



3363 University Dr East Suite 215  
Bryan Texas 77802  
(979)764-2500 [www.bealbcs.com](http://www.bealbcs.com)

**Wood Brook Homeowners Association**  
**Board of Directors Meeting – Agenda**  
**April 6, 2022 @ 5:30pm**

1. Call Meeting to Order
  - a. Roll Call
  - b. Approval of Meeting Minutes 1/12/22
  
2. Financial Report – 1<sup>st</sup> Quarter
  - a. Cash Flow
  - b. Expenses
  
3. Management Report
  - a. Delinquency Status
  - b. Violations Report
  
4. Old Business
  - a. Parking Lot Repairs
  - b. Landscaping Designs
  - c. Chimney Caps
  - d. Window / Siding Repairs
  
5. New Business
  
6. Next Meeting July 12<sup>th</sup> 2022 @ 5:30 pm
  
7. Adjourn

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WOOD BROOK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
BEAL PROPERTIES INC.  
903 Texas Ave South, College Station, TX 77840  
**January 12, 2022**

1. Call Meeting to Order
  - a. 5:45 pm
2. Financial Report 4th Quarter
  - a. Cash Flow
    - i. Looks weird because we finished transferring the money to new accounts
  - b. Expenses
  - c. Delinquency Report Dec 31
    - i. Last quarter - \$582.62
  - d. Motion to approve Karl second Carrie
    - i. Approved
3. Old Business
  - a. Parking Lot Repairs
    - i. This is be a yearly thing added to our budget
  - b. Landscaping Updates
    - i. Removing pavers and adding a door with a lock for the plumbing
    - ii. New landscape towards the back of the complex
  - c. Signs
    - i. Are not installed yet
  - d. Project for 2022
    - i. Cabana update, picnic tables, charcoal pit addition in the pool area
4. New Business
  - a. Annual Meeting
    - i. Tues - Jan 25, 2022 @ 6 pm
    - ii. We will have a zoom link set to the complex
    - iii. At the old office location
  - b. Board Members Terms
    - i. Kelsey
    - ii. One Open Position
  - c. Carrie proposing the Budget for 2022
    - i. Motion by Karl Second by KI approved by all.
  - d. Carrie made a motion to earmark money from the reserves from the current \$40,261( deductible +3 months) to an annual \$50,000 for insurance.
    - i. Second Karl and approved
5. Next Meeting **April 6, 2022 @ 5:30pm** at Beal Properties new office location
6. Adjourn **7:01pm**

## Cash Flow

### Beal Properties

Properties: Wood Brook Condominiums - 1904 Dartmouth Street College Station, TX 77840

Date Range: 01/01/2022 to 03/31/2022 (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>				
Balance Forward	-8.24	-0.02	-8.24	-0.02
Late Fees\NSF Rent	260.00	0.58	260.00	0.58
Homeowners Association Dues	44,651.45	99.44	44,651.45	99.44
<b>Total Operating Income</b>	<b>44,903.21</b>	<b>100.00</b>	<b>44,903.21</b>	<b>100.00</b>
<b>Expense</b>				
General Maintenance	4,653.23	10.36	4,653.23	10.36
Insurance	16,749.64	37.30	16,749.64	37.30
Transfer to Reserves	4,764.00	10.61	4,764.00	10.61
Lawn/Property Maintenance	3,370.00	7.51	3,370.00	7.51
Management Fee	3,150.00	7.02	3,150.00	7.02
Pest Control	324.75	0.72	324.75	0.72
Porter Service	1,455.00	3.24	1,455.00	3.24
Pool Expense	757.76	1.69	757.76	1.69
Telephone Service	144.26	0.32	144.26	0.32
Utilities	6,064.47	13.51	6,064.47	13.51
<b>Total Operating Expense</b>	<b>41,433.11</b>	<b>92.27</b>	<b>41,433.11</b>	<b>92.27</b>
<b>NOI - Net Operating Income</b>	<b>3,470.10</b>	<b>7.73</b>	<b>3,470.10</b>	<b>7.73</b>
Total Income	44,903.21	100.00	44,903.21	100.00
Total Expense	41,433.11	92.27	41,433.11	92.27
<b>Net Income</b>	<b>3,470.10</b>	<b>7.73</b>	<b>3,470.10</b>	<b>7.73</b>
<b>Other Items</b>				
Prepayments	-1,374.26		-1,374.26	
<b>Net Other Items</b>	<b>-1,374.26</b>		<b>-1,374.26</b>	
<b>Cash Flow</b>	<b>2,095.84</b>		<b>2,095.84</b>	
Beginning Cash	172,458.02		172,458.02	
Beginning Cash + Cash Flow	174,553.86		174,553.86	
Actual Ending Cash	174,540.86		174,540.86	

