

# Oakwood Townhome Homeowners Association, Inc.

**OAKWOOD TOWNHOMES**

**4505 - 4517**

**Annual Meeting**  
**Saturday, March 5, 2016 10:00 am**  
**404 D University Dr. E. College Station, Tx**

**Web page:**  
**Make payments: <http://c21bcshoa.com/>**



Century 21, Beal Inc.  
**Brazos Valley Property Management**  
903 S Texas Avenue, College Station, TX 77840  
Business (979)764-2500 Fax (979)764-0508

**Oakwood Townhome Condos Owners Association** requests your attendance at the 2016 Annual Meeting to be held at **CENTURY 21 TRAINING ROOM**, 404 D University Dr. East, College Station, Tx.77840, on Saturday, March 5, 2016 at 10:00 am.



If you cannot be there and would like have your vote counted should there be a quorum, sign the attached proxy and return by 5:30pm March 4, 2016. You can mail the completed proxy (next page) to Century 21, 903 Texas Ave. South, College Station, Texas 77840, and Attention: Bob Walker, email to [c21hoa@century21bcs.com](mailto:c21hoa@century21bcs.com) or fax it to (979) 764-0508.

Agenda

1. Roll Call
2. Proof of meeting announcement
3. Determination of quorum and examination of proxies
4. Review & approval of minutes of 2015 Annual Meeting
5. Financial report (2015)
  - a. 2015 Financial report review
  - b. Delinquent Dues
  - c. 2016 Budget
  - d. Sales
6. Maintenance Issues
7. Election or reinstatement of Officers and Board
8. Old Business
9. New Business
10. Adjournment



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**Oakwood Townhome Condos Owners Association**  
**2016 Annual Meeting Proxy Statement**

Know All by these Present: That I \_\_\_\_\_

Do hereby appoint:           Eva Goodman           Stephanie Garner           Terry Thigpin

As agent for me, and in my name and stead to vote as my Proxy at the 2016 annual meeting of the Oakwood Townhome Condos Owners Association, Inc. according to the percentage of votes assigned to act for me on all matters that come before the membership at the meeting as fully as if I were present. This proxy applies only to the March 5, 2016 annual meeting and may be revoked by me in writing at any time prior to the meeting.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Unit number(s)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Current Phone Number

This proxy must be received by 5:30pm March 4, 2016.  
You can mail: BVPM, 903 S. Texas Ave., College Station, TX 77840,  
Fax: 979-764-0508 or  
Email: c21hoa@century21bcs.com

**Oakwood Townhomes Home Owners Association Annual Meeting Minutes**  
**March 28, 2015**

- 1. The meeting was called to order at 10:15 AM**
- 2. Proof of meeting announcement was produced.**
- 3. A quorum was not established. Two owners were in attendance and six proxies were gathered. Owners in attendance were: Eva Goodman, Stephanie Garner  
Terry Thigpen and Joey Condon from Century 21 were in attendance.**
- 4. Announcement of availability of voting list: No vote was required**
- 5. Announcement of distribution of annual statement**
- 6. The previous annual meeting minutes were reviewed and approved as presented. A motion was made and seconded (Eva Goodman, Stephanie Garner) to approve the minutes as read. The motion passed.**

**7. Reports of officers and committees**

**Financial reports (Terry Thigpin, Century 21):**

- 2014 financials were reviewed.
- Delinquencies and action on those were discussed.
- 2015 Proposed Budget was reviewed. A motion was made and seconded (Stephanie Garner, Eva Goodman) to approve the new budget. The motion passed.
- Terry Thigpin reviewed the sales from Jan. 2014-2015 and presented the current MLS numbers.
- Proof insurance was produced.

**Improvements from last year:**

- Repaired stucco on 4517, 4515, 4513
- Painted exterior
- Gutters replaced and soffits repaired
- New fence was constructed behind 4509 and 4511
- Trees overhanging buildings along the creek were trimmed
- Electrical repair for security and mailbox area lights

**Future projects:**

- Landscaping: Over the next year, the property will be cleaned up, irrigation system will be checked and repaired, and landscaping will be done to make the property look more uniform.
- We will be treating the fence on 4509, 4511, and the deck between 4513 and 4507
- Institute a parking permit system
- The Board will be considering revisions to the Rules and Regulations.
- The Board would like more owner participation through Board positions.

**Future 5 year plan:**

- Replace the roof
- Possibly replace the property line fence between Oakwood Townhomes and the neighboring houses
- Parking lot improvements

**8. Appointment of voting inspectors:** no quorum was established

**9. Unfinished business:** The gutters need to be checked by the company to make adjustments to prevent pooling.

**10. New business:** none

**11. Election/Reinstatement of Officers and Board:**

The current board (Eva Goodman and Stephanie Garner) agreed to stay on. A vote was taken and the nominees were approved. If you are interested in serving on the Board, please contact Century 21 (Terry Thigpen).

**Quarterly board of directors meetings will be held:**

- March 28<sup>th</sup>, June 8<sup>th</sup>, September 14<sup>th</sup>, December 7<sup>th</sup>
- Will be held at Century 21 or on site and announced on the webpage
- Owners not on the Board who want to attend must RSVP

**12. Other business**

**Website:** Announcements will be posted here. Dues can be paid online for a charge or payment coupons can be printed. All HOA documents are posted and a place to report maintenance/violations is available. [www.http://c21bcshoa.com/](http://c21bcshoa.com/)

**13. Adjournment**

Motion was made to adjourn (Eva Goodman, Stephanie Garner). The meeting was adjourned at 11:09 AM.

