

*Oakwood Townhomes  
Owners  
Association, Inc.*



*Annual Meeting  
Saturday March 25<sup>th</sup> 10am  
C21 Sales Office Training Room  
404 D University Dr. East*

*\*903 S Texas Ave. College Station TX \*[www.c21bcshoa.com](http://www.c21bcshoa.com) \* 979-764-2500*



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

Oakwood Townhome Condos Owners Association requests your attendance at the 2017 annual meeting to be held at **CENTURY 21 TRAINING ROOM**, 404 D University Dr. East, College Station, Tx.77840, on Saturday, March 25, 2017 at 10:00 am.

If you cannot be there and would like have your vote counted should there be a quorum, sign the attached proxy and return by 5:30pm March 24, 2017. You can mail the completed proxy (below) to Century 21, 903 Texas Ave. S., College Station, Texas 77840, and Attention: Terry Thigpin or Toni Myers, email to [c21hoa@century21bcs.com](mailto:c21hoa@century21bcs.com) or fax it to (979) 764-0508.

**Agenda**

1. Roll Call
2. Proof of meeting announcement
3. Determination of quorum and examination of proxies
4. Review & approval of minutes of 2016 Annual Meeting
5. Financial report (2015)
  - a. 2016 Financial report review
  - b. Delinquent Dues, 2016 -2017 Sales Report
  - c. 2017 Budget
6. Maintenance Issues, Creek Erosion, Drainage Issues, Deck issues.
7. Election or reinstatement of Officers and Board
8. Old Business
9. New Software being used by Century 21, Beal (Appfolio)
10. Adjournment

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**2017 Annual Meeting Proxy Statement**

Know All by these Present: That I \_\_\_\_\_

**Do hereby appoint: (circle one)** Eva Goodman    Stephanie Garner    Rita Pouliotte    Terry Thigpin

As agent for me, and in my name and stead to vote as my Proxy at the 2017 annual meeting of the Oakwood Townhome Condos Owners Association, Inc., according to the percentage of votes assigned to act for me on all matters that come before the membership at the meeting as fully as if I were present. This proxy applies only to the March 25, 2017 annual meeting and may be revoked by me in writing at any time prior to the meeting.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Unit number(s)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Current Phone Number

**Oakwood Townhomes Home Owners Association Annual Meeting Minutes**  
**March 5, 2016**

1. The meeting was called to order at 10:03 AM
2. Proof of meeting announcement was produced.
3. A quorum was not established. Five owners were in attendance and four proxies were gathered. Owners in attendance were: Eva Goodman, Stephanie Garner, Rita Pouliotte, Darlene Tuleen and Elham Tabei. Terry Thigpin and Bob Walker from Century 21 were in attendance.
4. The previous annual meeting minutes were reviewed and approved as presented. A motion was made and seconded (Darleen Tuleen, Rita Pouliotte) to approve the minutes as read. The motion passed.

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

- 2015 financials were reviewed.
- Delinquencies and action on those was discussed.
- 2016 Proposed Budget was reviewed. A motion was made and seconded (Eva Goodman, Darlene Tuleen) to approve the new budget. The motion passed.
- Bob Walker reviewed the sales from Jan. 2015-2016 and presented the current MLS numbers.
- Proof insurance was produced.

**6. Maintenance Issues**

**Improvements from last year:**

- New fence stained/treated
- Landscape improvements

**Future projects:**

- Landscaping: Complete the landscaping plans to make the property look more uniform and well kept.
- The Board will be considering revisions to the Rules and Regulations.
- The Board would like more owner participation through Board positions.

**Future maintenance:**

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

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

The current board (Eva Goodman and Stephanie Garner) agreed to stay on. Rita Pouliotte was nominated to join the board. A vote was taken and the nominees were approved. If you are interested in serving on the Board, please contact Century 21 (Terry Thigpin).

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

- March 5th, June 21st, September 20<sup>th</sup>, January 17th
- 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:**

- Concern was expressed that there has been mold etc. piling up at 4509#7, as well as the concern that mold may be growing since there is no HVAC running. Bob Walker will be contacting the owner.
- Erosion of the creek behind 4505 was discussed. The city has been contacted and a survey may be completed in order to see how much of the creek is the property of Oakwood Townhomes.
- 2015 Landscaping Proposal from Agscape was presented to the owners and further actions on the Priorities for the complex will be discussed at the HOA board meeting.

**10. Adjournment**

Motion was made to adjourn (Darlene Tuleen, Stephanie Garner). The meeting was adjourned at 11:08 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/)

## **Oakwood Townhomes Board Meeting 3/5/16**

The meeting was called to order at 11:14 AM. Eva Goodman, Stephanie Garner, Rita Pouliotte, Terry Thigpen and Bob Walker were in attendance.

### **Old business**

Ways to prevent erosion along the creek were discussed. Conversation with the city will continue and someone to check the foundation for 4507 #2 will be hired to make sure it is stable.

The Dish between 4517 – 4515 will be grandfathered in because there is not another option for it to function (south sky).

### **New business**

Questions about fertilizing and pesticide were discussed.

Terry will contact Agscapes and the other vendor to make sure they are on the same schedule.

Priorities for landscaping this year was discussed. Priorities 4, 7, 8, 9 and the extension of the downspout drainage will be completed this year. Bob Walker will contact the company with this information.

Management will do a walk through (front and back) once a month to check for building issues (stucco, decks)-doggie stations.

Discussed revising the rules and regulations regarding children playing in the parking lot.

Bob will send letters to the owners regarding their tenants.

A letter will be drafted with the lawyer to send to every owner regarding children not playing in the parking lot.

Meeting adjourned at 12:06 PM.

## Oakwood Townhomes Board Meeting 6/21/16

The meeting was called to order at 5:34 PM. Eva Goodman, Stephanie Garner, Rita Pouliotte, Terry Thigpen and Bob Walker were in attendance.

