



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

Board of Directors Meeting – Agenda
July 8th, 2021 10am

1. Call Meeting to Order
2. Review Previous Board Meeting Minutes
3. Financial Report – 2nd Quarter
 - a. Cash Flow
 - b. Expenses
 - c. Delinquency Report
4. Old Business
 - a. Landscaping Project
 - b. Front Gate
 - c. Drainage Issues Behind Bldgs. 1-4
 - d. Pool and phone lock
 - e. Striping and Numbering
 - f. HOA Management Signs
 - g. Sprinkler Repairs
 - h. Violation Updates
 - i. Roofs
5. New Business
 - a. Trash Cans
 - b. Cost to Paint all buildings
 - c. Asphalt Repair
6. Next Meeting _____ 2021 @ _____
7. Adjourn.

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Canyon Creek Owners Association, Inc.
Board of Directors Meeting
May 14, 2021

Attending: David Henry, President, CCOA
Susie Hogue, Secretary, CCOA
Toni Myers, Amanda, Laura, and Terry Thigpen, Beal Properties, Inc
Property Owners:
Bundy Hogue, Unit 1307
Ron Underwood, Unit 1339
Brittany Elliott, Unit 1207
Richard, Alvarez, Unit 1236
Richard & Angela Altnether, Units 1242 & 1331
John Magee, Unit 1231
Peter _____, Unit 1215

Not Attending: Paul McMahan, Vice President, Treasurer, CCOA

1. Meeting was called to order at 10:10 a.m. A quorum of board attendance was determined present for business. The meeting was held via Zoom video conference call Toni Myers, Beal Properties, Inc.
2. Minutes of prior CCOA Board meeting held February 12, 2021 were sent out via email for review prior to meeting. These minutes were read by Toni, discussion was held, and motion was made by David Henry to accept as read, Susie Hogue seconded the motion, and the minutes were approved unanimously.
3. Financial Report- 1st Quarter
 - a. Cash Flow: Beginning balance \$107,867.35 plus deposit \$160.00 & outstanding deposit \$160.00
 - b. Expenses: Less expenses \$5,431.08 and outstanding expenses \$15,112.60. Ending Balance: \$ 87,643.67
 - c. Delinquency Report: Four Units remain delinquent.

Discussion held:

- BHHS was instructed to stop Suddenlink services in December, but Suddenlink continues to auto draft our account. The Suddenlink equipment was removed years ago.
- Beal asked BHHS to pull College Station Utilities off auto pay. She will stop ALL autodrafts
- Suzan at BHHS said she had sent financial information, but what she sent is inadequate. David Henry will speak with Suzan
- Toni will send Quarterly financial information to the portal without the delinquent names Monthly she will send additional reports with delinquent names to BOA in the portal
- Clarified \$500 expense of Kay Baron as tax preparation fee & Tom Cysewski as pool service
- Delinquencies will have automatic action to collect after 30 days. \$200 charged to HOA with repayment to HOA when delinquencies collected. Thirty day demand letters will be sent, followed by attorney letter plus fees and legal fees. Several things can be done to collect monies, including lien placed with HOA being lienholder as well as foreclosure.

Motion was made by David Henry to accept financial report and delinquency actions, Susie Hogue seconded the motion, and the financial report and delinquency actions were approved unanimously.

4. Old Business

- a. Landscaping Project: We are in "recovery mode" due to the extensive damage from ice storm. We are not interested in paying Justin \$2,500 up front to develop a landscape plan for Canyon Creek. We have developed our own "scaled down" version as follows:
 - Phase One: Grading mulch and soil away from foundations and trees where possible, cutting all shrubs to below window height, and removing monkey grass and other undesirable plants from beds.
 - Phase Two: Will begin in the Fall after irrigation system is properly repaired this summer. This will include planting shrubs and grass.Susie will email the excel spreadsheet of landscape plan to Toni so she can begin obtaining bids. Toni will speak with Justin, our current landscape maintenance contractor, to ask him to monitor irrigation system per his contract.

Laura questioned if any of this was owner responsibility. We operate more like a condominium complex. Our CC&R delegate this to the HOA.

All units must have a minimum three foot right away to allow for landscape maintenance.
- b. Termite Treatment: David explained history of treatment needs and asked Beal for recommendations for prevention/treatment. He is currently writing a bid request for pest control and termite needs.

Toni stated she has other larger properties with annual termite inspection ranging from \$600-\$800 yearly with spot treating as needed. This is routine. She will get Joe with Lone Star Pest Control to provide bids for trenching entire building vs placing termite monitoring spikes. If termites appear on the interior of units, owners are responsible for treating.
- c. Additional Letters for Buildings: See #5 b. Deed Restriction Review below.

