

HOA MEETING CHECK LIST

DATE: 12/08/20

HOA: Oakwood

PREPARE FOR THE MEETING	✓
Packet:	
Cover Sheet	
Agenda / Proxy	
Minutes (annual board & special)	
Cash Flow	
Expense Distribution	
Delinquency	
Reserve	
Budget / Annual Only	
CMA/ Annual Only	
Insurance/ Annual Only	
Meeting:	
Sign in Sheet	
Pens	
Packets	
Pictures on TV / Laptop	
Door Signs / Annual Only	
Proxies / Annual Only	

BEFORE THE MEETING

TASK	DATE	✓
MEETING	12/08	✓
ANNOUNCEMENT POSTED ON WEBSITE		✓
REMINDER EMAIL		✓
MAILOUT / ANNUAL ONLY		✓
EMAILED OUT/ ANNUAL ONLY		✓

AFTER THE MEETING

TASK	DATE	✓
POST PACKET ON THE WEB / REMOVE DEL. INFO	12/09	✓
POST MINUTES ON WEB		
SAVE ALL DOC. ON SERVER		
ACTIONS ITEMS LIST		

Board Meeting Agenda

December 8, 2020

Agenda Items

1. Status of Roofing – no work since November 23, no response from Property management.
2. Landscape Improvements – waiting for estimate (fill wet spots 4505, 4509#8-9, 4515 #7-8, plant rye grass to fill in lawn).
3. Stucco Repair – waiting for estimates, siding vs stucco, need to replace flashing before
4. Paint Wood Siding- waiting for estimate, soft wash before painting to remove dirt, hornets, etc
5. Maintenance must be reported to Property management via portal/telephone.
6. Annual Meeting – set a date, due to COVID we need RSVPs
7. Unit 4505 #1 - has new people every 1 -2 days. Bylaws state 'no less than 6 months'.
8. Status of delinquencies (not occupied 4513#6, 4507 #3, 4505#5?)
9. SuddenLink needs to fasten their cables 4507. Wires are hanging in the back of 4505 #4 - #6
10. Status of new BTU pole behind 4517
11. Status of violation behind 4511 #2
12. Changing the display at mailboxes – remove rules & regs, post map of complex with parking spaces,
13. Summary sheet of rules placed in display
 - a. Link to website
 - b. Garbage days
 - c. Bulk item pick up days
 - d. Report issues/repairs to Property Management as soon as possible
 - e. Contact info for Property Management
 - f. Other important, useful information
14. Sign - Level (Mr Weedon) and refresh: repaint/re-design, need estimate
15. Repair fence 4509 – fix lean, allow smooth opening of gates, fix latches if needed, waiting for estimate.

Cash Flow

Beal Properties

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

Date Range: 01/01/2020 to 11/30/2020

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense				
Income				
Transfer From Reserve	44,000.00	24.71	44,000.00	24.71
Late Fees\NSF Rent	35.00	0.02	35.00	0.02
Homeowners Association Dues	133,905.00	75.21	133,905.00	75.21
CCR Enforcement - Property Damage	35.00	0.02	35.00	0.02
NSF Penalty	60.00	0.03	60.00	0.03
Total Operating Income	178,035.00	100.00	178,035.00	100.00
Expense				
Electrical Repairs	590.95	0.33	590.95	0.33
General Maintenance	4,580.37	2.57	4,580.37	2.57
Insurance	23,837.65	13.39	23,837.65	13.39
Transfer to Reserves	11,000.00	6.18	11,000.00	6.18
Legal Fees	1,150.00	0.65	1,150.00	0.65
Lawn/Property Maintenance	14,150.61	7.95	14,150.61	7.95
Maintenance Supplies	79.29	0.04	79.29	0.04
Special Projects	30,061.02	16.88	30,061.02	16.88
Management Fee	5,500.00	3.09	5,500.00	3.09
Mortgage/Note Payment	40,060.02	22.50	40,060.02	22.50
Pest Control	1,190.75	0.67	1,190.75	0.67
Plumbing Expense	1,946.10	1.09	1,946.10	1.09
Porter Service	2,440.00	1.37	2,440.00	1.37
Professional Fees	235.00	0.13	235.00	0.13
Property Taxes	2.34	0.00	2.34	0.00
Towing Service	250.00	0.14	250.00	0.14
Trash Pick-up	-35.00	-0.02	-35.00	-0.02
Utilities	29,264.98	16.44	29,264.98	16.44
Total Operating Expense	166,304.08	93.41	166,304.08	93.41
NOI - Net Operating Income	11,730.92	6.59	11,730.92	6.59
Total Income	178,035.00	100.00	178,035.00	100.00
Total Expense	166,304.08	93.41	166,304.08	93.41
Net Income	11,730.92	6.59	11,730.92	6.59
Other Items				
Prepayments	-2,021.00		-2,021.00	
Net Other Items	-2,021.00		-2,021.00	