### AGENDA

1. Financial report, status on collections
2. Stucco repair:  
bldg. 4509- should start this week
3. Erosion issue update:  
4505 #5 -no bank since last flash flood  
4507 – needs hole filled and bank repacked  
City says they are not responsible for erosion, only the flow of the creek  
Engineer gave estimate for topographical survey and plan for repair  
Century 21 will contact the city to see if they would be willing to help with the engineering fees
4. Gutter Extensions – Bldg. 4505 to 4507; completed and working
5. Gutters need to be cleaned
6. Bldg. 4513 #8 peeling paint-Bob will have it touched up
7. Rules Violations  
Century 21 will post on doors and send a letter to the owners with information about rule violations;  
-city does not pick up construction/remodeling materials with reference to city ordinance, items that **do** go in the dumpster, household trash needs to be bagged, fines will be assessed and owners will be contacted  
-no children playing in the parking lot  
-no littering, no groundskeeper  
-please drive slowly in the drive; if not, speed bumps  
-noise control  
-no warnings  
-information on where they can get the rules and regs
8. Agscapes:  
-rogue plant needs to be removed  
-sod completion: 4511 #1-#2 sod not completed, 4509 ask if they can put sod  
4513 #4 the shrubs look like they need attention
9. Maintenance requests: reporting procedure  
-parking lot light, leaning tree toward the creek needs to be topped
10. Owners' list update: Century 21 does have every owner's phone number. Discussed addressing all issues to owners. They are responsible for their tenants' behavior.
11. Exposed wires Between Bldg. 4515 and 4517 corrected

12. New locking mailbox for outgoing mail

**New Projects**

1. Speed bumps: estimate on cost was obtained, signs were suggested
2. Landscape; cost of filling back of 4515 – 4517 (walkway) with landscape rocks to eliminate grass, mud, standing water, etc.  
-Century 21 will get estimate for future consideration.

**New Business**

Discussed revising the rules and regulations regarding children playing in the parking lot. New language will be drafted.

Meeting adjourned at 7:06 PM.

HOA Board Meeting  
12/7/16

The meeting was called to order at 5:15 pm. Eva Goodman, Stephanie Garner, Bob Walker and Terry Thigpen were in attendance.

AGENDA

1. Financial report, status on collections were reviewed
2. Reviewed erosion plan from Bleyl Engineering  
4505 #4 and 4507 #3 are the worst areas and need to be taken care of quickly.  
Old Oaks needs to be approached about helping pay to fix the area on their property before moving forward.  
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.  
Bob will call and see projected longevity of each method.  
Dues may need to be raised based on the project cost.
3. We will consider adding to rules and regs to address deck sizes.
4. Trash: Bob will look into how much a porter would cost three times a week, just the dumpster.
5. Lawn Maintenance  
Changing companies for the next year to the Lopez boys.  
Bob will check with Justin about the grass that has died.  
Bob will check with Justin about completing the irrigation work (4517-1 etc.)
6. Next year's budget was considered.

New Business

The board voted on and passed the motion that the HOA fees will be raised 10% February 1, 2017.

Next board meeting will be 1/17/17 at Century 21.



HOA Board Meeting  
1/31/17

The meeting was called to order at 5:30 pm. Eva Goodman, Rita Pouliotte, Stephanie Garner, Bob Walker, Sam Vernon and associate 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, easement.
3. Trash: Bob will look into how much a porter would cost once/twice a month to pick up litter and remove items left out. Bob will start fining the owners for rules violations on their property.
4. Lawn Maintenance  
Bob will check with Justin about the grass and shrubs that have died.

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

**Cash Flow (Cash)**  
**Oakwood Townhomes - (oakwoodt)**  
**January 2016 - December 2016**

Page 1  
3/15/2017  
03:32 PM  
aptshoa

Prepared For:  
Oakwood Townhomes  
4513 #3 Carter Creek  
Bryan, Tx 77802

Prepared By:  
BVP Management, Inc.  
903 Texas Ave S  
College Station, TX 77840

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENT INCOME</b>				
Late Fees\NSF Rent	597.96	0.59	597.96	0.59
Homeowners Association Dues	101,397.04	99.41	101,397.04	99.41
<b>NET RENT INCOME</b>	<b>597.96</b>	<b>0.59</b>	<b>597.96</b>	<b>0.59</b>
<b>TOTAL INCOME</b>	<b>101,995.00</b>	<b>100.00</b>	<b>101,995.00</b>	<b>100.00</b>
<b>EXPENSES</b>				
General Maintenance	7,500.88	7.35	7,500.88	7.35
HOA/Dues Violations	-35.00	-0.03	-35.00	-0.03
Insurance	19,805.15	19.42	19,805.15	19.42
Transfer to Reserve Acct	11,745.00	11.52	11,745.00	11.52
Keys/Locks	65.00	0.06	65.00	0.06
Lawn/Property Maintenance	34,668.86	33.99	34,668.86	33.99
Maintenance Supplies	108.20	0.11	108.20	0.11
Maint. Mgmt. Fee	6,000.00	5.88	6,000.00	5.88
Specials Projects	2,832.50	2.78	2,832.50	2.78
Office Expenses	67.50	0.07	67.50	0.07
Pest Control	1,461.38	1.43	1,461.38	1.43
Plumbing Expense	1,261.30	1.24	1,261.30	1.24
Postage	57.17	0.06	57.17	0.06
Professional Fees	975.00	0.96	975.00	0.96
Roofing Expense	250.00	0.25	250.00	0.25
Sign Expense	231.44	0.23	231.44	0.23
Tax Expense	5.20	0.01	5.20	0.01
Trash Pick-up	313.93	0.31	313.93	0.31
Utilities	28,489.61	27.93	28,489.61	27.93
<b>TOTAL DIRECT EXPENSES</b>	<b>115,803.12</b>	<b>113.54</b>	<b>115,803.12</b>	<b>113.54</b>
<b>TOTAL EXPENSES</b>	<b>115,803.12</b>	<b>113.54</b>	<b>115,803.12</b>	<b>113.54</b>
<b>NET INCOME</b>	<b>-13,808.12</b>	<b>-13.54</b>	<b>-13,808.12</b>	<b>-13.54</b>
<b>ADJUSTMENTS</b>				
Prepaid Rent	-160.00		-160.00	
Prepaid HOA	125.00		125.00	
<b>TOTAL ADJUSTMENTS</b>	<b>-35.00</b>		<b>-35.00</b>	
<b>CASH FLOW</b>	<b>-13,843.12</b>		<b>-13,843.12</b>	
Beginning Cash	12,564.02			
Ending Balance	-1,279.10			

