



Beal Properties
903 S. Texas Avenue
College Station, TX 77840
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Old Oaks HOA Board Meeting
October 18th, 2022 @ 5:30pm
Beal Properties Office & Via Zoom
Agenda

Call to Order & Roll Call

Financial Report

- 3rd Quarter Cash Flow
- 3rd Quarter Expense Distribution
- Reserve Account Balance
- YTD Budget Comparative

Management Reports

- Delinquency
- Maintenance
- Violations

Unfinished Business

- Unit 11 Requests – walkway
- Tree Trimming / Removal
- Board Membership – Proxy or early Annual
- Board Vote on Parking Stickers

New Business

- Taxes
- Insurance
- Maintenance – Plumbing Costs / Boardwalk Repairs
- Landscape Maintenance

Next meeting

- January 17th 2023 @ 6:00 pm 4th Q. Board
January 28th @ 10am - 2023 Annual

Adjourn

Old Oaks Condominium Owners Association, Inc.
Board Meeting Minutes
July 19, 2022, 6:00 pm

Call to Order & Roll Call: Ms. Toni Myers, HOA Director, Beal Properties
Ms. Karen Quattlebaum (President), Ms. Helen Menn (Board Member--Present via Zoom), Mr. Matthew Solom (Board Member--Present via Zoom), Mr. Charles Haddick (Unit owner--Present via Zoom), Ms. Kathleen Shudell (Present via Zoom)

Election of Board of Directors for Vacancies

In the By-Laws, Article IV, Paragraph 5, the process of filling Vacancies on the Board of Directors is explained. The Board, followed this procedure and nominated and elected 4 people to the Board, and extended an offer to two additional individuals to join the Board.

1. Ms. Quattlebaum was nominated to the Board of Directors. She accepted the nomination and was unanimously elected by the Board.
2. Ms. Menn was nominated to the Board of Directors. She accepted the nomination and was unanimously elected by the Board.
3. Ms. Shudell was nominated to the Board of Directors. She accepted the nomination and was unanimously elected by the Board.
4. Mr. Solom was nominated to the Board of Directors. He accepted the nomination and was unanimously elected by the Board.
- 5 & 6. Ms. Bouse and Ms. Greig, though not in attendance, were nominated to the Board of Directors. They were unanimously elected to the Board of Directors by the Board, contingent upon their acceptance of the position.

Election of Officers by the Board of Directors

In the By-Laws, Article V, Paragraph 2, the text states, "The officers of the Association shall be elected annually by the Board of Directors at the organization meeting of each new Board."

Therefore:

Ms. Quattlebaum was nominated for the Office of President. She accepted the nomination and was unanimously elected as the Presidential Officer of the Board.

Ms. Shudell was nominated for the Office of Secretary. She accepted the nomination and was unanimously elected as the Secretarial Officer of the Board.

The Board Recognized Mr. Haddick to speak at the Meeting. He shared the following items:

1. <https://capitol.texas.gov> was identified as an easy way to locate Texas Law.
2. Condominium Laws are not found in the State Constitution.
3. Condominium laws are found under statutes, Property Code, Chapters 81 and 82.
4. Chapter 81 is cited as the "CONDOMINIUM ACT" and this chapter applies only to a condominium regime created before January 1, 1994.
5. Chapter 82 is cited as the "Uniform Condominium Act" of 1994; it applies in full to all condominium regimes created on or after January 1, 1994; however, selected portions of this Act apply to condominium regimes created before 1994.
6. Chapter 81 indicates our By-Laws control the administration of our condominium.
7. Our By-Laws direct that a quorum is required for an Annual Meeting and a quorum is defined as 51% of Condominium Unit owners. Chapter 81 agrees with this.
8. Mr. Haddick prepared, and displayed via Zoom, an example of a proxy form/proxy ballot that he believes could serve as a pattern to be used for future Annual and Special Meetings of the entire Association. The effect of the Board using this pattern would hopefully be not only to

more reliably establish a quorum for a Meeting, but also to allow Association members to vote on electing Directors to the Board and, possibly, other issues as well.

9. Mr. Haddick indicated the Condominium Act and the Uniform Condominium Act allow for electronic meetings of the Board.

10. Mr. Haddick asked Beal to look into an electronic, computer-web-site-based, proxy return and voting system.

Ms. Myers replied that Beal has a system for allowing electronic proxy returns for other COA's & HOA's that they manage. Ms. Myers indicated that Beal also can provide self-addressed, stamped envelopes to encourage proxies to be returned. She stated when Boards make it easier for owners to respond in their preferred method, more owners will be willing to reply and thus establish a quorum.