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Cash Flow	<u>9,709.92</u>		<u>9,709.92</u>	
Beginning Cash	-4,739.63		-4,739.63	
Beginning Cash + Cash Flow	4,970.29		4,970.29	
Actual Ending Cash	4,970.29		4,970.29	

Expense Distribution

Exported On: 12/08/2020 05:12 PM

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

Payees: All

Bill Date Range: 01/01/2020 to 11/30/2020

Reference	Bill Date	Unit	Payee	Amount	Check #	Description
6390 - Electrical Repairs						
8550	02/18/2020		CC Electric	305.72	123244	Repaired short and reset breaker, replaced light bulbs
8517	04/07/2020		CC Electric	61.00	123411	fixed light
8758	06/04/2020	4507#07	CC Electric	224.23	123596	installed LED bypass bulb and photocell
				590.95		
6455 - General Maintenance						
2072	06/19/2020		Thee Anderson's Family Remodeling	1,750.00	123626	Materials & 1/3 down payment for total estimate
2071	07/29/2020		Thee Anderson's Family Remodeling	1,578.88	123725	Multiple jobs around the complex
2072	07/29/2020		Thee Anderson's Family Remodeling	1,200.00	123725	Install Hardie plank on unit 4507 #05 & paint 4505 #6
12212	08/06/2020		T. Fry Make Ready	51.49	123769	Replaced 2 fence pickets 4509
				4,580.37		
6470 - Insurance						
TXH-892003	01/07/2020		IPFS Corporation	1,445.40	123149	Monthly Insurance premium
TXH-892003	02/07/2020		IPFS Corporation	1,445.40	123232	Monthly Insurance premium
NPP1575543C	03/18/2020		United States Liability Insurance	890.40	123344	monthly insurance
9659	04/21/2020		Service Insurance Group, Inc	6,000.00	123430	Down Payment for Annual Insurance 2020-2021
TXH-A09528	05/06/2020		IPFS Corporation	1,790.55	123491	INSURANCE
LFM0014832	06/04/2020		RLI Surety	177.00	123600	Fidelity Bond
TXH-A09528	06/10/2020		IPFS Corporation	1,790.55	123615	Insurance Monthly Payment
TXH-A09528	07/07/2020		IPFS Corporation	1,790.55	123681	Monthly Insurance Premium
TXH-A09528	08/11/2020		IPFS Corporation	1,790.55	123791	Monthly Insurance premium
NPP1575543C	08/25/2020		United States Liability Insurance	672.80	123823	
TXH-A09528	09/15/2020		IPFS Corporation	1,790.55	123883	
TXH-A09528	10/07/2020		IPFS Corporation	1,790.55	123938	Insurance
TXH-A09528	11/10/2020		IPFS Corporation	1,790.55	124040	
NPP1575543C	11/23/2020		United States Liability Insurance	672.80	124059	
				23,837.65		
6471 - Transfer to Reserves						
	01/01/2020		Oakwood Townhomes	1,000.00	123120	January 2020 - Transfer to Reserves
	02/01/2020		Oakwood Townhomes	1,000.00	123198	February 2020 - Transfer to Reserves