**Expense Distribution**  
**oakwoodt - Oakwood Townhomes**  
**Invoice Date: 01/2016 - 12/2016**  
**Check Date: 01/2016 - 12/2016**

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description
<b>6455 General Maintenance</b>										
218083	1258	12/16/15	oakwoodt	t fry	2200	100.31		109042	01/06/16	INSTALL TOP SOIL AND
218201	1879	01/13/16	oakwoodt	tlcmaint	2200	57.90		109075	01/18/16	OW#10.. Caulked hole in
218207	010620161	01/06/16	oakwoodt	santini	2200	45.00		109074	01/18/16	cleaned out gutters and turned
218371	188	01/04/16	oakwoodt	t fry	2200	173.81		109135	02/08/16	4507#5 sheetrock repair from
218401	1924	01/30/16	oakwoodt	tlcmaint	2200	935.00		109148	02/09/16	Replaced two fuses and tighten
218415	1927	02/10/16	oakwoodt	tlcmaint	2200	278.86		109159	02/12/16	mudded holes in wall and
218677	16021	03/11/16	oakwoodt	agscapes	2200	612.00		109279	03/30/16	Gutter downspouts through out
218887	2923	04/27/16	oakwoodt	agscapes	2200	612.00		109379	04/27/16	Downspout extensions payment
219032	12570	04/18/16	oakwoodt	oneal	2200	32.48		109419	05/05/16	Removed 2 mattresses from
219065	12574	05/04/16	oakwoodt	oneal	2200	504.50		109444	05/10/16	Down payment on repair of
219185	12574B	05/27/16	oakwoodt	oneal	2200	587.75		109510	05/27/16	2nd payment on gutter
219281	558	06/03/16	oakwoodt	t fry	2200	82.58		109551	06/06/16	REPAIR GUTTER
219374	2076	06/15/16	oakwoodt	tlcmaint	2200	180.00		109594	06/22/16	4511 security light
219374	2076	06/15/16	oakwoodt	tlcmaint	2200	-180.00		109594	06/22/16	4511 security light
219374	2076	06/15/16	oakwoodt	tlcmaint	2200	180.00		109597	06/22/16	4511 security light
219383	10547	06/21/16	oakwoodt	constanc	2200	75.00		109586	06/22/16	INSPECTED SECURITY
219452	000004	07/05/16	oakwoodt	dirt	2200	258.00		109621	07/05/16	REMOVE TRASH, TUB,
219488	670	07/05/16	oakwoodt	t fry	2200	70.00		109632	07/05/16	4517 - REATTACHE GUTTER
219498	662	07/05/16	oakwoodt	t fry	2200	85.82		109632	07/05/16	4509#03 FENCE REPAIR
219562	D0128123	06/23/16	oakwoodt	bwalker	2200	38.96		109661	07/12/16	Paint for Oakwood HOA ,
219609	1	06/24/16	oakwoodt	arowp	2200	1,950.00		109574	07/15/16	Patch stucco wall on building
219847	1071	08/12/16	oakwoodt	dirt	2200	102.84		109781	08/17/16	4505#04- SANDED DOOR AND
219903	1101	08/25/16	oakwoodt	dirt	2200	86.60		109834	09/06/16	4517#5&6 REMOVED TREE
220423	1053	10/05/16	oakwoodt	tlcmaint	2200	410.00		109973	10/06/16	Repaired light on 4511 Carter
220515	D0132809	10/24/16	oakwoodt	bwalker	2200	38.96		110017	10/25/16	Reimburse Bob Walker for
220527	1087	10/26/16	oakwoodt	tlcmaint	2200	83.51		110028	10/26/16	4513 TOUCH UP PAINT
220647	1272	11/04/16	oakwoodt	t fry	2200	77.57		110063	11/04/16	4515#1- CAULK WINDOWS
220927	RECEIPT	12/20/16	oakwoodt	bwalker	2200	21.43		110196	12/20/16	DANGER KEEP OUT SIGNS
						7,500.88	0.00			
<b>6460 HOA/Dues Violations</b>										
218951	2063476	05/03/16	oakwoodt	btu	2200	63.67		109398	05/03/16	HOUSE LIGHT METER
219395	2063476	05/03/16	oakwoodt	btu	2200	-63.67		479	05/03/16	Reverse, coded wrong
						0.00	0.00			
<b>6470 Insurance</b>										
218063	TXH-38814	12/31/15	oakwoodt	ipfs	2200	1,361.96		109047	01/06/16	insurance
218410	bh-388145	02/10/16	oakwoodt	ipfs	2200	1,361.96		109161	02/12/16	INSURANCE PAYMENT
218883	TXH-51034	04/25/16	oakwoodt	sig	2200	6,832.87		109376	04/25/16	Insurance Oakwood down
219092	TXH-51034	05/17/16	oakwoodt	ipfs	2200	1,260.42		109457	05/17/16	INSURANCE
219326	bh-510347	06/06/16	oakwoodt	ipfs	2200	1,260.42		109545	06/06/16	insurance
219328	LFM001483	06/06/16	oakwoodt	rii	2200	165.00		109548	06/06/16	
219508	bh-510347	07/05/16	oakwoodt	ipfs	2200	1,260.42		109629	07/05/16	
219813	TXH-51034	08/08/16	oakwoodt	ipfs	2200	1,260.42		109758	08/08/16	
220025	TXH-51034	09/01/16	oakwoodt	ipfs	2200	1,260.42		109833	09/06/16	
220410	TXH-51034	10/01/16	oakwoodt	ipfs	2200	1,260.42		109977	10/06/16	
220667	TXH-51034	11/09/16	oakwoodt	ipfs	2200	1,260.42		110079	11/09/16	insurance
220846	TXH-51034	11/30/16	oakwoodt	ipfs	2200	1,260.42		110159	12/05/16	Monthly Insurance payment
						19,805.15	0.00			
<b>6471 Transfer to Reserve Acct</b>										
218048	notes-2180	01/01/16	oakwoodt	oakw	2200	915.00		109024	01/04/16	Escrow payment
218280	notes-2182	02/01/16	oakwoodt	oakw	2200	915.00		109107	02/02/16	Escrow payment
218536	notes-2185	03/01/16	oakwoodt	oakw	2200	915.00		109195	03/02/16	Escrow payment
218697	notes-2186	04/01/16	oakwoodt	oakw	2200	1,000.00		109293	04/04/16	Escrow payment
218898	notes-2188	05/01/16	oakwoodt	oakw	2200	1,000.00		109385	05/02/16	Escrow payment
219203	notes-2192	06/01/16	oakwoodt	oakw	2200	1,000.00		109520	06/01/16	Escrow payment
219522	notes-2195	07/01/16	oakwoodt	oakw	2200	1,000.00		109614	07/05/16	Escrow payment
219681	notes-2196	08/01/16	oakwoodt	oakw	2200	1,000.00		109718	08/01/16	Escrow payment
219948	notes-2199	09/01/16	oakwoodt	oakw	2200	1,000.00		109825	09/02/16	Escrow payment
220265	notes-2202	10/01/16	oakwoodt	oakw	2200	1,000.00		109939	10/03/16	Escrow payment
220542	notes-2205	11/01/16	oakwoodt	oakw	2200	1,000.00		110034	11/01/16	Escrow payment
220794	notes-2207	12/01/16	oakwoodt	oakw	2200	1,000.00		110129	12/02/16	Escrow payment
						11,745.00	0.00			
<b>6472 Keys/Locks</b>										

