



Beal Properties Inc.  
3363 University Drive East Suite 215  
Bryan, TX 77802  
Office (979) 764-2500

Woodsman Board of Directors Meeting Agenda  
January 24 @ 6:00pm  
Beal Properties office & Via Zoom

1. Call Meeting to Order
2. Review & Approval of Previous Board Meeting Minutes
3. Financial Report– 4th Quarter.
  - a. Cash Flow
  - b. Bill Detail
  - c. Reserve account
4. Management Report:
  - a. Delinquency Status
  - b. Violation Report
  - c. Maintenance Report
5. Old Business:
  - a. Mailbox Replacement
  - b. Creek Erosion Update
6. New Business:
  - a. 2024 Budget
  - b. Spring Trimming
  - c. Airbnb policy

7. Next Meeting April 25 2024 @ 6:00 Pm PM

WOODSMAN CONDOMINIUMS HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
BEAL PROPERTIES INC.

3363 University Drive East Suite 215, Bryan, TX 77802

**MINUTES OF THE WOODSMAN CONDOMINIUMS HOMEOWNERS  
ASSOCIATION BOARD OF DIRECTORS MEETING**

**Date and Time:** Pursuant to Section 4.3 of the bylaws of the Woodsman Homeowners Association, a regular meeting of the board was held on May 16<sup>th</sup>, 2023, at the Beal Properties Office and via Zoom.

**Officers and Quorum:** Present: Rosemary Walzem (President), Judy Been (Vice President), Beverly Wilson (Secretary) and Persia Burgess & Toni Myers with Beal Properties. The Meeting was called to order at 9:32am.

**Meeting Minutes:** The Board of Directors reviewed the previous board meeting minutes from the last quarter. There were no changes that needed to be made, and the minutes were accepted as is.

**Financial Information:** Toni Myers presented (Beal Properties) presented the board with the Financial Report which included the 1<sup>st</sup> Quarter Cash Flow, Bill Detail, and the Reserve account. Toni mentioned that all of this information will be in the monthly Board Member Packets.

**Management Report:** Toni Myers (Beal Properties) presented the board with the management report which included the Delinquency Status, Violation Report, and the Maintenance Report for the 1<sup>st</sup> Quarter.

**Unfinished Business:**

**Mailbox Replacement:** Rosemary would like to go ahead and purchase new mailboxes for the complex due to the current mailboxes being damaged. Persia Burgess (Beal Properties) presented a few options of mailboxes to the board.

**Door Painting:** Beal received a quote for painting the doors for \$5,580.00 from The Clean Up Crew. Rosemary wanted to know what the specific issue is with the doors. The board has agreed not to get the doors painted and just have owners stop by the office and pick up the paint. However, if a homeowner needs their door painted due to not being able to do it their self, having the HOA paint the door is an option.

**Carports:** Beal received expensive bids on repairing/replacing the carports. The board and would like prices on replacing the carport panels with Solar Panels in the future when they decide to move forward with this project. The board has decided to table this item for now.

**Storage Shed Replacement:** The board has decided not to replace the storage shed and just remove it. Beal will reach out to Twin City Mission to see if they would like any of the items inside before the shed is removed.

**Caution Signs:** Beal and the Board discussed the possibility of having caution signs installed throughout the property. Beal will get quotes on installing Caution signs on the walkways and present them to the board.

WOODSMAN CONDOMINIUMS HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
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**New Business:**

**Restriping the Parking Lot:** Beal will get quotes on restriping the entire parking lot after all of the concrete repairs are completed.

**Grandchamp Gutter/Roof Cleaning:** Toni Myers did let the board know that they have already completed the free one-time cleaning of the roof and the gutters, and she will get prices on preventative maintenance.

**Annual Meeting:** The board has scheduled the Annual Meeting in October, there was not a specific date that was chosen.

