

SADDLE CREEK

3363 University Drive East, Suite 215
Bryan, TX 77802
979-764-2500

BOARD of DIRECTOR'S MEETING AGENDA January 17, 2023 @ 6PM – Saddle Creek Pavilion

1. Call to Order – President
2. Roll Call/Establishment of Quorum (3/5)
3. Review / Approve Previous Meeting Minutes
4. Financial Report - Treasurer
 - 2022 4th Quarter Financial Report
5. Management Report – Beal Properties
6. Team Reports
 - Improvement Team
 - Architectural Control Team
 - Events Team
 - Pool/Pavilion Team
 - Outreach Team
7. Unfinished Business
 - Update on CCR review, evaluation and revision process
8. New Business
 - Discussion and vote on establishing a capital improvement savings account
 - Review and update signatory authority on all bank accounts
 - Discuss capital improvement plan and funding
9. Adjourn

Immediately following the Board Meeting:

Homeowners Forum – A chance to exchange views, bring issues to light and/or provide feedback. An informal discussion amongst neighbors. One or more Board members will be present, and the discussion will be moderated by a Board member.

*Under Chapter 209 of the Texas Property Code, all meetings of a Subdivision Association's Board of Directors must be open to Lot Owners, subject to the right of the Board of Directors to adjourn the Board Meeting and reconvene in closed Executive Session to consider actions requiring confidential matters, contract negotiations, litigation, delinquencies, enforcement, etc.

Please note that the Board Meetings are meetings of the Board of Directors, not the members of the Homeowner's Association. While Homeowners are generally allowed to attend Board Meetings (Except while in Executive Session), they are not entitled to participate in the Board Meeting and will only be allowed to do so if recognized by the presiding officer during the course of the meeting. This does not apply to those who are appealing a violation under Chapter 209 of Texas Property Code. Those who request a hearing under Chapter 209 within the time frame allowed, will be automatically granted time during the meeting.

SADDLE CREEK

903 S. Texas Ave College Station TX 77845 979-764-2500

BOARD of DIRECTOR'S MEETING AGENDA

Oct25, 2022 @ 6PM

1. **Call to Order – President**
2. **Roll Call/Establishment of Quorum (2/3):** Quorum was determined with three Board members present. John Pappas and Dwayne Cordray were present via Zoom.
3. **Review / Approve Previous Meeting Minutes:** The board has already approved the July minutes, and they are on Beal's webpage and the Saddle Creek webpage for viewing.
4. **Financial Report – Treasurer:** HOA continues to do well from a financial responsibility perspective. The HOA spent a little over \$20k last quarter; given the summer months it is not unexpected with expenses for the pool, water, electricity, lawn maintenance and irrigation. We have \$15,860 in ending cash as of September 30th, that should take us through the end of our budget period.

5. **Management Reports – Beal Properties:**

Homeowner Status – We have 227 lots in Saddle Creek. All 227 are owner-occupied or under construction. We no longer have any lots owned by builders or the developer.

Delinquencies – We have outstanding balance of \$49.66 from miscellaneous charges, same as last quarter, primarily certified mail charges.

Violations – There were 13 active violations; those homeowners will receive a “friendly reminder.” Primarily trailers in driveways or items left in driveways or on porches, low yard maintenance. If there are any questions regarding violations, please contact Beal Properties or the HOA Board.

6. **Team Reports**

Improvement Team – No Improvement Team members present. Chuck Gilman gave the update. Working on getting a draft list of projects and cost estimates. Primarily working on projects for the pavilion, pool, cabana, and the baseball field.

Architectural Control Committee – Will Dierksen gave the update for the ACC. There have been 22 new submissions from homeowners during 2022. Submissions are mostly for: out-buildings, driveway extensions, shed, landscaping, fencing, and children's playsets. ACC getting feedback regarding cost of materials, feel some projects may be pulled back. 2 pending requests are for new builds. Variance process seems to be working well. Reiterated not to dispose of brush in storm water drainage. Susan Fontaine will be stepping down from the ACC. The BOD will begin the process to solicit a new member. All submissions must go through Beal portal for processing. Complex project may require site visit. ACC attempts to avoid variances if possible, the ACC will work with the homeowner through the process.

Events Team – Chuck Gilman spoke regarding the scheduling of events and the fireworks display. The fireworks display was cancelled due to the drought and fire concerns. It was discussed using the fireworks for a New Year's celebrations. It was researched and the fireworks have a shelf life and will maintain until next 4th of July. So, it was decided to safely store the fireworks and use them next year.