## **Oakwood Townhomes Board Meeting 9/14/15**

The meeting was called to order at 6:04 PM. Eva Goodman, Stephanie Garner, Terry Thigpen, and Bob Walker were in attendance.

### **Old business**

The new HOA rules and regs have been distributed to the owners.

Black gutter extensions need to be replaced-Bob will contact them.

An estimate was obtained for sealing fence – 4509 – 4511 and will be completed.

Bob will count the number of visitor spots to see if we have enough spaces to restripe bigger spaces.

Rotting decks need to be replaced by owners. They were notified by mail. Bob will follow up on those.

Bob and Terry will look at the entrance issue at 4509 #10.

### **New business**

Owner in 4505 #6 will be submitting plans for a new deck. There is significant erosion behind the unit. Ways to prevent erosion were discussed and will be researched further by Bob Walker.

The owner in 4513 #2 needs to be informed that they cannot plant trees etc. Justin will be asked if it is included in the plan to remove it. If not, Bob will get an estimate to have it removed.

Terry and Bob will look into wording for signs along the creek to warn people of danger.

Gutter cleaning after leaves drop will be completed.

Letters will be posted on doors to indicate bulk trash and household trash pick up days.

Repair fence around dumpster-in progress.

4509 – 1/4505-6 – has door damage, litter. Owner will be notified

4509 – 2 Owner needs to remove vines growing in back on the siding.

A policy for appropriate deck building needs to be developed.

Trimming trees on power lines/telephone/cable-Call the city to trim.

Bob will contact the telephone company about removing the old telephone box @ mailboxes. If removed, could be a possible location for locked mailbox for outgoing mail.

Dish between 4517 – 4515 needs to be removed.

Meeting adjourned at 6:57 PM.

## **Action Items from Oakwood Townhomes Board Meeting 12/7/15**

Black gutter extensions have been replaced except for one unit. Company has been contacted.

The number of visitor spots will be counted by to see if we have enough spaces to restripe bigger spaces and still have two spaces per unit and additional visitor spaces. Bob will check on the standard size of parking spaces now.

Rotting decks need to be replaced or just removed by owners to prevent termites. They were notified by mail. Bob will follow up on those with reference to the Rules and Regs.

Bob and Terry will look at the entrance issue at 4509 #10.

Ways to prevent erosion along the creek were discussed and will be researched further by Bob. Warning signs along the creek will be looked into as well as the liability involved in possible injury from uneven ground between decks and creek.

Gutter cleaning after leaves drop will be completed.

The Dish between 4517 – 4515 needs to be removed. Owners have been contacted with no response.

Notify owner to replace damaged door. 4509-1

Contact the owners of 4517 #4 to replace the fence in disrepair.

Lawn maintenance was discussed. A solution for gathering fallen leaves will be investigated. The sod that did not thrive in front of 4509 #8 will be replaced in the spring. Other places that need to be replaced will be recorded/photographed by Bob.

Bob will look at the landscaping contract and make sure the work has been completed accordingly. The board will review phase 2 and determine if we can move forward.

The need for additional board members was discussed.

Need to schedule annual meeting in January for March.

**Cash Flow (Cash)**  
**Oakwood Townhomes - (oakwoodt)**  
**January 2015 - December 2015**

Prepared For:  
Oakwood Townhomes  
4513 #3 Carter Creek  
Bryan, Tx 77802

Prepared By:  
BVP Management, Inc.  
903 Texas Ave S  
College Station, TX 77840

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENT INCOME</b>				
Late Fees\NSF Rent	697.04	0.63	697.04	0.63
Homeowners Association Dues	109,937.23	99.30	109,937.23	99.30
Transfer Fee	75.00	0.07	75.00	0.07
<b>NET RENT INCOME</b>	<b>697.04</b>	<b>0.63</b>	<b>697.04</b>	<b>0.63</b>
<b>OTHER INCOME</b>				
<b>TOTAL OTHER INCOME</b>	<b>75.00</b>	<b>0.07</b>	<b>75.00</b>	<b>0.07</b>
<b>TOTAL INCOME</b>	<b>110,709.27</b>	<b>100.00</b>	<b>110,709.27</b>	<b>100.00</b>
<b>EXPENSES</b>				
Electrical Repairs	122.47	0.11	122.47	0.11
Legal Fees Owners CB	-324.70	-0.29	-324.70	-0.29
Fence Repair	149.90	0.14	149.90	0.14
General Maintenance	2,954.36	2.67	2,954.36	2.67
HOA/Dues expense	-280.00	-0.25	-280.00	-0.25
Insurance	19,698.47	17.79	19,698.47	17.79
Escrow	10,980.00	9.92	10,980.00	9.92
Keys/Locks	130.00	0.12	130.00	0.12
Legal Fees (HOA)	127.14	0.11	127.14	0.11
Lawn/Property Maintenance	21,726.09	19.62	21,726.09	19.62
Maint. Mgmt. Fee	6,000.00	5.42	6,000.00	5.42
Office Expenses	12.12	0.01	12.12	0.01
Painting	380.00	0.34	380.00	0.34
Pest Control	1,190.75	1.08	1,190.75	1.08
Plumbing Expense	1,355.25	1.22	1,355.25	1.22
Professional Fees	225.00	0.20	225.00	0.20
Roofing Expense	1,594.00	1.44	1,594.00	1.44
Tax Expense	13.66	0.01	13.66	0.01
Trash Pick-up	139.95	0.13	139.95	0.13
Utilities	32,185.49	29.07	32,185.49	29.07
<b>TOTAL DIRECT EXPENSES</b>	<b>98,379.95</b>	<b>88.86</b>	<b>98,379.95</b>	<b>88.86</b>
<b>TOTAL EXPENSES</b>	<b>98,379.95</b>	<b>88.86</b>	<b>98,379.95</b>	<b>88.86</b>
<b>NET INCOME</b>	<b>12,329.32</b>	<b>11.14</b>	<b>12,329.32</b>	<b>11.14</b>
<b>ADJUSTMENTS</b>				
Prepaid Rent	560.00		560.00	
<b>TOTAL ADJUSTMENTS</b>	<b>560.00</b>		<b>560.00</b>	
<b>CASH FLOW</b>	<b>12,889.32</b>		<b>12,889.32</b>	