**Expense Distribution**  
**oakwood - Oakwood Townhomes**  
**Invoice Date: 01/2016 - 12/2016**  
**Check Date: 01/2016 - 12/2016**

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description
218067	151204-01	12/04/15	oakwoodt	mel	2200	65.00		109036	01/06/16	Installed new mailbox lock
						65.00	0.00			
<b>6473 Legal Fees (HOA)</b>										
219654	11892	07/28/16	oakwoodt	peterso	2200	131.47		109710	07/28/16	NUTALL - COLLECTION
						131.47	0.00			
<b>6475 Lawn/Property Maintenance</b>										
218097	1842	12/14/15	oakwoodt	tlcmaint	2200	75.00		109043	01/06/16	AFTER HOURS LABOR
218099	2778	01/01/16	oakwoodt	agscapes	2200	700.00		109030	01/06/16	JANUARY LAWN
218336	2808	02/01/16	oakwoodt	agscapes	2200	700.00		109121	02/08/16	Monthly lawn maintenance
218527	2857	03/02/16	oakwoodt	agscapes	2200	700.00		109207	03/04/16	commercial maint. services
218676	downpayme	03/30/16	oakwoodt	agscapes	2200	11,937.50		109278	03/30/16	Down payment on Priorites #4
218724	2895	04/01/16	oakwoodt	agscapes	2200	700.00		109309	04/08/16	Monthly maintenance service.
218886	2920	04/27/16	oakwoodt	agscapes	2200	11,937.50		109379	04/27/16	Payment for completion of
219012	2985	05/04/16	oakwoodt	agscapes	2200	700.00		109404	05/05/16	MONTHLY LAWN MAINTANCE
219244	01	06/01/16	oakwoodt	agscapes	2200	700.00		109536	06/06/16	MONTHLY LAWN CARE
219414	3022	07/01/16	oakwoodt	agscapes	2200	548.75		109619	07/05/16	4505-4517 repair irrigation leak
219426	3065	07/01/16	oakwoodt	agscapes	2200	700.00		109619	07/05/16	MONTHLY LAWN SERVICES
219480	3066	07/05/16	oakwoodt	agscapes	2200	672.47		109619	07/05/16	IRRIGATION REPAIRS
219587	3070	07/13/16	oakwoodt	agscapes	2200	102.59		109667	07/13/16	IRRIGATION SYSTEM
219703	1038	08/02/16	oakwoodt	dirt	2200	203.61		109731	08/03/16	4511#02 - drainage ditch and
219748	3116	08/02/16	oakwoodt	agscapes	2200	700.00		109728	08/03/16	maint. service
219860	3121	08/16/16	oakwoodt	agscapes	2200	683.50		109780	08/17/16	irrigation work
219990	3151	09/06/16	oakwoodt	agscapes	2200	700.00		109630	09/06/16	montly maint.
220396	3215	10/01/16	oakwoodt	agscapes	2200	700.00		109955	10/06/16	
220606	3267	11/04/16	oakwoodt	agscapes	2200	700.00		110047	11/04/16	MONTHLY MAINT
220737	3275	11/22/16	oakwoodt	agscapes	2200	107.94		110103	11/22/16	repair irrigation leak
220777	3304	12/02/16	oakwoodt	agscapes	2200	700.00		110137	12/05/16	monthly lawn
						34,668.86	0.00			
<b>6520 Maintenance Supplies</b>										
218518	1001	03/02/16	oakwoodt	office	2200	108.20		109217	03/04/16	DOGGIE BAG CASE
						108.20	0.00			
<b>6530 Maint. Mgmt. Fee</b>										
218045	notes-2180	01/01/16	oakwoodt	office	2200	500.00		109021	01/04/16	Oakwood Townhome
218277	notes-2182	02/01/16	oakwoodt	office	2200	500.00		109108	02/02/16	Oakwood Townhome
218533	notes-2185	03/01/16	oakwoodt	office	2200	500.00		109191	03/02/16	Oakwood Townhome
218694	notes-2186	04/01/16	oakwoodt	office	2200	500.00		109294	04/04/16	Oakwood Townhome
218895	notes-2188	05/01/16	oakwoodt	office	2200	500.00		109381	05/02/16	Oakwood Townhome
219200	notes-2192	06/01/16	oakwoodt	office	2200	500.00		109517	06/01/16	Oakwood Townhome
219519	notes-2195	07/01/16	oakwoodt	office	2200	500.00		109611	07/05/16	Oakwood Townhome
219678	notes-2196	08/01/16	oakwoodt	office	2200	500.00		109715	08/01/16	Oakwood Townhome
219945	notes-2199	09/01/16	oakwoodt	office	2200	500.00		109822	09/02/16	Oakwood Townhome
220262	notes-2202	10/01/16	oakwoodt	office	2200	500.00		109935	10/03/16	Oakwood Townhome
220539	notes-2205	11/01/16	oakwoodt	office	2200	500.00		110030	11/01/16	Oakwood Townhome
220791	notes-2207	12/01/16	oakwoodt	office	2200	500.00		110126	12/02/16	Oakwood Townhome
						6,000.00	0.00			
<b>6531 Specials Projects</b>										
220895	34888	12/12/16	oakwoodt	bleyl	2200	2,832.50		110175	12/12/16	draiage
						2,832.50	0.00			
<b>6665 Office Expenses</b>										
218787	914456008	03/24/16	oakwoodt	hdsupply	2200	67.50		109316	04/06/16	Rules violations warning tags.
						67.50	0.00			
<b>6695 Pest Control</b>										
219241	1310	06/01/16	oakwoodt	lonestar	2200	86.60		109546	06/06/16	MONTHLY PEST CONTROL
219312	15080	06/06/16	oakwoodt	lonestar	2200	64.95		109546	06/06/16	4509#10- PEST CONTROL
219698	1471	08/02/16	oakwoodt	lonestar	2200	64.95		109742	08/03/16	pest control outside for ants and
219706	1310	08/02/16	oakwoodt	lonestar	2200	1,190.75		109735	08/03/16	terminte renewal
219707	1871	08/02/16	oakwoodt	lonestar	2200	54.13		109735	08/03/16	bee/wasp removal
						1,461.38	0.00			

