



**Beal Properties**

3363 University Drive Suite 215

Bryan, TX 77802

(979)764-2500 [www.bealbcs.com](http://www.bealbcs.com)

## **Oakwood Townhomes HOA Board Meeting**

February 17, 2022

5:30 pm @ Beal Properties

### **AGENDA ITEMS**

1. Call Meeting to Order
2. Review / Approval Meeting Minutes
3. Financial Report – 4th Quarter
  - a. Cash Flow
  - b. Expenses
  - c. Delinquency Report
4. Old Business
  - a. 2022 Budget
  - b. Rules & Regulations
  - c. Fines & Fees Schedule
5. New Business
  - a. Updated Management Certificate
  - b. Changes to Bylaws
  - c. Annual Meeting
6. Next Meeting April \_\_\_\_\_ 2022 @ \_\_\_\_\_ pm
7. Adjourn

## Cash Flow

### Beal Properties

Properties: Oakwood Townhomes - 4505-4517 Carter Creek Bryan, TX 77802

Date Range: 10/01/2021 to 12/31/2021 (Last Quarter)

Accounting Basis: Cash

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
<b>Operating Income &amp; Expense</b>				
<b>Income</b>				
Late Fees\NSF Rent	280.00	0.70	805.00	0.54
Homeowners Association Dues	39,132.00	98.30	147,722.10	98.53
Cost of Collections	330.00	0.83	1,260.00	0.84
Fines for violations	75.00	0.19	75.00	0.05
Certified Letter Charge	-6.90	-0.02	0.00	0.00
NSF Penalty	0.00	0.00	60.00	0.04
<b>Total Operating Income</b>	<b>39,810.10</b>	<b>100.00</b>	<b>149,922.10</b>	<b>100.00</b>
<b>Expense</b>				
Electrical Repairs	0.00	0.00	504.00	0.34
Fence Repair	0.00	0.00	300.00	0.20
General Maintenance	1,521.88	3.82	3,097.94	2.07
Insurance	8,051.63	20.23	28,703.40	19.15
Transfer to Reserves	3,000.00	7.54	12,000.00	8.00
Legal Fees	101.00	0.25	1,691.00	1.13
Lawn/Property Maintenance	1,802.37	4.53	9,990.00	6.66
Maintenance Supplies	0.00	0.00	42.71	0.03
Special Projects	0.00	0.00	8,825.36	5.89
Management Fee	1,500.00	3.77	6,000.00	4.00
Mortgage/Note Payment	10,925.46	27.44	43,701.84	29.15
Pest Control	0.00	0.00	1,190.75	0.79
Plumbing Expense	606.03	1.52	2,133.53	1.42
Porter Service	840.00	2.11	2,835.00	1.89
Professional Fees	235.00	0.59	235.00	0.16
Sign Expense	0.00	0.00	664.88	0.44
Tax Expense	2.35	0.01	164.35	0.11
Trash Pick-up	0.00	0.00	195.00	0.13
Utilities	8,616.96	21.65	28,576.82	19.06
<b>Total Operating Expense</b>	<b>37,202.68</b>	<b>93.45</b>	<b>150,851.58</b>	<b>100.62</b>
<b>NOI - Net Operating Income</b>	<b>2,607.42</b>	<b>6.55</b>	<b>-929.48</b>	<b>-0.62</b>
<b>Total Income</b>	<b>39,810.10</b>	<b>100.00</b>	<b>149,922.10</b>	<b>100.00</b>
<b>Total Expense</b>	<b>37,202.68</b>	<b>93.45</b>	<b>150,851.58</b>	<b>100.62</b>
<b>Net Income</b>	<b>2,607.42</b>	<b>6.55</b>	<b>-929.48</b>	<b>-0.62</b>

## Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
<b>Other Items</b>				
Prepayments	771.00		-2,203.00	
<b>Net Other Items</b>	<u>771.00</u>		<u>-2,203.00</u>	
<b>Cash Flow</b>	<u>3,378.42</u>		<u>-3,132.48</u>	
<b>Beginning Cash</b>	3,092.66		9,089.56	
<b>Beginning Cash + Cash Flow</b>	6,471.08		5,957.08	
<b>Actual Ending Cash</b>	6,471.08		6,471.08	

