



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  
October 12, 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 September 14th, 2022 Board of Directors meeting
  - **FINANCIAL REPORT**
    - Summary of financials ending September 2022. Reserve account is a depository account monthly. The account requires board vote to utilize funds.
  - **MANAGER'S REPORT**
    - No trespassing signs have been installed
    - Boxer Security continuing to patrol 711 Main after hours
    - Power washer has been purchased and entrance to be power washed 1-2 times per week
    - Baseboards and Unit Door Frames painting has been completed
    - Utility Comparison – Please see the provided usage graphs
  - **PRESIDENT'S REPORT**
    - September 2022 Delinquent Accounts Balance - \$0.00
  - **NEW BUSINESS**
    - 719/723/711 Easement Agreement (Roof Project): Tentatively to commence late October or early November.
    - Request for proposals to relocate the units have been sent to 3 vendors for pricing
  - **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 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. **Construction Cleaning of Exterior Windows:**

Received 2 quotes. St Germain supplied me with a 3<sup>rd</sup> vendor that they may contract to clean their windows so we may get a package deal and have them cleaned the same couple weekends as St. Germain

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

- **NEXT MEETING**

- November 9, 2022

- **ADJOURNMENT**

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



THE CAPITOL LOFTS COUNCIL OF CO-OWNERS  
MEETING OF THE BOARD OF DIRECTORS  
Virtual Teleconference  
September 14, 2022 at 6:00 PM  
MINUTES

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

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- **CONFIRMATION OF A QUORUM**

Directors Present:

Jack Downes  
Brandon Pierce  
Renee Rodriguez  
Todd Early  
Michael Moore

In Attendance:

Daniel Kuehn – Boxer Property Management  
Kyle Bolin – Boxer Property Management

- **HOMEOWNER FORUM**

Homeowners present (5):

Hughes (804): Inquired on the 2<sup>nd</sup> and 3<sup>rd</sup> floor roof project  
Sanford (901): Listening into meeting  
Gonzalez (505): Inquired on the 2<sup>nd</sup> and 3<sup>rd</sup> floor roof project  
Shastid (904): Inquired on Power washing the building entrance and security  
McGlaughlin (503): Inquired on the 2<sup>nd</sup> and 3<sup>rd</sup> floor roof project

- **CALL TO ORDER**

The meeting was called to order at 6:44pm

- **ADOPTION OF AGENDA**

Motion to Approve the September 14, 2022 Agenda  
Proposed by: Jack Downes  
Seconded by: Renee Rodriguez

- **ADOPTION OF MINUTES**

Motion to Approve the August 10, 2022 Minutes  
Proposed by: Jack Downes  
Seconded by: Renee Rodriguez

- **FINANCIAL REPORT**

The Financial Report ending August 31, 2022 was reviewed.  
Reserve account is a depository account on a monthly basis. This account requires board vote to remove / utilize funds

- **MANAGER'S REPORT**

- No trespassing signs have been received and to be installed this week: **Signs were installed at the entrance of the lofts and the commercial space**
- Boxer Security has added 711 Main to their afterhours patrol. 1 trespasser removed on 9/9/22: **Patroll will continue to monitor the entrance after hours**
- Power washer to be purchased and entrance to be power washed 2 times per week: **Powerwasher has been purchased and cleaning will commence at the entrance of the building**
- Utility Comparison – Discussion had in regards to installing a programmable thermostat in the 1<sup>st</sup> Floor Lobby. Future reports to include Occupancy report/Move Out and Move In the previous month

- **PRESIDENT’S REPORT**
  - August 2022 Delinquent Accounts Balance - \$0.00
- **NEW BUSINESS**
  - 719/723/711 Easement Agreement (Roof Project): Tentatively to commence 9/19/22: **Project still being discussed with 723 Main and 711 Main. No definite timeline is scheduled at this time**
  - Security/Homeless Monitoring: **Boxer Patrol will continue to monitor the entrances after hours**
- **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 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 in is currently a work in progress**
- **PROJECT HOPPER:**
  1. **Construction Cleaning of Exterior Windows:**  
Currently gathering quotes from window cleaning companies: **Will present quotes to board for approval and commencement date**
  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. - **A survey will be sent to the owners in regards to internet/tv service being provided in the building**
- **NEXT BOARD MEETING**
  - October 12, 2022
- **ADJOURNMENT – Meeting was adjourned at 7:10pm**
- **EXECUTIVE SESSION** - *To Follow the Meeting of The Board of Directors.*

# Financial Report Package

September FY 2022

Prepared for

The Capitol Lofts Council of Co Owners, Inc.

