

Villas at Westwood



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

Villas of Westwood Board of Directors Meeting Agenda October 6, 2021 @ 5:30pm Beal Properties office & Via Zoom

1. Call Meeting to Order
2. Financial Report – 3rd Quarter
 - a. Cash Flow
 - b. Expenses
 - c. Reserves
3. Old Business
 - a. Rules & Regulations Policy
 - b. Fines & Fees Schedule
 - c. Security Lights
 - d. Retention Pond Overgrowth
4. New Business
5. Next Meeting Jan 12th, 2021 @ 5:30pm
6. Adjournment 6:24pm.

Villas at Westwood
Homeowners Association Meeting
August 21, 2021
10:00 a.m.
903 Texas Ave, Bryan, TX

HOA Meeting Agenda

- 1. Call Meeting to Order**
- 2. Financial Report**
 - a. Bank Statements
 - b. Expenses
 - c. Delinquency Report
- 3. Old Business**
 - a. Insurance Update
 - b. Hail Damage Repairs/Roof & Siding
 - c. Water Main Identification
 - d. Bulk Pick Up/Trash Issues
- 4. New Business**
 - a. Security Lights
 - b. Retention Pond Overgrowth
 - c. Discussion regarding creating Rules & Regulations
 - d. Discussion regarding Fines and Fees Schedule
- 5. Next Meeting**

Current Board members:

- Sheri Pappas, HOA president
- Doug Herbst, HOA Vice President
- Donna Morefield, HOA secretary

Meeting attendees: Toni Meyers, Sheri Pappas (#1804), Doug & Celie Herbst (#1856), Donna Morefield (#1832), Angela & Manual Garcia (#1828); Koby Kennedy (#1820)

Meeting called to order at 10:13 a.m.

- Review financials from past year since last meeting was October 10, 2020.
 - Collected \$237,304.18 from HOA dues and insurance claims receipts
 - Association spent \$71,008.63
 - General and lawn maintenance, electric, pest control, porter service, management fee, roofing down payment and trash pick-up (billed back to unit 1836)
 - Cash flow is \$166,007.55 however, roofing/insurance still needs to be paid
- Reserve account has \$20,098 as of end of July 2021 (depositing \$348.00 each month). This account should have at least \$30K in it.
 - HOA dues were increased from \$145 to \$159.50 in 2018; increased from \$159.50 to \$167.50 in January 2021
- No HOA dues delinquencies
- Insurance update

- Toni continued to challenge the insurance company to keep them from charging \$25K deductible per building (and there are five buildings). The insurance ended up charging \$5K deductible per building. Kudos to Toni!
- New roof installation – Grandchamp is \$219,473; paid out \$50K. Grandchamp is requesting a check for \$94,473 to be sent next week – the balance of \$75K will be paid after a walk through by Beal properties representative and a Board member approving the work
 - Repairs also include gutters, siding and screens
 - Approval by the board to pay the \$94K immediately and the remaining after the work is completed
- Service Insurance Group – the new premium is \$38,158/year vs last year's premium which was \$13,080/year. The increase is partly due to the claim and that insurance has gone up in all areas. That is a \$25K increase.

Action/Follow up Items

- Toni to shop out insurance options (consider all options such as a wide range of the deductible...). Also consider keeping the current insurance and canceling after all tasks are completed.
- The Board will do an inhouse water main identification. Sheri to create a master excel water main identification spreadsheet with unit on it; each unit owner will need to contact City of Bryan for assistance on identifying the water mains
- Bulky Brush – propose purchasing a sign and affixing it to the bulky brush location and provide information to the tenants on allowable items
- Security lights – two options
 - Absorb the cost
 - Allow owner to receive decrease in monthly dues
- Landscaping – leave the landscaping as is and look at next year when the HOA is in a better financial position to do some landscaping; ask the lawn folks to remove the dead bushes
- Retention Pond – Toni to pull the plot to determine what is our property line vs. the other neighborhood; consider putting a sign that says "Private Property" on it as well
- Bird nesting – need to investigate option to keep the birds out
- Contact info – owners need to give all contact info to Beal Properties; owner can send email to Beal properties with tenant info
- Board to review crafting "House rules" in consideration of bylaws, CCRs and Texas Property Code. Board will regroup to discuss later
- Also for consideration would be capital contribution fee or transfer fee for future (money goes into reserve account)
- Management Certificate – required by Texas Law. Must have management certificate on file with county clerk and Texas Real Estate. Cost to prepare is no more than \$500. Board approved moving forward with prep and filing of certificate.
- Next meeting is September 9, 2021, at 5:30 p.m.
- Meeting adjourned at 11:25 a.m.