**Cash Flow (Cash)**  
**Oakwood Townhomes - (oakwoodt)**  
**January 2015 - December 2015**

	<u>Period to Date</u>	<u>%</u>	<u>Year to Date</u>	<u>%</u>
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Beginning Cash		-525.30		
Ending Balance		12,424.02		

**Expense Distribution**  
**oakwoodt - Oakwood Townhomes**  
**Invoice Date: 01/2015 - 12/2015**  
**Check Date: 01/2015 - 12/2015**

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description
<b>4605 Transfer Fee</b>										
216720	transfer fee	06/27/15	oakwoodt	office	2200	75.00		108497	07/01/15	Transfer fee from 4505#3
						75.00	0.00			
<b>6390 Electrical Repairs</b>										
216317	1490	04/22/15	oakwoodt	tlcmaint	2200	122.47		108328	05/06/15	4511#1 SECURITY LIGHT
						122.47	0.00			
<b>6405 Legal Fees Owners CB</b>										
216172	10034	04/07/15	oakwoodt	peterso	2200	500.00		108275	04/14/15	PAPERWORK,
216320	100525	04/21/15	oakwoodt	peterso	2200	52.76		108325	05/06/15	CORRESPONDENCE
						552.76	0.00			
<b>6430 Fence Repair</b>										
217843	213	11/01/15	oakwoodt	tfry	2200	149.90		108945	12/03/15	4517 #9 fence repair
						149.90	0.00			
<b>6455 General Maintenance</b>										
215904	244	02/10/15	oakwoodt	tfry	2200	140.90		108160	03/05/15	PAINT COMPLEX SIGN,
215906	235	02/05/15	oakwoodt	tfry	2200	50.00		108160	03/05/15	REMOVE GATE FROM BACK
215922	Oakwood T	03/05/15	oakwoodt	wrtubbs	2200	400.00		108144	03/05/15	Downpayment on Siding repair
216180	04102015	04/10/15	oakwoodt	bvsqts	2200	189.44		108278	04/16/15	Eva emailed about tree on
216539	1498	05/03/15	oakwoodt	tlcmaint	2200	70.00		108401	06/05/15	Replaced bad 175 watt bulb
216700	1568	06/16/15	oakwoodt	tlcmaint	2200	72.46		108490	06/26/15	Replaced security lights 4509
216713	1600	06/26/15	oakwoodt	tlcmaint	2200	50.00		108490	06/26/15	Removed phone wire 4509 #10
216714	1598	06/26/15	oakwoodt	tlcmaint	2200	81.20		108490	06/26/15	Removed Sat Dish and post,
216752	673	06/23/15	oakwoodt	tfry	2200	107.58		108529	07/06/15	Caulked & Silicone around
217410	947	09/10/15	oakwoodt	tfry	2200	55.41		108793	10/06/15	Re-attached pickets around
217685	1068	10/14/15	oakwoodt	tfry	2200	169.28		108876	11/05/15	4509 #9..Install new PVC drain
217687	1055	10/02/15	oakwoodt	tfry	2200	945.11		108876	11/05/15	Oakwood complex, Replaced
217706	1109	10/26/15	oakwoodt	tfry	2200	331.18		108876	11/05/15	4511#3/Removed deck board
217707	1110	10/30/15	oakwoodt	tfry	2200	97.63		108876	11/05/15	Purchased paint an paint area
