



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

BOARD of DIRECTOR'S MEETING AGENDA
December 7, 2023
6:00PM – Beal Properties Office

1. Call to Order – President *6:08*
2. Roll Call/Establishment of Quorum (2/3)
3. Review / Approve Previous Meeting Minutes
4. Financial Report - Treasurer
 - 2023 3rd Quarter Financial Report
5. Management Report – Beal Properties
 - Delinquency
 - Violations
 - Property/Project Update
6. Committee Reports
 - Architectural Control Committee
 - CCR Review Committee
7. Unfinished Business
8. New Business
 - Appointment of Board Member
 - 2024 Budget
9. Adjourn

*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.

Topic: Duck Haven HOA Board Meeting

Time: Dec 7, 2023 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85241822843?pwd=WWhuZFNNNHpQUThpcy9JeCtUTmkrUT09>

Meeting ID: 852 4182 2843

Passcode: 884926

Duck Haven Board of Directors' Meeting
Monday, July 17, 2023 @ 6 PM

1. Call to Order – President called meeting to order at 6:08 PM
2. Roll Call/Establishment of Quorum (2/3) – Micah, Trish and Brad
3. Review / Approve Previous Meeting Minutes – Micah motion to approve; Trish second
4. Financial Report - Treasurer
 - 2023 2nd Quarter Financial Report
 - Income
 - Expenses
 - Total - 22,784.22
 - Journal entry – move \$65k from residual income to this year's budget
5. Management Report – Beal Properties
 - Budget to Actual – healthy
 - Delinquency Violations – 5 active, mainly tanks, one mailbox, one yard maintenance
 - Property/Project Update – pavilion & playground treated for wasps & bugs; power washed; Sign company almost doubled prices, Lara looking for another one
 - One bid to redo basketball court - \$6,800 (power washing, cleaning, resurfacing), new backboard – \$500 to \$750 - approved
 - Cost to line the pickle ball court
 - Issue – some damaging park; adding cameras
 - Get bid for adding cameras and signage
 - Get bid for increasing size of court for pickle ball
6. Committee Reports
 - Architectural Control Committee – no report; they have one complicated project
 - CCR Review Committee – no update; waiting on the attorney
7. Unfinished Business
 - Front entrance landscaping – waiting until the fall; hoping someone in the neighborhood can draw up a plan.
 - On the Move – have not followed up with our requests. We will ask Chris Parker for a bid. Trish will look for previous bids from other companies
8. New Business
 - Micah Mogle – speaking as a homeowner not as a board member. They received a violation for their tank on Feb. 22, 2022. There was a 60 day window for

correction. April 26 letter sent. Another letter was sent on Aug. 25. He added four boards. He received a first warning on He received another violation letter on June 29. Question – what is needed to properly screen tank?

Micah will resign from the board on Aug. 15.
We will ask for volunteers to submit applications

9. Adjourn – Motion to adjourn on 7:08

Cash Flow

Beal Properties

Properties: Duck Haven Home Owners Association - 3363 University Drive East Suite 215 Bryan, TX 77802

Date Range: 07/01/2023 to 09/30/2023 (Last Quarter)

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
Operating Income & Expense				
Income				
Waste Management Fee	7,475.28	37.89	23,542.44	18.56
Interest Income	16.96	0.09	232.08	0.18
Late Fees\NSF Rent	84.94	0.43	216.04	0.17
Homeowners Association Dues	12,065.00	61.15	37,989.81	29.95
Fines for violations	50.00	0.25	454.57	0.36
Transfer Fee	15.00	0.08	20.00	0.02
Certified Letter Charge	0.00	0.00	4.81	0.00
Certified Mail Charges Recovered	24.26	0.12	80.60	0.06
Miscellaneous Income	0.00	0.00	64,297.48	50.69
Total Operating Income	19,731.44	100.00	126,837.83	100.00
Expense				
General Maintenance	525.00	2.66	3,519.00	2.77
Insurance	2,658.00	13.47	2,658.00	2.10
Transfer to Reserves	0.00	0.00	15,000.00	11.83
Lawn/Property Maintenance	6,031.38	30.57	17,428.76	13.74
Special Projects	0.00	0.00	11,364.37	8.96
Management Fee	2,550.00	12.92	7,650.00	6.03
Office Expenses	0.00	0.00	279.44	0.22
Pest Control	0.00	0.00	86.60	0.07
Porter Service	100.00	0.51	100.00	0.08
Pond Expense	523.06	2.65	1,168.34	0.92
Trash Pick-up	8,190.97	41.51	25,139.55	19.82
Utilities	439.28	2.23	439.28	0.35
Utilities - electric	217.53	1.10	1,541.48	1.22
Utilities - Sprinkler	176.28	0.89	176.28	0.14
Utilities - Water	90.84	0.46	549.85	0.43
Total Operating Expense	21,502.34	108.98	87,100.95	68.67
NOI - Net Operating Income	-1,770.90	-8.98	39,736.88	31.33
Total Income	19,731.44	100.00	126,837.83	100.00
Total Expense	21,502.34	108.98	87,100.95	68.67
Net Income	-1,770.90	-8.98	39,736.88	31.33