## Expense Distribution

Exported On: 04/06/2022 09:32 AM

Properties: Wood Brook Condominiums - 1904 Dartmouth Street College Station, TX 77840

Payees: All

Bill Date Range: 01/01/2022 to 03/31/2022 (Last Quarter)

Reference	Bill Date	Unit	Payee	Amount	Check #	Check Date	Description
<b>6455 - General Maintenance</b>							
4288	01/12/2022		Twin City Plumbing LLC	750.00	6222	01/12/2022	Repaired water leak on 4" main.
12640	01/12/2022	F4	Constant Current Electric	125.00	6220	01/12/2022	F4- Removed fixture and inspected wiring and connection to fixture,
12641	01/12/2022		Constant Current Electric	135.31	6220	01/12/2022	A&T Building, found bad wiring in fixture A & I. repaired wiring.
4039	02/07/2022		Lopez Boyz	120.00	6228	02/07/2022	wintinize pipes for expected freezing rain
3980	02/07/2022		Lopez Boyz	250.00	6228	02/07/2022	Placed 2 tarps o roofs
465-60006	03/07/2022		Fast Signs	3,272.92	6239	03/07/2022	Design, purchase and installation of new Wood Brook Wooden sign.
				<b>4,653.23</b>			
<b>6470 - Insurance</b>							
F008428929-001-00001	02/08/2022		Farmers Insurance Exchange	4,187.41	6231	02/08/2022	Monthly Insurance Premium
F008428929-001-00001	02/25/2022		Farmers Insurance Exchange	4,187.41	6234	02/25/2022	Monthly Insurance Premium
	03/22/2022		Farmers Insurance Exchange	4,187.41	6242	03/22/2022	March 2022 - Monthly Insurance Payment
				<b>12,562.23</b>			
<b>6471 - Transfer to Reserves</b>							
	01/01/2022		Wood Brook Condominiums Hoa	1,588.00	6217	01/03/2022	January 2022
	02/01/2022		Wood Brook Condominiums Hoa	1,588.00	6227	02/03/2022	February 2022
	03/01/2022		Wood Brook Condominiums Hoa	1,588.00	6235	03/02/2022	March 2022
				<b>4,764.00</b>			
<b>6475 - Lawn/Property Maintenance</b>							
3967	01/07/2022		Lopez Boyz	1,000.00	6218	01/07/2022	Monthly Lawn Maintenance
3962	01/07/2022		Lopez Boyz	290.00	6218	01/07/2022	Trimmed all shrubs
3984	02/07/2022		Lopez Boyz	1,000.00	6228	02/07/2022	Monthly Lawn Maintenance
3973	02/07/2022		Lopez Boyz	80.00	6228	02/07/2022	A3- Dig a drainage ditch for water to drain away from unit.
4088	03/07/2022		Lopez Boyz	1,000.00	6236	03/07/2022	Monthly Lawn Maintenance
				<b>3,370.00</b>			
<b>6540 - Management Fee</b>							
	01/12/2022		Beal Properties	1,050.00	6223	01/14/2022	Management Fee for 01/2022
	02/10/2022		Beal Properties	1,050.00	6233	02/10/2022	Management Fee for 02/2022
	03/14/2022		Beal Properties	1,050.00	6241	03/14/2022	Management Fee for 03/2022
				<b>3,150.00</b>			
<b>6695 - Pest Control</b>							
23721	01/12/2022		D. Lee Pest Service LLC	108.25	6221	01/12/2022	Monthly Pest Control
24371	02/08/2022		D. Lee Pest Service LLC	108.25	6230	02/08/2022	Monthly Pest Control
25060	03/07/2022		D. Lee Pest Service LLC	108.25	6238	03/07/2022	Monthly Pest Control
				<b>324.75</b>			
<b>6701 - Porter Service</b>							
3961	01/07/2022		Lopez Boyz	120.00	6218	01/07/2022	Bulk pick up - Picked up trash, mattress, bicycle and table
2369	01/07/2022		Robert Walker	300.00	6219	01/10/2022	Monthly Porter Service
2346	01/07/2022		Robert Walker	165.00	6219	01/10/2022	Bulk Pick up
2361	02/07/2022		Robert Walker	150.00	6229	02/07/2022	Bulk Pick up
2386	02/07/2022		Robert Walker	300.00	6229	02/07/2022	Monthly Porter Service
2405	03/07/2022		Robert Walker	300.00	6237	03/07/2022	Monthly Porter Service
2386	03/07/2022		Robert Walker	120.00	6237	03/07/2022	Bulk Pick up
				<b>1,455.00</b>			
<b>6702 - Pool Expense</b>							
2022310	02/08/2022		Oasis Pools	378.88	6232	02/08/2022	Monthly pool Maintenance - December
2022333	02/08/2022		Oasis Pools	378.88	6232	02/08/2022	Monthly Pool Maintenance - January
				<b>757.76</b>			
<b>6757 - Telephone Service</b>							
2148195	01/24/2022		Kings III Of America, LLC	49.34	6226	01/24/2022	Pool Phone monthly expense
2148195	02/01/2022		Kings III Of America, LLC	45.58	2148195 ACH	02/01/2022	Pool Phone
2160978	03/07/2022		Kings III Of America, LLC	49.34	6240, 6240, 2160978 ACH	03/07/2022, 03/07/2022, 03/07/2022	Pool Phone monthly expense
				<b>144.26</b>			
<b>6810 - Utilities</b>							
530321-177962 - ACH	01/19/2022		College Station Utilities	98.32	ACH	01/19/2022	Electric Building U
530321-178018 - ACH	01/19/2022		College Station Utilities	218.64	ACH	01/19/2022	Electric Building G
530321-178068 - ACH	01/19/2022		College Station Utilities	75.76	ACH	01/19/2022	Electric/Security Light Building N
530321-178122 - ACH	01/19/2022		College Station Utilities	1,566.00	ACH	01/19/2022	Water
530321-226484 - ACH	01/19/2022		College Station Utilities	33.71	ACH	01/19/2022	Electric/Sprinkler/Sanitation Irrigation
530321-177936 - ACH	01/19/2022		College Station Utilities	90.27	ACH	01/19/2022	Electric/Security Light Building C

