



3363 University Dr East Suite 215  
Bryan Texas 77802  
(979)764-2500 [www.bealbcs.com](http://www.bealbcs.com)

**Wood Brook Homeowners Association**  
**1<sup>st</sup> Quarter Board of Directors Meeting**  
**April 27, 2023 @ 5:30pm**

**AGENDA**

1. Call Meeting to Order
  - a. Roll Call
  - b. Approval of Meeting Minutes  
1/25/23
2. Financial Report – 1st Quarter
  - a. Cash Flow
  - b. Expenses
  - c. Reserve Balance
3. Management Report
  - a. Delinquency Status
  - b. Violations Report
  - c. Maintenance Report
  - d. Completed Projects
4. Old Business
  - a. Parking Lot Repairs
  - b. Landscaping Designs
  - c. Continuing Leak at Entrance
  - d. Chimney Caps
5. New Business
  - a. Towing Contract
  - b. Pool Furniture
  - c. EV Charging Station
6. Next Meeting July 2023  
@ \_\_\_\_\_ pm
7. Adjourn

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WOOD BROOK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
BEAL PROPERTIES INC.  
903 Texas Ave South, College Station, TX 77840

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

**Date and time:** Pursuant to Section 5.8 of the by laws of the Wood Brook Homeowners Association, a regular meeting of the board was held on January 24, 2023 at the Beal Properties office.

**Officers and Quorum:** Present: President, Dr. Karl Trippe; Vice President, Mrs. Kelsey Krafka; Treasurer, Mrs. Carrie Siatunuu; Director, Capt. K.I. Selinidis. Absent: Secretary, Mrs. Wynona Atnip. The president, Dr. Trippe, called the meeting to order at 5:45pm.

**Minutes:** The minutes of the 11/15/2022 meeting were distributed to all board members one week before the meeting. There being no other corrections or additions, Kelsey made a motion to accept the minutes as they stand. The motion was seconded by Carrie and approved unanimously.

**Financial information:** The Treasurer and HOA Manager discussed the cash flow and the expenses that were distributed in the meeting agenda. The annual budget was reviewed one last time before presenting to the homeowners at the annual meeting.

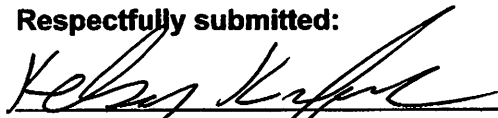
**Manager's Report:** The HOA Manager discussed the management report. The properties' delinquency status and violations reported were low. The board did not have any questions for the HOA Manger.

**Unfinished Business:** The board was presented with New Bids for the parking lot project from Grand Champ and Paving Rite. As a board we also discussed loans with Guarantee Bank and Prosperity Bank.

