



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

Wood Brook Homeowners Association
Board of Directors Meeting – Agenda
July 6, 2021 5:30pm

1. Call Meeting to Order

2. Financial Report – 2nd Quarter
 - a. Cash Flow
 - b. Expenses
 - c. Delinquency Report

3. Old Business
 - a. Parking Lot Repairs Bid
 - b. Lighting Project
 - c. Mailbox Update
 - d. Doggie Stations
 - e. Landscaping Designs
 - f. Bank Accounts

4. New Business

5. Next Meeting _____ 2021 @ _____ pm

6. Adjourn

Cash Flow

Beal Properties

Properties: Wood Brook Condominiums - 1904 Dartmouth Street College Station, TX 77840

Date Range: 04/01/2020 to 06/30/2021

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				
Balance Forward	4,217.02	1.80	4,217.02	1.52
Late Fees\NSF Rent	60.00	0.03	60.00	0.02
Homeowners Association Dues	229,808.69	98.17	273,432.92	98.43
Miscellaneous Income	0.00	0.00	80.04	0.03
NSF Penalty	0.81	0.00	0.81	0.00
Total Operating Income	234,086.52	100.00	277,790.79	100.00
Expense				
Electrical Repairs	0.00	0.00	2,165.00	0.78
General Maintenance	13,770.40	5.88	14,303.23	5.15
Insurance	60,257.30	25.74	70,442.50	25.36
Transfer to Reserves	28,576.00	12.21	47,763.00	17.19
Lawn/Property Maintenance	20,340.55	8.69	23,854.74	8.59
Management Fee	15,750.00	6.73	18,900.00	6.80
Pest Control	3,680.51	1.57	4,005.26	1.44
Porter Service	6,741.80	2.88	8,121.80	2.92
Pool Expense	8,842.65	3.78	18,389.55	6.62
Professional Fees	237.26	0.10	237.26	0.09
Telephone Service	1,028.54	0.44	1,196.48	0.43
Utilities	27,886.07	11.91	33,423.56	12.03
Total Operating Expense	187,111.08	79.93	242,802.38	87.40
NOI - Net Operating Income	46,975.44	20.07	34,988.41	12.60
Total Income	234,086.52	100.00	277,790.79	100.00
Total Expense	187,111.08	79.93	242,802.38	87.40
Net Income	46,975.44	20.07	34,988.41	12.60
Other Items				
Prepayments	3,800.87		3,006.32	
Net Other Items	3,800.87		3,006.32	
Cash Flow	50,776.31		37,994.73	
Beginning Cash	50,667.15		63,448.73	
Beginning Cash + Cash Flow	101,443.46		101,443.46	
Actual Ending Cash	101,608.65		101,608.65	

Expense Distribution

Exported On: 07/06/2021 04:38 PM

Properties: Wood Brook Condominiums - 1904 Dartmouth Street College Station, TX 77840

Payees: All

Bill Date Range: 04/01/2021 to 06/30/2021 (Last Quarter)

