



903 S. Texas Avenue
College Station, TX 77840
(979)764-2500 www.bealbcs.com

Wood Brook Homeowners Association
Board of Directors Meeting – Agenda
January 26th, 2021

1. Call Meeting to Order

2. Financial Report – 4th Quarter
 - a. Cash Flow
 - b. Expenses
 - c. Delinquency Report

3. Old Business
 - a. Tree Trimming
 - b. Lighting Bid
 - c. Mailbox Updates
 - d. Parking Lot
 - e. Monument Sign

4. New Business
 - a. Projects for 2021
 - b. 2021 Budget
 - c. 2021 Annual Meeting - Review

5. Next Meeting _____ 2021 @ _____ pm

6. Adjourn

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WOOD BROOK HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

Beal Properties

903 Texas Ave. South, College Station, Texas 77840

Wednesday, October 21, 2020

Attendees:

Vince Marino, Vice President

Carrie Siatunuu, Treasurer

Jennifer Stroh, Secretary (via Zoom)

Terry Thigpin, Beal Properties Owner

Toni Myers, Beal Properties HOA Director

Stacie Cone, Beal Properties HOA Project Coordinator

Vince called the meeting to order at 3:15 p.m.

K.I. Selindis and Lacey Warren were not able to attend.

Minutes for July 15th meeting are not correct in the packet – Toni will get this corrected

Financials:

Carrie Siatunuu:

No change to lawn and property maintenance, management fees, pest control, porter service, pool maintenance.

Frontier phone bills (for the pool) are gone.

Carrie concurs with everything. All expenses in line. Nothing out of the ordinary.

HOA fees delinquency: As of October 21, there are no delinquencies.

Vince moved to accept financial statements as presented. Carrie seconded the motion. Motion passed.

Old Business:

Plumbing Repair at Building A: Carrie asked about the recent plumbing repair at Building A, and if the pile of dirt will be leveled so grass can grow back. Stacie will get this taken care of ASAP

Lights: Received 2 bids from Constant Current, still with some confusion. Consensus was to do the following:

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Carrie asked to have all lighting on one bid, including adding a light to Building E facing the mailboxes. Would also like a map showing where new lights will be installed. Jennifer agreed to discuss lighting via email once the bid has been corrected.

Pool: Discussion ensued on whether or not to open pool. It was noted that open pools in some complexes have to sanitize every few hours every single day and would be extremely cost prohibitive for us. Everyone agreed that it is still not financially or physically feasible for Woodbrook to do this. The decision was made to leave the pool closed until Spring and see what happens.

Parking Lot Repairs: Toni informed us that we just received two bids to repair and replace the three areas of the parking lot (as designated by temporary paint)

- Bid 1: \$7,956 (this company is using concrete)
- Bid 2: \$1,100 (Freddie) (changed to concrete)

Terry was able to get a third company to meet onsite and provide an additional bid. Stacie will email it to the Board once it's received.

Bank: Toni and Carrie were looking at moving from Wells Fargo. They had two meetings set up but then COVID happened. Therefore, bank update will occur at the next meeting. Banks are First American and Guarantee Bank.

Mailboxes: Mailbox area update- Carrie motions & Jennifer seconds – All approved

Trees: Tree trimming & bush removal approval- Vince motions and Carrie seconds – All approved.

Entrance sign: Mark Webber with Webber Custom Homes is working on this for us. Toni says he will come up with a sketch and a bid for a new entrance sign for Woodbrook. Waiting to meet in person so Mark can present mock-ups and bids to us.