217910	1818	11/24/15	oakwoodt	tlcmaint	2200	194.17		108954	12/03/15	Replaced 3 security light bulbs
						2,954.36	0.00			
<b>6470 Insurance</b>										
215627	TXH-26485	12/31/14	oakwoodt	ipfs	2200	1,359.75		108036	01/07/15	
215831	TXH-26485	02/02/15	oakwoodt	ipfs	2200	1,359.75		108122	02/11/15	
216216	BRH9659P	04/24/15	oakwoodt	servicei	2200	5,918.29		108291	04/24/15	Annual Insurance premium for
216355	TXH-38814	04/30/15	oakwoodt	ipfs	2200	1,361.96		108321	05/06/15	
216519	LFM001483	05/31/15	oakwoodt	rli	2200	165.00		108396	06/05/15	Directors insurance
216640	TXH-38814	06/01/15	oakwoodt	ipfs	2200	1,361.96		108465	06/12/15	Oakwood Insurance
216801	TXH-38814	06/30/15	oakwoodt	ipfs	2200	1,361.96		108520	07/06/15	Oakwood HOA Insurance
216946	TXH-38814	07/31/15	oakwoodt	ipfs	2200	1,361.96		108608	08/05/15	Oakwood Monthly insurance
217306	TX-388145	08/31/15	oakwoodt	ipfs	2200	1,361.96		108724	09/10/15	Insurance for Oakwood
217489	TXH-38814	09/30/15	oakwoodt	ipfs	2200	1,361.96		108785	10/06/15	Insurance
217489	TXH-38814	09/30/15	oakwoodt	ipfs	2200	-1,361.96		108785	10/06/15	Insurance
217489	TXH-38814	09/30/15	oakwoodt	ipfs	2200	1,361.96		108800	10/06/15	Insurance
217722	TXH-38814	11/02/15	oakwoodt	ipfs	2200	1,361.96		108891	11/06/15	Oakwood HOA monthly
217927	TXH-38814	11/30/15	oakwoodt	ipfs	2200	1,361.96		108964	12/04/15	Oakwood HOA insurance
						19,698.47	0.00			
<b>6471 Escrow</b>										
215608	notes-2156	01/01/15	oakwoodt	oakw	2200	915.00		108009	01/02/15	Escrow payment
215770	notes-2157	02/01/15	oakwoodt	oakw	2200	915.00		108077	02/03/15	Escrow payment
215933	notes-2159	03/01/15	oakwoodt	oakw	2200	915.00		108148	03/05/15	Escrow payment
216081	notes-2160	04/01/15	oakwoodt	oakw	2200	915.00		108224	04/02/15	Escrow payment
216332	notes-2163	05/01/15	oakwoodt	oakw	2200	915.00		108304	05/04/15	Escrow payment
216502	notes-2165	06/01/15	oakwoodt	oakw	2200	915.00		108373	06/04/15	Escrow payment
216740	notes-2167	07/01/15	oakwoodt	oakw	2200	915.00		108503	07/02/15	Escrow payment
217011	notes-2170	08/01/15	oakwoodt	oakw	2200	915.00		108586	08/04/15	Escrow payment
217254	notes-2172	09/01/15	oakwoodt	oakw	2200	915.00		108680	09/03/15	Escrow payment
217443	notes-2174	10/01/15	oakwoodt	oakw	2200	915.00		108774	10/01/15	Escrow payment
217615	notes-2176	11/01/15	oakwoodt	oakw	2200	915.00		108852	11/02/15	Escrow payment
217815	notes-2178	12/01/15	oakwoodt	oakw	2200	915.00		108939	12/02/15	Escrow payment
						10,980.00	0.00			