Pool/Pavilion Team – Jason Jackson spoke for the Pool Team. There will be some new signage for the pool coming soon. Everyone has been doing a great job of cleaning up the pavilion, disposing of their trash.

Outreach Team – The Outreach Team is involved with the concerns and discussions regarding roadwork for IG&N. The County has said no money will go to roads and bridges so nothing will happen with IG&N. There is still one property holding out regarding right-of-way, and there are some legal issues still with IG&N project.

7. **Unfinished Business**

CCRs Revision Process – Over our last two HOA meetings the Board has spoken on revising the Saddle Creek CCR's. This may include revising into a single document rather than having CCR's by phase as they are currenting. It would include removing language that is factually incorrect, adding or removing language. The HOA solicited for volunteers to participate on a revision committee. It was thought that the HOA had not received anyone willing to volunteer, it was learned at the BOD meeting that homeowners did volunteer. The goal is one representative from each phase of Saddle Creek. The HOA will ask for volunteers the beginning of the year.

8. **New Business**

2023 Budget and Assessment – HOA has been extremely fiscally responsible this year, started with operating budget of \$84k and will finish with a small amount of funds remaining. BOD made smart decision in regards pool, grounds maintenance and recurring expenses to ensure we were within our operating budget. Infrastructure within Saddle Creek is aging, and the BOD has a responsibility to maintain community property. If there had been an emergency the HOA would not have been able to fund the repairs. The BOD continues to build our reserve for existing community repair projects. Melissa proposed a total operating cost for 2023 of \$92,900, that includes homeowner dues, title transfer fees and other income. This includes a 10% increase in homeowner dues to \$400/annual. Reiterated Capital Improvement projects list that Chuck Gilman put together that would take us (Saddle Creek) through 2030. Project are mainly generally upkeep, operation and maintenance and improvement of existing community property. Melissa moved to vote on 2023 budget, Chuck second, all Board member voted yes to approve the 2023 budget.

BOD Elections – There are upcoming elections for two places available for the Board: Melissa and Brenda. The meeting will be Tuesday, Dec 13th at 7:00pm at the pavilion. This is the annual membership meeting, not a BOD meeting. At this meeting homeowners will be voting for two BOD positions. Lara will be sending out self-nomination forms. If any homeowner is interested in running, please fill out candidate form and submit. There will be three different ways to vote: electronically, paper or attend in person. One vote per homeowner lot. Both positions will be for a two-year term.

9. **Adjourn** – Melissa motioned to adjourn; John seconded. Brenda Hiler declared meeting adjourned.

Cash Flow

Beal Properties

Properties: Saddle Creek Homeowner's Association - 3363 University Drive East Suite 215 Bryan, TX 77802

Date Range: 10/01/2022 to 12/31/2022 (Last Quarter)

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				
Homeowners Association Dues	0.00	0.00	78,684.83	93.15
Certified Letter Charge	0.00	0.00	63.61	0.08
SC HOA INCOME				
SC Homeowner Dues	50.00	50.00	2,870.00	3.40
SC Title Transfer Fees	50.00	50.00	550.00	0.65
SC Other Income	0.00	0.00	1,500.00	1.78
SC Deed Restriction Income	0.00	0.00	800.00	0.95
Total SC HOA INCOME	100.00	100.00	5,720.00	6.77
Total Operating Income	100.00	100.00	84,468.44	100.00
Expense				
Lawm/Property Maintenance	892.24	892.24	892.24	1.06
Management Fee	1,100.00	1,100.00	1,100.00	1.30
Sewer Septic Service	0.00	0.00	366.95	0.43
Pool Expense	806.46	806.46	806.46	0.95
Tax Expense	431.00	431.00	431.00	0.51
Telephone Service	359.99	359.99	359.99	0.43
SC HOA Expenses				
SC Management Fees	550.00	550.00	5,400.00	6.39
SC Grounds Maintenance				
SC Landscape & Turf Maintenance	1,975.57	1,975.57	8,947.40	10.47
SC Landscape Repairs	2,491.25	2,491.25	3,227.35	3.82
Total SC Grounds Maintenance	4,466.82	4,466.82	12,074.75	14.29
SC Pool Annex Expense				
SC Building Repair & Maintenance	0.00	0.00	1,118.74	1.32
SC Janitorial Expense	510.00	510.00	1,426.85	1.69
SC Pool Cleaning Expense	602.14	602.14	10,058.75	11.91
SC Pool Repairs	0.00	0.00	3,107.32	3.68