**Expense Distribution**  
**oakwoodt - Oakwood Townhomes**  
**Invoice Date: 01/2016 - 12/2016**  
**Check Date: 01/2016 - 12/2016**

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description
<b>6700 Plumbing Expense</b>										
218229	15200	01/21/16	oakwoodt	holman1	2200	350.00		109084	01/22/16	4517 / Repaired 2" male
218815	15742	04/05/16	oakwoodt	holman1	2200	581.30		109317	04/06/16	Repaired water leak 4505
220016	16754	09/01/16	oakwoodt	holman1	2200	90.00		109842	09/06/16	water turn on
220443	16888	09/06/16	oakwoodt	holman1	2200	60.00		109981	10/07/16	4505 #10 observed meter and
220492	17022	10/19/16	oakwoodt	holman1	2200	180.00		110002	10/20/16	4509#08 - AFTER HOURS
						1,261.30	0.00			
<b>6703 Postage</b>										
218439	OAKWOOD	02/18/16	oakwoodt	office	2200	28.80		109171	02/18/16	PSOTAGE
219572	1011	06/08/16	oakwoodt	office	2200	28.37		109694	07/25/16	Mailed out 61 letters
						57.17	0.00			
<b>6705 Professional Fees</b>										
219356	186515	06/15/16	oakwoodt	thomp	2200	225.00		109581	06/15/16	2015 Tax Preparation
220452	Oakwood T	10/11/16	oakwoodt	bleyl	2200	750.00		109985	10/11/16	Retainer fee for Oakwood HOA,
						975.00	0.00			
<b>6750 Roofing Expense</b>										
218625	03082016	03/08/16	oakwoodt	santini	2200	85.00		109247	03/11/16	4511 CC #1 roof repair
219611	062920161	07/15/16	oakwoodt	santini	2200	110.00		109681	07/15/16	4505#4 roof repair
220496	101420162	10/16/19	oakwoodt	santini	2200	55.00		110004	10/20/16	4509#4 & 6 - REHUNG
						250.00	0.00			
<b>6753 Sign Expense</b>										
219419	465-27583	07/01/16	oakwoodt	fast	2200	407.35		109624	07/05/16	speed limit signs
						407.35	0.00			
<b>6755 Tax Expense</b>										
219811	74-2011730	08/08/16	oakwoodt	irs	2200	5.20		109764	08/08/16	TAXES
						5.20	0.00			
<b>6776 Trash Pick-up</b>										
219791	12694	08/04/16	oakwoodt	oneal	2200	43.30		109746	08/04/16	TRASH HAUL OFF
220433	000049	10/04/16	oakwoodt	oneal	2200	81.19		109978	10/07/16	Bulk trash pick up around
220634	000097	11/04/16	oakwoodt	oneal	2200	124.49		110060	11/04/16	CLEAN UP AROUND
220865	0000118	12/01/16	oakwoodt	oneal	2200	64.95		110164	12/05/16	Cleaned up around dumpsters
						313.93	0.00			
<b>6810 Utilities</b>										
218160	2063197	01/07/16	oakwoodt	btu	2200	1,445.94		109056	01/07/16	4513
218161	2063465	01/07/16	oakwoodt	btu	2200	465.68		109056	01/07/16	4513
218162	2063476	01/07/16	oakwoodt	btu	2200	94.38		109056	01/07/16	4509
218163	2312117	01/07/16	oakwoodt	btu	2200	163.42		109056	01/07/16	4507 (house meter)
218202	2063196	01/06/16	oakwoodt	btu	2200	51.11		109068	01/18/16	utilities 4513
218314	2312117	01/27/16	oakwoodt	btu	2200	137.13		109122	02/08/16	Utilities 4507
218315	2063476	01/26/16	oakwoodt	btu	2200	83.37		109122	02/08/16	Oakwood 4509 utilities
218316	2063465	01/27/16	oakwoodt	btu	2200	465.68		109122	02/08/16	4513 Oakwood utilities
218317	2063197	01/26/16	oakwoodt	btu	2200	1,231.49		109122	02/08/16	4513 Oakwood water
218318	2063196	01/26/16	oakwoodt	btu	2200	27.55		109122	02/08/16	4513 Oakwood utilities
218550	2063197	03/02/16	oakwoodt	btu	2200	1,167.22		109208	03/04/16	4513 carter creek
218551	2063465	03/02/16	oakwoodt	btu	2200	465.68		109208	03/04/16	security light and water
218552	2063476	03/02/16	oakwoodt	btu	2200	79.63		109208	03/04/16	4509 carter creek
218553	2312117	03/02/16	oakwoodt	btu	2200	133.34		109208	03/04/16	4507 carter creek house meter
218798	2063196	04/05/16	oakwoodt	btu	2200	21.60		109310	04/06/16	4513
218799	2063197	04/05/16	oakwoodt	btu	2200	1,431.72		109310	04/06/16	WATER
218900	2063465	04/05/16	oakwoodt	btu	2200	465.68		109310	04/06/16	4513