**Expense Distribution**  
**oakwoodt - Oakwood Townhomes**  
**Invoice Date: 01/2015 - 12/2015**  
**Check Date: 01/2015 - 12/2015**

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description
<b>6472 Keys/Locks</b>										
216781	1506303-01	06/03/15	oakwoodt	mel	2200	65.00		108523	07/06/15	Rekeyed mailbox 4515 Carter
216835	150618-02	06/18/15	oakwoodt	mel	2200	65.00		108542	07/09/15	Installed new mail lock
216996	150721-02	07/21/15	oakwoodt	mel	2200	65.00		108600	08/05/15	Rekeyed mailbox lock 4511 #2
217228	150826-03	08/26/15	oakwoodt	mel	2200	65.00		108697	09/03/15	Installed new replacement
						260.00	0.00			
<b>6473 Legal Fees (HOA)</b>										
215833	9649	02/05/15	oakwoodt	peterso	2200	187.96		108120	02/11/15	Demand letter/certified mail
215835	9646	02/05/15	oakwoodt	peterso	2200	181.48		108120	02/11/15	Draft demand letter (Nutall)
215836	9652	02/05/15	oakwoodt	peterso	2200	181.48		108120	02/11/15	Draft Demand Letter (Burton)
215998	9846	02/26/15	oakwoodt	peterso	2200	62.50		108194	03/16/15	██████████ SETTLEMENT
216000	9844	03/03/15	oakwoodt	peterso	2200	195.98		108194	03/16/15	██████████ LETTER AND
						809.40	0.00			
<b>6475 Lawn/Property Maintenance</b>										
215615	19440	12/31/14	oakwoodt	ruffinol	2200	714.45		108030	01/07/15	
215790	19753	01/31/15	oakwoodt	ruffinol	2200	833.53		108103	02/05/15	
215911	19943	02/28/15	oakwoodt	ruffinol	2200	714.45		108155	03/05/15	
216096	20155	03/31/15	oakwoodt	ruffinol	2200	714.45		108243	04/07/15	
216114	2264	04/02/15	oakwoodt	agscapes	2200	700.00		108231	04/07/15	April 2015 Lawn maintenance
216307	2338	05/01/15	oakwoodt	agscapes	2200	700.00		108315	05/06/15	
216474	2344	05/12/15	oakwoodt	agscapes	2200	417.56		108383	06/05/15	AUDIT OF SPRINKLER
216488	2383	06/01/15	oakwoodt	agscapes	2200	700.00		108383	06/05/15	
216517	Oakwood H	05/28/15	oakwoodt	bvsgts	2200	811.87		108386	06/05/15	Removed tree from complex
216552	12173	05/31/15	oakwoodt	oneal	2200	54.13		108395	06/05/15	Removed trees and junk from
216756	12213	06/24/15	oakwoodt	oneal	2200	140.73		108525	07/06/15	Moved large pile of tree limbs
216983	12251	08/03/15	oakwoodt	oneal	2200	54.13		108602	08/05/15	Filled in holes behind 4517 #1 &
217068	2470	07/20/15	oakwoodt	agscapes	2200	967.00		108640	08/13/15	Irrigation rebuilt and evaluated
217069	2522	08/01/15	oakwoodt	agscapes	2200	700.00		108640	08/13/15	MOnthly Lawn service
217071	2457	07/01/15	oakwoodt	agscapes	2200	700.00		108640	08/13/15	July 2015 Monthly Lawn service
217201	2537	08/17/15	oakwoodt	agscapes	2200	199.59		108690	09/03/15	Sprinkler repair at Oakwood
217202	2539	08/24/15	oakwoodt	agscapes	2200	2,800.13		108690	09/03/15	Removed and cut down several
217203	2538	08/24/15	oakwoodt	agscapes	2200	6,803.81		108690	09/03/15	Removal of recessed
217204	2586	09/01/15	oakwoodt	agscapes	2200	700.00		108690	09/03/15	Monthly lawn Maintenance
217404	2645	10/01/15	oakwoodt	agscapes	2200	700.00		108780	10/06/15	Monthly Lawn Maintenance
217652	2698	11/02/15	oakwoodt	agscapes	2200	700.00		108861	11/05/15	monthly lawn maintenance
217885	2738	12/01/15	oakwoodt	agscapes	2200	700.00		108955	12/03/15	Monthly lawn maintenance
217914	112415D	11/19/15	oakwoodt	aggieter	2200	200.26		108958	12/03/15	Lawn treatment, weed control,
						21,726.09	0.00			
<b>6530 Maint. Mgmt. Fee</b>										
215605	notes-2156	01/01/15	oakwoodt	office	2200	500.00		108010	01/02/15	Oakwood Townhome
215767	notes-2157	02/01/15	oakwoodt	office	2200	500.00		108074	02/03/15	Oakwood Townhome
215930	notes-2159	03/01/15	oakwoodt	office	2200	500.00		108145	03/05/15	Oakwood Townhome
216078	notes-2160	04/01/15	oakwoodt	office	2200	500.00		108221	04/02/15	Oakwood Townhome
216329	notes-2163	05/01/15	oakwoodt	office	2200	500.00		108305	05/04/15	Oakwood Townhome
216499	notes-2164	06/01/15	oakwoodt	office	2200	500.00		108371	06/04/15	Oakwood Townhome
216737	notes-2167	07/01/15	oakwoodt	office	2200	500.00		108499	07/02/15	Oakwood Townhome
217008	notes-2170	08/01/15	oakwoodt	office	2200	500.00		108590	08/04/15	Oakwood Townhome
217251	notes-2172	09/01/15	oakwoodt	office	2200	500.00		108677	09/03/15	Oakwood Townhome
217440	notes-2174	10/01/15	oakwoodt	office	2200	500.00		108770	10/01/15	Oakwood Townhome
217612	notes-2176	11/01/15	oakwoodt	office	2200	500.00		108848	11/02/15	Oakwood Townhome
217812	notes-2178	12/01/15	oakwoodt	office	2200	500.00		108935	12/02/15	Oakwood Townhome
						6,000.00	0.00			
<b>6665 Office Expenses</b>										
215855	293996	02/06/15	oakwoodt	copy	2200	12.12		108128	02/17/15	Printing payment coupons for
						12.12	0.00			
<b>6690 Painting</b>										
216058	14004	03/31/15	oakwoodt	gpaint	2200	380.00		108234	04/07/15	Paint repair work on 4505#9
						380.00	0.00			
<b>6695 Pest Control</b>										
216957	13713	08/02/15	oakwoodt	lonestar	2200	1,190.75		108599	08/05/15	SUB-terr termite renewal

**Expense Distribution**  
**oakwoodt - Oakwood Townhomes**  
**Invoice Date: 01/2015 - 12/2015**  
**Check Date: 01/2015 - 12/2015**