**Board Meeting:** The next board meeting will be held on Monday, July 17<sup>th</sup> at 5:30pm.

**Adjournment:** There being no other business, the meeting was adjourned at 10:35am

## Cash Flow

### Beal Properties

Properties: Woodsman HOA - 2800 Longmire College Station, TX 77845

Date Range: 10/01/2023 to 12/31/2023 (Last Quarter)

Accounting Basis: Cash

Additional Cash GL Accounts: None

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	35.00	0.13	210.00	0.13
Homeowners Association Dues	27,709.00	99.87	111,227.19	71.04
Transfer from Reserve	0.00	0.00	40,000.00	25.55
Insurance Reimbursement	0.00	0.00	5,132.50	3.28
<b>Total Operating Income</b>	<b>27,744.00</b>	<b>100.00</b>	<b>156,569.69</b>	<b>100.00</b>
<b>Expense</b>				
HOA Dues - Refund of Overpayment	0.00	0.00	149.00	0.10
Electrical Repairs	0.00	0.00	1,244.51	0.79
General Maintenance	60.00	0.22	2,103.60	1.34
Insurance	12,962.70	46.72	37,714.78	24.09
Transfer to Reserves	3,000.00	10.81	12,000.00	7.66
Lawn/Property Maintenance	3,414.75	12.31	19,984.26	12.76
Membership Meeting Expense	0.00	0.00	35.00	0.02
Special Projects	0.00	0.00	37,943.00	24.23
Management Fee	1,800.00	6.49	7,200.00	4.60
Paint Supplies	0.00	0.00	96.93	0.06
Pest Control	941.78	3.39	2,500.58	1.60
Plumbing Expense	110.00	0.40	670.00	0.43
Porter Service	1,260.00	4.54	5,055.00	3.23
Professional Fees	255.00	0.92	417.50	0.27
Sign Expense	3,540.67	12.76	3,540.67	2.26
Tax Expense	243.00	0.88	243.00	0.16
Trash Pick-up	1,000.23	3.61	4,365.92	2.79
Utilities	0.00	0.00	9,161.72	5.85
Utilities - electric	1,522.37	5.49	2,005.63	1.28
Utilities - Water	2,159.55	7.78	3,312.50	2.12
<b>Total Operating Expense</b>	<b>32,270.05</b>	<b>116.31</b>	<b>149,743.60</b>	<b>95.64</b>
<b>NOI - Net Operating Income</b>	<b>-4,526.05</b>	<b>-16.31</b>	<b>6,826.09</b>	<b>4.36</b>
Total Income	27,744.00	100.00	156,569.69	100.00
Total Expense	32,270.05	116.31	149,743.60	95.64
<b>Net Income</b>	<b>-4,526.05</b>	<b>-16.31</b>	<b>6,826.09</b>	<b>4.36</b>

## Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
<b>Other Items</b>				
Prepayments	-3,196.00		-5,495.19	
<b>Net Other Items</b>	<u>-3,196.00</u>		<u>-5,495.19</u>	
<b>Cash Flow</b>	<u>-7,722.05</u>		<u>1,330.90</u>	
<b>Beginning Cash</b>	10,236.05		1,034.10	
<b>Beginning Cash + Cash Flow</b>	2,514.00		2,365.00	
<b>Actual Ending Cash</b>	2,514.00		2,514.00	

### Bill Detail

Exported On: 2024-01-23 09:00:55 -0600

Properties: Woodsman HOA - 2800 Longmire College Station, TX 77845

Payees: All

Payment Type: All

Created By: All

GL Accounts: All

Bill Status: All

Date Type: Due Date

Date Range: 10/01/2023 to 12/31/2023 (Last Quarter)