By

Boxer Property Management

**Balance Sheet**

Period = Sep 2022

Book = Accrual ; Tree = ysi\_bs

	Operating	Reserve	Total
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash - Operating Acct	26,004.81	0.00	26,004.81
Cash - Reserve Bank Acct 1	0.00	274,544.46	274,544.46
Due To/From - Employee Reimbursements	-30.00	0.00	-30.00
Accounts Receivable	0.00	0.00	0.00
A/R - Other	0.00	0.00	0.00
Other Prepaid Expense	2,340.00	0.00	2,340.00
Prepaid Insurance	21,155.47	0.00	21,155.47
<b>TOTAL CURRENT ASSETS</b>	<b>49,470.28</b>	<b>274,544.46</b>	<b>324,014.74</b>
<b>FIXED ASSETS</b>			
<b>TOTAL FIXED ASSETS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>49,470.28</b>	<b>274,544.46</b>	<b>324,014.74</b>
<b>LIABILITIES and CAPITAL</b>			
<b>LIABILITIES</b>			
Accounts Payable	0.00	0.00	0.00
Prepaid Rent	5,874.12	0.00	5,874.12
Accrued Expenses	2,400.00	0.00	2,400.00
Note Payable	182,563.05	0.00	182,563.05
<b>TOTAL LIABILITIES</b>	<b>190,837.17</b>	<b>0.00</b>	<b>190,837.17</b>
<b>CAPITAL</b>			
Retained Earnings	-141,366.89	0.00	-141,366.89
Reserve Equity	0.00	274,544.46	274,544.46
<b>TOTAL CAPITAL</b>	<b>-141,366.89</b>	<b>274,544.46</b>	<b>133,177.57</b>
<b>TOTAL LIABILITIES and CAPITAL</b>	<b>49,470.28</b>	<b>274,544.46</b>	<b>324,014.74</b>
<b>Total of All</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Balance Sheet - Comparative - Operating**

Period = Sep 2022

Book = Accrual ; Tree = ysi\_bs

	<b>Current Balance 9/30/2022</b>	<b>Prior Month Balance 8/31/2022</b>	<b>Change</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash - Operating Acct	26,004.81	28,672.97	-2,668.16
Cash - Reserve Bank Acct 1	0.00	0.00	0.00
Due To/From - Employee Reimbursements	-30.00	0.00	-30.00
Accounts Receivable	0.00	0.00	0.00
A/R - Other	0.00	82.31	-82.31
Other Prepaid Expense	2,340.00	780.00	1,560.00
Prepaid Insurance	21,155.47	24,681.37	-3,525.90
<b>TOTAL CURRENT ASSETS</b>	<b>49,470.28</b>	<b>54,216.65</b>	<b>-4,746.37</b>
<b>FIXED ASSETS</b>			
Work-in-Progress - Build Cap	0.00	13,923.87	-13,923.87
<b>TOTAL FIXED ASSETS</b>	<b>0.00</b>	<b>13,923.87</b>	<b>-13,923.87</b>
<b>TOTAL ASSETS</b>	<b>49,470.28</b>	<b>68,140.52</b>	<b>-18,670.24</b>
<b>LIABILITIES and CAPITAL</b>			
<b>LIABILITIES</b>			
Accounts Payable	0.00	324.46	-324.46
Prepaid Rent	5,874.12	6,651.46	-777.34
Accrued Expenses	2,400.00	1,280.00	1,120.00
Note Payable	182,563.05	186,479.99	-3,916.94
<b>TOTAL LIABILITIES</b>	<b>190,837.17</b>	<b>194,735.91</b>	<b>-3,898.74</b>
<b>CAPITAL</b>			
Retained Earnings	-141,366.89	-126,595.39	-14,771.50
Reserve Equity	0.00	0.00	0.00
<b>TOTAL CAPITAL</b>	<b>-141,366.89</b>	<b>-126,595.39</b>	<b>-14,771.50</b>
<b>TOTAL LIABILITIES and CAPITAL</b>	<b>49,470.28</b>	<b>68,140.52</b>	<b>-18,670.24</b>
<b>Total of All</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Balance Sheet - Comparative - Reserve**