New Business:

Ideas for Updates on Property:

- Remove Guest Parking signs
- Landscaping design bids: for the areas by the entrance and between buildings I and M.
- Add more doggy stations
- Siding, where damaged from lawn care

WOOD BROOK HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

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- Power wash all buildings throughout complex
- Pool furniture and cabana upgrades
- Possibly look into Election Buddy for future, online voting system

Next Meeting: January 26, 2021 Board meeting at 5:00 p.m., annual meeting at 6:00 p.m.
Lacey Warren, K.I. Selindis, and Jennifer Stroh are up for re-election in 2020

Adjournment: Carrie moved to adjourn the meeting. Vince seconded the motion.
Motion passed and meeting was adjourned at 5:15 p.m

Cash Flow

Beal Properties

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

Date Range: 10/01/2020 to 12/31/2020

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense				
Income				
Balance Forward	-155.50	-0.34	4,217.02	2.25
Late Fees\NSF Rent	0.00	0.00	60.00	0.03
Homeowners Association Dues	45,234.19	100.34	183,067.06	97.68
Miscellaneous Income	0.00	0.00	80.04	0.04
Total Operating Income	45,078.69	100.00	187,424.12	100.00
Expense				
Electrical Repairs	0.00	0.00	2,165.00	1.16
General Maintenance	1,557.45	3.45	3,564.52	1.90
Insurance	12,183.47	27.03	45,909.64	24.50
Transfer to Reserves	15,872.00	35.21	38,235.00	20.40
Lawn/Property Maintenance	7,038.19	15.61	17,577.74	9.38
Management Fee	3,150.00	6.99	12,600.00	6.72
Pest Control	216.50	0.48	2,327.38	1.24
Porter Service	1,260.00	2.80	5,491.80	2.93
Pool Expense	1,005.31	2.23	15,406.22	8.22
Professional Fees	2.26	0.01	237.26	0.13
Telephone Service	139.65	0.31	917.18	0.49
Utilities	6,566.05	14.57	22,238.50	11.87
Total Operating Expense	48,990.88	108.68	166,670.24	88.93
NOI - Net Operating Income	-3,912.19	-8.68	20,753.88	11.07
Total Income	45,078.69	100.00	187,424.12	100.00
Total Expense	48,990.88	108.68	166,670.24	88.93
Net Income	-3,912.19	-8.68	20,753.88	11.07
Other Items				
Prepayments	-1,318.91		-826.70	
Net Other Items	-1,318.91		-826.70	
Cash Flow	-5,231.10		19,927.18	
Beginning Cash	88,607.01		63,448.73	
Beginning Cash + Cash Flow	83,375.91		83,375.91	
Actual Ending Cash	83,375.91		83,375.91	

Homeowner Delinquency (As Of)

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

As of: 01/26/2021

Delinquency Note Range: All Time

Homeowner Status: Current and Notice

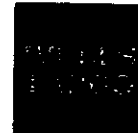
Amount Owed in Account: All

Balance: Greater than 1.00

Unit	Amount Receivable
Wood Brook Condominiums - 1904 Dartmouth Street College Station, TX 77840	
	125.20
	167.48
	165.62
	157.02
	615.32
Total	615.32

Business Market Rate Savings

December 31, 2020 ■ Page 1 of 3



WOOD BROOK OWNERS ASSN INC
903 TEXAS AVE S *res*
COLLEGE STATION TX 77840-2228

Questions?

Available by phone 24 hours a day, 7 days a week.

Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (808)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Visit wellsfargoworks.com to explore videos, articles, infographics, interactive tools, and other resources on the topics of business growth, credit, cash flow management, business planning, technology, marketing, and more.

Statement period activity summary

Beginning balance on 12/1	\$92,860.29
Deposits/Credits	1,588.80
Withdrawals/Debits	- 0.00
Ending balance on 12/31	\$94,449.09

Account number: **6096689408**

WOOD BROOK OWNERS ASSN INC

Texas/Arkansas account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 111900659

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$0.80
Average collected balance	\$94,397.06
Annual percentage yield earned	0.01%
Interest earned this statement period	\$0.80
Interest paid this year	\$11.79

Business Market Rate Savings

December 31, 2020 ■ Page 1 of 3



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903 TEXAS AVE S *PLS*
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Statement period activity summary

Beginning balance on 10/1	\$40,257.03
Deposits/Credits	1.01
Withdrawals/Debits	- 0.00
Ending balance on 12/31	\$40,258.04

Account number: **6187778706**

WOOD BROOK OWNERS ASSOCIATION INC

Texas/Arkansas account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 111900659

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$1.01
Average collected balance	\$40,257.36
Annual percentage yield earned	0.01%
Interest earned this statement period	\$1.01
Interest paid this year	\$5.80