530321-226484 ACH	02/16/2022		College Station Utilities	33.71	530321-226484 ACH	02/16/2022	Electric
530321-178122 ACH	02/16/2022		College Station Utilities	1,373.85	530321-178122 ACH	02/16/2022	Water
530321-178068 ACH	02/16/2022		College Station Utilities	73.81	530321-178068 ACH	02/16/2022	Electric
530321-178018 ACH	02/16/2022		College Station Utilities	203.24	530321-178018 ACH	02/16/2022	Electric
530321-177962 ACH	02/16/2022		College Station Utilities	92.58	530321-177962 ACH	02/16/2022	Electric
530321-177936 ACH	02/16/2022		College Station Utilities	87.71	530321-177936 ACH	02/16/2022	Electric
530321-177936 ACH	03/15/2022		College Station Utilities	80.62	530321-177936 ACH	03/15/2022	Electric
530321-178018 ACH	03/15/2022		College Station Utilities	188.64	530321-178018 ACH	03/15/2022	Electric
530321-177962 ACH	03/15/2022		College Station Utilities	79.45	530321-177962 ACH	03/15/2022	Electric
530321-178068 ACH	03/15/2022		College Station Utilities	64.90	530321-178068 ACH	03/15/2022	Electric
530321-226484 ACH	03/15/2022		College Station Utilities	33.56	530321-226484 ACH	03/15/2022	Electric, Sprinkler, Sanitation
530321-178122 ACH	03/15/2022		College Station Utilities	1,669.70	530321-178122 ACH	03/15/2022	Water
				6,064.47			
<b>Total</b>				<b>37,245.70</b>			

# Guaranty Bank & Trust

Loan & Deposit Operations  
P.O. Box 1158 | Mt. Pleasant, TX 75456-1158

Statement Period	2/10/2022 TO 3/9/2022
Account Number	██████████2089
Page	1 OF 2

**Contact us for all your banking needs.**

Customer Service 1-888-572-9881  
or online at [www.gnty.com](http://www.gnty.com)

\*\*\*\*\*EXCLUDE-Email  
8272 0.6670 EX 0.000 12 2 5889

Wood Brook Homeowners Association  
3363 University Dr E Ste 215  
Bryan TX 77802-3470

A new year with fewer fees! The Excess Debit Fee of \$3 per item will no longer apply to ACH and ATM Transactions or transfers made through Online Banking or Phone Plus. All other debits in excess of six (6) per statement cycle are \$3 each.