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description
						1,190.75	0.00			
<b>6700 Plumbing Expense</b>										
215677	12144	01/12/15	oakwoodt	holman1	2200	60.00		108054	01/14/15	Owner called about water being
215777	12260	01/22/15	oakwoodt	holman1	2200	150.00		108092	02/03/15	repaired 1 1/2" mainline leaking.
216914	13559	07/10/15	oakwoodt	holman1	2200	740.00		108566	07/28/15	Found T leaking at the 2" line
217057	13532	07/07/15	oakwoodt	lhicks	2200	140.00		108631	08/13/15	Reimburse owner for paying
217970	14976	12/15/15	oakwoodt	holman1	2200	325.25		108985	12/16/15	Water leak 4509 building.
						1,415.25	0.00			
<b>6705 Professional Fees</b>										
217163	182923	08/20/15	oakwoodt	thomp	2200	225.00		108705	09/03/15	Federal Corporation Income Tax
						225.00	0.00			
<b>6750 Roofing Expense</b>										
215738	02220105	02/02/15	oakwoodt	santini	2200	86.00		108088	02/03/15	4509 #9 - ROOF REPAIR
215970	2	03/09/15	oakwoodt	wrtubbs	2200	475.00		108178	03/10/15	REPAIR 4505#9
216315	1488	04/22/15	oakwoodt	tlcmaint	2200	513.00		108328	05/06/15	INSPECT/REPIAR GUTTERS
216351	1471	03/30/15	oakwoodt	tlcmaint	2200	375.00		108342	05/08/15	REPAIR ROOF LEAK
217054	08072015	08/07/15	oakwoodt	santini	2200	145.00		108638	08/13/15	removed and correct metal
						1,594.00	0.00			
<b>6755 Tax Expense</b>										
217362	1120H/74-2	09/25/15	oakwoodt	irs	2200	13.66		108758	09/25/15	1120H / 74-2011730 / Dec 31,
						13.66	0.00			
<b>6776 Trash Pick-up</b>										
216983	12251	08/03/15	oakwoodt	oneal	2200	64.95		108602	08/05/15	Filled in holes behind 4517 #1 &
217283	976	08/31/15	oakwoodt	tfry	2200	25.00		108709	09/04/15	Removed bulk items around
217679	1016	10/31/15	oakwoodt	tfry	2200	50.00		108876	11/05/15	Removed bulk items from
						139.95	0.00			
<b>6810 Utilities</b>										
215671	2063196	12/29/14	oakwoodt	btu	2200	68.25		108052	01/14/15	
215673	2063197	12/29/14	oakwoodt	btu	2200	1,581.90		108052	01/14/15	
215674	2063465	01/02/15	oakwoodt	btu	2200	464.98		108052	01/14/15	
215675	2063476	12/30/14	oakwoodt	btu	2200	96.71		108052	01/14/15	
215676	2312117	12/30/14	oakwoodt	btu	2200	152.28		108052	01/14/15	
215808	2063196	01/28/15	oakwoodt	btu	2200	59.44		108108	02/06/15	
215809	2063197	01/28/15	oakwoodt	btu	2200	1,469.42		108108	02/06/15	
215810	2063465	01/29/15	oakwoodt	btu	2200	464.98		108108	02/06/15	
215811	2063476	01/28/15	oakwoodt	btu	2200	86.85		108108	02/06/15	
215812	2312117	01/29/15	oakwoodt	btu	2200	131.93		108108	02/06/15	
215959	2063196	02/25/15	oakwoodt	btu	2200	58.01		108175	03/10/15	
215960	2063197	02/25/15	oakwoodt	btu	2200	1,469.42		108175	03/10/15	
215961	2063465	03/26/15	oakwoodt	btu	2200	464.98		108175	03/10/15	
215962	2063476	02/25/15	oakwoodt	btu	2200	79.39		108175	03/10/15	
215963	2312117	02/25/15	oakwoodt	btu	2200	121.38		108175	03/10/15	
216106	2063196	03/29/15	oakwoodt	btu	2200	24.50		108232	04/07/15	
216107	2063197	03/29/15	oakwoodt	btu	2200	1,783.91		108232	04/07/15	
216108	2063465	03/30/15	oakwoodt	btu	2200	486.46		108232	04/07/15	
216109	2063476	03/29/15	oakwoodt	btu	2200	88.11		108232	04/07/15	
216110	2312117	03/30/15	oakwoodt	btu	2200	136.44		108232	04/07/15	
216358	2063196	04/28/15	oakwoodt	btu	2200	21.84		108317	05/06/15	
216359	2063197	04/28/15	oakwoodt	btu	2200	1,594.26		108317	05/06/15	
216360	2063465	04/29/15	oakwoodt	btu	2200	464.98		108317	05/06/15	
216361	2063476	04/29/15	oakwoodt	btu	2200	74.37		108317	05/06/15	
216362	2312117	04/29/15	oakwoodt	btu	2200	118.74		108317	05/06/15	
216546	2063196	05/28/15	oakwoodt	btu	2200	58.01		108385	06/05/15	Oakwood utilities
216547	2063197	05/28/15	oakwoodt	btu	2200	1,075.14		108385	06/05/15	Oakwood Utilities
216548	2063465	05/29/15	oakwoodt	btu	2200	486.46		108385	06/05/15	Oakwood Utilities
216549	2063476	05/29/15	oakwoodt	btu	2200	66.02		108385	06/05/15	Oakwood Utilities
216550	2312117	05/29/15	oakwoodt	btu	2200	117.75		108385	06/05/15	Utilities
216804	2063197	06/26/15	oakwoodt	btu	2200	2,094.22		108511	07/06/15	Water & Utilities for Oakwood
216805	2063465	06/29/15	oakwoodt	btu	2200	443.50		108511	07/06/15	4513 Carter Creek Oakwood
216806	2063476	06/29/15	oakwoodt	btu	2200	64.09		108511	07/06/15	Utilities 4509 Oakwood HOA
216807	2312117	06/29/15	oakwoodt	btu	2200	114.43		108511	07/06/15	Utilities 4507

**Expense Distribution**  
**oakwoodt - Oakwood Townhomes**  
**Invoice Date: 01/2015 - 12/2015**  
**Check Date: 01/2015 - 12/2015**