Show Reversed Transactions: No

Reference	Bill Date	Due Date	GL Account	Unit	Payee Name	Paid	Check #	Paid Date	Description
<b>6455 - General Maintenance</b>									
2901	10/30/2023	11/29/2023	6455 - General Maintenance		Walker, Robert	60.00	127510	11/09/2023	Replace Light Bulbs
<b>6470 - Insurance</b>									
31098150	10/13/2023	10/28/2023	6470 - Insurance		AmTrust North America	4,295.90	Bank Draft	10/27/2023	Monthly Insurance Premium
	11/10/2023	11/30/2023	6470 - Insurance		AmTrust North America	4,310.90	ACH	11/30/2023	Amtrust November Payment
WPP1990790-01	12/07/2023	12/07/2023	6470 - Insurance		AmTrust North America	4,355.90	Drafted	12/07/2023	Monthly Insurance
						<b>12,962.70</b>			
<b>6471 - Transfer to Reserves</b>									
	10/01/2023	10/01/2023	6471 - Transfer to Reserves		The Woodsman HOA	1,000.00	127469	10/06/2023	October 2023 - Transfer to Reserves
	11/01/2023	11/01/2023	6471 - Transfer to Reserves		The Woodsman HOA	1,000.00	127486	11/01/2023	November 2023 - Transfer to Reserves
	12/01/2023	12/01/2023	6471 - Transfer to Reserves		The Woodsman HOA	1,000.00	127532	12/04/2023	December 2023 - Transfer to Reserves
						<b>3,000.00</b>			
<b>6475 - Lawn/Property Maintenance</b>									
5488	10/06/2023	10/06/2023	6475 - Lawn/Property Maintenance		Lopez Boyz	1,030.00	127455	10/06/2023	Lawncare - September
5565	11/05/2023	11/07/2023	6475 - Lawn/Property Maintenance		Lopez Boyz	1,030.00	127506	11/07/2023	Monthly Landscaping
23.777	12/06/2023	12/07/2023	6475 - Lawn/Property Maintenance		Brazos Valley Stump Grinding and Tree	324.75	127536	12/06/2023	Remove dead limbs
5625	12/06/2023	12/07/2023	6475 - Lawn/Property Maintenance		Lopez Boyz	1,030.00	127540	12/06/2023	November Lawncare
						<b>3,414.75</b>			
<b>6540 - Management Fee</b>									
	10/05/2023	10/05/2023	6540 - Management Fee		Beal Properties	600.00	127446	10/06/2023	Management Fee for 10/2023
	11/06/2023	11/06/2023	6540 - Management Fee		Beal Properties	600.00	127503	11/07/2023	Management Fee for 11/2023
	12/06/2023	12/06/2023	6540 - Management Fee		Beal Properties	600.00	127542	12/07/2023	Management Fee for 12/2023
						<b>1,800.00</b>			
<b>6695 - Pest Control</b>									
27848	10/06/2023	10/06/2023	6695 - Pest Control		Joe Loudat DBA/	173.20	127453	10/06/2023	Monthly Exterior Service
28001	10/31/2023	10/31/2023	6695 - Pest Control		Joe Loudat DBA/	270.63	127505	11/07/2023	Monthly Landscaping
28155	12/06/2023	12/07/2023	6695 - Pest Control		Joe Loudat DBA/	497.95	127538	12/06/2023	Monthly Pest Control + yard treatment
						<b>941.78</b>			
<b>6700 - Plumbing Expense</b>									
1708	10/06/2023	10/06/2023	6700 - Plumbing Expense	06	Cole Parker Plumbing LLC	110.00	127450	10/06/2023	Replaced hose bib
<b>6701 - Porter Service</b>									
2893	10/06/2023	10/06/2023	6701 - Porter Service		Walker, Robert	60.00	127459	10/06/2023	Trash Pick Up
2891	10/06/2023	10/06/2023	6701 - Porter Service		Walker, Robert	400.00	127459	10/06/2023	Porter Service
2914	10/30/2023	11/29/2023	6701 - Porter Service		Walker, Robert	400.00	127508	11/07/2023	Monthly Trash Pick Up
2938	12/06/2023	12/07/2023	6701 - Porter Service		Walker, Robert	400.00	127541	12/06/2023	November Porter Service
						<b>1,260.00</b>			
<b>6705 - Professional Fees</b>									
223949	10/18/2023	11/07/2023	6705 - Professional Fees		Thompson, Derrig and Craig, P.C.	255.00	127507	11/07/2023	Federal Tax Prep
<b>6753 - Sign Expense</b>									
465-69180	12/27/2023	12/27/2023	6753 - Sign Expense		Fast Signs	3,540.67	127572	12/27/2023	Caution signs + labor
<b>6755 - Tax Expense</b>									
2022 Federal Tax Payment	10/13/2023	10/13/2023	6755 - Tax Expense		Internal Revenue Service	243.00	127474	10/13/2023	2022 Federal Tax Payment
<b>6776 - Trash Pick-up</b>									
203405	10/06/2023	10/06/2023	6776 - Trash Pick-up		Brannon Industrial Group	333.41	127448	10/06/2023	front yard load
238833	11/01/2023	11/01/2023	6776 - Trash Pick-up		Brannon Industrial Group	333.41	127504	11/07/2023	Dumpster
258447	12/01/2023	12/01/2023	6776 - Trash Pick-up		Brannon Industrial Group	333.41	127566	12/21/2023	Monthly Trash Pick Up
						<b>1,000.23</b>			
<b>6820 - Utilities - electric</b>									
122073	09/13/2023	10/12/2023	6820 - Utilities - electric		College Station Utilities	472.87	ACH	10/12/2023	Monthly Utility Bill
122073	10/13/2023	11/13/2023	6820 - Utilities - electric		College Station Utilities	500.98	ACH	11/13/2023	Monthly Utility Bill
122073	11/14/2023	12/13/2023	6820 - Utilities - electric		College Station Utilities	548.52	ACH	12/13/2023	Monthly Utility Bill
						<b>1,522.37</b>			
<b>6840 - Utilities - Water</b>									
122073	09/13/2023	10/12/2023	6840 - Utilities - Water		College Station Utilities	966.90	ACH	10/12/2023	Monthly Utility Bill
122073	10/13/2023	11/13/2023	6840 - Utilities - Water		College Station Utilities	549.05	ACH	11/13/2023	Monthly Utility Bill
122073	11/14/2023	12/13/2023	6840 - Utilities - Water		College Station Utilities	643.60	ACH	12/13/2023	Monthly Utility Bill
						<b>2,159.55</b>			
<b>Total</b>						<b>32,270.05</b>			