Period = Sep 2022

Book = Accrual ; Tree = ysi\_bs

	<b>Current Balance 9/30/2022</b>	<b>Prior Month Balance 8/31/2022</b>	<b>Change</b>
ASSETS			
CURRENT ASSETS			
Cash - Operating Acct	0.00	0.00	0.00
Cash - Reserve Bank Acct 1	264,569.11	254,593.76	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
Capital Fee #804 J Hughes/M Solis (jerh)	0.00	0.00	0.00
Transfer to Oper Painting expenses	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	274,544.46	264,569.11	9,975.35
TOTAL ASSETS	274,544.46	264,569.11	9,975.35
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	274,544.46	264,569.11	9,975.35
TOTAL CAPITAL	274,544.46	264,569.11	9,975.35
TOTAL LIABILITIES and CAPITAL	274,544.46	264,569.11	9,975.35
Total of All	0.00	0.00	0.00



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

**Income Statement - Operating**

For the period ending September 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	217.78	0.00	217.78	0.00
HOA Assessment Revenue	31,585.82	31,585.78	0.04	189,811.37	189,514.68	296.69	379,029.36
<b>TOTAL REVENUES</b>	<b>31,585.82</b>	<b>31,585.78</b>	<b>0.04</b>	<b>190,029.15</b>	<b>189,514.68</b>	<b>514.47</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	3,564.60	3,156.85	-407.75	6,313.70
P/R Burden - Building Managers	65.80	87.42	21.62	427.70	568.23	140.53	1,136.46
Payroll - HVAC/Engineering	1,192.19	0.00	-1,192.19	1,192.19	0.00	-1,192.19	0.00
P/R Burden - HVAC/Engineering	143.07	0.00	-143.07	143.07	0.00	-143.07	0.00
Payroll - Day Cleaners	2,863.21	2,811.92	-51.29	19,093.02	18,277.47	-815.55	36,554.94
P/R Burden - Day Cleaners	343.58	506.14	162.56	2,291.15	3,289.92	998.77	6,579.84
Payroll - Bonus	87.65	0.00	-87.65	550.53	0.00	-550.53	0.00
Total Salaries and Benefits	5,243.90	3,891.15	-1,352.75	27,262.26	25,292.47	-1,969.79	50,584.94
G/A Expenses							
ParkingLot Lease Expense	1,200.00	1,200.00	0.00	7,200.00	7,200.00	0.00	14,400.00
Publications and Subscriptions	0.00	0.00	0.00	159.80	0.00	-159.80	592.00
Legal and Professional	-350.00	0.00	350.00	0.00	3,195.00	3,195.00	3,195.00
Telephone	468.33	586.51	118.18	2,711.50	3,519.06	807.56	7,038.12
Auto Expenses	30.00	0.00	-30.00	30.00	0.00	-30.00	0.00
Travel	0.00	0.00	0.00	348.00	0.00	-348.00	0.00
Total G/A Expenses	1,348.33	1,786.51	438.18	10,449.30	13,914.06	3,464.76	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	4,607.14	0.00	-4,607.14	6,507.14	0.00	-6,507.14	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	-4,607.14	0.00	4,607.14	1,707.09	0.00	-1,707.09	0.00
RM - HVAC-Repair	1,035.24	375.00	-660.24	1,236.00	2,250.00	1,014.00	4,500.00
RM - HVAC-Supplies	273.87	0.00	-273.87	2,324.05	0.00	-2,324.05	0.00
RM - Permits	0.00	337.88	337.88	324.46	337.88	13.42	337.88
RM - Com-Electrical	35.41	0.00	-35.41	35.41	0.00	-35.41	0.00
RM - Com-Fireproof/Life Safety	0.00	2,100.00	2,100.00	1,666.35	3,800.00	2,133.65	6,500.00
RM - Com-Painting Int.	617.03	0.00	-617.03	1,189.46	0.00	-1,189.46	0.00
RM - Com-Elevator	0.00	0.00	0.00	777.92	0.00	-777.92	0.00