“Rules and Regulations” and “Fine and Fee Schedule” reviewed by Ms. Myers

The “Fine and Fee Schedule” is enforced and is enforceable as it is.

Ms. Myers suggested a section titled “Vehicle Violation” be added to the “Fines and Fee Schedule.”

The Board approved adding a “Vehicle Violation” section be added to the “Fines and Fee Schedule.”

The Board voted and unanimously approved amending the Rules and Regulations – Parking Policy – to remove item #14, regarding Parking stickers, as parking stickers are no longer being issued.

Ms. Myers stated that she will have an recommended adjusted “Rules and Regulations” document and “Fine and Fee Schedule” available at the next Board meeting for the Board to approve.

Ms. Myers recommended that we file these documents with Brazos County after approving the changes at the next meeting.

“Monthly Maintenance Fee” as found in the “Rules and Regulations” was reviewed by Ms. Myers

Ms. Myers explained that delinquent payments are subject to a late charge of \$35.00 and 10% interest is due on the past-due amount. This amount agrees with our Declaration.

Board Meeting Minutes reviewed from 4-26-22

The Board voted unanimously to Approve the Minutes from April 26, 2022

Financial Report reviewed by Ms. Myers

-2nd quarter Cash Flow Report states that the Income was \$20,075.00 and our Total Expenses were \$15,961.15 leaving us with a positive cash flow of \$4,113.85

As of June 30, 2022 the operating cash on hand was \$7,048.85

As of June 30, 2022 the Reserve Account had \$46,561.12

-2nd Quarter Expense Distribution document in our meeting packet, was from the wrong year and is available online in shared documents.

Delinquency Report reviewed by Ms. Myers.

There were 3 delinquencies, Unit #18 had a minimal delinquency of \$7.33 and Unit #22 had a \$35 late fee. No principal was past due. Ms. Shudell made a motion to cancel the late fee of Unit #22, and this was 2nd by Ms. Quattllebaum, with no objections. Unit # 21 had a delinquency of \$2,473.52

Options for addressing the large delinquency were were discussed. Beal will advise the Board in the future, of their experience with civil litigation on a similar issue for another COA.

Violation Report by Beal, stated there are no current violations. Inspections scheduled for next week.
Work Order – none outstanding at this time

Architectural Change Requested by owner of Unit #24 includes the following items:

-Request to remove seat/shelf in front of window was voted upon and unanimously approved.

-Request to add grab bars was denied by unanimous vote, at this time, because more information was

needed as to the particulars being requested in order to make a decision. (Location of installation, composition of grab bars, duration, etc...)

-Request to extend the step between the porch and Boardwalk. The concern of the unit owner was to hold down dirt from the garden area. Extending the step would reduce the garden planting area designated for the Unit in the planter map for the complex. This would also result in extra cost to the association, thus the request was denied by majority vote.

Maintenance Request from Unit #24

-The wood step and decking under the porch overhang was viewed as a safety concern by the Unit owner. The safety concern was; an excessive gap between the boards; a warping of the boards creating an uneven surface; and an uneven step. Based on the safety concerns of the owner, the Board voted unanimously to replace the wood 1st step, and wood under the porch overhang with new wood.

-Unit #24 requested that the trellis/lattice be replaced on the front porch as some of the wood pieces had broken off. The Board voted to approve replacing the lattice with a plastic lattice/trellis, as has been used on the back deck of Unit #26. Using the new plastic lattice would be more durable and result in longer use with less maintenance.

-The wood decorative banisters on the front porch of Unit #24 were requested to be replaced due to age-induced cracking and warping. The Board unanimously approved replacing these items and having them re-stained to match the current color.

-Unit #24 supplied bids from contractors she proposed using for this work. Since these bids contained other work to be done that was not approved or requested of the Board, the Board voted to approve reimbursing the owner of #24 up to \$1,000. with proof of payment for completion of project.

Architectural Change Request Form discussed

After the extensive discussions regarding the changes requested by the owner of #24 for an architectural change, it was proposed that an Architectural Control worksheet be developed. This would make requests easier to handle in the future and if it clearly identified the information needed by the Board from the petitioner.