Phone: 979-436-2118

P.O. Box 9964

College Station, TX 77842

Beal Properties
Wood Brook Condominiums

November 30, 2020

INCLUDE:

- Replace total of (15) wallpacks with new LED wallpacks
- Add total of (2) wallpacks 1 at bldg. R and 1 at bldg. I
- Install LED flood light at bldg. N
- Includes photocells for new wallpacks
- Taxes

EXCLUDE:

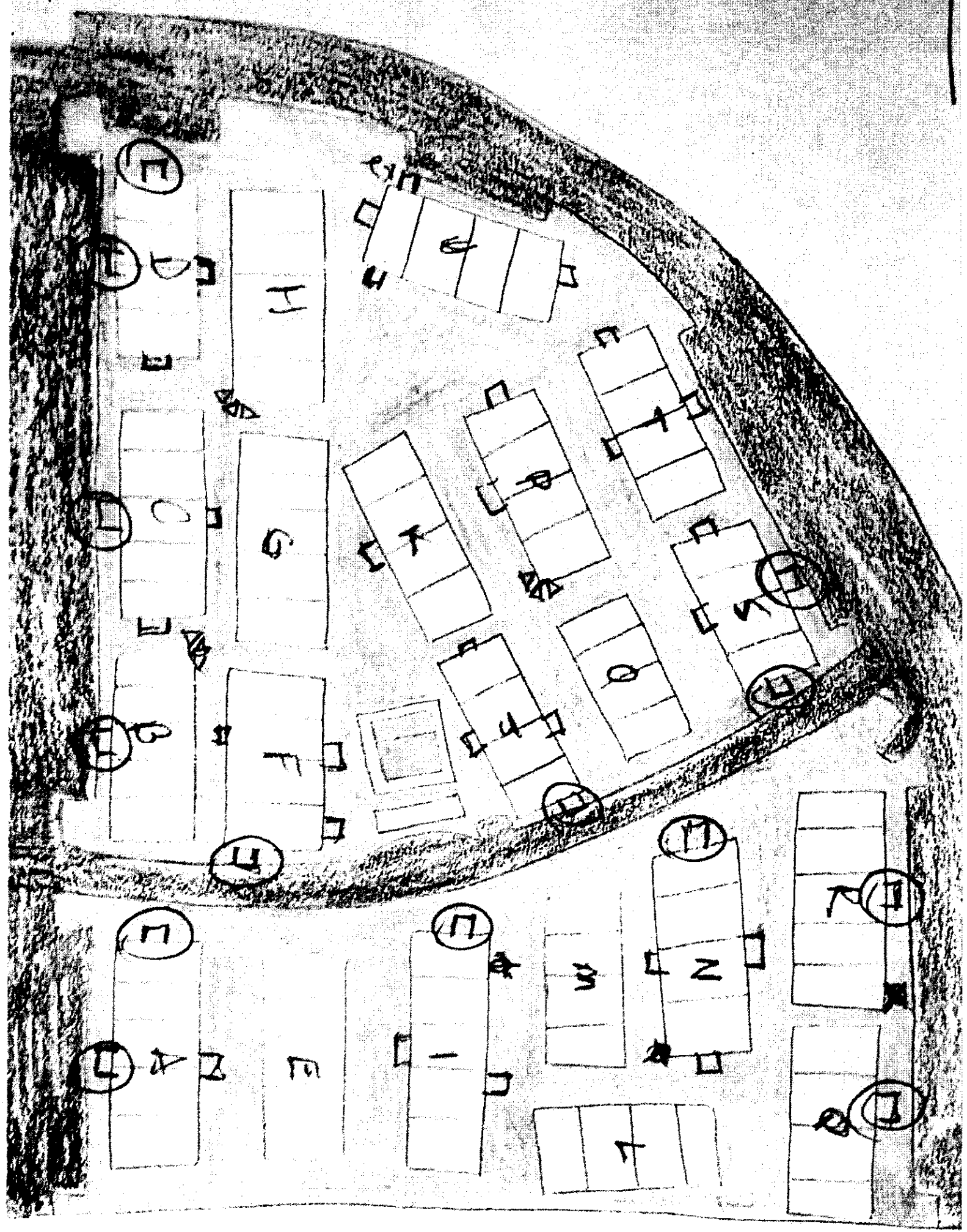
- Telephone system wiring, devices, and installation
- Data system wiring, devices, and installation
- Fire alarm system wiring, devices, and installation
- Security system wiring, devices, and installation
- Audio/Visual system wiring, devices, and installation
- Sound system wiring, devices, and installation
- CATV system wiring, devices, and installation
- CCTV system wiring, devices, and installation
- Nurse call system wiring, devices, and installation
- Lightning protection system wiring, devices, and installation
- Lighting control system wiring, devices, and installation
- HVAC control raceway, wiring, devices, and installation
- Conduit stub-ups for telephone and data cabling
- Conduit stub-ups for fire alarm cabling
- Primary conduit and conductors
- Demolition of existing electrical
- Removal, remediation, and disposal of hazardous materials
- Temporary power
- Providing and installing individual fixture support wires
- Plywood backboards
- Access panels
- Bond
- Painting and Patching
- Cutting, coring, chipping, sawcut, breakup, or patch to match existing
- Utility company charges
- Formed concrete i.e.; pole bases (including holes/reinforcing), equipment pads, etc.
- Toilet facilities at jobsite
- Trash removal except to a central jobsite location
- Roof penetrations, roof jacks, etc.
- Firesafing, fire seals, and fireproofing (except as required for electrical conduit penetrations)
- Survey and layout for site lighting and site electrical equipment
- Overtime, premium time, and shift work
- Concrete X-ray and GPR
- Color Coding and Labeling of Conduit Systems