Reference	Bill Date	Unit	Payee	Amount	Check #	Check Date	Description
4600 - Homeowners Association Dues							
	05/03/2021	F3	Ross MacFadyen	165.19	6120	05/03/2021	Ross MacFadyen, Wood Brook Condominiums - F3: Move Out Refund
	06/16/2021	Q4	James Bryan & Rebecca Bryan	660.76	6139	06/16/2021	James Bryan, Rebecca Bryan, Wood Brook Condominiums - Q4: Move Out Refund
				825.95			
6455 - General Maintenance							
9190535355	04/21/2021		HD Supply Facilities Maintenance	431.92	6116	04/21/2021	Purchase Fido Pet Waste Station - Green
2703	05/04/2021		Petty-Faldyn Property Repair LLC	688.00	6124	05/07/2021	T2- repaired sheetrock from winter freeze water pipe break.
3274	05/07/2021		Twin City Plumbing LLC	275.00	6125	05/07/2021	repair water leak
3454	05/07/2021		Twin City Plumbing LLC	120.00	6125	05/07/2021	insulate main water line
Wood Brook HOA	05/18/2021		Chad's Mobile Wash	7,400.00	6129	05/19/2021	Pressured washed the exterior of 96 units at Wood Brook HOA
				8,914.92			
6470 - Insurance							
F008428929-001-00001	04/20/2021		Farmers Insurance Exchange	4,034.49	6115	04/20/2021	Monthly Insurance payment
	05/22/2021		Farmers Insurance Exchange	4,028.49	6130	05/25/2021	May 2021 - Monthly Insurance Payment
F008428929-001-00001	06/16/2021		Farmers Insurance Exchange	4,372.41	6140	06/16/2021	Monthly Insurance payment
				12,435.39			
6471 - Transfer to Reserves							
	04/01/2021		Wood Brook Condominiums Hoa	1,588.00	6110	04/01/2021	April 2021
	05/01/2021		Wood Brook Condominiums Hoa	1,588.00	6119	05/03/2021	May 2021
	06/01/2021		Wood Brook Condominiums Hoa	1,588.00	6132	06/02/2021	June 2021
				4,764.00			
6475 - Lawn/Property Maintenance							
3172	04/06/2021		Lopez Boyz	1,000.00	6112	04/07/2021	March 1, 16, 26 lawn maintenance
3267	05/07/2021		Lopez Boyz	1,000.00	6123	05/07/2021	Monthly lawn maintenance
3286	05/07/2021		Lopez Boyz	350.00	6123	05/07/2021	Pruned shrubs and dead plants were cut.
3356	06/06/2021		Lopez Boyz	1,000.00	6136	06/06/2021	Monthly Lawn Service
				3,350.00			
6540 - Management Fee							
	04/01/2021		Beal Properties	1,050.00	6109	04/01/2021	Management Fee for 04/2021
	05/05/2021		Beal Properties	1,050.00	6121	05/05/2021	Management Fee for 05/2021
	06/02/2021		Beal Properties	1,050.00	6133	06/02/2021	Management Fee for 06/2021
				3,150.00			
6695 - Pest Control							
15293	04/16/2021		D. Lee Pest Service LLC	108.25	6114	04/16/2021	Monthly Pest Control
16263	05/14/2021		D. Lee Pest Service LLC	108.25	6127	05/19/2021	Monthly Pest Control
14057	06/06/2021		D. Lee Pest Service LLC	108.25	6135	06/06/2021	Monthly Pest Control (March 2021)
17292	06/09/2021		D. Lee Pest Service LLC	108.25	6138	06/09/2021	Monthly Pest Control
17462	06/22/2021		D. Lee Pest Service LLC	920.13	6141	06/22/2021	Annual Termite Inspection Woodbrook HOA
				1,353.13			
6701 - Porter Service							
2150	04/06/2021		Robert Walker	125.00	6113	04/07/2021	March 2, 18, 22, 29 Bulk pickup, removal, dump fee, post notices
2170	04/06/2021		Robert Walker	300.00	6113	04/07/2021	March porter service
2185	05/05/2021		Robert Walker	90.00	6126	05/07/2021	April 2021 Monthly Bulk Pick up Service
2194	05/05/2021		Robert Walker	300.00	6126	05/07/2021	April 2021 Porter Service
2201	06/06/2021		Robert Walker	150.00	6137	06/06/2021	Monthly Bulk Pick Up
2211	06/06/2021		Robert Walker	300.00	6137	06/06/2021	Monthly Porter Service
				1,265.00			
6702 - Pool Expense							
2021952	04/20/2021		Oasis Pools	418.82	6118	04/22/2021	March 2021 Monthly Pool Cleaning Service
2021960	04/20/2021		Oasis Pools	160.70	6118	04/22/2021	Repaired 3/4" ball valve on autofill was cracked, replaced and check
2021990	05/14/2021		Oasis Pools	735.23	6128	05/19/2021	Pool Monthly Service (April)
				1,314.75			
6757 - Telephone Service							
1997302	04/22/2021		Kings III Of America, LLC	46.55	6117	04/22/2021	Pool Phone Skyline
2011554	05/26/2021		Kings III Of America, LLC	46.55	6131	05/26/2021	Pool Phone Skyline
				93.10			
6810 - Utilities							
530321-226484	04/06/2021		College Station Utilities	32.95	6111	04/07/2021	1904 Dartmouth ST IRRG -electric
530321-177936	04/06/2021		College Station Utilities	74.59	6111	04/07/2021	1904 Dartmouth ST BLD C HL -electric

