charges	Taxes	Total Charges
Apr 18, 2022- May 18, 2022					
Mtr.# I65888145	18,320 Total				
	18,320.0009	\$0.037451	\$686.10		

#### Taxes

City Sales Tax - 0% Exempt	\$7.01
Houston Mta - 0% Exempt	\$7.01
Gross Receipts Reimb - 0% Exempt	\$13.70
TX Puc Assessment - 0% Exempt	\$1.14
State Sales Tax - 0% Exempt	\$43.81
State Cost-Recovery Fee - 0% Exempt	\$0.00

Total Apr 18, 2022- May 17, 2022 Charges for LDC # 1008901023802849910100

\$758.77

### PHYSICAL ENERGY

\$758.77

### OTHER CHARGES

#### CenterPoint Energy

##### Electric Service - Physical

##### Mtr.# I65888145 CenterPoint Energy

Power Factor: 0

Current meter read - Actual May 18, 2022 0.86

Previous read April 18, 2022 0

Current period consists of 30 days Difference 0.86

Meter Multiplier of 80 x Difference of 0.86 = 68.8 kVA

Power Factor: 0

Current meter read - Actual May 18, 2022 32,389

Previous read April 18, 2022 32,160

Current period consists of 30 days Difference 229

Meter Multiplier of 80 x Difference of 229 = 18,320 kWh

CUSTOMER CHARGE 1 ea @ \$3.000000 \$3.00

METERING CHARGE 1 ea @ \$7.410000 \$7.41



Account Number: 727234  
Invoice Number: 221460016394841  
Invoice Date: May 26, 2022  
Payment Terms: NET 15 DAYS  
Page 4 of 5

711 MAIN ST  
HOUSTON, TX, 770023310 (Continued)  
System ID: HO\_CENTER\_Boxer

CenterPoint Energy  
# 1008901023802849910100

DISTRIBUTION SYSTEM CHARGE	69 NCP kVA @ \$4.449420	\$307.01	
NUCLEAR DECOMMISSIONING CHARGE	69 NCP kVA @ \$0.000580	\$0.04	
TRANSMISSION COST RECOVERY FACTOR	68.8 NCP kVA @ \$3.299564	\$227.01	
ENERGY EFFICIENCY COST RECOVERY FACTOR	18,320 kWh @ \$0.000735	\$13.47	
ACCUMULATED DEFERRED FEDERAL INCOME TAX	69 NCP kVA @ \$(0.004638)	\$(0.32)	
TRANSITION CHARGE 4	69 NCP kVA @ \$0.176377	\$12.17	
TRANSITION CHARGE 5	18,320 kWh @ \$0.002279	\$41.75	
<b>Subtotal - Energy Service</b>			\$611.54

City Sales Tax - 0% Exempt		\$5.70	
Houston Mta - 0% Exempt		\$5.70	
Gross Receipts Reimb - 0% Exempt		\$11.13	
TX Puc Assessment - 0% Exempt		\$0.93	
State Sales Tax - 0% Exempt		\$35.60	
State Cost-Recovery Fee - 0% Exempt		\$0.00	
<b>Subtotal - Taxes</b>			\$59.06

<b>TOTAL OTHER CHARGES</b>	<b>\$670.60</b>
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<b>SUBTOTAL: CenterPoint Energy # 1008901023802849910100</b>	<b>\$1,429.37</b>
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<b>TOTAL CURRENT CHARGES</b>	<b>\$1,429.37</b>
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## METER DETAIL SECTION

### METER DETAIL - I65888145

Apr 18, 2022 - May 17, 2022

System ID: HO\_CENTER\_Boxer

#### USAGE DETAIL

Meter Number	Contracted Quantity (kWh)	Excess / Deficit Quantity (kWh)	Settled Usage (kWh)	Metered Usage (kWh)
I65888145	28,264.34	(8,430.30)	19,834.03	18,320.00

#### TRANSACTION DETAIL

	Usage (kWh)	Contract Price	Charge
<b>Contracted Charges</b>			
Contract Quantity Charges	28,264.34	\$0.038920	\$1,100.05
<b>Subtotal</b>			<b>\$1,100.05</b>
<b>Pass-through and Settlement Charges</b>			
Excess Quantity Energy (Hourly)	1,161.77	\$0.182807	\$212.38
Deficit Quantity Energy (Hourly)	(9,592.07)	\$0.070741	\$(678.55)
RUC Capacity Short	485.67	\$0.000329	\$0.16
Ancillary Services	19,834.03	\$0.001114	\$22.10
ISO QSE/SC Charge and Fees	19,834.03	\$0.001474	\$29.23
RUC Make-Whole Uplift/Clawback/Dec	59.13	\$(0.000846)	\$(0.05)
Default Securitization Charge	19,834.03	\$0.000040	\$0.79
<b>Subtotal</b>			<b>\$(413.94)</b>
<b>METER TOTAL</b>			<b>\$686.11</b>
	<b>Weighted Average Settled Price</b>	<b>\$0.034593</b>	
	<b>Weighted Average Metered Price</b>	<b>\$0.037451</b>	