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description	
216808	2063196	06/26/15	oakwoodt	btu	2200	51.11		108511	07/06/15	Utilities for 4513 Oakwood HOA	
217026	2063196	07/29/15	oakwoodt	btu	2200	63.01		108613	08/06/15	4513 Carter Creek Utilities	
217027	2063197	07/29/15	oakwoodt	btu	2200	2,228.94		108613	08/06/15	Utilities Oakwood	
217028	2063465	07/30/15	oakwoodt	btu	2200	464.98		108613	08/06/15	Utilities	
217029	2063476	07/29/15	oakwoodt	btu	2200	65.21		108613	08/06/15	Utilities	
217030	2312117	07/30/15	oakwoodt	btu	2200	110.61		108613	08/06/15	4507 Carter Creek Utilities	
217239	2063196	08/27/15	oakwoodt	btu	2200	128.94		108670	09/03/15	Utilities for OW	
217240	2063197	08/27/15	oakwoodt	btu	2200	2,447.71		108670	09/03/15	Utilities for OW	
217241	2063465	08/28/15	oakwoodt	btu	2200	464.98		108670	09/03/15	Utilities for OW	
217242	2063476	08/27/15	oakwoodt	btu	2200	65.70		108670	09/03/15	Utilities for OW	
217243	2312117	08/28/15	oakwoodt	btu	2200	107.77		108670	09/03/15	Utilities for OW	
217463	2063196	09/28/15	oakwoodt	btu	2200	138.93		108781	10/06/15	Utilities	
217464	2063465	09/29/15	oakwoodt	btu	2200	464.98		108781	10/06/15	utilities	
217465	2063476	09/29/15	oakwoodt	btu	2200	70.85		108781	10/06/15	Utilities	
217466	2312117	09/29/15	oakwoodt	btu	2200	124.70		108781	10/06/15	Utilities	
217545	2063197	09/28/15	oakwoodt	btu	2200	3,450.73		108816	10/15/15	water utilities 4513	
217699	2063196	10/28/15	oakwoodt	btu	2200	107.76		108862	11/05/15	utilities 4513	
217700	2063197	10/28/15	oakwoodt	btu	2200	2,597.89		108862	11/05/15	utilities (water)	
217701	2063465	10/29/15	oakwoodt	btu	2200	465.64		108862	11/05/15	utilities	
217702	2063476	10/29/15	oakwoodt	btu	2200	69.78		108862	11/05/15	utilities	
217703	2312117	10/29/15	oakwoodt	btu	2200	129.56		108862	11/05/15	utilities	
217958	2063196	11/25/15	oakwoodt	btu	2200	54.44		108974	12/10/15	utilities	
217959	2063197	11/25/15	oakwoodt	btu	2200	1,559.65		108974	12/10/15	water and utilities	
217960	2063465	11/30/15	oakwoodt	btu	2200	465.68		108974	12/10/15	utilities	
217961	2063476	11/25/15	oakwoodt	btu	2200	73.47		108974	12/10/15	utilities	
217962	2312117	11/24/15	oakwoodt	btu	2200	129.32		108974	12/10/15	utilites	
						32,185.49	0.00				
						100,484.67	0.00				



# PROSPERITY BANK®

Visit us online at ProsperityBankUSA.com

Statement Date

12/31/2015

4962 1 AV 0.391

Account No

OAKWOOD TOWNHOMES HOME  
OWNERS ASSOCIATION INC  
903 TEXAS AVE S  
COLLEGE STATION TX 77840-2228

Page 1 of 4



1

### STATEMENT SUMMARY

TX Bus ProsPerfect MMA Account No

12/01/2015	Beginning Balance		\$81,284.13
	2 Deposits/Other Credits	+	\$925.46
	0 Checks/Other Debits	-	\$0.00
12/31/2015	Ending Balance	31 Days in Statement Period	\$82,209.59
	Total Enclosures		2

### DEPOSITS/OTHER CREDITS

Date	Description	Amount
12/03/2015	Deposit	\$915.00
12/31/2015	Accr Earning Pymt Added to Account	\$10.46

### 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	Date	Balance
12-01	\$81,284.13	12-03	\$82,199.13	12-31	\$82,209.59

### EARNINGS SUMMARY

\*\* Below is an itemization of the Earnings paid this period. \*\*

Interest Paid This Period	\$10.46	Annual Percentage Yield Earned	0.15 %
Interest Paid YTD	\$115.23	Days in Earnings Period	31

9001

102121 : 00496201



# Oakwood Townhome Budget 2016

100% of (140.00) Dues collected 102,480.00

	2015 Budget	2015 Actual	2016 Budget
<b>Income:</b>			
HOA Dues	100,430.40 (98%)	110,777.23	100,430.40 (98%)
Late/Admin		697.04	
Transfer fee		75.00	
<b>Total Income:</b>	<b>100,430.40</b>	<b>111,549.27</b>	<b>100,430.40</b>
<b>Expenses:</b>			
Capital Improv.	20,000.00	10,988.50	25,000.00***
Electrical	1,000.00	122.47	
General Maintenance	750.00	3,604.31	3,500.00
Insurance	19,500.00	19,698.47	19,000.00
Escrow	10,980.00	10,980.00	10,980.00
Legal Fees	750.00	<197.56>	750.00
Lawn Maintenance	8,900.00	10,737.59	9,500.00
Management	6,000.00	6,000.00	6,000.00
Misc. Expense	300.00	12.12	0.00
Plumbing	750.00	1,355.25	1,000.00
Accounting	600.00	238.66	300.00
Utilities	32,000.00	32,185.49	32,000.00
Fence Repair	1,000.00	149.90	150.00
Pest Control	1,000.00	1,190.75	1,250.00
Roof Expense	750.00	1,594.00	1,500.00
<b>Total Expense:</b>	<b>104,280.00</b>	<b>98,659.95</b>	<b>110,930.00</b>
Ending Balance 2014:	<3,849.60>	12,889.32	<10,499.60>
<b>Reserve Acct Bal:</b>	<b><u>\$81,761.36</u></b>	<b><u>\$82,209.59</u></b>	<b><u>\$93,189.59</u></b>
<b>Estimated Total</b>			
<b>Cash On Hand:</b>	<b>\$77,911.76</b>	<b>\$94,633.61</b>	<b>\$82,689.99</b>

Reserve Account: 82,209.59 + 10,980.00 (escrow) = \$93,189.59 (12/31/2016)

\*\*\*25,000.00 Capital improvement is projected for Landscaping and repair creek erosion.