218801	2063476	04/05/16	oakwoodt	btu	2200	81.92		109310	04/06/16	4509
218802	2312117	04/05/16	oakwoodt	btu	2200	141.99		109310	04/06/16	4507
218948	2063196	05/03/16	oakwoodt	btu	2200	21.60		109397	05/03/16	WATER
218949	2063197	05/03/16	oakwoodt	btu	2200	1,360.65		109397	05/03/16	WATER
218950	2063465	05/03/16	oakwoodt	btu	2200	465.68		109397	05/03/16	SECURITY LIGHT AND WASTE
218952	2312117	05/03/16	oakwoodt	btu	2200	120.76		109397	05/03/16	4507
219263	2063197	06/03/16	oakwoodt	btu	2200	1,188.23		109539	06/06/16	WATER
219284	2063465	06/03/16	oakwoodt	btu	2200	465.68		109539	06/06/16	UTILITIES
219285	2063476	06/03/16	oakwoodt	btu	2200	60.47		109539	06/06/16	UTILITES

**Expense Distribution**  
**oakwoodt - Oakwood Townhomes**  
**Invoice Date: 01/2016 - 12/2016**  
**Check Date: 01/2016 - 12/2016**

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description
219286	2312117	06/03/16	oakwoodt	btu	2200	113.86		109539	06/06/16	UTILITIES
219290	2062744	06/03/16	oakwoodt	btu	2200	602.18		109539	06/06/16	WATER
219343	2063196	06/09/16	oakwoodt	btu	2200	21.60		109575	06/15/16	WATER
219396	2063476	05/03/16	oakwoodt	btu	2200	63.67		480	05/03/16	House meter lights
219444	2063196	07/05/16	oakwoodt	btu	2200	21.60		109610	07/05/16	WATER
219445	2063197	07/05/16	oakwoodt	btu	2200	1,355.09		109610	07/05/16	WATER
219446	2063465	07/05/16	oakwoodt	btu	2200	465.68		109610	07/05/16	SECURITY LIGHT
219447	2063476	07/05/16	oakwoodt	btu	2200	63.08		109610	07/05/16	ELECTRIC
219449	2312117	07/05/16	oakwoodt	btu	2200	120.87		109610	07/05/16	ELECTRIC
219772	2063196	08/03/16	oakwoodt	btu	2200	43.02		109744	08/03/16	water
219773	2063197	08/02/16	oakwoodt	btu	2200	2,812.33		109744	08/03/16	WATER
219774	2063465	08/02/16	oakwoodt	btu	2200	465.68		109744	08/03/16	
219775	2063476	08/02/16	oakwoodt	btu	2200	56.98		109744	08/03/16	
219776	2312117	08/03/16	oakwoodt	btu	2200	107.46		109744	08/03/16	
219840	2063197	07/27/16	oakwoodt	btu	2200	-2,812.33		109775	08/11/16	Utility bill Reversed by ctrl#
219840	2063197	07/27/16	oakwoodt	btu	2200	2,812.33		109775	08/11/16	Utility bill Reversed by ctrl#
220029	2063196	09/01/16	oakwoodt	btu	2200	68.28		109849	09/06/16	
220030	2063465	09/01/16	oakwoodt	btu	2200	465.68		109849	09/06/16	
220031	2063476	09/01/16	oakwoodt	btu	2200	64.20		109849	09/06/16	
220032	2312117	09/06/16	oakwoodt	btu	2200	125.19		109849	09/06/16	
220071	2063197	09/01/16	oakwoodt	btu	2200	2,012.64		109849	09/06/16	
220375	2063196	10/01/16	oakwoodt	btu	2200	45.61		109956	10/06/16	utilities
220376	2063197	10/01/16	oakwoodt	btu	2200	1,615.27		109956	10/06/16	utilities
220377	2063465	10/01/16	oakwoodt	btu	2200	465.68		109956	10/06/16	utilities
220378	2063476	10/01/16	oakwoodt	btu	2200	63.46		109956	10/06/16	utilities
220379	2312117	10/01/16	oakwoodt	btu	2200	124.58		109956	10/06/16	utilities
220565	2063196	11/04/16	oakwoodt	btu	2200	92.29		110048	11/04/16	
220566	2063197	11/04/16	oakwoodt	btu	2200	1,619.59		110048	11/04/16	
220567	2063465	11/04/16	oakwoodt	btu	2200	466.35		110048	11/04/16	
220568	2063476	11/04/16	oakwoodt	btu	2200	69.01		110048	11/04/16	
220569	2312117	11/04/16	oakwoodt	btu	2200	121.34		110048	11/04/16	
220831	2063196	11/28/16	oakwoodt	btu	2200	152.50		110139	12/05/16	utilities
220832	2063465	11/28/16	oakwoodt	btu	2200	466.42		110139	12/05/16	utilities
220833	2063476	11/28/16	oakwoodt	btu	2200	71.89		110139	12/05/16	utilities
220834	2312117	11/28/16	oakwoodt	btu	2200	137.82		110139	12/05/16	Utilities
220835	2063197	11/29/16	oakwoodt	btu	2200	2,091.13		110139	12/05/16	water and utilities
						28,489.61	0.00			
						116,145.50	0.00			