	03/01/2020		Oakwood Townhomes	1,000.00	123276	March 2020 - Transfer to Reserves
	04/01/2020		Oakwood Townhomes	1,000.00	123374	April 2020 - Transfer to Reserves
	05/01/2020		Oakwood Townhomes	1,000.00	123455	May 2020 - Transfer to Reserves
	06/01/2020		Oakwood Townhomes	1,000.00	123562	June 2020 - Transfer to Reserves
	07/01/2020		Oakwood Townhomes	1,000.00	123647	July 2020 - Transfer to Reserves
	08/01/2020		Oakwood Townhomes	1,000.00	123737	August 2020 - Transfer to Reserves
	09/01/2020		Oakwood Townhomes	1,000.00	123840	September 2020 - Transfer to Reserves
	10/01/2020		Oakwood Townhomes	1,000.00	123913	October 2020 - Transfer to Reserves
	11/01/2020		Oakwood Townhomes	1,000.00	124001	November 2020 - Transfer to Reserves
				11,000.00		
6473 - Legal Fees						
19-1097	05/13/2020		Bruchez, Goss, Thornton, Meronoff & Hawthorne, P.C.	750.00	123513	Legal matters on short term lease provision
	09/15/2020		Bruchez, Goss, Thornton, Meronoff & Hawthorne, P.C.	200.00	123886	Lance Norwood
43254	10/06/2020		Bruchez, Goss, Thornton, Meronoff & Hawthorne, P.C.	200.00	123945	
				1,150.00		
6475 - Lawn/Property Maintenance						
1843	01/07/2020		Lopez Boyz	274.00	123141	Mow, Edge, Weedeat
1920	02/07/2020		Lopez Boyz	110.00	123220	cut & removed branches from fence
1	02/13/2020		Lawn Stars	595.38	123249	February Lawn Maintenance
OW2	03/06/2020		Lawn Stars	595.38	123307	February Lawn Maintenance
Ow3	03/06/2020		Lawn Stars	6,186.49	123322	February Lawn Maintenance
3.11.2020	03/18/2020		Freeman Cone	100.00	123337	remove edging 4505,4507,4509,4513
OW3	04/06/2020		Lawn Stars	595.38	123404	monthly lawn service
ow4	05/06/2020		Lawn Stars	811.88	123483	MC/ Sprinkler station 2 and 3
OW5	06/04/2020		Lawn Stars	1,098.74	123588	monthly lawn service, Sprinkler repair, storm clean up
OW6	07/06/2020		Lawn Stars	855.18	123664	Monthly Lawn Service
OW7	08/07/2020		Lawn Stars	595.38	123778	monthly lawn service
OW8	09/08/2020		Lawn Stars	947.19	123872	
OW9	10/07/2020		Lawn Stars	1,098.74	123958	Monthly Maintenance
OW10	11/05/2020		Lawn Stars	595.38	124022	
				14,459.12		
6520 - Maintenance Supplies						
9180312990	04/06/2020		HD Supply Facilities Maintenance	79.29	123400	Trash bags and poop bags for HOA's
6531 - Special Projects						
1648	02/12/2020		Beltrand Pavement Markings, LLC	14,012.96	123240	Concrete repairs to parking lot & drainage flume
000394	02/19/2020		Top Point Tree	4,600.00	123252	Deposit for tree remove project