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Total SC Pool Annex Expense	1,112.14	1,112.14	15,711.66	18.60
SC Flags, Decorations & Signs	0.00	0.00	1,075.84	1.27
SC Insurance Expense				
SC General Liability Insurance	0.00	0.00	3,750.00	4.44
SC Directors & Officers Insurance	0.00	0.00	1,374.00	1.63
Total SC Insurance Expense	0.00	0.00	5,124.00	6.07
SC Professional Fees				
SC Legal Fees	0.00	0.00	3,926.25	4.65
SC Accounting Fees	380.00	380.00	380.00	0.45
Total SC Professional Fees	380.00	380.00	4,306.25	5.10
SC Utilities Expense				
SC Electric Expense	2,663.93	2,663.93	10,249.73	12.13
SC Water/Irrigation Expense	680.46	680.46	2,708.80	3.21
SC Trash Expense	141.54	141.54	385.38	0.46
SC Internet/Security Expense	2,534.76	2,534.76	2,534.76	3.00
Total SC Utilities Expense	6,020.69	6,020.69	15,878.67	18.80
SC Meeting Expense	0.00	0.00	20.56	0.02
SC Community Events Expense				
SC July 4th Expense	0.00	0.00	3,998.14	4.73
SC Other Event Expense	0.00	0.00	1,021.57	1.21
Total SC Community Events Expense	0.00	0.00	5,019.71	5.94
SC Software Expense	0.00	0.00	159.80	0.19
SC Bank Fee Expense	86.60	86.60	86.60	0.10
SC Transfer to Reserve Expense	0.00	0.00	7,500.00	8.88
Total SC HOA Expenses	12,616.25	12,616.25	72,357.84	85.66
Total Operating Expense	16,205.94	16,205.94	76,314.48	90.35
NOI - Net Operating Income	-16,105.94	-16,105.94	8,153.96	9.65
Total Income	100.00	100.00	84,468.44	100.00
Total Expense	16,205.94	16,205.94	76,314.48	90.35
Net Income	-16,105.94	-16,105.94	8,153.96	9.65

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Other Items				
Prepayments	29,670.00		6,990.00	
Net Other Items	29,670.00		6,990.00	
Cash Flow	13,564.06		15,143.96	
Beginning Cash	15,860.63		14,280.73	
Beginning Cash + Cash Flow	29,424.69		29,424.69	
Actual Ending Cash	29,424.69		29,424.69	

Expense Distribution

Properties: Saddle Creek Homeowner's Association - 3363 University Drive East Suite 215 Bryan, TX 77802

Payees: All

Bill Date Range: 10/01/2022 to 12/31/2022 (Last Quarter)

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description	
6390 - Electrical Repairs												
30161	12/16/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	McCafferty Electric CO, INC.	2200	118.53	0.00	2205	01/16/2023	Electrical Repair	
6475 - Lawn/Property Maintenance												
4977	11/11/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	TGC Landscapes LLC	2200	675.74	0.00	2194	11/14/2022	Irrigation Repair	
5494	11/11/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	TGC Landscapes LLC	2200	216.50	0.00	2194	11/14/2022	Monthly Lawn Service	
5654	12/12/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	TGC Landscapes LLC	2200	216.50	0.00	2206	01/16/2023	Lawn Service	
6540 - Management Fee							1,108.74	0.00				
6573 - Sewer Septic Service												
324663-000358	12/01/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Krause Septic Solutions	2200	66.95	0.00	2204	01/16/2023	Septic Expense	
6600 - Cleaning Expense							1,100.00	0.00				
116	12/20/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Cheryl Calame	2200	180.00	0.00	2201	01/16/2023	Pool Cleaning	

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
6702 - Pool Expense											
1653	11/11/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Clear Water Pool Company	2200	407.56	0.00	2192	11/14/2022	Pool Cleaning
1669	12/07/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Clear Water Pool Company	2200	398.90	0.00	2198	12/13/2022	Pool Cleaning
							806.46	0.00			
6755 - Tax Expense											
80-0436959	10/04/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	United States Treasury	2200	431.00	0.00	2182	10/04/2022	Saddle Creek HOA - Tax
6757 - Telephone Service											
181040	11/11/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	CEO	2200	359.99	0.00	2191	11/14/2022	Phone Expense
8310 - SC Management Fees											
	12/01/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	550.00	0.00	2197	12/13/2022	December 2022
8332 - SC Landscape & Turf Maintenance											
5319	10/14/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	The Ground Crew	2200	216.50	0.00	2187	10/14/2022	Monthly Bed Maintenance
2002	10/14/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Green Guys Landscaping, LLC	2200	941.78	0.00	2185	10/14/2022	Monthly Landscape Mowing
17184	10/14/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Green Rite Lawn Spraying Service	2200	276.04	0.00	2186	10/14/2022	Weed Spraying