## Cash Flow

BVP Management, Inc.

Properties: Oakwood Townhomes - 4505-4515 Carter Creek Bryan, TX 77802

Date Range: 01/01/2017 to 03/22/2017

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>				
Homeowners Association Dues	24,062.00	100.00	24,062.00	100.00
<b>Total Operating Income</b>	<b>24,062.00</b>	<b>100.00</b>	<b>24,062.00</b>	<b>100.00</b>
<b>Expense</b>				
General Maintenance	858.15	3.57	858.15	3.57
Insurance	1,260.42	5.24	1,260.42	5.24
Transfer to Reserves	3,000.00	12.47	3,000.00	12.47
Legal Fees	150.00	0.62	150.00	0.62
Lawn/Property Maintenance	1,216.91	5.06	1,216.91	5.06
Maintenance Supplies	99.95	0.42	99.95	0.42
Special Projects	1,022.50	4.25	1,022.50	4.25
Management Fee	1,500.00	6.23	1,500.00	6.23
Pest Control	200.26	0.83	200.26	0.83
Plumbing Expense	539.64	2.24	539.64	2.24
Porter Service	50.00	0.21	50.00	0.21
Professional Fees	825.00	3.43	825.00	3.43
Trash Pick-up	178.30	0.74	178.30	0.74
Utilities	7,835.74	32.56	7,835.74	32.56
<b>Total Operating Expense</b>	<b>18,736.87</b>	<b>77.87</b>	<b>18,736.87</b>	<b>77.87</b>
<b>NOI - Net Operating Income</b>	<b>5,325.13</b>	<b>22.13</b>	<b>5,325.13</b>	<b>22.13</b>
Total Income	24,062.00	100.00	24,062.00	100.00
Total Expense	18,736.87	77.87	18,736.87	77.87
<b>Net Income</b>	<b>5,325.13</b>	<b>22.13</b>	<b>5,325.13</b>	<b>22.13</b>
<b>Other Items</b>				
Prepayments	7,486.00		7,486.00	
<b>Net Other Items</b>	<b>7,486.00</b>		<b>7,486.00</b>	
<b>Cash Flow</b>	<b>12,811.13</b>		<b>12,811.13</b>	
Beginning Cash	-1,279.10		-1,279.10	
Beginning Cash + Cash Flow	11,532.03		11,532.03	
Actual Ending Cash	11,532.03		11,532.03	



# PROSPERITY BANK®

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Statement Date

2/28/2017

4729 1 AV D.373

OAKWOOD TOWNHOMES HOME

OWNERS ASSOCIATION INC

903 TEXAS AVE S

COLLEGE STATION TX 77840-2228

Account No

321395619

Page 1 of 4



1

### STATEMENT SUMMARY

TX Bus ProPerfect MMA Account No 321395619

02/01/2017	Beginning Balance			\$95,099.28
	2 Deposits/Other Credits	+		\$1,011.05
	0 Checks/Other Debits	-		\$0.00
02/28/2017	Ending Balance		28 Days in Statement Period	\$96,110.33
	Total Enclosures			2

### DEPOSITS/OTHER CREDITS

Date	Description	Amount
02/03/2017	Deposit	\$1,000.00
02/28/2017	Accr Earning Pymt Added to Account	\$11.05

### 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
02-01	\$95,099.28	02-03	\$96,099.28	02-28	\$96,110.33

### EARNINGS SUMMARY

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

Interest Paid This Period	\$11.05	Annual Percentage Yield Earned	0.15 %
Interest Paid YTD	\$23.14	Days in Earnings Period	28

MEMBER FDIC



NYSE Symbol "PB"

9001

102441 : 00472901



## OAKWOOD TOWNHOME BUDGET 2017

	2016 Budget	2016 Actual	2017 Budget	
<b>Income:</b>				
HOA Dues	100430.4	101362	102480	100%
Late Fees		597.96		
Violations		35		
<b>Total Income:</b>	<b>100430.4</b>	<b>101995</b>	<b>102480</b>	
<b>Expenses:</b>				
Capital Improv.	25000	26707.5	?????????	
Electrical		0	0	
General Maint.	3500	7500.88	4000	
Insurance	19000	19805.15	17500 *	
Transfer to Reserves	10980	11745	12000 *	
Legal Fees	750		1000	
Lawn Maintenance	9500	10793.86	12,000.00 *	
Management Fee	6000	6000	6000 *	
Misc. Expense	0	529.31	500	
Plumbing	1000	1261.3	1000	
Accounting	300	980.2	750	
Utilities	32000	28489.61	27500 *	
Fence Repair	150		0	
Pest Control	1250	1461.38	1400	
Roof Expense	1500	250	400	
Porter Service	0	313.93	2500	
<b>Total Expenses</b>	<b>110930</b>	<b>115838.1</b>	<b>86550</b>	<b>*75000 102.46</b>
				<b>118.23</b>
	<10,499.60>	<13,843.12>	15930	
<b>Reserve Acct Bal.</b>	<b>93,189.59</b>	<b>94087.19</b>	<b>106,087.19</b>	
		16-Dec	17-Dec	
<b>Cash On Hand:</b>	<b>82689.99</b>	<b>80,244.07</b>	<b>122017.19</b>	