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Other Items				
Prepayments	-1,620.28		-1,033.57	
Net Other Items	-1,620.28		-1,033.57	
Cash Flow	-3,391.18		38,703.31	
Beginning Cash	53,230.44		75,433.43	
Beginning Cash + Cash Flow	49,839.26		114,136.74	
Actual Ending Cash	49,839.26		49,839.26	

Expense Distribution

Properties: Duck Haven Home Owners Association - 3363 University Drive East Suite 215 Bryan, TX 77802
 Payees: All

Bill Date Range: 07/01/2023 to 09/30/2023 (Last Quarter)

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description	
6455 - General Maintenance												
7693	07/06/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggieland Power Washing, LLC	2200	525.00	0.00	1587	07/07/2023	Power wash - Pavilion and Playground	
6470 - Insurance												
2005854891	07/27/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Philadelphia Insurance Companies	2200	2,658.00	0.00	1591	07/27/2023	Umbrella - PHUB867863 / PHPK265043	
6475 - Lawn/Property Maintenance												
8353	07/06/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	On The Move Lawn Care	2200	1,401.84	0.00	1589	07/07/2023	Monthly Service Contract - August	
Annual Maintenance Contract	09/01/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggieland Green BCS	2200	182.94	0.00	Bank Draft	09/01/2023	Lawn Spraying	
5407	09/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Lopez Boyz	2200	4,446.60	0.00	1598	09/08/2023	Laid Granite & LG Bulk Rock	
6540 - Management Fee								6,031.38	0.00			
	07/05/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1588	07/07/2023	Management Fee for 07/2023	
	08/03/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1593	08/07/2023	Management Fee for 08/2023	
	09/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1597	09/08/2023	Management Fee for 09/2023	
								2,550.00	0.00			

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
6701 - Porter Service											
129	08/31/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Ruben Foster	2200	100.00	0.00	1595	08/31/2023	Porter Service
6708 - Pond Expense											
2856	08/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	185.18	0.00	1594	08/07/2023	Lake Management Fee - June
28384	08/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	168.94	0.00	1594	08/07/2023	Lake Management Fee - July
2994	09/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	168.94	0.00	1599	09/08/2023	Lake Management - August
							523.06	0.00			
6776 - Trash Pick-up											
127	07/28/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Ruben Foster	2200	200.00	0.00	1592	07/28/2023	Weekly Trash Pick Up
03-2437 9	09/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	7,890.97	0.00	1596	09/08/2023	August Cart Roll Off
147	09/29/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Ruben Foster	2200	100.00	0.00	1600	09/29/2023	Monthly Trash Pick Up
							8,190.97	0.00			
6810 - Utilities											
2177947	07/13/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.04	0.00	1590	07/13/2023	18000 FM 2154
2361031	07/13/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	56.30	0.00	1590	07/13/2023	5264 Drake Drive
2177947	08/24/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.04	0.00	ACH	08/24/2023	18000 FM 2154

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
2361031	2023	Home Owners Association		Drive East Suite 215 Bryan, TX 77802	Utilities	2200	54.90	0.00	ACH	08/24/2023	5264 Drake DR
	08/24/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	439.28	0.00	ACH		
6820 - Utilities - electric											
	09/01/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	217.53	0.00	ACH	09/26/2023	Monthly Utility Bill
6835 - Utilities - Sprinkler											
	07/05/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	95.66	0.00	Bank Draft	07/31/2023	18000 FM 2154
	08/03/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	80.62	0.00	Bank Draft	08/31/2023	18000 FM 2154
							176.28	0.00			
6840 - Utilities - Water											
	09/05/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	90.84	0.00	ACH	09/29/2023	Monthly Utility Bill
Total							21,502.34	0.00			