



**Beal Properties**

3363 University Drive Suite 215

Bryan, TX 77802

(979)764-2500 [www.bealbcs.com](http://www.bealbcs.com)

**Oakwood Townhomes HOA Board Meeting**

Thursday April 6<sup>th</sup>, 2023

6:30 pm @ Beal Properties

**AGENDA ITEMS**

1. Call Meeting to Order
2. Review / Approval Meeting Minutes
3. Financial Report – 1st Quarter
  - a. Cash Flow
  - b. Expenses
  - c. Management Report
4. Old Business
  - a. Metro Net
  - b. AgTown - work done
  - c. Financial Reports
  - d. Parking spots
  - e. Insurance
  - f. Termite Inspections
5. New Business
  - a. Lawn Care Contract
6. Executive Session
7. Next Meeting July, 6<sup>th</sup> 2023 @ 6:30 pm
8. Adjourn

OAKWOOD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
BEAL PROPERTIES INC.  
3363 University Dr East Suite 215  
Bryan, Texas 77820  
(979) 764-2500

February 23, 2023

1. Call Meeting to order at 7:25pm
2. Present in attendance:
  - Jim Jamison, HOA Treasurer
  - Victor Castillo, HOA President
  - Opal Richardson-Dillard, HOA Vice President
  - Max Murtaugh, HOA Secretary
  - Rita Pouliotte, HOA Member at Large
  - Toni Myers, HOA Director of Beal Properties
  - Persia Burgess, HOA Maintenance and Delinquency Coordinator of Beal Properties
3. Toni Myers (Beal Properties) went over the Board Member Qualifications in the By-Laws.
4. The current and new board members discussed and chose their board positions.
5. Toni Myers (Beal Properties) has suggested that we start transcribing their board and annual meeting minutes for a cost depending on how many hours it takes to transcribe and have the board to approve them. The board has agreed to move forward with this process.
6. Jim Jamison has a 3-year term.
7. Victor Castillo has a 1-year term.
8. Max Murtaugh has a 2-year term.
9. Opal Richardson has a 2-year term.
10. Rita Pouliotte has a 2-year term.
11. The next board meeting has been scheduled for the first Thursday of every quarter. The date is set to April 6, 2023, at 6:30pm
12. Max asked Beal Properties if anyone could attend the board meeting. Anyone can attend the board meeting and just observe, not participate.
13. Jim Jamison suggested putting a board meeting reminder in the bulletin board at the complex. The board agreed. It will also be placed on the association calendar.
14. Toni Myers (Beal Properties) explained that a renter can not just call and request to not add them to the system for notifications about water or any other notice, the owner has to provide Beal with permission to give them notice or they have to provide us with a lease to prove that they live there.
15. Persia Burgess (Beal Properties) will provide an update on replacing the outgoing mailbox.
16. The meeting has been adjourned at 7:45pm

**Cash Flow**

**Beal Properties**

**Properties:** Oakwood Townhomes - 4505-4517 Carter Creek Bryan, TX 77802

**Date Range:** 01/01/2023 to 03/31/2023

**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>				
Interest Income	50.96	0.14	50.96	0.14
Late Fees\NSF Rent	490.00	1.32	490.00	1.32
Homeowners Association Dues	36,712.04	98.54	36,712.04	98.54
Certified Letter Charge	4.75	0.01	4.75	0.01
<b>Total Operating Income</b>	<b>37,257.75</b>	<b>100.00</b>	<b>37,257.75</b>	<b>100.00</b>
<b>Expense</b>				
Fence Repair	2,917.00	7.83	2,917.00	7.83
General Maintenance	1,002.05	2.69	1,002.05	2.69
Insurance	5,444.64	14.61	5,444.64	14.61
Transfer to Reserves	3,000.00	8.05	3,000.00	8.05
Legal Fees	406.25	1.09	406.25	1.09
Lawn/Property Maintenance	2,038.97	5.47	2,038.97	5.47
Maintenance Supplies	9.00	0.02	9.00	0.02
Membership Meeting Expense	99.00	0.27	99.00	0.27
Management Fee	1,800.00	4.83	1,800.00	4.83
Mortgage/Note Payment	10,925.46	29.32	10,925.46	29.32
Pest Control	54.13	0.15	54.13	0.15
Plumbing Expense	380.00	1.02	380.00	1.02
Porter Service	790.97	2.12	790.97	2.12
Professional Fees	331.25	0.89	331.25	0.89
Trash Pick-up	75.00	0.20	75.00	0.20
Utilities	5,075.96	13.62	5,075.96	13.62
Utilities - Water	1,349.00	3.62	1,349.00	3.62
<b>Total Operating Expense</b>	<b>35,698.68</b>	<b>95.82</b>	<b>35,698.68</b>	<b>95.82</b>
<b>NOI - Net Operating Income</b>	<b>1,559.07</b>	<b>4.18</b>	<b>1,559.07</b>	<b>4.18</b>
Total Income	37,257.75	100.00	37,257.75	100.00
Total Expense	35,698.68	95.82	35,698.68	95.82
<b>Net Income</b>	<b>1,559.07</b>	<b>4.18</b>	<b>1,559.07</b>	<b>4.18</b>
<b>Other Items</b>				
Prepayments	816.00		816.00	
<b>Net Other Items</b>	<b>816.00</b>		<b>816.00</b>	
<b>Cash Flow</b>	<b>2,375.07</b>		<b>2,375.07</b>	