Cash Flow

Beal Properties

Properties: Villas of Westwood HOA - 1800-1872 W Villa Maria Bryan, TX 77807

Date Range: 07/01/2021 to 09/30/2021 (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
Operating Income & Expense				
Income				
Transfer From Reserve	20,000.00	8.32	20,000.00	7.68
Insurance Claim Receipts	91,079.68	37.88	91,079.68	34.96
Homeowners Association Dues	9,385.00	3.90	29,407.00	11.29
Transfer Fee	0.00	0.00	50.00	0.02
Insurance Reimbursement	120,000.00	49.90	120,000.00	46.06
Total Operating Income	240,464.68	100.00	260,536.68	100.00
Expense				
Electrical Repairs	182.94	0.08	364.85	0.14
General Maintenance	0.00	0.00	630.91	0.24
Insurance	20,549.00	8.55	27,455.18	10.54
Transfer to Reserves	1,044.00	0.43	3,132.00	1.20
Lawn/Property Maintenance	3,286.83	1.37	7,237.96	2.78
Management Fee	1,200.00	0.50	3,600.00	1.38
Pest Control	259.80	0.11	779.40	0.30
Porter Service	30.00	0.01	60.00	0.02
Roofing Expense	211,079.68	87.78	211,079.68	81.02
Trash Pick-up	150.00	0.06	180.00	0.07
Utilities	1,292.75	0.54	1,700.87	0.65
Total Operating Expense	239,075.00	99.42	256,220.85	98.34
NOI - Net Operating Income	1,389.68	0.58	4,315.83	1.66
Total Income	240,464.68	100.00	260,536.68	100.00
Total Expense	239,075.00	99.42	256,220.85	98.34
Net Income	1,389.68	0.58	4,315.83	1.66
Other Items				
Prepayments	-169.00		-148.50	
Net Other Items	-169.00		-148.50	
Cash Flow	1,220.68		4,167.33	
Beginning Cash	663.29		-2,506.86	
Beginning Cash + Cash Flow	1,883.97		1,660.47	
Actual Ending Cash	2,051.47		2,051.47	

Expense Distribution

Exported On: 10/08/2021 04:27 PM

Properties: Villas of Westwood HOA - 1800-1872 W Villa Maria Bryan, TX 77807

Payees: All

Bill Date Range: 01/01/2020 to 12/31/2020 (Last Year)