Total Repair and Maintenance	1,961.55	2,812.88	851.33	16,553.20	6,387.88	-10,165.32	11,337.88
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## Utilities

Utilities - Electric	1,282.29	1,436.00	153.71	8,102.64	8,616.00	513.36	17,232.00
Utilities - Water	1,297.68	2,100.00	802.32	9,708.15	12,600.00	2,891.85	25,200.00

Total Utilities	2,579.97	3,536.00	956.03	17,810.79	21,216.00	3,405.21	42,432.00
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## Contract Services

CS - Elevator	780.00	780.00	0.00	4,680.00	4,680.00	0.00	9,360.00
CS - Pest Control	86.82	86.82	0.00	520.92	520.92	0.00	1,041.84
CS - Fire and Security Monitoring	40.00	40.00	0.00	240.00	240.00	0.00	480.00
CS - Waste Removal	413.35	365.80	-47.55	2,460.40	2,194.80	-265.60	4,389.60

Total Contract Services	1,320.17	1,272.62	-47.55	7,901.32	7,635.72	-265.60	15,271.44
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Total Controllable Expenses	12,453.92	13,299.16	845.24	79,976.87	74,446.13	-5,530.74	144,851.38
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## Other Operating Expenses

Other Admin Expenses	350.00	0.00	-350.00	365.20	0.00	-365.20	0.00
Shared Svc - Legal and Human Res	805.45	805.45	0.00	4,832.70	4,832.70	0.00	9,665.40
Shared Svc - Information Systems	415.28	415.28	0.00	2,491.68	2,491.68	0.00	4,983.36
Asset Management Fee	1,666.67	1,666.67	0.00	10,000.02	10,000.02	0.00	20,000.04
Admin PT - HVAC/Engineering	480.89	480.89	0.00	2,885.34	2,885.34	0.00	5,770.68
Admin PT - Accounting and Finance	1,104.72	1,104.72	0.00	6,628.32	6,628.32	0.00	13,256.64
Admin PT - Houston Region	872.62	872.62	0.00	5,235.72	5,235.72	0.00	10,471.44
Total Shared Service (Pass Thru)	5,695.63	5,345.63	-350.00	32,438.98	32,073.78	-365.20	64,147.56
Interest Expense	762.76	734.56	-28.20	4,766.90	5,052.36	285.46	8,556.72
Property Taxes	19.89	19.89	0.00	119.34	119.34	0.00	238.68
Insurance	3,525.90	3,277.17	-248.73	21,155.40	19,662.97	-1,492.43	39,325.99
Reserve Contribution - Budgeted Reserve	25,510.04	5,274.14	-20,235.90	51,880.74	31,644.84	-20,235.90	63,289.68
Total Taxes & Insurance	29,818.59	9,305.76	-20,512.83	77,922.38	56,479.51	-21,442.87	111,411.07
TOTAL EXPENSE	<b>47,968.14</b>	<b>27,950.55</b>	<b>-20,017.59</b>	<b>190,338.23</b>	<b>162,999.42</b>	<b>-27,338.81</b>	<b>320,410.01</b>
NET OPERATING INCOME	<b>-16,382.32</b>	<b>3,635.23</b>	<b>-20,017.55</b>	<b>-309.08</b>	<b>26,515.26</b>	<b>-26,824.34</b>	<b>58,619.35</b>