000394	02/25/2020		Top Point Tree	5,250.75	123261	removed, trimmed and pruned trees throughout the HOA
000430	02/26/2020		Top Point Tree	1,461.38	123264	2 additional trees removed behind 4507
263	03/03/2020		College Station Fencing Company	920.12	123288	Down payment for fence behind 4515 and 4517
1663	03/06/2020		Beltrand Pavement Markings, LLC	2,895.69	123320	Restripping parking lot
263	03/09/2020		College Station Fencing Company	920.12	123323	85' of privacy fence between Briar Oaks and Oakwood
				30,061.02		
6540 - Management Fee						
	01/03/2020		Beal Properties	500.00	123114	Management Fee for 01/2020
	02/03/2020		Beal Properties	500.00	123205	Management Fee for 02/2020
	03/03/2020		Beal Properties	500.00	123282	Management Fee for 03/2020
	04/02/2020		Beal Properties	500.00	123386	Management Fee for 04/2020
	05/05/2020		Beal Properties	500.00	123467	Management Fee for 05/2020
	06/02/2020		Beal Properties	500.00	123575	Management Fee for 06/2020
	07/02/2020		Beal Properties	500.00	123636	Management Fee for 07/2020
	08/03/2020		Beal Properties	500.00	123730	Management Fee for 08/2020
	09/01/2020		Beal Properties	500.00	123828	Management Fee for 09/2020
	10/02/2020		Beal Properties	500.00	123907	Management Fee for 10/2020
	11/02/2020		Beal Properties	500.00	123989	Management Fee for 11/2020
				5,500.00		
6560 - Mortgage/Note Payment						
	01/01/2020		The Bank & Trust (TB&T)	3,641.82	123113	January 2020 - 500.00 additional towards principle
	02/01/2020		The Bank & Trust (TB&T)	3,641.82	123193	February 2020 - 500.00 additional towards principle
	03/01/2020		The Bank & Trust (TB&T)	3,641.82	123271	March 2020 - 500.00 additional towards principle
	04/01/2020		The Bank & Trust (TB&T)	3,641.82	123385	April 2020 - 500.00 additional towards principle
	05/01/2020		The Bank & Trust (TB&T)	3,641.82	123466	May 2020 - 500.00 additional towards principle
	06/01/2020		The Bank & Trust (TB&T)	3,641.82	123574	June 2020 - 500.00 additional towards principle
	07/01/2020		The Bank & Trust (TB&T)	3,641.82	123642	July 2020 - 500.00 additional towards principle
	08/01/2020		The Bank & Trust (TB&T)	3,641.82	123745	August 2020 - 500.00 additional towards principle
	09/01/2020		The Bank & Trust (TB&T)	3,641.82	123835	September 2020 - 500.00 additional towards principle
	10/01/2020		The Bank & Trust (TB&T)	3,641.82	123924	October 2020 - 500.00 additional towards principle
	11/01/2020		The Bank & Trust (TB&T)	3,641.82	123996	November 2020 - 500.00 additional towards principle
				40,060.02		
6691 - Parking Lot Repair						
2066	04/06/2020		Lopez Boyz	150.00	123405	Removed wheel stops at 4509 Carter Creek
6695 - Pest Control						
22098	08/06/2020		Joe Loudat DBA/	1,190.75	123767	Sub-Terr. Termite renewal Anual renewal
6700 - Plumbing Expense						
2524	01/06/2020		Twin City Plumbing LLC	75.00	123144	replace sewer cap 4517
2525	01/06/2020		Twin City Plumbing LLC	211.10	123144	replace sprinkler valve
2626	06/02/2020		Twin City Plumbing LLC	250.00	123672	replaced drain for kitchen sink #04
2605	06/02/2020		Twin City Plumbing LLC	75.00	123594	Investigated water leak from #7 to #8
2656	07/06/2020		Twin City Plumbing LLC	1,130.00	123672	Replaced 3/4" water line from concrete slab. 4507
2703	08/11/2020		Twin City Plumbing LLC	85.00	123790	Investigate water leak 4507 #3 .. No leak was found.
2716	08/19/2020		Twin City Plumbing LLC	120.00	123806	
2716	09/02/2020		Twin City Plumbing LLC	120.00	123861	
				2,066.10		
6701 - Porter Service						
1818	01/06/2020		Robert Walker	200.00	123145	December porter service
1815	01/06/2020		Robert Walker	75.00	123145	Fill in hole in parking lot and tv cables
1843	02/05/2020		Robert Walker	200.00	123226	Monthly Porter Service
1858	03/04/2020		Robert Walker	30.00	123298	post tree trimming notices February 14
1867	03/04/2020		Robert Walker	200.00	123298	February porter service
1888	04/05/2020		Robert Walker	200.00	123408	Monthly Porter Service
1906	05/06/2020		Robert Walker	75.00	123487	bulk cleaning off excess dumping, hauled trash and fees
1911	05/06/2020		Robert Walker	200.00	123487	April porter service
1935	06/02/2020		Robert Walker	200.00	123595	May porter service
1958	07/05/2020		Robert Walker	200.00	123673	June porter service
1985	08/06/2020		Robert Walker	200.00	123773	Monthly Porter Service
2007	09/02/2020		Robert Walker	200.00	123862	
1997	09/02/2020		Robert Walker	60.00	123862	
2026	10/06/2020		Robert Walker	200.00	123951	
2045	11/05/2020		Robert Walker	200.00	124023	
				2,440.00		
6705 - Professional Fees						
204996	08/06/2020		Thompson, Derrig and Craig, P.C.	235.00	123770	Prepared 2019 Federal Corporation Tax return
6710 - Property Taxes						
368104	10/20/2020		Kristeen Roe, Tax A/C	2.34	123977	
6775 - Towing Service						
200305	03/06/2020		Excel Towing	100.00	123305	moved 2 vehicles for parking lot restripping
200309	03/18/2020		Excel Towing	150.00	123338	relocate vehicles
				250.00		
6810 - Utilities						
2063197	01/07/2020		Bryan Texas Utilities	1,478.16	123134	Monthly Utility Bill
2063465	01/07/2020		Bryan Texas Utilities	466.65	123134	Monthly Utility Bill
2063476	01/07/2020		Bryan Texas Utilities	37.52	123134	Monthly Utility Bill