Reference	Bill Date	Payee	Amount	Check #	Check Date	Description
6390 - Electrical Repairs						
8865	07/16/2020	CC Electric	63.00	123698	07/16/2020	1804 - checked voltage and photo cell.
12122	10/02/2020	Constant Current Electric	148.70	123932	10/07/2020	
8891	10/07/2020	CC Electric	210.00	123957	10/08/2020	outdoor light for sign, photocell
12242	10/13/2020	Constant Current Electric	280.10	123967	10/14/2020	
9119	10/13/2020	CC Electric	83.00	123965	10/14/2020	entrance sign light not working
			784.80			
6455 - General Maintenance						
1941	01/17/2020	Petty-Faldyn Property Repair LLC	597.00	123166	01/18/2020	1816 Villa of Westwood Primed and Painted and corrected several issues
1864	03/04/2020	Robert Walker	30.00	123298	03/04/2020	Repair cable box
11824	03/06/2020	T. Fry Make Ready	472.42	123309, 123309, 123314	03/06/2020, 03/06/2020, 03/06/2020	fence blown down level.
2171	07/06/2020	Petty-Faldyn Property Repair LLC	290.00	123668	07/06/2020	
2441	08/07/2020	Lopez Boyz	55.00	123779	08/07/2020	Remove bird nest in front & back 1860
			1,444.42			
6470 - Insurance						
2001261519	02/05/2020	Philadelphia Insurance Companies	881.17	123222	02/07/2020	Monthly Insurance Premium
02001261520	03/04/2020	Philadelphia Insurance Companies	886.17	123296	03/04/2020	monthly insurance
2001261522	04/27/2020	Philadelphia Insurance Companies	1,772.32	123444	04/27/2020	Monthly Insurance April & May 2020
2001261523	06/01/2020	Philadelphia Insurance Companies	886.16	123591	06/04/2020	monthly insurance
FID8001350	07/06/2020	RLI Surety	186.00	123669	07/06/2020	Fidelity Insurance
1st	08/25/2020	Service Insurance Group	2,616.80	123820	08/26/2020	
TXH-A50734	09/15/2020	IPFS Corporation	1,120.03	123885	09/16/2020	
2002513411	09/29/2020	Philadelphia Insurance Companies	580.00	123903	09/29/2020	Insurance
TXH-A50734	10/06/2020	IPFS Corporation	1,120.03	123940	10/07/2020	
TXH-A50734	11/10/2020	IPFS Corporation	1,120.03	124041	11/10/2020	
TXH-A50734	12/07/2020	IPFS Corporation	1,120.03	124114	12/07/2020	Monthly Insurance payment
			12,288.74			
6471 - Transfer to Reserves						
	01/01/2020	Villa's of Westwood	348.00	123125	01/03/2020	January 2020 - Transfer to Reserves
	02/01/2020	Villa's of Westwood	348.00	123203	02/03/2020	February 2020 - Transfer to Reserves
	03/01/2020	Villa's of Westwood	348.00	123281	03/03/2020	March 2020 - Transfer to Reserves
	04/01/2020	Villa's of Westwood	348.00	123379	04/02/2020	April 2020 - Transfer to Reserves
	05/01/2020	Villa's of Westwood	348.00	123460	05/05/2020	May 2020 - Transfer to Reserves
	06/01/2020	Villa's of Westwood	348.00	123567	06/02/2020	June 2020 - Transfer to Reserves
	07/01/2020	Villa's of Westwood	348.00	123652	07/05/2020	July 2020 - Transfer to Reserves
	08/01/2020	Villa's of Westwood	348.00	123748	08/03/2020	August 2020 - Transfer to Reserves
	09/01/2020	Villa's of Westwood	348.00	123845	09/01/2020	September 2020 - Transfer to Reserves
	10/01/2020	Villa's of Westwood	348.00	123918	10/02/2020	October 2020 - Transfer to Reserves
	11/01/2020	Villa's of Westwood	348.00	124006	11/02/2020	November 2020 - Transfer to Reserves
	12/01/2020	Villa's of Westwood	348.00	124079	12/01/2020	December 2020 - Transfer to Reserves
			4,176.00			
6475 - Lawn/Property Maintenance						
1853	01/06/2020	Lopez Boyz	150.00	123141	01/07/2020	remove tree rom back fence
1032	01/07/2020	The Ground Crew	995.00	123150	01/07/2020	monthly lawn service
1164	02/05/2020	The Ground Crew	995.00	123225	02/07/2020	Monthly Lawn Service
1244	03/04/2020	The Ground Crew	995.00	123297	03/04/2020	monthly maintenance
VW1	03/06/2020	Lawn Stars	649.50	123307	03/06/2020	February Lawn Maintenance
20-155	03/06/2020	Brazos Valley Stump Grinding and Tree	757.75	123321	03/09/2020	trim all trees off and away from buildings
VW2	04/06/2020	Lawn Stars	649.50	123404	04/06/2020	monthly lawn service
VW3	05/06/2020	Lawn Stars	871.41	123483	05/06/2020	MC/ Replaced Palm
14200	05/06/2020	Green Rite Lawn Spraying Service	514.19	123478	05/06/2020	Spring fert. weed control, insecticide for bugs
VW4	06/04/2020	Lawn Stars	649.50	123588	06/04/2020	monthly lawn service
VW5	07/06/2020	Lawn Stars	2,706.25	123664	07/06/2020	Lawn Service & complete sprinkler overhaul
VW6	08/07/2020	Lawn Stars	1,114.98	123778	08/07/2020	monthly lawn service + repaired sprinkler heads, installed dirt and grass
VW7	09/08/2020	Lawn Stars	649.50	123872	09/08/2020	
VW8	10/07/2020	Lawn Stars	649.50	123958	10/08/2020	Monthly Maintenance
VW9	11/06/2020	Lawn Stars	649.50	124027	11/06/2020	
14917	12/04/2020	Green Rite Lawn Spraying Service	514.19	124089	12/04/2020	
VW10	12/07/2020	Lawn Stars	649.50	124107	12/07/2020	Monthly Lawn Maintenance
			14,160.27			
6540 - Management Fee						
	01/03/2020	Beal Properties	400.00	123114	01/03/2020	Management Fee for 01/2020
	02/03/2020	Beal Properties	400.00	123205	02/03/2020	Management Fee for 02/2020
	03/03/2020	Beal Properties	400.00	123282	03/03/2020	Management Fee for 03/2020