Property Type is 'Residential' Status is one of 'Active', 'Contingency Contract', 'Exclusive Agency' Status is 'Sold' Status Contractual Search Date is 01/01/2016 to 03/22/2017 Status is one of 'Option Contract', 'Under Contract' Status Contractual Search Date is 03/22/2017 to 09/23/2016 Subdivision Code is 'Oakwood Townhomes'

**Residential**

Active Properties	Address	Unit #	# Bd	F/H Bth	GarCap	Subd Code	Yr Blt	Apx Ht Ar	LP/SqFt	List Price	DOM
MLS # 17002422	4509 Carter Creek #6	6	2	1/1		Oakwood Townhomes	1979	1,041	\$91.26	\$95,000	30

# LISTINGS:	1	Medians:	Minimums:	Maximums:	Averages:
		1979	1,041	\$91.26	\$95,000
		1979	1,041	\$91.26	\$95,000
		1979	1,041	\$91.26	\$95,000
		1979	1,041	\$91.26	\$95,000

**Sold Properties**

MLS #	Address	Unit #	# Bd	F/H Bth	GarCap	Subd Code	Yr Blt	Apx Ht Ar	LP/SqFt	List Price	Sold Price	Avg\$P/Sqft	Sold Date	SP%LP	DOM
1802543	4511 Carter Creek Parkwa1	2	2	1/1	NONE	Oakwood Townhomes	1979	1,039	\$62.56	\$65,000	\$64,500	\$62.08	05/25/2016	99.23	51
17002447	4515 Carter Creek #3	3	2	1/1		Oakwood Townhomes	1979	1,038	\$72.16	\$74,900	\$77,100	\$74.28	03/13/2017	102.94	21
1604897	4507 Carter Creek #2	2	2	1/1		Oakwood Townhomes	1979	1,041	\$81.65	\$85,000	\$90,000	\$86.46	06/09/2016	105.88	15
16030030	4509 Carter Creek #3	3	2	1/1		Oakwood Townhomes	1979	1,041	\$91.26	\$95,000	\$93,000	\$89.34	08/04/2016	97.89	29
16000055	4505 Carter Creek #3	3	2	1/1	NONE	Oakwood Townhomes	1979	1,038	\$92.97	\$96,500	\$93,000	\$98.80	07/18/2016	96.37	13

# LISTINGS:	5	Medians:	Minimums:	Maximums:	Averages:
		1979	1,039	\$81.65	\$85,000
		1979	1,038	\$62.56	\$65,000
		1979	1,041	\$92.97	\$96,500
		1979	1,039	\$90.12	\$83,280

**Quick Statistics ( 6 Listings Total )**

	Min	Max	Average	Median
List Price	\$65,000	\$96,500	\$85,233	\$90,000
Sold Price	\$64,500	\$93,000	\$83,520	\$90,000

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 \*\*\* This is a broker price opinion or comparative market analysis and should not be considered an appraisal. \*\*\*  
 Basic descriptive info only. Not guaranteed. Sizes and taxes are approximate.



**Service Insurance Group Agency**  
P.O. Box 5753 · 3840 Corporate Center Drive · Bryan, TX 77805-5753  
979.774.3900 · Fax 979.774.3955  
www.sigbcs.com

April 15, 2016

Oakwood Townhomes Homeowners Association  
C/O Century 21 Beal  
903 S Texas Ave  
College Station, TX 77840

Gentlemen,

We are pleased to present the following proposal to provide Property & General Liability coverage for the above referenced association for the April 20, 2016-2017 period and apologize for the short notice given:

<b>PROPERTY</b>	Peleus Insurance Co	(A XII; Excellent rated by AM Best)
LIMITS	\$3,660,000	Buildings (\$60 per sq ft per Brazos CAD)
	\$25,000	Deductible – Wind/Hail
	\$10,000	Deductible – All other Covered Perils
	Nil	Coinsurance
	Special	Form of Coverage
	Replacement	Cost Valuation
	Included	Equipment Breakdown; Terrorism
	Included	Property Enhancement (detail attached)
<b>LIABILITY</b>	Mount Vernon Fire Insurance Co	(A++; Superior rated by AM Best)
LIMITS	\$2,000,000	General Aggregate
	Included	Products & Completed Operations
	\$1,000,000	Personal & Advertising Injury
	\$1,000,000	Each Occurrence
	\$1,000,000	Directors & Officers Liability
	\$100,000	Fire Damage Legal Liability
	\$5,000	Medical Expense Payments
	\$1,000	Deductible per Claim on D&O only, \$0 on other
	Included	Unit Owners as Additional Insured's
	Not Excluded	Assault & Battery
<b>PREMIUM</b>	<b>\$17,454.09</b>	Total including fees & state tax

We can add Hired/Non-Owned Auto Liability for \$112.50 as well if desired. Expiring premium is \$18,806.36. Please advise of any questions you may have or with any inquiries about any specific inclusions or exclusions not shown here. We appreciate your business!

Sincerely,

Bradley Hurt  
Vice-President  
Ext 108; bradley.hurt@sigbcs.com