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
2021	11/11/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Green Guys Landscaping, LLC	2200	541.25	0.00	2193	11/14/2022	Landscaping Expense
							1,975.57	0.00			

8333 - SC Landscape Repairs

4291761	11/03/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Michael McCarty	2200	1,950.00	0.00	2189	11/04/2022	Tree Stump Removal
2047	12/07/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Green Guys Landscaping, LLC	2200	541.25	0.00	2199	12/13/2022	Landscaping Expense
							2,491.25	0.00			

8342 - SC Janitorial Expense

115	10/14/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Cheryl Calame	2200	150.00	0.00	2183	10/14/2022	Pavilion Cleaning Expense
114	10/14/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Cheryl Calame	2200	360.00	0.00	2183	10/14/2022	Pavilion Cleaning Expense
							510.00	0.00			

8344 - SC Pool Cleaning Expense

1643	10/14/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Clear Water Pool Company	2200	602.14	0.00	2184	10/14/2022	Monthly Pool Cleaning & Chemicals
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8372 - SC Accounting Fees

216729	11/11/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Thompson, Derrig and Craig, P.C.	2200	380.00	0.00	2195	11/14/2022	Accounting Expense
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8391 - SC Electric Expense

2431800	10/04/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	665.16	0.00	ACH	10/04/2022	5285 High Meadow
2431799	10/04/2022	Saddle Creek		3363 University	Bryan Texas	2200	234.95	0.00	ACH	10/04/2022	17000 Saddle

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
2431799	11/02/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	238.52	0.00	ACH	11/02/2022	17000 SADDLE CREEK RIDGE - ELECTRIC
2431800	11/02/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	641.36	0.00	ACH	11/02/2022	5285 HIGH MEADOW TRL - ELECTRIC
2431800	12/02/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	645.52	0.00	drafted	12/02/2022	utilities - electrical
2431799	12/02/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	238.42	0.00	drafted	12/02/2022	utilities - electrical
8392 - SC Water/Irrigation Expense							2,663.93	0.00			
103-2810-02	10/31/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	93.29	0.00	ACH	10/31/2022	Saddle Creek Dr
103-8138-00	10/31/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	130.59	0.00	ACH	10/31/2022	5323 High Meadow Tr
103-8138-00	11/08/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	141.28	0.00	ACH	11/08/2022	5323 HIGH MEADOW TR - WATER
103-2810-02	11/30/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	109.84	0.00	ACH	11/30/2022	
103-2810-02	12/30/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	92.85	0.00	drafted	12/30/2022	utilities - water

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description	
103-8138-00	12/30/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	112.61	0.00	drafted	12/30/2022	utilities - water	
8393 - SC Trash Expense												
43722	10/01/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	BVR Waste and Recycling	2200	35.14	0.00	ACH	10/01/2022	5285 High Meadow Trl - Monthly Garbage Expense	
718970007956	10/07/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	BVR Waste and Recycling	2200	35.14	0.00	Auto drafted	10/07/2022	Monthly Garbage Expense	
40543	11/01/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	BVR Waste and Recycling	2200	35.63	0.00	ACH	11/01/2022	2476	
57132	12/01/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	Brannon Industrial Group	2200	35.63	0.00	drafted	12/01/2022	96 Gallon Toer Trash Service (Dec 2022)	
8394 - SC Internet/Security Expense												
180122	11/11/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	CEO	2200	1,559.88	0.00	2191	11/14/2022	CEO Annual Payment	
181820	11/11/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	CEO	2200	854.88	0.00	2191	11/14/2022	Internet Expense	
180269	12/01/2022	Saddle Creek Homeowner's Association		3363 University Drive East Suite 215 Bryan, TX 77802	CEO	2200	120.00	0.00	2196	12/02/2022	Alarm.com Annual License	
Total							16,701.32	0.00				



3363 University Drive East, Suite 215
Bryan, TX 77802
(979)764-2500 www.bealbcs.com

January 17, 2023

Saddle Creek Management Report

Delinquency Report: As of today, there is a total of \$36,911.53 outstanding. All are 2023 Assessments which are not considered past due until January 31st.

Violation Report: 3 current active violations. All trailers in driveways unscreened.