5. New Business

- a. Pool Gate Lock & Security Cameras
 - Toni & Laura's concerns and safety corrections:
 1. Pool Safety Sign needed: Toni will email Susie wording and Susie will make and post sign stating pool use is for Canyon Creek residents and their guests only
 2. Unlocked pool gate: Toni will provide bids to provide gate locking system
 3. Pool equipment gate needs lock. Toni will speak to Clear Water pools for lock.
 4. City Code requires Pool Safety Telephone. Tony will check with city to see if the size of Canyon Creek's pool requires this. If it does, she will contact Kings Three for bid. She states it usually runs about \$40/month.
 5. Pool Cameras. Toni will obtain bids
 - Terry with Beal mentioned they had to let Clear Water Pools go in the past due to poor services that included green pools and kids performing the pool maintenance service. They recommend and use Oasis Pools or Clear Choice. Beal will help us monitor Clear Water services. We are not under contract with them.
- b. Deed Restriction Review

Beal has completed walk through of the property and noted several deed and city code violations. They will address these in three ways; letter mailed to owner, email to owner, and door hangers. They will complete a walk through every two weeks. Some violations mentioned:

 - Grills & heaters with lighter fluid/propane on patios
 - Inoperable vehicles and a vehicle on blocks
 - Foil as window coverings
 - AC window unit
- c. Future Maintenance
 1. Painting: Toni will obtain bids from contractors
 - a. Power wash buildings for algae removal

- b. Painting buildings
- 2. Parking Lot Stripes
 - a. Toni will obtain bids to include fire lanes and curb Unit numbers
- 3. Roof Replacement
 - a. Toni stated the recent roof inspection by Grand Champ Roofing did note hail damage on the roofs. She will contact insurance company.
 - b. If insurance denies roof replacement, we will be discussing a special assessment fund in the very near future.

Discussions held:

- Curb Appeal
 - Entrance: Gate is beat up and inoperable. Terry stated gated communities are highly sought properties. David shared history of many issues and expensive repair bills dating back to 2002. Toni agreed they are expensive and need constant maintenance. David stated we have not had burglaries or car thefts. Beal recommends looking into other options such as sliding gate or an "arm system", and security cameras, as well as removing damaged gates, walk through gate, and call box access. Toni will look into this
 - Trash Areas: Three trash cans to the right of the entrance are seen as soon as you enter the property. Toni will speak with the city as to other options such as a dumpster, changing trash locations and/or enclosing the area to hide from visibility.
 - Wood Fence: Leaning and in need or repair. We had just had Patrick repair this when TXDOT removed for access to the ongoing construction of the widening of Harvy Mitchell. We explained we will eventually have a TXDOT provided sound wall for or complex, so we will wait on addressing the fence.
 - Landscaping will need to be completed at the front entrance for improved curb appeal
- Clarification of the 10% Beal charges for large project oversight. Toni stated landscape, roof, irrigation, painting are not considered large projects are subject to this fee. This fee is reserved for things like building debris clean up and rebuilding due to a building fire.
- Future Assessment Fund. We will discuss this after filing insurance roof claim and obtaining bids for painting buildings, landscaping, and other large project bids are obtained.

Property Owners Questions and Answers

- Brittany Elliott, Unit 1207: Lives out of state and has pest control service for their unit
- Ron Underwood, Unit 1339: The front gate removal was voted on years ago and nothing was done. Wood fence leaning still. We stated we will address this after TXDOT is completed with sound wall.

- 6. Next meeting August 6, 2021 @ 10:00 a.m. and Annual Member Meeting August 14, 2021 @ 10:00 a.m.
- 7. Adjourn: With no more business to discuss, David motioned, Susie seconded, and meeting was adjourned by at 11:38 a.m.

Cash Flow

Beal Properties

Properties: Canyon Creek Townhomes - Canyon Creek Circle College Station, TX 77840

Date Range: 04/01/2021 to 06/30/2021 (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				
Balance Forward	105,670.22	100.00	105,670.22	100.00
Total Operating Income	105,670.22	100.00	105,670.22	100.00
Expense				
General Maintenance	2,123.44	2.01	2,123.44	2.01
Maintenance Supplies	406.14	0.38	406.14	0.38
Management Fee	2,420.00	2.29	2,420.00	2.29
Pest Control	649.50	0.61	649.50	0.61
Pool Expense	904.99	0.86	904.99	0.86
Utilities	298.68	0.28	298.68	0.28
Total Operating Expense	6,802.75	6.44	6,802.75	6.44
NOI - Net Operating Income	98,867.47	93.56	98,867.47	93.56
Total Income	105,670.22	100.00	105,670.22	100.00
Total Expense	6,802.75	6.44	6,802.75	6.44
Net Income	98,867.47	93.56	98,867.47	93.56
Other Items				
Prepayments	18,404.95		18,404.95	
Net Other Items	18,404.95		18,404.95	
Cash Flow	117,272.42		117,272.42	
Beginning Cash	0.00		0.00	
Beginning Cash + Cash Flow	117,272.42		117,272.42	
Actual Ending Cash	117,272.42		117,272.42	