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

**Income Statement - Reserve**

For the period ending September 30, 2022

	Current Month			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b><u>REVENUES</u></b>							
Reserve Contributions - Budgeted Reserve	11,586.17	5,274.14	6,312.03	31,644.84	31,644.84	0.00	63,289.68
Capital Improvement Fee	0.00	0.00	0.00	2,954.00	0.00	2,954.00	0.00
<b>TOTAL REVENUES</b>	<b>11,586.17</b>	<b>5,274.14</b>	<b>6,312.03</b>	<b>34,598.84</b>	<b>31,644.84</b>	<b>2,954.00</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>11,586.17</b>	<b>5,274.14</b>	<b>6,312.03</b>	<b>34,598.84</b>	<b>31,644.84</b>	<b>2,954.00</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
<b>REVENUES</b>													
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
HOA Assessment Revenue	31,600.82	31,867.27	31,585.82	31,585.82	31,585.82	31,585.82	0.00	0.00	0.00	0.00	0.00	0.00	189,811.37
<b>TOTAL REVENUE</b>	<b>31,600.82</b>	<b>31,976.16</b>	<b>31,585.82</b>	<b>31,694.71</b>	<b>31,585.82</b>	<b>31,585.82</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>190,029.15</b>
<b>OPERATING EXPENSES</b>													
<b>Controllable Expenses</b>													
<b>Salaries and Benefits</b>													
Payroll-Building Managers	548.40	548.40	822.60	548.40	548.40	548.40	0.00	0.00	0.00	0.00	0.00	0.00	3,564.60
P/R Burden-Building Managers	65.80	65.80	98.70	65.80	65.80	65.80	0.00	0.00	0.00	0.00	0.00	0.00	427.70
Payroll - HVAC/Engineering	0.00	734.09	-734.09	0.00	0.00	1,192.19	0.00	0.00	0.00	0.00	0.00	0.00	1,192.19
P/R Burden - HVAC/Engineering	0.00	88.09	-88.09	0.00	0.00	143.07	0.00	0.00	0.00	0.00	0.00	0.00	143.07
Payroll-Day Cleaners	2,972.36	2,975.29	4,482.72	2,862.85	2,936.59	2,863.21	0.00	0.00	0.00	0.00	0.00	0.00	19,093.02
P/R Burden-Day Cleaners	356.69	357.03	537.92	343.54	352.39	343.58	0.00	0.00	0.00	0.00	0.00	0.00	2,291.15
Payroll - Painting	0.00	0.00	4,331.21	-4,331.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/R Burden - Painting	0.00	0.00	519.75	-519.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll - Bonus	67.04	81.07	183.48	64.95	66.34	87.65	0.00	0.00	0.00	0.00	0.00	0.00	550.53
<b>Total Salaries and Benefits</b>	<b>4,010.29</b>	<b>4,849.77</b>	<b>10,154.20</b>	<b>-965.42</b>	<b>3,969.52</b>	<b>5,243.90</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>27,262.26</b>
<b>G/A Expenses</b>													
ParkingLot Lease Expense	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00
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
Legal and Professional	0.00	0.00	0.00	0.00	350.00	-350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	539.98	201.37	627.47	433.83	440.52	468.33	0.00	0.00	0.00	0.00	0.00	0.00	2,711.50
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
Travel	30.00	76.00	178.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	348.00
<b>Total G/A Expenses</b>	<b>1,769.98</b>	<b>1,477.37</b>	<b>2,165.27</b>	<b>1,697.83</b>	<b>1,990.52</b>	<b>1,348.33</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>10,449.30</b>
<b>Repair and Maintenance</b>													
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
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
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
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
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
RM-Repair-Lobby/Common Area	1,450.00	0.00	0.00	257.09	4,607.14	-4,607.14	0.00	0.00	0.00	0.00	0.00	0.00	1,707.09
RM - HVAC-Repair	0.00	0.00	0.00	200.76	0.00	1,035.24	0.00	0.00	0.00	0.00	0.00	0.00	1,236.00