530321-177962	04/06/2021		College Station Utilities	64.36	6111	04/07/2021	1904 Dartmouth ST BLD U HL - electric
530321-178018	04/06/2021		College Station Utilities	152.96	6111	04/07/2021	1904 Dartmouth ST BLD G HL- electric
530321-178068	04/06/2021		College Station Utilities	43.18	6111	04/07/2021	1904 Dartmouth ST BLD N HL - electric
530321-178122	04/06/2021		College Station Utilities	1,016.90	6111	04/07/2021	1904 Dartmouth ST NS - Water Bill
530321-226484	05/04/2021		College Station Utilities	32.95	6122	05/07/2021	1904 Dartmouth ST IRRG -electric
530321-177936	05/04/2021		College Station Utilities	81.23	6122	05/07/2021	1904 Dartmouth ST BLD C HL -electric
530321-177962	05/04/2021		College Station Utilities	77.04	6122	05/07/2021	1904 Dartmouth ST BLD U HL - electric
530321-178018	05/04/2021		College Station Utilities	153.55	6122	05/07/2021	1904 Dartmouth ST BLD G HL- electric
530321-178068	05/04/2021		College Station Utilities	48.01	6122	05/07/2021	1904 Dartmouth ST BLD N HL - electric
530321-178122	05/04/2021		College Station Utilities	1,593.35	6122	05/07/2021	1904 Dartmouth ST NS - Water Bill
530321-226484	06/06/2021		College Station Utilities	32.95	6134	06/06/2021	utilities - electrical -sprinkler / IRRG
530321-177936	06/06/2021		College Station Utilities	71.71	6134	06/06/2021	utilities - electrical - security light / BLD C HL
530321-177962	06/06/2021		College Station Utilities	61.81	6134	06/06/2021	utilities - electrical / BLD U HL
530321-178018	06/06/2021		College Station Utilities	160.91	6134	06/06/2021	utilities - electrical / BLD G HL
530321-178068	06/06/2021		College Station Utilities	42.88	6134	06/06/2021	utilities - electrical - security light / BLD N HL
530321-178122	06/06/2021		College Station Utilities	1,334.10	6134	06/06/2021	utilities - water - roadway maintenance fee / NS
				5,075.43			
Total				42,541.67			

Homeowner Delinquency (As Of)

Properties: Wood Brook Condominiums - 1904 Dartmouth Street College Station, TX 77840

As of: 06/30/2021

Delinquency Note Range: All Time

Homeowner Status: Current and Notice

Amount Owed In Account: All

Balance: Greater than 1.00

Unit	Name	Amount Receivable	0-30	30+
Wood Brook Condominiums - 1904 Dartmouth Street College Station, TX 77840				
D2	Applewhite, Steven	165.62	165.62	0.00
D4	Hunter II, Ernest	29.19	29.19	0.00
R6	Breen, Mary	157.02	157.02	0.00
		351.83	351.83	0.00
Total		351.83	351.83	0.00

Business Market Rate Savings

June 30, 2021 ■ Page 1 of 4

WELLS
FARGO

WOOD BROOK OWNERS ASSOCIATION INC
903 TEXAS AVE S
COLLEGE STATION TX 77840-2228

Questions?

Available by phone 24 hours a day, 7 days a week:
We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (808)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

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IMPORTANT ACCOUNT INFORMATION

The following dedicated text telephone/telecommunication device for the deaf (TTY/TDD) lines are being retired on March 5, 2021: 800-877-4833, 800-419-2265 and 800-600-4833. We accept relay-assisted calls, including calls from the 711 service, when customers call any Wells Fargo customer service toll-free phone number. Wells Fargo will continue to provide excellent service to our deaf or hard of hearing customers and customers with speech disorders.