## Cash Flow

### Beal Properties

Properties: Oakwood Townhomes - 4505-4517 Carter Creek Bryan, TX 77802

Date Range: 01/01/2022 to 01/31/2022

Accounting Basis: Cash

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
<b>Operating Income &amp; Expense</b>				
<b>Income</b>				
Late Fees\NSF Rent	105.00	0.80	105.00	0.80
Homeowners Association Dues	13,055.04	99.20	13,055.04	99.20
<b>Total Operating Income</b>	<b>13,160.04</b>	<b>100.00</b>	<b>13,160.04</b>	<b>100.00</b>
<b>Expense</b>				
General Maintenance	372.42	2.83	372.42	2.83
Insurance	433.21	3.29	433.21	3.29
Transfer to Reserves	1,000.00	7.60	1,000.00	7.60
Lawn/Property Maintenance	871.41	6.62	871.41	6.62
Management Fee	500.00	3.80	500.00	3.80
Mortgage/Note Payment	3,641.82	27.67	3,641.82	27.67
Porter Service	375.00	2.85	375.00	2.85
Utilities	2,888.47	21.95	2,888.47	21.95
<b>Total Operating Expense</b>	<b>10,082.33</b>	<b>76.61</b>	<b>10,082.33</b>	<b>76.61</b>
<b>NOI - Net Operating Income</b>	<b>3,077.71</b>	<b>23.39</b>	<b>3,077.71</b>	<b>23.39</b>
Total Income	13,160.04	100.00	13,160.04	100.00
Total Expense	10,082.33	76.61	10,082.33	76.61
<b>Net Income</b>	<b>3,077.71</b>	<b>23.39</b>	<b>3,077.71</b>	<b>23.39</b>
<b>Other Items</b>				
Prepayments	1,841.00		1,841.00	
<b>Net Other Items</b>	<b>1,841.00</b>		<b>1,841.00</b>	
<b>Cash Flow</b>	<b>4,918.71</b>		<b>4,918.71</b>	
<b>Beginning Cash</b>	<b>6,471.08</b>		<b>6,471.08</b>	
<b>Beginning Cash + Cash Flow</b>	<b>11,389.79</b>		<b>11,389.79</b>	
<b>Actual Ending Cash</b>	<b>11,389.79</b>		<b>11,389.79</b>	

## Expense Distribution

Exported On: 02/17/2022 09:55 AM

Properties: Oakwood Townhomes - 4505-4517 Carter Creek Bryan, TX 77802

Payees: All

Bill Date Range: 10/01/2021 to 11/17/2021 (Last Quarter-to-date)