Request for letter to utility provider

Unit #32's owner requested a letter be submitted to Frontier Communications from the Board showing approval of installing a box onto the side of the building. The Board voted unanimously to approve Beal writing, on behalf of the Board, a letter to Frontier Communications approving the attachment of a box to the building, with the provision that the box be anchored to a stud.

Tree Trimming Needs

-James of Grandchamp Roofing had walked through the complex and informed Beal and a member of the Board, that two trees needed to be trimmed. A tree limb was pushing on the roof of Unit #21, and could potentially lift part of the new roof, if allowed to continue growing. A second tree limb was growing horizontally above the boardwalk at Unit #15. James had experience with tree limbs growing horizontally developing rot at the point of attachment. He advised removing this limb as well for safety reasons. Beal obtained a bid from Brazos Valley Stump and Tree Trimming for \$525 + tax. Toni, reviewed the bid and felt it was a little high, and would contact the proprietor and confirm the bid and report back what is discovered.

2022 Budget Reviewed & preparing the 2023 Budget

-Beal is reviewing insurance providers and costs for next year.

-Inflation has gone up. Beal advised the Board the budget may go up 10-15% due to inflation.

Cash Flow

Beal Properties

Properties: Old Oaks Condos - 3923 Old Oaks Bryan, TX 77802

Date Range: 07/01/2022 to 09/30/2022 (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				
Late Fees\NSF Rent	40.00	0.20	215.00	0.36
Homeowners Association Dues	19,810.00	99.80	60,245.00	99.64
Total Operating Income	19,850.00	100.00	60,460.00	100.00
Expense				
Bank Fees/Office Expenses	0.00	0.00	1,136.64	1.88
Emergency Water Extraction	0.00	0.00	866.00	1.43
General Maintenance	349.27	1.76	1,527.23	2.53
Insurance	0.00	0.00	17,679.27	29.24
Transfer to Reserves	2,064.00	10.40	6,192.00	10.24
Legal Fees	0.00	0.00	750.00	1.24
Lawn/Property Maintenance	1,242.50	6.26	1,574.14	2.60
Special Projects	0.00	0.00	76,160.00	125.97
Management Fee	1,350.00	6.80	4,050.00	6.70
Misc. Property Expense	0.00	0.00	91.47	0.15
Mortgage/Note Payment	6,017.94	30.32	18,318.45	30.30
Pest Control	357.24	1.80	1,071.72	1.77
Plumbing Expense	-120.00	-0.60	160.00	0.26
Porter Service	0.00	0.00	50.00	0.08
Tax Expense	0.00	0.00	2.35	0.00
Utilities	3,464.57	17.45	9,826.86	16.25
Total Operating Expense	14,725.52	74.18	139,456.13	230.66
NOI - Net Operating Income	5,124.48	25.82	-78,996.13	-130.66
Total Income	19,850.00	100.00	60,460.00	100.00
Total Expense	14,725.52	74.18	139,456.13	230.66
Net Income	5,124.48	25.82	-78,996.13	-130.66
Other Items				
Prepayments	0.00		500.00	
Net Other Items	0.00		500.00	
Cash Flow	5,124.48		-78,496.13	
Beginning Cash	7,048.85		93,902.51	
Beginning Cash + Cash Flow	12,173.33		15,406.38	
Actual Ending Cash	12,173.33		12,173.33	

Expense Distribution

Properties: Old Oaks Condos - 3923 Old Oaks Bryan, TX 77802

Payees: All

Bill Date Range: 07/01/2022 to 09/30/2022 (Last Quarter)

