

HOA Board Meeting  
1/31/17

The meeting was called to order at 5:30 pm. Eva Goodman, Stephanie Garner, Bob Walker and Sam Vernon were in attendance.

#### AGENDA

1. Reviewed erosion plan with Bleyl Engineering  
2&3 (not on our property-has to be repaired before 4),4&7 are the priority areas  
Site 7 is the most urgent area.

Old Oaks has been approached about helping pay to fix the area on their property before moving forward. Bob will continue discussing the project with them.

Letters will go out to inform owners that decks are being removed and will not be rebuilt because of the erosion and need for easement.

We are waiting for bids from contractors to do repairs.

We will need a geotec company for #7.

Bob will contact a company to top the tree while we are waiting for the contractor bids.

2. We will consider adding to rules and regs to address deck sizes.
3. Trash: Bob will look into how much a porter would cost once a month to pick up litter and remove items left out. Bob will start billing the owners for trash on their property.
4. Lawn Maintenance  
Bob will check with Justin about the grass that has died.

Next board meeting will be prior to the Annual Meeting at Century 21.

HOA Board Meeting  
3/25/17

The meeting was called to order at 10:51 pm. Eva Goodman, Rita Pouliotte, Stephanie Garner and Terry Thigpin were in attendance.

**AGENDA**

**Old business:**

The lawyer determined that the owners own the decks. If we take them down on the Creekside, we do have to put them back up. We can determine the size of the decks replaced. We will add those measurements to the rules and regs.

We have employed a porter service that comes by once a week.  
Justin has replaced the shrubs as asked. Sod replacement has not been resolved.

**New business:**

Rules and regulations compliance was discussed. Residents who violate the rules and regulations will receive a notice. The second offense, the owner will receive a notice that a fee will be applied to the next offense.

Financing the erosion repair was discussed. Terry will look into finding someone to represent us to the city regarding their responsibility in helping with the repair.

Next board meeting will be May 9<sup>th</sup>.

**Oakwood Townhomes Home Owners Association Annual Meeting Minutes  
March 25, 2017**

**1. The meeting was called to order at 10:10 AM**

**2. Proof of meeting announcement was produced.**

**3. A quorum was not established. Four owners were in attendance and six proxies were gathered. Owners in attendance were: Eva Goodman, Stephanie Garner, Rita Pouliotte, and Coy Batson. Terry Thigpin from Century 21 was in attendance.**

**4. The previous annual meeting minutes were reviewed and approved as presented. A motion was made and seconded (Eva Goodman, Rita Pouliotte) to approve the minutes as read. The motion passed.**

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

- 2016 financials were reviewed.
- 2017 Proposed Budget was reviewed. A motion was made and seconded (Eva Goodman, Stephanie Garner) to approve the new budget. The motion passed.
- Terry Thigpin reviewed the sales from Jan. 2016-2017 and presented the current MLS numbers.
- Proof insurance was produced.

**6. Maintenance Issues**

**Improvements from last year:**

- Landscape improvements

**Future projects:**

- Erosion from the creek

**Future maintenance:**

- Replace the roof
- Repainting buildings
- Possibly replace the property line fence between Oakwood Townhomes and the neighboring houses

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

The current board (Eva Goodman, Rita Pouliotte and Stephanie Garner) agreed to stay on. A vote was not taken. There was no quorum. If you are interested in serving on the Board, please contact Century 21 (Terry Thigpen).

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

May 9th, August 15th, November 14<sup>th</sup>, February 13th

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

**8. Old business: none**

**9. New business:**

Addressed options for erosion from the creek

**10. Adjournment**

Motion was made to adjourn (Eva Goodman, Stephanie Garner). The meeting was adjourned at 10:30 AM.

**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/)

HOA Board Meeting  
8/17/17

The meeting was called to order at 5:37 pm. Eva Goodman, Rita Pouliotte, Stephanie Garner, Bleyl Engineering and Terry Thigpin were in attendance.

**AGENDA**

**Old business:**

Met with Bleyl Engineering to discuss erosion plan. Discussed options.

**New business:**

None.

Next board meeting will be November 14th.





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

**HOA Board Meeting**  
9/21/17

The meeting was called to order at 5:30 pm. Eva Goodman, Rita Pouliotte, Stephanie Garner, and Terry Thigpin, Property Manager of BVP Management, Inc., were in attendance.

**Old Business:**

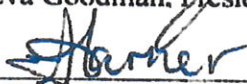
- Discussed current cash flows, including operating and reserve accounts
- Discussed 2017 budget and compared it to where we stand as of September 2017
- Discussed delinquencies and how they are being handled
- Discussed all possible options for erosion repair on the Creekside

**New Business:**

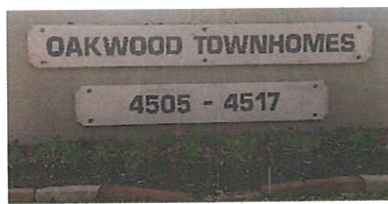
- Discussed adding the replacement of the roofs with the creek erosion repair
- Discussed obtaining a loan from a local bank to pay for both projects at once
- Terry Thigpin provided 2 proposals with current interest rates and monthly payments
- HOA Board requested BVP Management meet with bank officials on obtaining a loan.
- HOA Board requested BVP Management meet with an attorney on voting and by-laws.
- HOA Board requested, when everything is in place, to proceed with calling an HOA meeting to discuss the erosion and roof replacement with the Oakwood Homeowners and the possibility that the monthly HOA dues will increase (approx \$50.00 as dictated by the bank loan) to pay back the bank loan on a 15-year note.