**Bill Detail**

Exported On: 2023-04-06 13:22:48 -0500

Properties: Oakwood Townhomes - 4505-4517 Carter Creek Bryan, TX 77802

Payees: All

Payment Type: All

Created By: All

GL Accounts: All

Bill Status: All

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>6430 - Fence Repair</b>				
00001	02/03/2023	02/03/2023	6430 - Fence Repair		Low's Home Improvement	2,917.00	922	02/03/2023	Fence work behind 4515 - Perimeter Fence
					<b>6455 - General Maintenance</b>				
4832	01/02/2023	01/06/2023	6455 - General Maintenance		Lopez Boyz	55.00	911	01/06/2023	covered water faucets for expecting freezing weather
7858	01/12/2023	01/12/2023	6455 - General Maintenance		Ag Town Property Maintenance	95.00	914	01/12/2023	
3154	03/10/2023	03/10/2023	6455 - General Maintenance	4509#03	Hand E Man Services	185.00	934	03/10/2023	Removed and replace siding
2023-02-28-0713	03/14/2023	03/14/2023	6455 - General Maintenance		Restoration 1 of Bryan and College Station	687.05	935	03/14/2023	Reimbursement for water mitigation - Siding Leak
						1,002.05			
					<b>6470 - Insurance</b>				
NPP1575543E	01/05/2023	01/05/2023	6470 - Insurance		United States Liability Insurance Compan	746.00	ACH	01/05/2023	Insurance Premium
	01/10/2023	01/10/2023	6470 - Insurance		IPFS Corporation	624.70	913	01/11/2023	Insurance Payment 9
STCP0001358-02	01/24/2023	01/24/2023	6470 - Insurance		Safepoint Insurance	2,446.00	919	01/26/2023	Monthly Payment
NPP1575543F	03/24/2023	03/24/2023	6470 - Insurance		United States Liability Insurance Compan	966.00	938	03/27/2023	Insurance Payment
TXH-C59084	03/27/2023	03/27/2023	6470 - Insurance		IPFS Corporation	661.94	ACH	03/27/2023	Payment 10
						5,444.64			
					<b>6471 - Transfer to Reserves</b>				
	01/01/2023	01/01/2023	6471 - Transfer to Reserves		Oakwood Townhomes	1,000.00	909	01/03/2023	January 2023 - Transfer to Reserves
	02/01/2023	02/01/2023	6471 - Transfer to Reserves		Oakwood Townhomes	1,000.00	921	02/03/2023	February 2023 - Transfer to Reserves
	03/01/2023	03/01/2023	6471 - Transfer to Reserves		Oakwood Townhomes	1,000.00	929	03/02/2023	March 2023 - Transfer to Reserves
						3,000.00			
					<b>6473 - Legal Fees</b>				
47955	01/12/2023	01/12/2023	6473 - Legal Fees		Meronoff & Hawthorne, P.C., Bruchez, Goss, Thornton,	406.25	917	01/12/2023	Telephone conference
					<b>6475 - Lawn/Property Maintenance</b>				
4836	01/06/2023	01/06/2023	6475 - Lawn/Property Maintenance		Lopez Boyz	150.00	911	01/06/2023	4509 #8 - put 2 large tarps on roof.
OW38	01/12/2023	01/12/2023	6475 - Lawn/Property Maintenance		Lawn Stars	687.39	916	01/12/2023	Monthly Maintenance/lawn
0123-64	02/10/2023	02/10/2023	6475 - Lawn/Property Maintenance		Lawn Stars	600.79	925	02/13/2023	Lawn Service
0223-61	03/07/2023	03/07/2023	6475 - Lawn/Property Maintenance		Lawn Stars	600.79	931	03/07/2023	Lawn Service
						2,038.97			
					<b>6520 - Maintenance Supplies</b>				