Expense Distribution

Exported On: 07/09/2021 09:05 AM

Properties: Canyon Creek Townhomes - Canyon Creek Circle College Station, TX 77840

Payees: All

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

Reference	Bill Date	Payee	Amount	Check #	Check Date	Description
6455 - General Maintenance						
863889	05/26/2021	Patrick Brennan	225.60	5006	05/27/2021	up
863888	05/26/2021	Patrick Brennan	80.84	5006	05/27/2021	Sprayed poison ivy around complex
863887	05/26/2021	Patrick Brennan	100.00	5006	05/27/2021	Replaced 5 light covers at the top of light pole
863886	05/26/2021	Patrick Brennan	100.00	5006	05/27/2021	Clean mud and leaves out of storm drain, plus clean pipes.
863885	05/26/2021	Patrick Brennan	278.47	5006	05/27/2021	Set & concrete 3 dog poop stations throughout the complex
Canyon Creek HOA Maintenance	05/27/2021	Patrick Brennan	1,129.82	5007	05/27/2021	Various repairs, set steel post, dug up stumps, trim trees,
863898	06/09/2021	Patrick Brennan	208.71	5011	06/09/2021	repaired siding, removed 10' light post.
			2,123.44			underground.
6520 - Maintenance Supplies						
406397 (Reimbursement)	05/26/2021	Susan Hogue	340.81	5005	05/26/2021	30 roll case
406402 (reimbursement)	05/26/2021	Susan Hogue	65.33	5005	05/26/2021	Purchased 1 - Roll bag dispenser Green
			406.14			
6540 - Management Fee						
	05/01/2021	Beal Properties	710.00	5002	05/26/2021	May 2021 - Management Fee
0001	05/01/2021	Beal Properties	1,000.00	5012	06/16/2021	One time start up fee
	06/01/2021	Beal Properties	710.00	5008	06/02/2021	June 2021 - Management Fee
			2,420.00			
6695 - Pest Control						
109866	05/26/2021	Arrow Pest Control	324.75	5001	05/26/2021	Termite Treatment
109963	05/26/2021	Arrow Pest Control	324.75	5001	05/26/2021	Fire Ant Treatment
			649.50			
6702 - Pool Expense						
At Home (reimbursement)	05/26/2021	David Henry	243.48	5004	05/26/2021	Purchased pool furniture and cushions for pool area
Reimbursement	06/06/2021	David Henry	259.58	5010	06/06/2021	Patio Tree Stacking outdoor dining chairs steel slat seat arm (4)
1459	06/06/2021	Clear Water Pool Compan	401.93	5009	06/06/2021	Monthly Pool Cleaning & Maintenance
			904.99			
6810 - Utilities						
220039-100998	05/26/2021	College Station Utilities	120.70	5003	05/26/2021	utilities - sprinkler
220039-195682	05/26/2021	College Station Utilities	19.86	5003	05/26/2021	utilities - electric
220039-195692	05/26/2021	College Station Utilities	12.31	5003	05/26/2021	utilities - electric
220039-195694	05/26/2021	College Station Utilities	13.66	5003	05/26/2021	utilities - electric
220039-196322	05/26/2021	College Station Utilities	9.75	5003	05/26/2021	utilities - electric
220039-196324	05/26/2021	College Station Utilities	108.13	5003	05/26/2021	utilities - electric
220039-196446	05/26/2021	College Station Utilities	14.27	5003	05/26/2021	utilities - electric
			298.68			
Total			6,802.75			

Homeowner Delinquency (As Of)

Properties: Canyon Creek Townhomes - Canyon Creek Circle 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	Tags	Amount Receivable
<hr/>		
Canyon Creek Townhomes - Canyon Creek Circle College Station, TX 77840		
		1,074.65
Total		1,074.65



AMERICAN
MOMENTUM BANK

4830 W. Kennedy Blvd.
Suite 200
Tampa, FL 33609
(866) 530-BANK (2265)

7578285

Date 5/28/21 Page 1
Primary Account Acct Ending 1314
Enclosures

Canyon Creek Homeowners Association Inc.
Reserve Account
903 S Texas Ave
College Station TX 77840