Reference	Bill Date	Unit	Payee	Amount	Check #	Check Date	Description
6455 - General Maintenance							
13884	07/07/2022		T. Fry Make Ready	174.79	126708	07/07/2022	Repaired 8 boards & replaced 2 boards & 1 4x4 post
13880	07/07/2022		T. Fry Make Ready	99.48	126708	07/07/2022	Secured 3 boards and replaced 1 board on wooden walkway.
11419	09/09/2022		The Clean Up Crew	75.00	126829	09/12/2022	reset parking lot blocks
				349.27			
6471 - Transfer to Reserves							
	07/01/2022		Old Oaks	688.00	126696	07/01/2022	July 2022 - Transfer to Reserves
	08/01/2022		Old Oaks	688.00	126749	08/03/2022	August 2022 - Transfer to Reserves
	09/01/2022		Old Oaks	688.00	126799	09/01/2022	September 2022 - Transfer to Reserves
				2,064.00			
6475 - Lawn/Property Maintenance							
24018	07/12/2022		S.O.S. Lawn Service	541.25	126717	07/12/2022	Monthly Lawn Maintenance
24147	08/12/2022		S.O.S. Lawn Service	541.25	126775	08/12/2022	Monthly Lawn Maintenance
4525	09/06/2022	03	Lopez Boyz	160.00	126810	09/07/2022	#3 - Remove large branches
				1,242.50			
6540 - Management Fee							
	07/11/2022		Beal Properties	450.00	126711	07/11/2022	Management Fee for 07/2022
	08/08/2022		Beal Properties	450.00	126763	08/08/2022	Management Fee for 08/2022
	09/01/2022		Beal Properties	450.00	126809	09/07/2022	Management Fee for 09/2022
				1,350.00			
6560 - Mortgage/Note Payment							
	07/01/2022		Prosperity Bank.	2,005.98	126698	07/01/2022	July 2022 - Siding Renovation Loan
	08/01/2022		Prosperity Bank.	2,005.98	126756	08/03/2022	August 2022 - Siding Renovation Loan
	09/01/2022		Prosperity Bank.	2,005.98	126806	09/01/2022	September 2022 - Siding Renovation Loan
				6,017.94			
6695 - Pest Control							
25527	07/07/2022		Joe Loudat DBA/	119.08	126706	07/07/2022	Monthly Pest Control
25688	08/12/2022		Joe Loudat DBA/	119.08	126772	08/12/2022	Monthly Pest Control
25861	09/09/2022		Joe Loudat DBA/	119.08	126824	09/12/2022	Monthly Pest Control

Expense Distribution

Reference	Bill Date	Unit	Payee	Amount	Check #	Check Date	Description
	2022			357.24			
6810 - Utilities							
2062501	07/01/ 2022		Bryan Texas Utilities	24.29	126689	07/01/2022	utilities - electrical
2325148	07/01/ 2022		Bryan Texas Utilities	1,112.91	126689	07/01/2022	utilities - water
2062501	07/31/ 2022		Bryan Texas Utilities	24.49	126737	07/31/2022	Utilities - Electric
2325148	07/31/ 2022		Bryan Texas Utilities	1,102.40	126737	07/31/2022	Utilities - Water
2062501	09/09/ 2022		Bryan Texas Utilities	25.18	126821	09/12/2022	utilities - electrical
2325148	09/09/ 2022		Bryan Texas Utilities	1,175.30	126821	09/12/2022	utilities - water
				3,464.57			
Total				14,845.52			



Visit us online at ProsperityBankUSA.com

Statement Date

9/30/2022

819 1 AV 0.455

Account No

****7848

OLD OAKS CONDOMINIUM OWNERS ASSOC INC

RESERVE ACCOUNT

3363 UNIVERSITY DR E STE 215

BRYAN TX 77802-3470

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STATEMENT SUMMARY

TX Business Premier Money Market Account No ****7848

09/01/2022	Beginning Balance		\$47,953.26
	2 Deposits/Other Credits	+	\$697.31
	0 Checks/Other Debits	-	\$0.00
09/30/2022	Ending Balance	30 Days in Statement Period	\$48,650.57
	Total Enclosures		1

DEPOSITS/OTHER CREDITS

Date	Description	Amount
09/06/2022	Deposit	\$688.00
09/30/2022	Accr Earning Pymt Added to Account	\$9.31

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
09-01	\$47,953.26	09-06	\$48,641.26	09-30	\$48,650.57

EARNINGS SUMMARY

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

Interest Paid This Period	\$9.31	Annual Percentage Yield Earned	0.23 %
Interest Paid YTD	\$39.00	Days in Earnings Period	30

9001

103381 : 00081901





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Bryan, TX 77802
(979)764-2500 www.bealbcs.com

October 18, 2022

Old Oaks Management Report

Delinquency Report: As of today, there is a total of \$3,455.85 owed to the HOA including late fees. This balance includes 5 homeowners with one account having a total of \$2,558.52.

Violations: We have one BBQ Grill at 18 reported, and no other current violations.

ACC: There are no current pending ACC requests

Work Orders: There are no current pending work orders that Beal needs approval on.