Reference	Bill Date	Unit	Payee	Amount	Check #	Check Date	Description
<b>6455 - General Maintenance</b>							
13285	10/07/2021		T. Fry Make Ready	70.82	124780	10/08/2021	4513 #8 - Replaced dryer vent cover
88335	10/08/2021	4515#01	Johnathan Rios	45.00	124782	10/08/2021	4515 #1 - Filled gaps above windows on the outside of unit where water was entering
88849	11/04/2021	4507#03	Fire Water Restoration Emergency Services	135.60	124851	11/08/2021	4507 #3 - check for water mildew issues.
13371	11/08/2021		T. Fry Make Ready	808.04	124855	11/08/2021	4517 #3 - Replaced rotten stud base plate on interior wall, replaced insulation, installed new sheetrock, taped, floated and painted.
				<b>1,059.46</b>			
<b>6470 - Insurance</b>							
STCP0001358-01	10/07/2021		Safepoint Insurance	2,002.00	124796	10/08/2021	Monthly Insurance Premium
TXH-B28702	10/15/2021		IPFS Corporation	433.21	124814	10/15/2021	Monthly Insurance Premium
TXH-B28702	11/12/2021		IPFS Corporation	433.21	124867	11/12/2021	Monthly Insurance Premium
				<b>2,868.42</b>			
<b>6471 - Transfer to Reserves</b>							
	10/01/2021		Oakwood Townhomes	1,000.00	124766	10/01/2021	October 2021 - Transfer to Reserves
	11/01/2021		Oakwood Townhomes	1,000.00	124832	11/02/2021	November 2021 - Transfer to Reserves
				<b>2,000.00</b>			
<b>6473 - Legal Fees</b>							
45758	11/12/2021		Bruchez, Goss, Thornton, Meronoff & Hawthorne, P.C.	101.00	124872	11/12/2021	legal issues with the resignation of the HOA President.
<b>6475 - Lawn/Property Maintenance</b>							
OW21	10/08/2021		Lawn Stars	600.79	124802	10/08/2021	Monthly Lawn Maintenance
OW22	11/12/2021		Lawn Stars	600.79	124870	11/12/2021	Monthly Lawn Maintenance
				<b>1,201.58</b>			
<b>6540 - Management Fee</b>							
	10/05/2021		Beal Properties	500.00	124777	10/05/2021	Management Fee for 10/2021
					124842,	11/04/2021,	
	11/04/2021		Beal Properties	500.00	124842,	11/04/2021,	Management Fee for 11/2021
				<b>1,000.00</b>	124844	11/04/2021	
<b>6560 - Mortgage/Note Payment</b>							
	10/01/2021		The Bank & Trust (TB&T)	3,641.82	124775	10/01/2021	October 2021 - 500.00 additional towards principle
	11/01/2021		The Bank & Trust (TB&T)	3,641.82	124838	11/02/2021	November 2021 - 500.00 additional towards principle
				<b>7,283.64</b>			
<b>6700 - Plumbing Expense</b>							
72451	11/11/2021		Ed Phillips Plumbing	466.03	124862	11/12/2021	4507 - found irrigation line on the water main broken - shut off water, repaired the break.
<b>6701 - Porter Service</b>							
2297	10/07/2021		Robert Walker	200.00	124778	10/08/2021	Monthly Porter Service
2292	10/07/2021		Robert Walker	45.00	124778	10/08/2021	Bulk pick up of refrigerator box, dishwasher, box full of trash, construction material
2317	11/08/2021		Robert Walker	200.00	124856	11/08/2021	Monthly Porter Service
2312	11/08/2021		Robert Walker	30.00	124856	11/08/2021	Bulk Pick up
				<b>475.00</b>			
<b>6705 - Professional Fees</b>							
210871	10/08/2021		Thompson, Derrig and Craig, P.C.	235.00	124798	10/08/2021	Preparation of Federal Corp Income Tax Return 2020
<b>6755 - Tax Expense</b>							
93941-368104	11/11/2021		Kristeen Roe, Tax A/C	2.35	124869	11/12/2021	2021 Property Taxes
<b>6810 - Utilities</b>							
2063196	10/08/2021		Bryan Texas Utilities	99.18	124786	10/08/2021	utilities - water
2063197	10/08/2021		Bryan Texas Utilities	2,331.62	124786	10/08/2021	utilities - water
2063465	10/08/2021		Bryan Texas Utilities	466.52	124786	10/08/2021	utilities - security light - solid waste
2063476	10/08/2021		Bryan Texas Utilities	33.17	124786	10/08/2021	utilities - electrical
2312117	10/08/2021		Bryan Texas Utilities	62.07	124786	10/08/2021	utilities - electrical
2312117	11/04/2021		Bryan Texas Utilities	64.27	124847	11/08/2021	utilities - electrical
2063196	11/04/2021		Bryan Texas Utilities	77.52	124847	11/08/2021	utilities - water
2063197	11/04/2021		Bryan Texas Utilities	2,316.79	124847	11/08/2021	utilities - water
2063465	11/04/2021		Bryan Texas Utilities	466.52	124847	11/08/2021	utilities - security light - solid waste
2063476	11/04/2021		Bryan Texas Utilities	34.88	124847	11/08/2021	utilities - electrical
				<b>5,952.54</b>			
<b>Total</b>				<b>22,645.02</b>			