## Monthly Statement Summary

### CHECKING SUMMARY

Premier Money Market	24122089
CHECKING BALANCE LAST STATEMENT.....	168,110.98
1 DEPOSITS	1,588.00
1 OTHER CREDITS	19.39
0 CHECKS	0.00
0 OTHER WITHDRAWALS	0.00
CHECKING BALANCE THIS STATEMENT.....	169,718.37

### INTEREST SUMMARY

28	DAYS IN EARNINGS PERIOD
0.15%	ANNUAL PERCENTAGE YIELD EARNED
19.39	INTEREST PAID THIS PERIOD
61.68	INTEREST PAID YTD

### DEPOSITS AND OTHER CREDITS

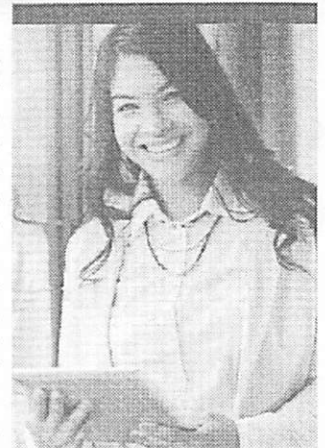
DATE	AMOUNT	DESCRIPTION
03/03	1,588.00	Deposit
03/09	19.39	Accr Earning Pymt Added to Account

### DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02/10	168,110.98	03/03	169,698.98	03/09	169,718.37

### SUMMARY OF OVERDRAFT AND RETURNED ITEM FEES

	TOTAL FOR THIS PERIOD	TOTAL YEAR-TO-DATE
TOTAL OVERDRAFT FEES	\$0.00	\$0.00
TOTAL RETURNED ITEM FEES	\$0.00	\$0.00



**OPEN AN ACCOUNT FROM ANY DEVICE**

IN **5** MINUTES!

**WITH CONVENIENT ACCOUNT OPENING AT GNTY.COM**

Guaranty Bank & Trust, N.A.  
Member FDIC



## SCOPE OF WORK/BID REQUEST FORM

DATE: \_\_\_\_\_ **NEW PROJECT/NEW CONTRACT** (PLEASE CIRCLE)

HOA NAME: \_\_\_\_\_

HOA CONTACT/PROJECT LEAD: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING TO THE BEST OF YOUR ABILITY. INFORMATION OMITTED MAY EFFECT THE BIDS RECEIVED FOR YOUR PROJECT. FOR LARGER PROJECTS AND CONTRACTS (OVER \$50,000) WE REQUIRE A 60 DAY LEAD TIME TO SECURE BIDS.**

ESTIMATED BUDGET FOR YOUR PROJECT?	
IS PROJECT BUDGETED FOR CURRENT YEAR?	
IS PROJECT FOR FUTURE? If so, when?	
EXPECTED START DATE OF PROJECT?	
EXPECTED COMPLETION DATE?	
IS PROJECT APPROVED BY BOARD?	
DATE BIDS TO BE PRESENTED TO BOARD?	

**DESCRIPTION OF PROJECT AND EXISTING CONDITIONS/CONCERNS:**

**DESIRED CHANGES/CORRECTIONS/COMPLETED CONDITION:**

**DO YOU HAVE SPECIFIC VENDORS YOU WANT TO RECEIVE QUOTES FROM? IF NO, BEAL PROPERTIES WILL USE THEIR EXTENSIVE VENDOR LIST TO ATTEMPT TO GET THREE COMPETITIVE BIDS FROM LIKE COMPANIES. IF YES, PLEASE LIST BELOW.**

1.

2.

3.

\_\_\_\_\_ Please provide any drawings or images that are necessary to explain the details of the project.