Homeowner Delinquency (As Of)

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

As of: 11/30/2020

Delinquency Note Range: All Time

Homeowner Status: Current and Notice

Amount Owed In Account: All

Balance: Greater than 0.00

Unit	Amount Receivable
Oakwood Townhomes - 4505-4517 Carter Creek Bryan, TX 77802	
4505#05	612.00
4507#03	861.00
4513#06	1,599.00
4515#04	1,076.00
4515#07	820.00
	4,968.00
Total	4,968.00

PO Box 701, Abilene, TX 79604

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.

0000032
3380FF
125B00X.001

32 1 SP 0.500 *0000032 S2
OAKWOOD TOWNHOMES HOME OWNERS ASSOCIATIO
OWNERS ASSOC. INC.
RESERVE ACCOUNT
903 TEXAS AVENUE S
COLLEGE STATION TX 77840-2228



ACCOUNT NUMBER	
STATEMENT DATES	11/02/20-11/30/20
ENCLOSURES	1
PAGE	1 of 3

SUMMARY OF ACCOUNTS

Account Number	Account Description	Current Balance
	Commercial Money Market	173,872.08

ACCOUNT SUMMARY

Commercial Money Market			
Account Number	190007041007	Statement Dates	11/02/20 thru 11/30/20
Previous Balance	172,855.55	Days in Statement Period	29
1 Deposits/Credits	1,000.00	Average Ledger	173,786.58
0 Checks/Debits	0.00	Average Collected	173,786.58
Monthly Maintain Fee	0.00		
Interest Pd This Stmt	16.53		
Ending Balance	173,872.08	2020 Interest Paid	111.10

Account Title:
Oakwood Townhomes Home Owners Associatio
Owners Assoc. Inc.
Reserve Account