	04/02/2020	Beal Properties	400.00	123386	04/02/2020	Management Fee for 04/2020
	05/05/2020	Beal Properties	400.00	123467	05/05/2020	Management Fee for 05/2020
	06/02/2020	Beal Properties	400.00	123675	06/02/2020	Management Fee for 06/2020
	07/02/2020	Beal Properties	400.00	123636	07/05/2020	Management Fee for 07/2020
	08/03/2020	Beal Properties	400.00	123730	08/03/2020	Management Fee for 08/2020
	09/01/2020	Beal Properties	400.00	123828	09/01/2020	Management Fee for 09/2020
	10/02/2020	Beal Properties	400.00	123907	10/02/2020	Management Fee for 10/2020
	11/02/2020	Beal Properties	400.00	123989	11/02/2020	Management Fee for 11/2020
	12/01/2020	Beal Properties	400.00	124063	12/01/2020	Management Fee for 12/2020
			4,800.00			
6695 - Pest Control						
21101	01/06/2020	Joe Loudat DBA/	86.60	123140	01/07/2020	monthly exterior service 1804-1824
21241	02/05/2020	Joe Loudat DBA/	86.60	123219	02/07/2020	Monthly Pest Control
21376	03/04/2020	Joe Loudat DBA/	86.60	123294	03/04/2020	monthly exterior service 1848-1800
21512	04/05/2020	Joe Loudat DBA/	86.60	123402	04/06/2020	Monthly Pest Control
21653	05/06/2020	Joe Loudat DBA/	86.60	123481	05/06/2020	1828-1844 ext. ants roaches
21790	06/01/2020	Joe Loudat DBA/	86.60	123587	06/04/2020	monthly exterior service 1848-1800
21934	07/05/2020	Joe Loudat DBA/	86.60	123663	07/06/2020	monthly exterior service 1804-1824
22095	08/06/2020	Joe Loudat DBA/	86.60	123767	08/06/2020	Monthly Perimeter Pest Control
22257	09/02/2020	Joe Loudat DBA/	86.60	123858	09/08/2020	
22423	10/06/2020	Joe Loudat DBA/	86.60	123943	10/07/2020	monthly exterior service
22586	11/05/2020	Joe Loudat DBA/	86.60	124021	11/05/2020	
22731	12/04/2020	Joe Loudat DBA/	86.60	124090	12/04/2020	
			1,039.20			
6705 - Professional Fees						
205003	08/06/2020	Thompson, Demig and Craig, P.C.	360.00	123770	08/06/2020	Tax
6810 - Utilities						
2005833	01/06/2020	Bryan Texas Utilities	43.05	123134	01/07/2020	monthly utilities-electricity/water monthly utilities-electricity/water 2041
2005833	01/23/2020	Bryan Texas Utilities	45.02	123174	01/23/2020	Westwood Main
2005833	02/19/2020	Bryan Texas Utilities	42.94	123243	02/19/2020	Monthly Utility Bill
2005833	04/05/2020	Bryan Texas Utilities	42.86	123396	04/06/2020	utilities
2005833	04/20/2020	Bryan Texas Utilities	42.84	123432	04/22/2020	utilities
2005833	05/19/2020	Bryan Texas Utilities	42.75	123518	05/19/2020	Utilities
2005833	07/20/2020	Bryan Texas Utilities	329.37	123709	07/20/2020	Utilities
2005833	10/13/2020	Bryan Texas Utilities	1,157.46	123962	10/14/2020	
2005833	10/20/2020	Bryan Texas Utilities	42.86	123981	10/20/2020	
2005833	11/17/2020	Bryan Texas Utilities	42.18	124045	11/17/2020	
2005833	12/22/2020	Bryan Texas Utilities	132.11	124134	12/27/2020	
			1,963.44			
Total			41,016.87			

HOA Delinquency as of

Properties: Villas of Westwood HOA - 1800-1872 W Villa Maria Bryan, TX 77807

As of: 08/31/2021

Delinquency Note Range: All Time

Tenant Status: Current and Notice

Amount Owed In Account: All

Balance: Greater than 1.00

Unit	Name	Amount Receivable
Villas of Westwood HOA - 1800-1872 W Villa Maria Bryan, TX 77807		
1824	[REDACTED]	2.50
1864	[REDACTED]	167.50
		170.00
Total		170.00



Visit us online at ProsperityBankUSA.com

Statement Date

9/30/2021

3654 1 AV 0.426

Account No

****4358

VILLAS AT WESTWOOD CONDO OWNERS ASSOC
 HOA RESERVE ACCOUNT
 903 TEXAS AVE S
 COLLEGE STATION TX 77840-2228

Page 1 of 5



STATEMENT SUMMARY

TX Small Business Check Account No ****4358

09/01/2021	Beginning Balance		\$20,446.00
	1 Deposits/Other Credits	+	\$348.00
	2 Checks/Other Debits	-	\$20,010.00
09/30/2021	Ending Balance	30 Days in Statement Period	\$784.00
	Total Enclosures		2

