

Cherokee Shore Owners Association

Monthly BOD and General Meeting

December 13, 2025

In attendance

Directors

Director Mark Lancaster – Financial
Director Mike Sims – Parks
Director Johnny Warren – Pools
Director John Carroll – Sanitation
OPEN POSITION

Officers

President – Karen Johnston
Ashley Chambers-Sec/Treasurer
OPEN POSITION – Vice President

Board of Directors Meeting

Call to order 9am

Read Meeting Norms

Review/accept September Meeting minutes

President Johnston made the motion to approve the September Meeting minutes.

Director Carroll - second

Director Lancaster -yes

Director Sims - yes

Director Warren - yes

The motion to approve the September Meeting minutes passed unanimously.

Review/accept October Meeting minutes

President Johnston made the motion to approve the October Meeting minutes.

Director Carroll - second

Director Lancaster - yes

Director Sims - yes

Director Warren - yes

The motion to approve the October Meeting minutes passed unanimously.

Review/accept November Meeting minutes

President Johnston made the motion to approve the November Meeting minutes.

Director Carroll - yes

Director Lancaster - yes

Director Sims -yes

Director Warren -second

The motion to approve the November Meeting minutes passed unanimously.

Review/accept November Financial report

President Johnston made the motion to approve the November Financial Report.

Director Carroll - yes

Director Lancaster - yes

Director Sims - second

Director Warren - yes

The motion to approve the November Financial Report passed unanimously.

*Request to add money to the working account (last deposits 05.17.2024, \$10k and 06.20.2024, \$15k).

President Johnston made the motion to approve the transfer of \$10k from the operating account to the working account.

Director Carroll - yes

Director Sims - yes

Director Warren - yes

Director Lancaster – second

*The board discussed and unanimously agreed upon the employee Christmas party, and Visa gift cards.

*The board discussed and unanimously agreed to naming Amber Hardin as the Office Manager, and a competitive salary.

*The board discussed and unanimously agreed to naming Sharon Milner as the Operations Manager, and her asking salary.

*The board discussed and unanimously agreed to a competitive salary increase for Natalie Harris.

*President Johnston discussed her consultation with the foreclosure attorney, and that we are waiting on his next steps.

*President Johnston discussed her most recent conversation and email with HCFM James Herndon.

Director Carroll discussed that he is getting quotes for a concrete pad for the additional compactor.

Parks & Pool

Roads

Special Projects

Financials

Adjourn 10:03am

General Meeting

Call to order 10:10

Read Meeting Norms

Officer Chambers reviewed the November Financial Report with the community. There were no questions.

Sanitation

Director Carroll announced the plans for an additional compactor.

Parks & Pool

Director Sims discussed that we are working on the parks on Quanah and Coahoma, and lighting. A community member asked about the park in section A, and Mr. Sims stated we would look into it, but that we needed to mark/stake it off.

Roads

Director Warren reported that roads are being worked on daily, and asked the community to please put in a work order for any areas that need it.

Special Projects

Financials

A community member asked about Texas Water Utilities solicitation for repairs of water lines. The board discussed that this was merely a solicitation because property owners are responsible for their water line from the meter to the house,

Adjourn

* Indicates additions, amendments, and/or correction

Profit and Loss
Cherokee Shores Owners Association
December 2025

Distribution account	Total			
	Dec 1 - Dec 31 2025	Dec 1 - Dec 31 2024 (PY)	Apr 1 - Dec 31 2025 (YTD)	Apr 1 - Dec 31 2024 (PY YTD)
Income				
Annual Road Assessment	7,270.87	6,031.36	115,861.03	117,164.84
Deed Restriction Fees	663.00	0	3,337.66	1,700.00
Keys Income	30.00	0	405.00	594.00
Late Charge	3,022.57	4,664.19	34,887.45	35,516.03
Lot Assessments	17,293.05	15,743.43	323,123.81	227,174.42
Write-off	-14,388.58	-5,282.35	-111,821.62	-15,688.46
4999 Uncategorized Income	450.18	0	3,659.40	2,744.20
Total for Write-off	-\$13,938.40	-\$5,282.35	-\$108,162.22	-\$12,944.26
Total for Lot Assessments	\$3,354.65	\$10,461.08	\$214,961.59	\$214,230.16
Pass Replacement Income	5.00	0	30.00	45.00
Permit Fee	1,000.00	425.00	6,781.00	3,561.50
Processing fee	25.00	175.00	1,025.91	1,379.30
Title Transfer and Resale	600.00	850.00	7,935.92	10,906.74
Unapplied Cash Payment Income	90.00	140.00	-1,250.76	-1,407.16
4203 Recycling Income	0	0	100.80	184.10
Booth Rental for Fall Festival	0	0	0	155.00
Mail Pass Fee Income	0	0	0	10.00
Mowing Income	0	0	0	75.00
Parks Fund	0	0	50.00	25.00
Pool Rental Fees	0	0	100.00	125.00
Road Improvement Fund	0	0	0	15.00
Scrap Income	0	0	0	20.00
Boat Dock Fees	0	0	360.00	0
Sold Properties	0	0	3,500.00	0
Total for Income	\$16,061.09	\$22,746.63	\$388,085.60	\$384,299.51
Gross Profit	\$16,061.09	\$22,746.63	\$388,085.60	\$384,299.51
Expenses				
Administrative Expenses				
Accounting Fees	250.00	200.00	2,050.00	1,600.00
Attorney Fees	315.31	2,054.50	12,669.33	2,054.50
Bank Charges	10.00	14.00	43.96	143.87
Cleaning	200.00	258.27	2,000.00	1,958.27
Payroll Tax	17.20	22.20	172.00	168.40
Total for Cleaning	\$217.20	\$280.47	\$2,172.00	\$2,126.67
Electric	481.97	489.60	5,050.78	4,843.48
Gifts	1,085.74	0	1,085.74	0