**New Business:** Capt. K.I Selinidis has decided to step down from his position and we now have a vacancy to fill.

**Adjournment:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 6:32pm.

**Respectfully submitted:**

  
\_\_\_\_\_  
Mrs. Kelsey Krafka, Vice President

4/27/23  
Date

## Cash Flow

### Beal Properties

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

Date Range: 01/01/2023 to 03/31/2023 (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>				
Begining Balance	-119.36	-0.26	-119.36	-0.26
Late Fees\NSF Rent	300.00	0.65	300.00	0.65
Homeowners Association Dues	46,254.41	99.54	46,254.41	99.54
NSF Penalty	35.00	0.08	35.00	0.08
<b>Total Operating Income</b>	<b>46,470.05</b>	<b>100.00</b>	<b>46,470.05</b>	<b>100.00</b>
<b>Expense</b>				
Bank Fees/Office Expenses	13.00	0.03	13.00	0.03
General Maintenance	2,278.81	4.90	2,278.81	4.90
Insurance	16,388.49	35.27	16,388.49	35.27
Transfer to Reserves	4,764.00	10.25	4,764.00	10.25
Lawn/Property Maintenance	3,150.00	6.78	3,150.00	6.78
Management Fee	2,900.00	6.24	2,900.00	6.24
Pest Control	324.75	0.70	324.75	0.70
Porter Service	1,491.95	3.21	1,491.95	3.21
Pool Expense	1,617.65	3.48	1,617.65	3.48
Professional Fees	2.13	0.00	2.13	0.00
Telephone Service	219.08	0.47	219.08	0.47
Utilities	6,020.38	12.96	6,020.38	12.96
<b>Total Operating Expense</b>	<b>39,170.24</b>	<b>84.29</b>	<b>39,170.24</b>	<b>84.29</b>
<b>NOI - Net Operating Income</b>	<b>7,299.81</b>	<b>15.71</b>	<b>7,299.81</b>	<b>15.71</b>
Total Income	46,470.05	100.00	46,470.05	100.00
Total Expense	39,170.24	84.29	39,170.24	84.29
<b>Net Income</b>	<b>7,299.81</b>	<b>15.71</b>	<b>7,299.81</b>	<b>15.71</b>
<b>Other Items</b>				
Prepayments	-1,331.50		-1,331.50	
<b>Net Other Items</b>	<b>-1,331.50</b>		<b>-1,331.50</b>	
<b>Cash Flow</b>	<b>5,968.31</b>		<b>5,968.31</b>	
Beginning Cash	96,268.75		96,268.75	
Beginning Cash + Cash Flow	102,237.06		102,237.06	
Actual Ending Cash	102,237.06		102,237.06	

## Bill Detail

Exported On: 2023-04-27 13:54:09 -0500

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

Payees: All

Payment Type: All

Created By: All

GL Accounts: All

Bill Status: Paid

Date Type: Payment Date

Date Range: 01/01/2023 to 03/31/2023 (Last Quarter)