RM - HVAC-Supplies	0.00	2,050.18	0.00	0.00	0.00	273.87	0.00	0.00	0.00	0.00	0.00	0.00	2,324.05
RM - Permits	0.00	0.00	0.00	0.00	324.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	324.46
RM - Com-Electrical	0.00	0.00	0.00	0.00	0.00	35.41	0.00	0.00	0.00	0.00	0.00	0.00	35.41
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	0.00	1,666.35
RM - Com-Painting Int.	0.00	490.01	971.06	-888.64	0.00	617.03	0.00	0.00	0.00	0.00	0.00	0.00	1,189.46
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
Total Repair and Maintenance	3,893.24	4,926.54	971.06	-430.79	5,231.60	1,961.55	0.00	0.00	0.00	0.00	0.00	0.00	16,553.20
Utilities													
Utilities-Electric	1,314.82	1,446.23	1,470.94	1,247.76	1,340.60	1,282.29	0.00	0.00	0.00	0.00	0.00	0.00	8,102.64
Utilities-Water	1,874.77	2,287.94	1,268.12	1,667.18	1,312.46	1,297.68	0.00	0.00	0.00	0.00	0.00	0.00	9,708.15
Total Utilities	3,189.59	3,734.17	2,739.06	2,914.94	2,653.06	2,579.97	0.00	0.00	0.00	0.00	0.00	0.00	17,810.79
Contract Services													
CS-Elevator	780.00	780.00	780.00	780.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	4,680.00
CS-Pest Control	86.82	86.82	86.82	86.82	86.82	86.82	0.00	0.00	0.00	0.00	0.00	0.00	520.92
CS-Fire and Security Monitoring	40.00	40.00	40.00	40.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
CS-Waste Removal	403.50	403.50	413.35	413.35	413.35	413.35	0.00	0.00	0.00	0.00	0.00	0.00	2,460.40
Total Contract Services	1,310.32	1,310.32	1,320.17	1,320.17	1,320.17	1,320.17	0.00	0.00	0.00	0.00	0.00	0.00	7,901.32
Total Controllable Expenses	14,173.42	16,298.17	17,349.76	4,536.73	15,164.87	12,453.92	0.00	0.00	0.00	0.00	0.00	0.00	79,976.87
Other Operating Expenses													
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
Shared Svc - Legal and Human Res	805.45	805.45	805.45	805.45	805.45	805.45	0.00	0.00	0.00	0.00	0.00	0.00	4,832.70
Shared Svc - Information Systems	415.28	415.28	415.28	415.28	415.28	415.28	0.00	0.00	0.00	0.00	0.00	0.00	2,491.68
Asset Management Fee	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	0.00	0.00	0.00	0.00	0.00	0.00	10,000.02
Admin. PT-HVAC/Engineering	480.89	480.89	480.89	480.89	480.89	480.89	0.00	0.00	0.00	0.00	0.00	0.00	2,885.34
Admin. PT-Accounting and Finance	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	1,104.72	0.00	0.00	0.00	0.00	0.00	0.00	6,628.32
Admin PT-Houston Region	872.62	872.62	872.62	872.62	872.62	872.62	0.00	0.00	0.00	0.00	0.00	0.00	5,235.72
Total Shared Service (Pass Thru)	5,345.63	5,427.94	5,360.83	5,345.63	5,263.32	5,695.63	0.00	0.00	0.00	0.00	0.00	0.00	32,438.98
Interest Expense	846.08	799.75	810.53	769.07	778.71	762.76	0.00	0.00	0.00	0.00	0.00	0.00	4,766.90
Property Taxes	19.89	19.89	19.89	19.89	19.89	19.89	0.00	0.00	0.00	0.00	0.00	0.00	119.34
Insurance	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	3,525.90	0.00	0.00	0.00	0.00	0.00	0.00	21,155.40
Reserve Contribution - Budgeted Reserve	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	0.00	0.00	31,644.84
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
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
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
Total Taxes and Ins.	14,367.22	4,918.47	9,630.46	9,589.00	9,598.64	29,818.59	0.00	0.00	0.00	0.00	0.00	0.00	77,922.38
TOTAL EXPENSE	33,886.27	26,644.58	32,341.05	19,471.36	30,026.83	47,968.14	0.00	0.00	0.00	0.00	0.00	0.00	190,338.23