Internet	120.00	75.23	1,155.28	761.59
Keys Made	233.82	300.39	728.25	652.04
Office Expense	17.16	99.75	10,275.99	7,254.41
Postage	280.15	83.70	9,198.15	8,438.30
Repairs	600.00	0	874.56	0
Software	1,023.42	505.71	8,852.71	6,563.24
Water	293.53	100.15	2,050.48	1,864.62
Website Maintenance	120.00	543.00	2,064.74	3,003.50
Bond Insurance	0	0	0	170.10
Charitable Contribution	0	0	2,100.00	1,000.00
Election Expenses	0	0	250.00	200.00
Finance charges	0	0	0	24.57
Liability Insurance	0	0	37,421.00	31,211.00
Mileage	0	0	231.20	142.71
P. O. Box Rental	0	0	188.00	170.00
Printing	0	0	0	94.68
Property and Liability Insurance	0	0	0	47.00
Property Taxes	0	0	1,203.75	866.68
Security	0	150.00	250.00	850.00
Special Projects/Events	0	0	1,326.04	381.98
Telephone	0	208.53	2,008.95	1,724.06
Other Expenses			0.00	
Title Records Fees	0	0	853.00	0

Total for Administrative Expenses **\$5,048.30** **\$5,105.03** **\$104,103.91** **\$76,189.00**

Architectural Dept.

Arch Payroll	877.44	0	3,777.48	0
Arch Payroll Tax	1.94	0	262.86	0
ARC Supplies	0	0	259.84	1,049.72
Office Expense	0	0	18.89	124.31

Total for Architectural Dept. **\$879.38** **0.00** **\$4,319.07** **\$1,174.03**

Merchant deposit fees

Credit Card Processing Fee	414.08	689.06	6,465.30	6,377.16
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Total for Merchant deposit fees **\$414.08** **\$689.06** **\$6,465.30** **\$6,377.16**

Office Dept.

Admin Payroll Exense	3,636.98	3,052.27	37,878.52	28,524.34
Admin Payroll Taxes	362.17	241.86	3,199.69	2,365.35

Total for Office Dept. **\$3,999.15** **\$3,294.13** **\$41,078.21** **\$30,889.69**

Parks and Pools Dept.

Parks and Pools Dept. Payroll	593.44	499.78	13,976.53	9,765.18
Payroll Taxes	50.95	48.22	1,200.61	906.21
Supplies	7.25	54.08	7,000.97	5,531.00
Utilities	95.00	880.05	6,034.11	6,131.66
Contract Labor	0	0	0	1,656.87

