

WOOD BROOK HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
BEAL PROPERTIES INC.
3363 University Dr E Suite 215 Bryan, TX 77802

MINUTES OF THE WOOD BROOK HOMEOWNERS' ASSOCIATION BOARD OF DIRECTORS MEETING

Date and time: Pursuant to Section 5.8 of the bylaws of the Wood Brook Homeowner's Association a regular meeting of the board was held on: August 15th at 6:00pm

Officers and Quorum: Present: Carrie Siatunnu, Karl Trippe, Wynona Atnip, Kelsey Krafka, Mark Drake, and Persia Burgess with Beal Properties. Karl Trippe called the meeting to order at 6:00pm

Meeting Minutes: The Board of Directors reviewed the previous board meeting minutes. There were not any changes that need to be made to the minutes.

Financial information: Persia Burgess with Beal presented the 2nd Quarter Financial Report which included the Cash Flow, Bill Detail, and the Reserve Account. There were only two questions from the board about the increase in costs, and one general maintenance repair. Karl made a motion to approve the Financial Report. Mark Seconded. All in favor.

Management Report: Persia Burgess presented the Management Report which provides updates on any Delinquencies, Violations, and any outstanding maintenance or ongoing projects for the complex. There was one question about the process of the exterior pest control service.

Unfinished Business: Persia Burgess and the board discussed the outstanding items down below:

Pool chairs: the board discussed purchasing additional pool chairs, and Wynona found a white pool chair that comes in a set of 6 for \$190.00/ each chair. A motion has been made to purchase 6 new chairs, Mark Seconded, Carrie opposed. Persia Burgess will find out the cost of shipping and present it to the board for approval.

Meeting Minutes: Kelsey Krafka can no longer do the meeting minutes, so Beal is offering a service to complete the meeting minutes for \$35.00/per hour depending on how long the meeting recording is. Carrie made a motion to have Beal record and take down the meeting minutes. Karl seconded. All in favor.

Free Little Library: The library has been approved in a past meeting, and Carrie will work with Beal on getting this set up.

New Business: Persia Burgess and the board discussed the new business items down below:

Chimney Caps: The chimney cap replacement has been approved, and the repairs need to be scheduled.

Parking Lot Repairs: Multiple quotes have been obtained in the past to replace the entire parking lot with concrete. The board would like Beal to get quotes on repairing the worst areas first.

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Landscaping: The current lawn crew is not trimming shrubs or removing dead shrubs like they should be. The board would like Beal to get quotes for a new landscaping company for the complex to minimize these issues.

Next Board Meeting: The next board meeting has been scheduled for October 3rd at 6:00pm

Adjournment: The meeting was adjourned at 6:51pm

Respectfully submitted: Beal Properties

Signature

Date