NET INCOME (LOSS)	-2,285.45	5,331.58	-755.23	12,223.35	1,558.99	-16,382.32	0.00	0.00	0.00	0.00	0.00	0.00	-309.08
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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
<b>REVENUES</b>													
Reserve Contributions - Budgeted Reserve	5,274.14	5,274.14	5,274.14	-1,037.89	5,274.14	11,586.17	0.00	0.00	0.00	0.00	0.00	0.00	31,644.84
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
Capital Improvement Fee	0.00	1,645.68	0.00	1,308.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,954.00
<b>TOTAL REVENUES</b>	<b>9,975.35</b>	<b>2,218.61</b>	<b>5,274.14</b>	<b>270.43</b>	<b>5,274.14</b>	<b>11,586.17</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>34,598.84</b>
<b>OTHER EXPENSES (INCOME)</b>													
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
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
<b>TOTAL OTHER EXPENSES (INCOME)</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>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>9,975.35</b>	<b>2,218.61</b>	<b>5,274.14</b>	<b>270.43</b>	<b>5,274.14</b>	<b>11,586.17</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>34,598.84</b>

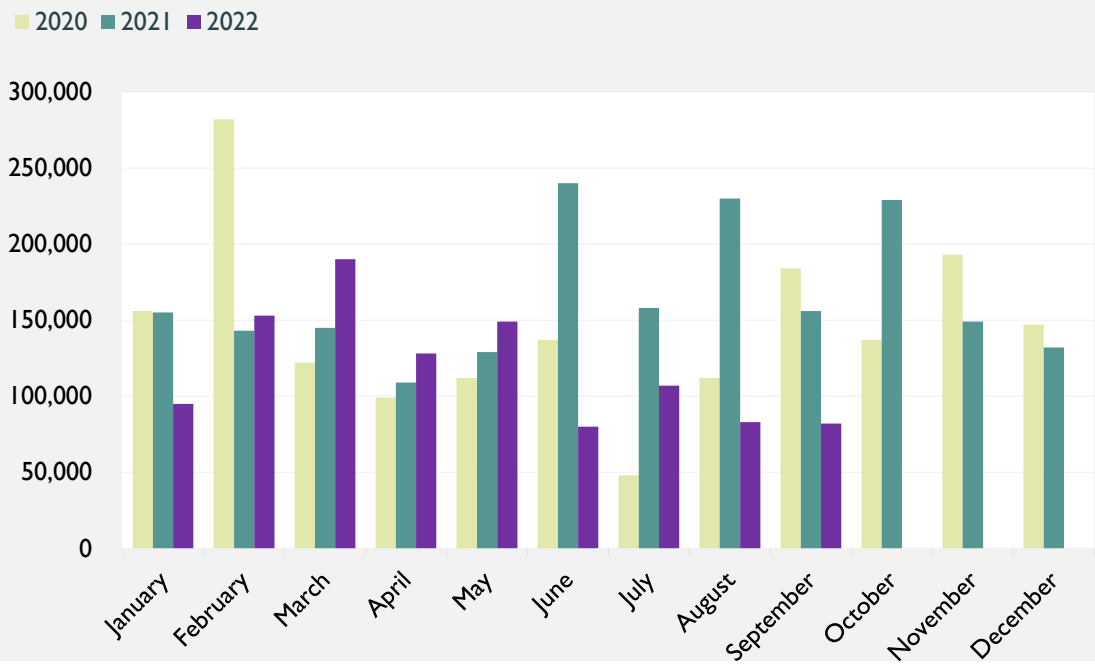


Capitol Lofts

# 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	107,000	83,000	82,000			

## 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	18,381	21,524	24,717	20,788	21,257			

## USAGE SUMMARY

2020 2021 2022