Show Reversed Transactions: No

Reference	Bill Date	Due Date	GL Account	Unit	Payee Name	Paid	Check #	Paid Date	Description
<b>4606 - Certified Letter Charge</b>									
	01/31/2023	01/31/2023	4606 - Certified Letter Charge		Beal Properties	4.75	6350	03/09/2023	Certified Letter Charge for 01/2023
<b>6455 - General Maintenance</b>									
5072	01/11/2023	01/11/2023	6455 - General Maintenance		Twin City Plumbing LLC	240.00	6336	01/12/2023	Repair water leak
5078	01/11/2023	01/11/2023	6455 - General Maintenance		Twin City Plumbing LLC	160.00	6336	01/12/2023	Replace brass nipple from pressure reader
5122	01/11/2023	01/11/2023	6455 - General Maintenance		Twin City Plumbing LLC	140.00	6336	01/12/2023	Replace hose bib 44601-1
5124	01/11/2023	01/11/2023	6455 - General Maintenance	T4	Twin City Plumbing LLC	1,350.00	6336	01/12/2023	Repair main water line
14899	02/07/2023	02/07/2023	6455 - General Maintenance		T. Fry Make Ready	70.82	6341	02/07/2023	Repair Fence
CND6FWS6M2	03/14/2023	03/14/2023	6455 - General Maintenance		Beal Properties	300.00	6351	03/14/2023	Reimbursement
9205628488	03/14/2023	03/14/2023	6455 - General Maintenance		HD Supply Facilities Maintenance	17.99	6352	03/14/2023	10% of 179.97
						<b>2,278.81</b>			
<b>6470 - Insurance</b>									
F008428929-001-00001	01/24/2023	01/24/2023	6470 - Insurance		Farmers Insurance Exchange	5,462.83	6337	01/26/2023	Monthly Payment
F008428929-001-00001	02/23/2023	02/23/2023	6470 - Insurance		Farmers Insurance Exchange	5,462.83	6344	02/23/2023	Insurance Payment
F008428929-001-00001	03/21/2023	03/21/2023	6470 - Insurance		Farmers Insurance Exchange	5,462.83	6353	03/21/2023	Business Insurance
						<b>16,388.49</b>			
<b>6471 - Transfer to Reserves</b>									
	01/01/2023	01/01/2023	6471 - Transfer to Reserves		Wood Brook Condominiums Hoa	1,588.00	6328	01/03/2023	January 2023
	02/01/2023	02/01/2023	6471 - Transfer to Reserves		Wood Brook Condominiums Hoa	1,588.00	6338	02/03/2023	February 2023
	03/01/2023	03/01/2023	6471 - Transfer to Reserves		Wood Brook Condominiums Hoa	1,588.00	6345	03/02/2023	March 2023
						<b>4,764.00</b>			
<b>6475 - Lawn/Property Maintenance</b>									
4800	01/02/2023	01/06/2023	6475 - Lawn/Property Maintenance		Lopez Boyz	1,000.00	6330	01/06/2023	Monthly Lawn Maintenance
4932	02/07/2023	02/07/2023	6475 - Lawn/Property Maintenance		Lopez Boyz	1,030.00	6340	02/07/2023	Mow, Edge, Weedeat
4956	03/07/2023	03/07/2023	6475 - Lawn/Property Maintenance		Lopez Boyz	90.00	6347	03/07/2023	Put up trash around dumpster
4976	03/07/2023	03/07/2023	6475 - Lawn/Property Maintenance		Lopez Boyz	1,030.00	6347	03/07/2023	Mow, Edge, Weedeat - February
						<b>3,150.00</b>			
<b>6540 - Management Fee</b>									
	01/09/2023	01/09/2023	6540 - Management Fee		Beal Properties	1,050.00	6331	01/09/2023	Management Fee for 01/2023
	02/01/2023	02/01/2023	6540 - Management Fee		Beal Properties	1,050.00	6342	02/08/2023	Management Fee for 02/2023
	03/02/2023	03/02/2023	6540 - Management Fee		Beal Properties	1,050.00	6350	03/09/2023	Management Fee for 03/2023
						<b>3,150.00</b>			
<b>6695 - Pest Control</b>									
35474	01/11/2023	01/11/2023	6695 - Pest Control		D. Lee Pest Service LLC	108.25	6332	01/12/2023	Monthly Perimeter Pest Control
35002	01/11/2023	01/11/2023	6695 - Pest Control		D. Lee Pest Service LLC	108.25	6332	01/12/2023	Monthly Perimeter
36208	03/07/2023	03/07/2023	6695 - Pest Control		D. Lee Pest Service LLC	108.25	6346	03/07/2023	Monthly Perimeter
						<b>324.75</b>			
<b>6701 - Porter Service</b>									
2634	01/01/2023	01/06/2023	6701 - Porter Service		Walker, Robert	225.00	6329	01/06/2023	Monthly Bulk Pick Up
2662	01/01/2023	01/31/2023	6701 - Porter Service		Walker, Robert	300.00	6329	01/06/2023	Monthly Porter Service
2688	02/07/2023	02/07/2023	6701 - Porter Service		Walker, Robert	300.00	6339	02/07/2023	January Porter Service
2676	02/07/2023	02/07/2023	6701 - Porter Service		Walker, Robert	195.00	6339	02/07/2023	Porter Service
526783	02/17/2023	02/17/2023	6701 - Porter Service		Beal Properties	51.95	6343	02/17/2023	10% of \$519.45
2713	03/07/2023	03/07/2023	6701 - Porter Service		Walker, Robert	300.00	6349	03/07/2023	February invoice
2698	03/07/2023	03/07/2023	6701 - Porter Service		Walker, Robert	120.00	6349	03/07/2023	Trash Pick up - February
						<b>1,491.95</b>			
<b>6702 - Pool Expense</b>									
2022701	01/11/2023	01/11/2023	6702 - Pool Expense		Oasis Pools	378.88	6335	01/12/2023	Monthly Pool Maintenance - November
2022724	01/11/2023	01/11/2023	6702 - Pool Expense		Oasis Pools	378.88	6335	01/12/2023	Monthly Pool Maintenance - December
2023774	03/07/2023	03/07/2023	6702 - Pool Expense		Oasis Pools	378.88	6348	03/07/2023	Monthly pool Maintenance - January
20230788	03/07/2023	03/07/2023	6702 - Pool Expense		Oasis Pools	383.75	6348	03/07/2023	Replaced key cover , diverter gasket, key cover
20230790	03/07/2023	03/07/2023	6702 - Pool Expense		Oasis Pools	97.26	6348	03/07/2023	insulated fill line for freeze and pipe wrap
						<b>1,617.65</b>			
<b>6705 - Professional Fees</b>									
142627	01/11/2023	01/11/2023	6705 - Professional Fees		Kristeen Roe, Tax A/C	2.13	6334	01/12/2023	2022 Tax Statement
<b>6757 - Telephone Service</b>									
2347900	01/03/2023	01/03/2023	6757 - Telephone Service		Kings III Of America, LLC	54.77	ACH	01/03/2023	
2347900	01/11/2023	01/11/2023	6757 - Telephone Service		Kings III Of America, LLC	54.77	6333	01/12/2023	Pool Phone
2367438	02/01/2023	02/01/2023	6757 - Telephone Service		Kings III Of America, LLC	54.77	ACH	02/01/2023	Woodbrook
2385951	03/01/2023	03/01/2023	6757 - Telephone Service		Kings III Of America, LLC	54.77	ACH	03/01/2023	Pool Phone