9205628488	03/14/2023	03/14/2023	6520 - Maintenance Supplies		HD Supply Facilities Maintenance	9.00	936	03/14/2023	5% of 179.97
					<b>6521 - Meeting Expense</b>				
1511-4703	02/13/2023	02/13/2023	6521 - Membership Meeting Expense		Beal Properties	99.00	927	02/14/2023	Reimbursement for Terry (used personal debit card )
					<b>6540 - Management Fee</b>				
	01/09/2023	01/09/2023	6540 - Management Fee		Beal Properties	600.00	912	01/09/2023	Management Fee for 01/2023
	02/01/2023	02/01/2023	6540 - Management Fee		Beal Properties	600.00	924	02/08/2023	Management Fee for 02/2023
	03/02/2023	03/02/2023	6540 - Management Fee		Beal Properties	600.00	933	03/09/2023	Management Fee for 03/2023
						1,800.00			
					<b>6560 - Note Payment</b>				
	01/01/2023	01/01/2023	6560 - Mortgage/Note Payment		First Financial Bank	3,841.82	908	01/03/2023	January 2023 - 500.00 additional towards principle
	02/01/2023	02/01/2023	6560 - Mortgage/Note Payment		First Financial Bank	3,841.82	920	02/03/2023	February 2023 - 500.00 additional towards principle
	03/01/2023	03/01/2023	6560 - Mortgage/Note Payment		First Financial Bank	3,841.82	930	03/02/2023	March 2023 - 500.00 additional towards principle
						10,925.46			
					<b>6695 - Pest Control</b>				
26469	01/12/2023	01/12/2023	6695 - Pest Control		Joe Loudat DBA/	54.13	915	01/12/2023	Exterior Pest Service
					<b>6700 - Plumbing Expense</b>				
1124	01/12/2023	01/12/2023	6700 - Plumbing Expense		Parker, Cole	135.00	918	01/12/2023	Pipes frozen after hours call
1117	01/12/2023	01/12/2023	6700 - Plumbing Expense		Parker, Cole	110.00	918	01/12/2023	replaced and winterized hose bib
1118	01/12/2023	01/12/2023	6700 - Plumbing Expense		Parker, Cole	135.00	918	01/12/2023	Turned water back on to building
						380.00			
					<b>6701 - Porter Service</b>				
2638	01/05/2022	01/06/2023	6701 - Porter Service		Walker, Robert	120.00	910	01/06/2023	Monthly Bulk Pick Up
2659	01/01/2023	01/31/2023	6701 - Porter Service		Walker, Robert	200.00	910	01/06/2023	Monthly Porter Service
2685	02/07/2023	02/07/2023	6701 - Porter Service		Walker, Robert	200.00	923	02/07/2023	January Porter Service
2671	02/07/2023	02/07/2023	6701 - Porter Service		Walker, Robert	45.00	923	02/07/2023	Porter Service
526783	02/17/2023	02/17/2023	6701 - Porter Service		Beal Properties	25.97	928	02/17/2023	5% of 519.45
2707	03/07/2023	03/07/2023	6701 - Porter Service		Walker, Robert	200.00	932	03/07/2023	February Invoice
						790.97			
					<b>6705 - Professional Fees</b>				
48107	02/13/2023	02/13/2023	6705 - Professional Fees		Meronoff & Hawthorne, P.C., Bruchez, Goss, Thornton,	81.25	926	02/13/2023	Professional Services
02.25.2023	03/24/2023	03/24/2023	6705 - Professional Fees		Kuttler & Bumbaugh, CPAs, PLLC	250.00	937	03/27/2023	Review of financial packets per Jim Jamison
						331.25			
					<b>6776 - Trash Pick-up</b>				
2697	03/07/2023	03/07/2023	6776 - Trash Pick-up		Walker, Robert	75.00	932	03/07/2023	Trash Pick up - February
					<b>6810 - Utilities</b>				