Adjourned at 7:30 pm.  
Next board meeting will be November 14th.

  
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Eva Goodman, President

  
\_\_\_\_\_  
Stephanie Garner, Secretary

  
\_\_\_\_\_  
Rita Pouliotte, Board Member



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Assessment Meeting Meeting  
10/21/17

The meeting was called to order at 10:05 am.

Agenda

1. Roll Call

Owners introduced themselves.

The following were in attendance: Lisa Paradis, Doug Rogers, Eva Goodman, Sam Vernon, Stephanie Garner, Anthony Nutall, Damien Worrell, Rita Pouliotte, Rejeesh Vasuida, Terry Thigpin, Century 21 Property Manager, Toni Myers, Assistant HOA Coordinator

2. Proof of meeting announcement

3. Examination of proxies

Amended previous information given to explain that we do not need a quorum for this type of meeting, just 41 votes, per our attorney. We have one month to get the 41 votes.

4. Financial report (2017)

The 2017 financial report, delinquent dues, 2016-2017 sales report and 2017 Budget was reviewed by Terry Thigpin.

5. Discussion of erosion repair and roof replacement

Erosion: Pictures were shown of the erosion impact. A question was asked about ownership of the decks. Decks are owned and have been built by the owners. A question was asked about our responsibility concerning the hole partially created at Old Oaks by run off from our complex. The run-off water (during heavy rain) from the Briar Oaks community comes through Oakwood Townhome parking lot and a huge hole developed. The same water stream has compromised the ground under the foundation of Unit 4507-10. The size of the hole has approximately doubled in the past year.

Terry Thigpin met with the City of Bryan several times. They say they don't have the funds, research/data to intervene. The City of Bryan said that in 7-8 years they might be able to look at our situation. They will not pay for any portion of the erosion repair.

Sam Vernon explained the current erosion situation. He explained that the HOA has put some measures in place to slow down the erosion. Downspouts were extended to drain the water into the actual creek. Mr. Vernon explained the options considered before choosing proposed construction. He reviewed the soil type of the creek bank as provided by Geo-Tek's core samples. Pictures of possible solutions and cost estimates were provided.





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One of the building slabs is starting to become undercut by the water run-off from the parking lot. He discussed a way to prevent further problems.

The proposed retaining wall will be 6-7 feet tall. The area between the buildings and the wall will be leveled/graded to allow for ground cover all the way up to the wall. A fence or signage is recommended between the building and the wall to prevent injury. Most trees and brush on our side of the creek will need to be removed. The decks and fences will need to be removed. The HOA will replace them and will make a decision about the size and uniformity of the decks accessibility to the area is maintained. Fences have not previously been an HOA expense with the exception of the long fence along 4509 and the perimeter fences. The board will have further discussion about rebuilding fences.

There will be inconvenience during the construction but it will be a relatively quick project once the site is prepared. We have two options for wall length. 250 feet covers (3/4 of the creek side of the complex) to 4507 #5. 350 feet would cover the full length of the complex on the creek side. The board is proposing the 350 feet because the extra cost is minimal (\$8/month for the length of the loan).

The HOA is looking for a contractor to remove decks as a cost saving measure.

Roof: The roofs are 19 years old, with the exception of 4513. Taking care of the roofs now prevents further cost of ongoing repairs and further improves the look of the complex.

The loan specifics were discussed. Option of a one-time assessment was discussed (\$6270.50). Our goal as a board is to pay the loan off in 10 years instead of 15 years.

Without correcting the erosion, we will be looking at major expenses, approximately \$40,000 per building, to repair foundations in the future.

Questions:

How quickly is the erosion happening?

Sam Vernon-From the beginning of their involvement a year ago to now, they can see significant change.

What will we do if we don't get enough votes? We need 41 votes to pass it. The board can raise dues 15% without owner approval. We would approach the bank and try to get approval to raise \$30 this year and \$20 next year.

Is there a way to take care of this as a separate assessment account and not raise HOA over \$200.00? Terry Thigpin, Property Management, explained that the loan is strictly for the erosion project and a new roof for all building except 4513(4513 got new roof with the insurance money from the fire in 2011). He also explained that the increase in monthly dues





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was required by the bank to secure the loan. Funds in the reserve account is also the reason the HOA is able to get a loan approved.

Does the proposal include the drainage under the deck? Yes.

Some people thought that the increase in HOA fees would make sales of units more difficult. When I look at the market this year, HOA fee is a little higher in Bryan, we are still one of the lower priced units in town. And once the wall is built that back area will have more appeal to buyers.

What are we using the dues for, could we lower them after the project is done? The president explained that collecting only the minimum will not allow us maintain the complex at a desirable level and we will not be able to get another loan for larger projects for the next 10 – 15 years. There are still large projects such as painting, parking lot upkeep in the future.

What big projects have we had in the recent past? Paint, repair stucco, gutters, insurance premiums increased after the fire for several years.

Is there anything in the current \$154 that could be looked at to reduce it? We applied for the loan based on that number being our current dues.

Is there a stop gap that would be less expensive? Mr. Vernon explained that part of the base cost of doing something less permanent is the cost of getting the area ready to access. The cost of labor and preparation would only increase the costs of the project and possible further damage to the homes.

A question will be posed to the attorney to see if when selling the dues can be listed as \$154.00 and the \$50.00 servicing the loan.

6. Voting to increase assessments to support the construction of new roofs and the repair of erosion issue.
7. Adjournment-Motion to adjourn (Marcie Rogers, Eva Goodman).

Adjourned at 11:37 am.

Next board meeting will be November 14th.