**Beal Properties, LLC, will make every effort to obtain three (3) competitive bids for your HOA project/contract, unless otherwise requested. To be respectful of our time, and that of the vendors, we will only request bids on projects that have been approved by the HOA Board of Directors. Once bids are received and submitted to the Board, it is the responsibility of the Board of Directors to review, discuss changes with the vendors, make a final selection and secure Board approval of a bid. When a final bid is approved, and vendor selected, at the Board's request, Beal Properties, LLC will take over the project and coordinate through completion of project. Per our contract, we do charge a fee for coordination of large-scale projects. Please refer to your Beal Properties Management Contract for those details.**

**I understand that the project I am submitting will be priced based on the information I have provided above. Any changes to this information, once bids are received, must be communicated by HOA Board to the vendors directly until such time that the project has been approved and a vendor selected. I also understand and agree that Beal Properties, LLC will not request bids for the same project more than once in a calendar year. All vendors selected for bidding must be willing and able to provide proof of liability insurance.**

\_\_\_\_\_  
**Board Member/Project Lead**

\_\_\_\_\_  
**Printed Name and Title**

\_\_\_\_\_  
**Date**





903 S. Texas Avenue  
College Station, TX 77840  
(979)764-2500 [www.bealbcs.com](http://www.bealbcs.com)

March 24, 2022

## **Woodbrook Management Report**

**Delinquency Status:** As of March 31<sup>st</sup> the total outstanding dues owed to the Association was \$833.20. The balance is made up of 3 past due accounts. One account has caught up, another account was in the hospital and has made a payment plan. The last account has never been late before, we are sure what's going on but will continue to try to collect.

**Violation Report:** Beal is currently checking the property every 2 weeks. We do have a few current violations, mostly for items on the porch that aren't allowed or general clean up around front door areas. There is one car that is currently disabled we are aware of and have spoken to the Owner. They are waiting for the body shop to pick it up in May.

**Maintenance Report:** There are no outstanding work orders as of today. Current project we are collecting bids on are:

- Parking Lots – Two Bids: Asphalt vs Concrete – We would like a completed Scope of Work from the Board before proceeding with more bids. Attached is a Generic Scope of Work Form.
- Chimney Caps – approximately 75 – Bid attached
- Window/Siding – Bid Attached

We are schedule to meet with The Ground Crew's Landscape Designer next week, we will send a Calendar invite to all Board members if anyone would like to attend.

### **Questions for the Board:**

Pool Seasons – Do you want to send a notice that the pool is “open”. We have attached a few ideas for pool furniture and a possible picnic table for the Pool Area.

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# Grandchamp Roofing

To:  
Beal/Century 21  
ATTN: Toni  
Woodbrook condos  
1904 Dartmouth  
College Station, Tx 77840

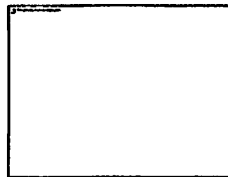
Bruce Grandchamp  
Grandchamp Roofing  
  
5792 Andert Rd  
Bryan, TX 77808  
254-931-9714  
[grandchamproof@gmail.com](mailto:grandchamproof@gmail.com)

Remove rusted metal chimney caps and replace them with a new 24 GA. Metal cap .

Includes:

- Trash removal
- Up to 10 metal trim spots under windows replaced  
(100.00 each after 10)
- 900.00 per cap  
(found 70-75)

Total                      \$67,500.00





# **Grandchamp Roofing**

Proposal

We propose hereby to furnish material and labor complete in accordance with the above specifications with payments to be made as follows: 1/3 down/In full upon completion . Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become a charge over and above the estimate. Grandchamp Roofing LLC will not be responsible for water or A/C lines in attics All agreements contingent upon strikes, accidents, or delay beyond our control.

Respectfully Submitted

*Grandchamp Roofing Representative*

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Grandchamp Roofing is authorized to complete the work specified. Payments will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# **Grandchamp Roofing**

## What to expect from a Grandchamp Roofing project

- 1- We will make every effort to protect the landscape, windows, doors, porches, decks, and all other property outside with tarps and plywood.
- 2- We will constantly run a magnet for nails. (Supervisor and crew members)
- 3- We will have trailers on site for all of OUR trash.
- 4- We request that owners remove all valuables from off the walls before we start the unit. We will not be responsible for any damage.
- 5- We will need access to an outside power source for each unit while working.
- 6- Satellite and internet dishes will be moved and re installed in the same place as removed by Grandchamp Roofing. We will not be responsible for satellite re-alignment.





Commercial Round Picnic Table \$988.85



Market Umbrellas \$348



**Garden Treasures Wicker  
Stackable Matte Black Metal Frame  
Stationary Chaise Lounge Chair(s) with  
Woven Seat \$138.00**