Statement period activity summary

Beginning balance on 4/1	\$40,259.03
Deposits/Credits	1.01
Withdrawals/Debits	- 0.00
Ending balance on 6/30	\$40,260.04

Account number: ██████████8706

WOOD BROOK OWNERS ASSOCIATION INC

Texas/Arkansas account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 111900659

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$1.01
Average collected balance	\$40,259.37
Annual percentage yield earned	0.01%
Interest earned this statement period	\$1.00
Interest paid this year	\$2.00

Business Market Rate Savings

June 30, 2021 ■ Page 1 of 4

WELLS
FARGO

WOOD BROOK OWNERS ASSN INC
903 TEXAS AVE S
COLLEGE STATION TX 77840-2228

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Statement period activity summary

Beginning balance on 6/1	\$113,501.63
Deposits/Credits	1,588.94
Withdrawals/Debits	- 0.00
Ending balance on 6/30	\$115,090.57

Account number: [REDACTED] 408

WOOD BROOK OWNERS ASSN INC

Texas/Arkansas account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 111900659

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$0.94
Average collected balance	\$115,036.69
Annual percentage yield earned	0.01%
Interest earned this statement period	\$0.94
Interest paid this year	\$5.48

Zimbra

tonim@century21bcs.com

Re: Google Folder for the minutes

From : Toni Myers <toni@bealbcs.com>

Thu, Apr 15, 2021 11:56 AM

Subject : Re: Google Folder for the minutes**To :** kmlandrum97 <kmlandrum97@gmail.com>, captkiselinidis@aim.com, kalilinacc@gmail.com, karl@orangelips.com, thefamilystroh@gmail.com**Reply To :** Toni Myers <toni@bealbcs.com>

Good Morning,

I started a Google Account for Wood Brook so we can have a google Sheet for the minutes.

Below is the login in for the ~~gmail~~ accountwoodbrookhoacs@gmail.com

Property123



Toni Myers
HOA Director
903 Texas Ave South
College Station TX 77840
Work 979-764-2500 Ext: 158
[HOA Website](#)

From: "kmlandrum97" <kmlandrum97@gmail.com>**To:** "Toni Myers" <toni@bealbcs.com>**Sent:** Wednesday, April 14, 2021 9:05:09 AM**Subject:** Google Folder for the minutes

Howdy Ms Toni,

I was wondering if you decided to make a google folder or drive so I can type up the minutes for the Wood Brooke HOA meeting last week.

Thanks,

Kelsey M. Krafka

DVM Candidate | Class of 2024

Texas A&M University | College of Veterinary Medicine

Invoice



Constant Current
Electrical Services LLC

PO BOX 411
Lexington, TX 78947

9794859870

chrislynn@constantcurrentelectric.com

www.constantcurrentelectric.com

Date	Terms	Invoice #
6/2/2021	Due on receipt	12444

Bill To
Benl Properties 903 Texas Ave. South College Station, TX 77840

Service Address
Woodbrook Condos 1904 Dartmouth College Station, TX 77845

Description	Amount
Area 1 - \$1,111.00 Supply and install conduit and wiring from existing fixture on building I to new LED flood light on corner. Supply and install new LED flood light on corner	6,576.00T
Area 2 - \$1,161.00 Supply and install conduit and wiring from existing fixture on building S to corner of building. Supply and install new LED wall pack on S and new triple flood with LED lamps	
Area 3 & 6 - \$3,093.00 Supply and install conduit and wiring from existing fixture on building N to each corner. Supply and install new LED wall pack on N and (2) new triple floods with LED lamps	
Bldg H - \$661.00 Supply and install conduit and wiring from existing triple flood fixture to adjacent corner. Supply and install new triple flood (LED) on corner	
Bldg I - \$550.00 Remove existing wallpack. Supply and install new LED flood fixture in it's place	
Total - \$6,576.00 Sales Tax - College Station	542.52
	Total \$7,118.52

TGC Landscapes, LLC

PO Box 6567
Bryan, TX 77805 US
Info@thegroundcrewtx.com
www.thegroundcrewtx.com



Estimate

ADDRESS
Wood Brook Condos
903 Texas Ave S
College Station, TX 77845

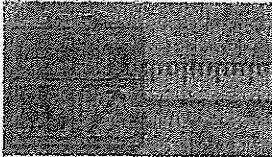
SHIP TO
Wood Brook Condos
903 Texas Ave S
College Station, TX 77845