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Statement Date

12/31/2023

2028 1 AV 0.498

Account No

\*\*\*\*9650

THE WOODSMAN OWNERS ASSOCIATION INC

3363 UNIVERSITY DR E STE 215

BRYAN TX 77802-3470

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STATEMENT SUMMARY TX Business Premier Money Market Account No \*\*\*\*9650

12/01/2023	Beginning Balance			\$155,616.29
	2 Deposits/Other Credits		+	\$1,285.75
	0 Checks/Other Debits		-	\$0.00
12/31/2023	Ending Balance	31	Days in Statement Period	\$156,902.04

DEPOSITS/OTHER CREDITS

Date	Description	Amount
12/05/2023	Deposit	\$1,000.00
12/31/2023	Accr Earning Pymt Added to Account	\$285.75

DAILY ENDING BALANCE

Date	Balance	Date	Balance	Date	Balance
12-01	\$155,616.29	12-05	\$156,616.29	12-31	\$156,902.04

EARNINGS SUMMARY

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

Interest Paid This Period	\$285.75	Annual Percentage Yield Earned	2.17 %
Interest Paid YTD	\$3,567.42	Days in Earnings Period	31

9001



102431 : 00202801



# The Woodsman 2024 Budget (Approved)

Account Name

2024 Budget

## Operating Income & Expense

### Income

Homeowners Association Dues 110,856.00 \$1788 x 62

**Total Operating Income 110,856.00**

### Expense

General Maintenance 5,000.00

Insurance 35,000.00

Transfer to Reserves 15,000.00

Lawn/Property Maintenance 20,000.00

Management Fee 7,200.00

Pest Control 2,500.00

Porter Service 5,000.00

Professional Fees 500.00

Tax Expense 250.00

Trash Pick-up 4,500.00

Utilities 15,000.00

**Total Operating Expense 109,950.00**

Total Income 110,856.00

Total Expense 109,950.00

**Net Income 906.00**





January 23, 2024

## Woodsman Condominiums Management Report

**Delinquency Status:** At the end of December, the total outstanding balance owed to the Association was \$1,522.14. Six (6) accounts make up the total balance mainly consisting of unpaid assessments, and late fees that were charged to the accounts.

Beal Properties will continue actively following up with the delinquent account holders via phone, mail, and email to ensure that the accounts are addressed promptly and efficiently to collect the outstanding fees owed to the association.

**Violation Report:** Majority of the violations that were found in the 4<sup>th</sup> Quarter consisted of personal items being left out in the common areas, and landscaping not being maintained inside the patio areas. 1<sup>st</sup> warning letters were sent out to the homeowners not in compliance.

**Maintenance Report.** At the end of the 4<sup>th</sup> quarter, Beal received 14 service requests mainly consisting of exterior pest control, minor electrical repairs, landscaping, exterior water leaks, and roof leaks. All of the service requests were addressed and completed. Beal would also like to present a project that has been completed to the board. In Addition, Beal and the Board are currently working together on future projects for the complex.

### **Completed Projects:**

Walkway Signage

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*Beal would like to request your valuable input on any outstanding maintenance issues or future projects for the Association.*