**Bill Detail**

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Created By: All

GL Accounts: All

Bill Status: Paid

Date Type: Payment Date

Date Range: 01/01/2023 to 03/31/2023 (Last Quarter)

Show Reversed Transactions: No

Reference	Bill Date	Due Date	GL Account	Unit	Payee Name	Paid	Check #	Paid Date	Description
	01/30/2023	01/30/2023	6810 - Utilities		College Station Utilities	1,618.50	ACH	01/30/2023	1904 Dartmouth St
	01/30/2023	01/30/2023	6810 - Utilities		College Station Utilities	239.10	ACH	01/30/2023	1904 Dartmouth G
	01/30/2023	01/30/2023	6810 - Utilities		College Station Utilities	94.82	ACH	01/30/2023	1904 Dartmouth C
	01/30/2023	01/30/2023	6810 - Utilities		College Station Utilities	107.58	ACH	01/30/2023	1904 Dartmouth U
	01/30/2023	01/30/2023	6810 - Utilities		College Station Utilities	92.02	ACH	01/30/2023	1904 Dartmouth N
	01/30/2023	01/30/2023	6810 - Utilities		College Station Utilities	33.79	ACH	01/30/2023	1904 Dartmouth IRRG
530321-178018	02/16/2023	02/16/2023	6810 - Utilities		College Station Utilities	200.59	ACH	02/16/2023	Building G
530321-178068	02/16/2023	02/16/2023	6810 - Utilities		College Station Utilities	85.51	ACH	02/16/2023	Building N
530321-226484	02/16/2023	02/16/2023	6810 - Utilities		College Station Utilities	33.62	ACH	02/16/2023	Irrigation
530321-177936	02/16/2023	02/16/2023	6810 - Utilities		College Station Utilities	85.96	ACH	02/16/2023	Building C
530321-177962	02/16/2023	02/16/2023	6810 - Utilities		College Station Utilities	98.04	ACH	02/16/2023	Building U
530321-178122	02/16/2023	02/16/2023	6810 - Utilities		College Station Utilities	1,392.80	ACH	02/16/2023	1904 Dartmouth NS
530321-177936	03/15/2023	03/15/2023	6810 - Utilities		College Station Utilities	83.62	ACH	03/15/2023	Building C
530321-178018	03/15/2023	03/15/2023	6810 - Utilities		College Station Utilities	222.50	ACH	03/15/2023	Building G
530321-177962	03/15/2023	03/15/2023	6810 - Utilities		College Station Utilities	92.36	ACH	03/15/2023	Building U
530321-178068	03/15/2023	03/15/2023	6810 - Utilities		College Station Utilities	82.82	ACH	03/15/2023	Building N
530321-226484	03/15/2023	03/15/2023	6810 - Utilities		College Station Utilities	33.45	ACH	03/15/2023	Irrigation
530321-178122	03/15/2023	03/15/2023	6810 - Utilities		College Station Utilities	1,423.30	ACH	03/15/2023	1904 Dartmouth ST NS - water
						<b>6,020.38</b>			
<b>Total</b>						<b>39,411.99</b>			



# Guaranty Bank & Trust

Loan & Deposit Operations  
P.O. Box 1158 | Mt. Pleasant, TX 75456-1158



Statement Period	3/13/2023 TO 4/9/2023
Account Number	24122089
Page	1 OF 2

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116533-10A\*\*000198

Wood Brook Homeowners Association  
3363 University Dr E Ste 215  
Bryan TX 77802-3470