Repairs and Maintenance	0	0	39.91	1.99
Equipment Repair	0	0	239.69	0
Total for Parks and Pools Dept.	\$746.64	\$1,482.13	\$28,491.82	\$23,992.91
Roads Dept.				
Equipment Repair	340.55	0	2,450.58	0
Fuel	677.90	0	677.90	49.00
Office	186.19	0	1,246.36	969.67
Road Compactor	910.13	0	2,439.32	0
Road Material	8,274.02	1,049.41	22,697.48	13,636.80
Roads Dept. Payroll	4,569.67	1,308.79	21,685.49	17,962.39
Maintenance	0	1,303.33	1,278.48	3,066.04
Roads Dept. Payroll Taxes	0	90.60	1,245.84	1,403.27
Supplies	0	0	3,286.94	925.75
Contract Labor	0	0	17,648.00	0
Total for Roads Dept.	\$14,958.46	\$3,752.13	\$74,656.39	\$38,012.92
Sanitation Dept				
Contract Labor	204.00	0	7,755.00	4,409.00
Payroll Taxes	109.09	103.14	1,167.19	1,090.41
Sanitation Dept Payroll	1,426.00	1,524.29	14,849.00	14,027.29
Trash Compactors	4,889.41	4,355.40	43,760.32	34,717.07
Utilities				
Electric	39.00	180.00	1,179.00	1,355.00
Water	0	44.00	830.36	595.61
Total for Utilities	\$39.00	\$224.00	\$2,009.36	\$1,950.61
Supplies	0	0	754.90	18.20
Total for Sanitation Dept	\$6,667.50	\$6,206.83	\$70,295.77	\$56,212.58
Bad Debts	0	0	-67.97	-474.52
Collection Fees	0	0	0.00	2,065.66
Unapplied Cash Bill Payment Expense	0	0	0	-23.80
Total for Expenses	\$32,713.51	\$20,529.31	\$329,342.50	\$234,415.63
Net Operating Income	-\$16,652.42	\$2,217.32	\$58,743.10	\$149,883.88
Other Income				
Interest Income	112.53	35.07	303.40	105.45
Late Fee Income	7,098.48	2,227.33	56,309.01	6,918.78
Legal Recovery	0	0	165.30	-508.41
Total for Carlton Fees Collected			\$165.30	-\$508.41
Total for Other Income	\$7,211.01	\$2,262.40	\$56,777.71	\$6,515.82
Other Expenses				
Interest Paid	683.22	0	3,545.97	0
Bank Error on check	-300.00	0	-300.00	0
Total for Other Expenses	\$383.22	0.00	\$3,245.97	0.00
Net Other Income	\$6,827.79	\$2,262.40	\$53,531.74	\$6,515.82
Net Income	-\$9,824.63	\$4,479.72	\$112,274.84	\$156,399.70

Balance Sheet
Cherokee Shores Owners Association
As of December 31, 2025

Distribution account	Total	
	As of December 31, 2025	As of December 31, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
OPERATING ACCOUNT (2003) - 1	52,849.56	282,516.37
ROAD FUND ACCOUNT (8380) - 1	203,115.18	281,705.14
SAVINGS ACCOUNT (6708) - 1	176,984.64	55,788.28
WORKING ACCOUNT (0529) - 4	7,572.46	22,053.97
Total for Bank Accounts	\$440,521.84	\$642,063.76
Accounts Receivable		
Accounts Receivable (A/R)	3,856,006.65	3,609,366.51
Total for Accounts Receivable	\$3,856,006.65	\$3,609,366.51
Other Current Assets		
1499 Undeposited Funds	-6,905.78	-5,943.54
Credit Card Receivables	197.72	197.72
Paid in Advance Supplies	0.00	0.00
Payroll Refunds	0.03	0.02
QuickBooks Tax Holding Account	0.00	0
Uncategorized Asset	8.90	197.72
Total for Other Current Assets	-\$6,699.13	-\$5,548.08
Total for Current Assets	\$4,289,829.36	\$4,245,882.19
Fixed Assets		
Accumulated Depreciation	-8,599.00	-8,599.00
Boat Docks/Piers	15,000.00	9,750.00
Entrance Sign	5,069.75	0
Fixed Assets	12,293.25	12,293.25
Playground	53,954.00	0
Road Improvements	429,988.80	176,912.75
Tennis Courts Improvements	37,580.00	0
Tractor 2018	23,856.24	23,856.24
Total for Fixed Assets	\$569,143.04	\$214,213.24
Other Assets		
Total for Assets	\$4,858,972.40	\$4,460,095.43
Liabilities and Equity		
Payroll Liabilities		
Federal Taxes (941/943/944)	1,930.15	1,008.38
Federal Unemployment (940)	373.33	238.50
TX Unemployment Tax	158.86	104.25

Total for Payroll Liabilities	\$2,462.34	\$1,351.13
Total for Other Current Liabilities	\$2,462.34	\$1,351.13
Total for Current Liabilities	\$2,462.34	\$1,351.13
Long-term Liabilities		
Loan 20114480	48,239.93	0
Total for Long-term Liabilities	\$48,239.93	0.00
Total for Liabilities	\$50,702.27	\$1,351.13
Equity		
3000 Opening Bal Equity	-8,601.54	-8,601.54
Retained Earnings	4,377,360.46	3,924,292.56
Net Income	439,511.21	543,053.28
Total for Equity	\$4,808,270.13	\$4,458,744.30
Total for Liabilities and Equity	\$4,858,972.40	\$4,460,095.43