MISCELLANEOUS CREDITS

Date	Description	Amount
11/04	Deposit #67	1,000.00
11/30	Interest Deposit	16.53

INTEREST RATE SUMMARY

Date	Interest Rate
11/01	0.120000%

DAILY ENDING BALANCE

Date	Balance	Date	Balance	Date	Balance
11/02	172,855.55	11/04	173,855.55	11/30	173,872.08

Capital Construction Services
540 Graham Rd
College Station, TX 77845
ccsofficemgr@gmail.com
www.capitalconstructionbcstx.com



Estimate

ADDRESS

Beal Properties Inc.

ESTIMATE # 1245

DATE 12/04/2020

MEMO/DRAW/JOB

Oakwood Townhomes

ACTIVITY	QTY	RATE	AMOUNT
Demo Remove failing stucco and haul off	1	1,300.00	1,300.00
Siding Install tyvek moisture barrier. Install new hardie plank siding and trim	1	3,100.00	3,100.00
Paint Paint newly installed hardie	1	1,100.00	1,100.00
***** This bid is a per unit bid as discussed on site*****			
TOTAL			\$5,500.00

Accepted By

Accepted Date

+ \$ 850⁰⁰ for 4505 #1 foundation



QUOTE

Chad's Mobile Wash
 Chad Lawrence
 (979) 777-5725
Chadsmobilewashbcs@gmail.com
 3752 Essen Loop
 College Station, TX
 77845

Attention: Beal Properties
Phone: (979) 764-2500
Date: 11/29/2020
Location: Oakwood Townhomes, 4505-4517 Carter Creek, Bryan, TX.
Project Description: (1) Soft Wash/Clean exterior of Oakwood Townhomes. Pressure wash/clean all stucco and wood siding/trim/fascia and gutters.
Terms & Conditions: If awarded the project, we ask that all tenants be informed that we will be cleaning the exterior of the townhomes on whichever specific dates are chosen. This also includes cleaning and having full access to the tenants backyards or fenced in areas throughout the entire cleaning process. We also ask that the tenants are informed to move all belongings either inside, out of the way/ moved off of front/back patios (especially items that are not waterproof), and any items attached to exterior walls removed to avoid any sort or possibility of damage and allow us to thoroughly clean each area to the best of our ability.

Description	Amount/Unit	Price (Per Duplex)	Cost
Soft Wash Clean: -Exterior Of Oakwood Townhomes -All Stucco & Wood Siding/Trim/Fascia -Gutters	30 Duplexes (61 Units Total)	\$100 (\$50 Per Unit)	\$ 3,000
Subtotal			\$ 3,000
Total			\$ 3,000



Thank you for your time and the opportunity. It has been a pleasure to work with you on this project. Feel free to call, text, or email me for any questions or concerns you may have.

Thanks,

-Chad's Mobile Wash

-Chad Lawrence (Owner)



903 S. Texas Avenue • College Station, TX 77840
(979)764-2500 • www.bealbcshoa.com

----- Estimate -----

540 Graham Rd
College Station, TX 77845 US
[979-596-5005](tel:979-596-5005)

Estimate #: 1043
Date: 11/20/2020
Exp. Date: \$9,313.83

Address:

Beal Properties Inc
903 Texas Ave South
College Station, Tx 77840

Location: Oakwood Townhomes
Reference #: 84144-1

Date	Activity	Description	Qty	Rate	Amount
11/20/2020	Power Wash	Soft washing structure: front, back and sides. Remove wasp nests and mildew. Washing exterior will expose any rotted wood on the exterior	1	8,604.00	8,604.00T

SubTotal:	\$8,604.00
Tax:	\$709.83

Total:	\$9,313.83

Oakwood Townhomes
4505-4517 Carter Creek
84144-1 - Estimate Requested

Beal Properties
903 S. Texas Avenue • College Station, TX 77840
(979)764-2500 • www.bealbcshoa.com