# Oakwood Townhomes HOA Dues Delinquencies

As of March 3, 2016

4517 #1---	420.00	Owner contacted HOA office, will pay by March 7 <sup>th</sup> .
4517 #5---	510.00	Owner has been sent letters and voice mails have been left.
<u>4517 #2</u>	<u>397.96</u>	<u>Current on dues, owes legal fees charged to unit owner.</u>
Total	<b>\$1,327.96</b>	

Balanced owed March 28, 2015 **\$2,595.45**



CMA 1 - Line

Prepared By: Bob Walker

Property Type is 'Residential' Status is one of 'Active', 'Contingency Contract', 'Exclusive Agency' Status is 'Sold' Status Contractual Search Date is 02/29/2016  
 'Townhome' Street Name is like 'carter creek'

**Residential**

**Sold Properties**

MLS #	Address	Unit #	# Bd	# F/H	Bth	GarCap	Subd Code	Yr Blt	Apx Ht	Ar	LP/SqFt	List Price	Sold Price
96010	4409 CARTER CREEK #1		2		1/-		April Courts	1978		1,040	\$52.79	\$54,900	\$52,500
102095	4517 CARTER CREEK #9		2		1/1	NONE	Oakwood Townhomes	1980		1,038	\$56.36	\$58,500	\$60,000
97493	4517 CARTER CREEK #66		2		1/1		Oakwood Townhomes	1979		1,038	\$65.51	\$68,000	\$64,500
99615	4507 CARTER CREEK #5		2		1/-		Oakwood Townhomes	1979		1,041	\$62.44	\$65,000	\$64,500
97934	4517 CARTER CREEK #88		2		1/1	NONE	Oakwood Townhomes	1979		1,038	\$76.59	\$79,500	\$73,750

# LISTINGS:	5	Medians:	1979	1,038	\$62.44	\$65,000	\$64,500
		Minimums:	1978	1,038	\$52.79	\$54,900	\$52,500
		Maximums:	1980	1,041	\$76.59	\$79,500	\$73,750
		Averages:	1979	1,039	\$62.74	\$65,180	\$63,050

**Quick Statistics ( 5 Listings Total )**

	Min	Max	Average	M
List Price	\$54,900	\$79,500	\$65,180	\$6
Sold Price	\$52,500	\$73,750	\$63,050	\$6

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\*\*\* This is a broker price opinion or comparative market analysis and should not be considered an appraisal. \*\*  
 Basic descriptive info only; Not guaranteed. Sizes and taxes are approximate.



# EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
06/23/2015

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE OF PROPERTY INSURANCE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

AGENCY Service Insurance Group, Inc. PO Box 5753 3840 Corporate Center Dr Bryan TX 77805-5753		PHONE (A/C, No, Ext): (979) 774-3900	COMPANY Peleus Insurance Co 8144 Walnut Hill Ln Ste 1400 Dallas TX 75231- (214)206-4900	
FAX (A/C, No): (979) 774-3955	E-MAIL ADDRESS: jody.hatla@sigbcs.com			
CODE:	SUB CODE:			
AGENCY CUSTOMER ID #: 9659				
INSURED Oakwood Townhomes HOA c/o Century 21 Beal 903 S Texas Ave College Statio TX 77840-		LOAN NUMBER	POLICY NUMBER 723-1426870415-00	
		EFFECTIVE DATE 04/20/2015	EXPIRATION DATE 04/20/2016	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:				

### PROPERTY INFORMATION

LOCATION/DESCRIPTION 4505-4517 Carter Creek Pkwy Bryan, TX 77802
--

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

### COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Buildings; Blanket, Special Form, Replacement Cost; \$25,000 wind/hail deductible	3,660,000	10,000

### REMARKS (Including Special Conditions)

--

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE ADDITIONAL INTEREST NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

### ADDITIONAL INTEREST

AI 002873

NAME AND ADDRESS Sample Certificate Only Contact Insurance Agency for Detailed Certificate Fax # Below	<input checked="" type="checkbox"/> MORTGAGEE	<input type="checkbox"/> ADDITIONAL INSURED
	<input type="checkbox"/> LOSS PAYEE	
	LOAN #	
	AUTHORIZED REPRESENTATIVE 	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/23/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Service Insurance Group, Inc. PO Box 5753 3840 Corporate Center Dr Bryan TX 77805-5753	CONTACT NAME: Jody Hatla	FAX (A/G. No.): (979) 774-3955	
		PHONE (A/G. No. Ext): (979) 774-3900	E-MAIL ADDRESS: jody.hatla@sigbcs.com	
INSURED	Oakwood Townhomes HOA c/o Century 21 Beal 903 S Texas Ave College Station TX 77840-	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : RLI Surety		
		INSURER B : Mount Vernon Fire Insurance		25895
		INSURER C :		
		INSURER D :		
		INSURER E :		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> D&O Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJE CT <input type="checkbox"/> LOC			NPP2561925	04/20/2015	04/20/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Dishonesty/Fidelity Bond			LFM0014832	08/01/2015	08/01/2016	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

AI 002873

Sample Certificate Only  
Contact Insurance Agency for Detailed Certificate  
Fax # Below

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Fax: (979)774-3955

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