	01/27/2023	01/27/2023	6810 - Utilities	Bryan Texas Utilities	466.79	ACH	01/27/2023	4513 Carter Creek Pkwy
	01/27/2023	01/27/2023	6810 - Utilities	Bryan Texas Utilities	1,639.46	ACH	01/27/2023	4513 Carter Creek
	01/27/2023	01/27/2023	6810 - Utilities	Bryan Texas Utilities	25.40	ACH	01/27/2023	4513 Carter Creek Pkwy
	01/27/2023	01/27/2023	6810 - Utilities	Bryan Texas Utilities	73.71	ACH	01/27/2023	4507 Carter Creek House meter
	01/27/2023	01/27/2023	6810 - Utilities	Bryan Texas Utilities	39.38	ACH	01/27/2023	4509 Carter Creek
2083476	02/14/2023	02/14/2023	6810 - Utilities	Bryan Texas Utilities	39.89	ACH	02/14/2023	4509 CARTER CREEK PKWY
2063485	02/14/2023	02/14/2023	6810 - Utilities	Bryan Texas Utilities	466.79	ACH	02/14/2023	4513 CARTER CREEK
2063196	02/14/2023	02/14/2023	6810 - Utilities	Bryan Texas Utilities	25.40	ACH	02/14/2023	4513 CARTER CREEK PKWY
2063197	02/14/2023	02/14/2023	6810 - Utilities	Bryan Texas Utilities	1,615.36	ACH	02/14/2023	4513 CARTER CREEK
2312117	02/14/2023	02/14/2023	6810 - Utilities	Bryan Texas Utilities	76.41	ACH	02/14/2023	4507 CARTER CREEK
2063198	03/17/2023	03/17/2023	6810 - Utilities	Bryan Texas Utilities	25.40	ACH	03/17/2023	4512 Carter Creek PKWY
2063465	03/17/2023	03/17/2023	6810 - Utilities	Bryan Texas Utilities	466.79	ACH	03/17/2023	4513 Carter Creek PKWY - Security Light
2063476	03/17/2023	03/17/2023	6810 - Utilities	Bryan Texas Utilities	39.28	ACH	03/17/2023	4509 Carter Creek PKWY- House Light Meter
2312117	03/17/2023	03/17/2023	6810 - Utilities	Bryan Texas Utilities	75.60	ACH	03/17/2023	4507 Carter Creek PKWY - House Meter
					5,075.58			
<b>6840 - Utilities - Water</b>								
2063197	03/17/2023	03/17/2023	6840 - Utilities - Water	Bryan Texas Utilities	1,349.00	ACH	03/17/2023	4513 Carter Creek PKWY
<b>Total</b>					<b>35,698.68</b>			

PLEASE EXAMINE AT ONCE

Check your statement and enclosures, and report any discrepancies within thirty (30) days. Please direct any phone inquiries regarding your accounts to (855) 660-5862. Written inquiries should be sent to the address listed, attention: Research.

0007581

3380FF

1109300X.003

DnpAndE H=N,D

\*0007581 S3  
OAKWOOD TOWNHOMES HOME OWNERS  
ASSOCIATION INC  
RESERVE ACCOUNT  
\*\*\*\*\*  
BAD ADDRESS  
\*\*\*\*\*



ACCOUNT NUMBER	190007041007
STATEMENT DATES	2/01/23-2/28/23
ENCLOSURES	1
PAGE	1 of 4

**We have updated the  
Terms and Conditions of Your Account**

**Effective January 1, 2023**

To obtain a copy, please visit:  
[www.ffin.com/businesstermsandconditions](http://www.ffin.com/businesstermsandconditions)

SUMMARY OF ACCOUNTS		
Account Number	Account Description	Current Balance
190007041007	Commercial Money Market	97,481.07

ACCOUNT SUMMARY			
<b>Commercial Money Market</b>			
Account Number	190007041007	Statement Dates	2/01/23 thru 2/28/23
Previous Balance	96,369.32	Days in Statement Period	28
1 Deposits/Credits	1,000.00	Average Ledger	97,119.32
0 Checks/Debits	0.00	Average Collected	97,088.74
Monthly Maintain Fee	0.00		
Interest Pd This Stmt	111.75		
Ending Balance	97,481.07	2023 Interest Paid	234.16

Account Title:  
Oakwood Townhomes Home Owners  
Association Inc  
Reserve Account

MISCELLANEOUS CREDITS		
Date	Description	Amount
2/08	Deposit #92	1,000.00
2/28	Interest Deposit	111.75



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April 6, 2023

### **Oakwood Townhomes Management Report**

**Delinquency Status:** At the end of March, the total outstanding dues owed to Oakwood Townhomes Homeowners Association were \$6,850.76. Four accounts make up the total balance. Beal Properties has been actively following up with the delinquent account holders and will continue to ensure that delinquent accounts are addressed promptly and efficiently to collect the outstanding fees owed to the Homeowners Association.

**Violation Report:** As of today, there are no violations to report.

**Maintenance Report:** Since the end of February, Beal has received 7 service requests, mostly consisting of minor repairs throughout the complex. Beal has been working diligently to address each request promptly and efficiently. As of today, all service requests have been addressed and completed. Beal would like to hear suggestions from the board on future projects if there are any.