Bid valid for 30 days, Full amount due at job completion.*

* Allow 7-10 days for lighting

BID **\$ 8,967.00**

Signature of Acceptance*





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Wood Brook Condos
Constant Current – Final Lighting Bid

I have attached a map - fixtures with circles are the areas recommend replacing with LED flood lights. Based on our discussion and walkthrough the quote for additional lighting is \$15,535.75 plus tax.

- Supply and install conduit/wiring from existing light fixture to new LED wallpack on building R for parking lot
- Supply and install new LED wallpack on building R (If we add new LED flood this should not be needed - I deducted \$500.00)
- Supply and install conduit/wiring from existing light to new LED triple flood on corner of building N
- Supply and install new LED triple flood on corner of building N (towards the space between L & M)
- Supply and install conduit/wiring from existing fixture to new LED wallpack on building I
- Supply and install LED wallpack on building I
- Repair existing wallpack on building D (between D & H)
- Remove (14) existing light fixtures facing roadways and parking areas
- Supply and install (14) new LED floods in their place (same ones we installed on building T & U)

Adam Retzlaff

Constant Current Electrical Services LLC

TECL # 29424

PO Box 411

Lexington, TX 78947

9794859870 (O)

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WOOD BROOK HOME OWNERS ASSOCIATION

PROPOSED 2021 BUDGET

INCOME - 96 units	\$180,513.00	
Less Delinquency	\$3,610.00	2%
Total Income	\$176,903.00	

EXPENSES

Electrical Repairs	\$10,000.00	
General Maintenance	\$10,003.00	
Insurance	\$54,000.00	
Legal Fees	\$500.00	
Lawn/Property Maintenance	\$22,700.00	
Management Fees	\$13,000.00	
Parking Lot	\$10,000.00	
Pest Control	\$2,400.00	
Porter Service	\$5,200.00	
Pool Expense	\$6,000.00	
Professional Fees	\$500.00	
Telephone Service	\$600.00	
Utilities	\$23,000.00	
Contingency & Reserves	\$19,000.00	
Total Expenses	\$176,903.00	

10 units @ \$108.31 = \$1083.10/mo

39 units @ \$157.02 = \$6123.78/mo

13 units @ \$165.19 = \$2147.47/mo

26 units @ \$165.62 = \$4306.12/mo

8 units @ \$172.78 = \$1382.24/mo

\$15,042.71 x 12 Months = \$180,512.52