## Monthly Statement Summary

### CHECKING SUMMARY

Premier Money Market	24122089
CHECKING BALANCE LAST STATEMENT.....	291,055.30
1 DEPOSITS	1,588.00
1 OTHER CREDITS	558.73
0 CHECKS	0.00
0 OTHER WITHDRAWALS	0.00
CHECKING BALANCE THIS STATEMENT.....	293,202.03

### INTEREST SUMMARY

28	DAYS IN EARNINGS PERIOD
2.53%	ANNUAL PERCENTAGE YIELD EARNED
558.73	INTEREST PAID THIS PERIOD
2,034.86	INTEREST PAID YTD

### DEPOSITS AND OTHER CREDITS

DATE	AMOUNT	DESCRIPTION
04/05	1,588.00	Deposit
04/09	558.73	Accr Earning Pymt Added to Account

### DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03/13	291,055.30	04/05	292,643.30	04/09	293,202.03

### SUMMARY OF OVERDRAFT AND RETURNED ITEM FEES

	TOTAL FOR THIS PERIOD	TOTAL YEAR-TO-DATE
TOTAL OVERDRAFT FEES	\$0.00	\$0.00
TOTAL RETURNED ITEM FEES	\$0.00	\$0.00

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Cash Flow Calculation - Historical Trend				
Wood Brook Homeowners Association, Inc.				
Incorporated On:	WoodBrook HOA 2019 Tax Return	WoodBrook HOA 2020 Tax Return	WoodBrook HOA 2021 Tax Return	WoodBrook HOA 2022 YE P&L
<b>Income</b>				
Gross Revenues	\$ 180,925	\$ 186,597	\$ 179,227	\$ 180,257
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -
<b>Gross Profit</b>	\$ 180,925	\$ 186,597	\$ 179,227	\$ 180,257
<i>Gross Profit Margin</i>	100%	100%	100%	100%
Total Operating Expenses	\$ 135,649	\$ 128,435	\$ 148,933	\$ 137,864
<b>Net Income before Taxes</b>	\$ 45,276	\$ 58,162	\$ 30,294	\$ 42,392
<i>Net Income Margin</i>	25%	31%	17%	24%
Add: Amortization	\$ -	\$ -	\$ -	\$ -
Add: Depreciation	\$ -	\$ -	\$ -	\$ -
Add: Interest	\$ -	\$ -	\$ -	\$ -
<b>EBITDA</b>	\$ 45,276	\$ 58,162	\$ 30,294	\$ 42,393
Add: Other Adjustment	\$ -	\$ -	\$ -	\$ -
Less: Taxes	\$ -	\$ -	\$ -	\$ -
<b>Available Cash Flow for DSCR</b>	\$ 45,276	\$ 58,162	\$ 30,294	\$ 42,393
<b>Debt Service</b>				
Proposed	\$ 119,026	\$ 119,026	\$ 119,026	\$ 119,026
To Gnty Bank & Trust	\$ -	\$ -	\$ -	\$ -
To Other Institutions	\$ -	\$ -	\$ -	\$ -
<b>Total Debt Service</b>	\$ 119,026	\$ 119,026	\$ 119,026	\$ 119,026
<b>Excess/(Deficit)</b>	\$ (73,750)	\$ (60,864)	\$ (88,732)	\$ (76,633)
<b>DS Coverage Ratio</b>	0.38	0.49	0.25	0.36
<b>Debt Schedule:</b>				



3363 University Drive East, Suite 215,  
Bryan, TX 77802  
(979)764-2500 www.bealbcs.com

April 27, 2023

## **Wood Brook Condominiums Management Report**

**Delinquency Status:** At the end of the 1<sup>st</sup> Quarter, the total outstanding amount owed to the association was \$157.45. One account makes up the total balance, and consists of unpaid dues, and late fees charged to the account.

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

**Violation Report:** Beal Properties does not have any violations to present to the board.

**Maintenance Report:** During the 1<sup>st</sup> Quarter, Beal has received 11 service requests. These consist of “roof leaks”, and water leaks throughout the complex. All of the service requests have been addressed and completed.

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