ESTIMATE EST2214006
DATE 05/28/2021

DATE	DESCRIPTION	QTY	AMOUNT
	Wood Brook Entrance		
	Rose-Drift 3 gal	10	459.50T
	Plants:Red Lantana 1 gal	1	15.95T
	Red Yucca 3 gal	6	275.70T
	Gulf Muhly 1 gal	20	339.00T
	Mulch-Black	4	300.00T
	Bend-A-Board	100	500.00T
	Site Work- Remove dead tree right of entrance	1	300.00T
	Site Work- Repair and glue landscape pavers	1	345.85T
	Site Work- Remove dead/misc. plant material	1	300.00T
SUBTOTAL			2,836.00
TAX			233.97
TOTAL			\$3,069.97

Accepted By

Accepted Date



The Clean Up Crew, LLC
(979) 229-4550

905 Cedar Circle
Bryan, Texas
77803
United States

Prepared For
Accounts Payable
Beal Properties
BVP Management, Inc.
903 S. Texas Avenue
College Station, Texas
77840
United States

Estimate Date
03/24/2021

Estimate Number
000641

Reference
85087-1

Description	Rate	Qty	Line Total
Demolition removed asphalt in parts of the parking lot around the complex (4 spots)	\$0.00	1	\$0.00
Construction repair demoed spots with 6 inches of concrete	\$0.00	1	\$0.00
Construction replaced concrete curb in 3 places, corrected pitch to not collect water	\$0.00	1	\$0.00
Disposal Remove debris and dispose at landfill 3 loads	\$400.00	1	\$400.00
Mobilization Fee transport and set up equipment (scaffolding, dump trailer, etc.)	\$500.00	1	\$500.00
Material 3/8 rebars, concrete, lumber, expansion joint	\$2,600.00	1	\$2,600.00
Labor demo, redo curb & parking lot slabs	\$4,800.00	1	\$4,800.00
	\$0.00	1	\$0.00
		Subtotal	8,300.00
		Tax	0.00

FASTSIGNS Brazos Valley

404 University Dr.E., Suite C
College Station, TX 77840
ph: (979)764-7446
fax: (979)764-7444
Email: 465@fastsigns.com

Estimate

465 - 39796

Estimate Date: 4/13/2021 4:12:58PM

Printed: 4/13/2021 4:13:53PM

Customer: **Beal Properties**
Contact: Amanda Walkoviak Customer: 9616
Description: kab // replacement signs for Wood Brook Condominiums
Sales Person: Kyle Brightwell
Clerk: Kyle Brightwell

ph: (979) 764-2500

email: maintenance@bealbcs.com

Dear Amanda:

Sincerely,

Kyle Brightwell

	Product	Qty	Sides	H x W	Unit Cost	Totals
1	Removal, FASTSIGNS Description: removal of 2x existing signs at location Color: White	* 2	1	1 x 1	\$95.00	\$190.00
2	1/2" MDO Description: MDO 0.50 (1/2") with solvent print, UV matte laminate Color: White Text: single sided sign	1	1	36 x 43	\$251.30	\$251.30
3	1/2" MDO Description: MDO 0.50 (1/2") with solvent print, UV matte laminate Color: White Text: double sided sign	1	2	29 x 55.25	\$323.11	\$323.11
4	Permits Description: Fees (to jurisdiction(s)) for sign plan review, sign & electrical sign permit(s), if applicable. Color: White	* 2	1	1 x 1	\$175.00	\$350.00
5	Permit Acquisition Description: Staff time to secure permit(s) Color: White	* 2	1	1 x 1	\$75.00	\$150.00
6	Installation Description: Installation of signs at customer location at same location previous signs were removed from	* 2	1	1 x 1	\$225.00	\$450.00
7	Design/Cust. Artwork Description: Design time to create/set up customer artwork, billed at \$80 an hour depending on how long is required to create art	* 1	1	1 x 1	\$80.00	\$80.00



FASTSIGNS Brazos Valley

404 University Dr.E., Suite C
College Station, TX 77840
ph: (979)764-7446
fax: (979)764-7444
Email: 465@fastsigns.com

Estimate

465 - 39796

Estimate Date: 4/13/2021 4:12:58PM

Printed: 4/13/2021 4:13:53PM

Notes:

Line Item Total:	\$1,794.41
Subtotal:	\$1,794.41
Taxes:	\$148.04
Total:	\$1,942.45

Deposit Required: **\$990.65**

Payment due upon completion of order.

Bill To: Beal Properties
Amanda Walkoviak
903 Texas Avenue
College Station, TX 77840

Received/Accepted By: _____

/ /