DEPOSITS/OTHER CREDITS

Date	Description	Amount
09/03/2021	Deposit	\$348.00

OTHER DEBITS

Date	Description	Amount
09/17/2021	Withdrawal	\$20,000.00
09/30/2021	Service Charge	\$10.00

TOTAL OVERDRAFT FEES

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Return Item Fees	\$0.00	\$0.00

DAILY ENDING BALANCE

Date	Balance	Date	Balance
09-01	\$20,446.00	09-17	\$794.00
09-03	\$20,794.00	09-30	\$784.00

SERVICE CHARGE SUMMARY

Service Charge	09/30/2021	\$10.00
Service Charge Balance		\$794.00
Maintenance Fee		\$10.00

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Villas at Westwood Condominiums
Homeowner Association (HOA)
Rules of Conduct
September 2021

Parking

The Villas at Westwood condominiums allow parking in the attached garage and driveway. The driveway is designed to accommodate two residential vehicles. Absolutely no double parking is allowed in the driveways. Do not block or obstruct neighbor vehicles from entering or exiting their own garage or driveway. Absolutely no parking allowed in fire lanes. Fines will be imposed for violations.

Pets

Only common domesticated animals can reside on the property. Unit owner/tenant is legally responsible for the pets and actions of any pets that stay as guests of the property.

Number of pets and leash ordinance: The Villas at Westwood condominiums acknowledge the City of Bryan ordinance, Chapter 10, section 10-57, regarding the number of animals allowed within the residential premises however, the Villas at Westwood constitutes no more than two pet(s) per unit. If the pet become a nuisance, the HOA will request the homeowner/tenant meet to resolve the nuisance efficiently and immediately.

In addition, the Villas at Westwood endorses the City of Bryan section 10-21 "an animal shall be considered under restraint if it is within a secured enclosure (i.e., the unit), and/or secured by a leash or lead". In other words, the Villas at Westwood require that pets must be attended when outside the unit.

Animal Control: 979-361-3888

Bryan Animal Center: 979-209-5260

Pet waste cleanup: if a pet defecates on any landscaping, common area, or private property of another owner, the pet owner (i.e., resident, tenant and/or guest of such) is responsible and must clean up after the pet immediately. Homeowner's whose property back up to a common area must remove their pet's waste immediately and not allow it to remain on the common areas at any time. Fines will be imposed for violations.

Trash & Recyclables

Detailed information regarding trash & recyclables can be found at the City of Bryan [Environmental Services](#) website. In addition, please contact the city by calling 979-209-5900 for garbage bin replacement.

All debris, rubbish, trash, and garbage shall be regularly removed from the property and shall not be allowed to accumulate. Bag all debris, rubbish, trash, and garbage before placing it into the garbage container.

Trash pickup for the Villas at Westwood is Thursday. Place trash bins out (adequately spaced apart) on the curb at 7:00 a.m. Thursday morning (or if needed, place at curb Wednesday evening) and return to driveway/garage after trash pickup or by the end of the day on Thursday.

Between weekly scheduled pickups, all garbage bins and landscape waste and other similar material should be stored either in the driveway or in your garage. Seasonal tree and bush that are too large for landscape waste bags may be stored no longer than eight days in the rear of your unit.

Bulky Brush

Bulky brush collection is provided by the City of Bryan weekly. Large items such as furniture, appliances (freon removed if applicable), large tree branches, mattresses, and such may be placed in the bulky brush collection site. Do not stack the items up against the unit, lay the items flat. Contact the City of Bryan at 979-209-5900 for clarification on allowable bulky brush items. Do not put household garbage in the bulky brush collection site. Fines will be imposed for violations.

Satellite Dishes/Receivers

Satellite dishes/receivers are only allowed to be installed on the fascia along the roof line or mounted on a pole close to your unit. Do not install any satellite dish or receiver on the roof directly or on the building. Please contact Beal Properties if you have any questions regarding the location allowed for installation of satellites.

Assessment of Fines for Violations

The following information outlines the assessment of fines for violations:

- 1st notice of violation – no fine imposed if violation is corrected immediately
- 2nd notice of violation for the same offence - \$75 dollar fine plus costs for sending documents
- 3rd notice of violation for same offence - \$150 dollar fine plus costs for sending documents

After the third Notice of Violation for the same offence, the Board reserves the right to use any remedies available under Declaration, By-Laws, and the Texas Property Act.

Should the owner delay in the payment of fines, said owner and fines will be referred to the Association's attorney for further legal action. This will result in the attorneys' fees and collection fees be paid by the Owner/Violator.