CHECKING ACCOUNTS

Account Title Canyon Creek Homeowners Association Inc.
Reserve Account

CML Momentum Money Market		Number of Enclosures	0
Account Number	Acct Ending 1314	Statement Dates	5/03/21 thru 5/31/21
Previous Balancing	35,212.55	Number of Days in this Statement	29
Deposits	.00	Average Ledger	35,212.55
Checks/Debits	.00	Average Collected	35,212.55
Service Charges	.00	Interest Earned	1.40
Interest Paid	1.50	Annual Percentage Yield Earned	0.05%
Current Balance	35,214.05	2021 Interest Paid	7.28

Deposits and Other Credits

Date	Description	Amount
5/31	Interest Deposit	1.50

Daily Balance Summary

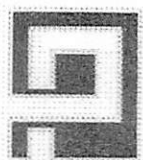
Date	Balance	Date	Balance
5/03	35,212.55	5/31	35,214.05

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EIN#: 26-0454670

DATE: June 22, 2021



PRECISION

PAVEMENT MAINTENANCE

SUBMIT TO:

Beal Properties
903 S. Texas Ave.
College Station, TX 77840
Attn: Amanda Walkovia
Phone: 979-764-2500
Email: maintenance@bealbcs.com

PROPOSED BY:

Precision Pavement Maintenance, LLC
2 West Bronze Lane
Bryan, TX 77807
Phone: 979.822.1300
Email: shanem@precisionpvm.com

PROPOSAL

PROJECT: CANYON CREEK TOWNHOMES- CANYON CREEK CIRCLE – COLLEGE STATION TX
SCOPE: RESTRIPE 2021

Description	Qty	Unit Price	Unit	Total
Restripe all existing parking spaces.	1	\$ 850.00	LS	\$ 850.00
Pressure Wash areas to be repainted - Recommended	1	\$ 250.00	LS	\$ 250.00
Restripe all existing Parking space number stencils.	1	\$ 960.00	LS	\$ 960.00
Pressure Wash areas to be repainted - Recommended	1	\$ 110.00	LS	\$ 110.00
Restripe all existing Fire Lane on Curb markings.	1	\$ 950.00	LS	\$ 950.00
Pressure Wash areas to be repainted - Recommended	1	\$ 230.00	LS	\$ 230.00
Restripe all existing Flat Fire Lane on markings.	1	\$ 990.00	LS	\$ 990.00
Pressure Wash areas to be repainted - Recommended	1	\$ 240.00	LS	\$ 240.00
			Total	\$ 4,580.00

- EXCLUDES RE-PAINTING / RE-STAINING OF ADA / PED. RAMPS.
- Items not specifically noted will be considered additional. Any alterations or deviations from the above scopes will be executed only upon written order and will be billed accordingly.
- Bid based on 1 move-in(s). Additional trips @ \$350.00/trip.
- Excludes surface cleaning other than minimal power blowing unless otherwise noted.
- Unless otherwise stated in contract documents, payment is due upon completion of the project.
- Sales Tax not included. If exempt, please forward certificate along with signed proposal.
- Pricing valid for 30 days

Thank you

Shane Miears
Precision Pavement Maintenance, LLC
President

ACCEPTANCE OF PROPOSAL

The above prices & conditions are satisfactory and are hereby accepted. You are authorized to perform the work as outline above. Payment will be process as outlined above.

Customer Signature: _____ Date: _____

2 WEST BRONZE LANE • BRYAN, TEXAS 77807
T 979.822.1300
E shanem@precisionpvm.com

Brenham Technical Services, Inc
P.O. Box 2406
Brenham, TX 77834
979-836-7184
brenhamtechnical.com

Estimate



Brenham Technical Service

ADDRESS

Beal Properties
903 S, Texas Avenue
College Station, TX 77845

ESTIMATE

1013

DATE

06/28/2021

P.O. NUMBER

Canyon Creek

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	repairs	Repair left entry gate operator Replace limit switches, limit cams, motor capacitor, and belt	1	685.00	685.00T
	repairs	Repair right entry gate operator Replace switch assembly, control board, limit switches, limit cams, motor capacitor, belt, and motor	1	1,852.00	1,852.00T
	repairs	Remove two gates, repair damaged gate Sand blast, prime and powder coat both gates Hang gates with new hinges	1	3,630.00	3,630.00T
	repairs	Replace existing entry system with a new Door King 1835 system Linear receiver DKS Cellular adapter	1	4,880.00	4,880.00T
	Parts	Linear remote 50% deposit required to start the project and the remainder is due upon completion	1	35.00	35.00T

This is an estimate only. We strive to estimate the materials and labor needed for your project accurately. The amount of materials/and or labor may increase or decrease due to unforeseen conditions, changes to plans deemed necessary by the supervisor, and/or changes requested by the customer. You will be billed for the actual amount of materials and labor to complete your project

SUBTOTAL

11,082.00

TAX (8.25%)

914.27

TOTAL

\$11,996.27

Accepted By

Accepted Date