



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

BOARD of DIRECTOR'S MEETING AGENDA

April 28, 2022 @ 6PM

1. **Call to Order – President**
2. **Roll Call/Establishment of Quorum (2/3)**
3. **Review / Approve Previous Meeting Minutes**
4. **Financial Report - Treasurer**
 - 2022 1st Quarter Financial Report
5. **Management Report – Beal Properties**
 - Delinquency
 - Violations
 - Property/Project Update
6. **Committee Reports**
 - Architectural Control Committee
7. **Unfinished Business**
 - 2022 Budget
 - Rock at Park
 - Lighting at Park
8. **New Business**
 - Annual Meeting/Board Election
 - Chicken Enforcement Policy
 - Monthly Meetings
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 Quarterly Board Meeting

Time: Apr 28, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting <https://us02web.zoom.us/j/81120682263?pwd=L3N2VjBWUTd4TGfUa3VQdGJOYjQ1UT09> Meeting
ID: 811 2068 2263

Passcode: 444485

Duck Haven HOA Board Meeting Minutes

February 3, 2022, 6:00pm

-Meeting called to order at 6:00pm.

-Roll Call – Micah Mogle, Ronald Long, Trish Howard – Quorum is Present

-Previous recorded minutes were approved. Ron Motioned, Trish seconded, all voted in favor.

-Financial Report – Lara Lewis (Beal Properties) reviewed financials (posted on website).

Delinquency Report- Lara Lewis (Beal Properties) Reviewed the Delinquency Report as of 02/03/2022. Beal will continue to send out emails of Statements and follow up.

Micah Mogle asked Board for questions on Financials. None asked. Trish motioned to approve, Ronald Long seconded, all voted in favor.

Lara Lewis (Beal properties) discussed the 2022 budget with the Board and mentioned possibly calling a special meeting to approve the budget and adopt it.

Micah Mogle asked the Board for any discussion on the budget. None asked.

Pending Projects/Maintenance- Lara Lewis (Beal Properties) asked the Board if there were any pending projects that are or were approved that need to be added to the budget, or any maintenance that needs to be handled. The only open project are the drainage issues and water issues throughout the development. Board members discussed that these issues (right of way and drainage easement issues) are really homeowner responsibility and they have done as much work as the HOA will contribute. It is important for homeowners to stay on top of maintenance of these drainage easements on their property. Board discussed need to follow up on necessary maintenance for the park grounds. Ronald Long and Micah Mogle discussed blocking vehicle access at the park entrance entrance.

Management Report- Lara Lewis (Beal Properties) discussed with the board how Beal would like to handle the Violations and reviewed the pictures of Violations with the board.

Violations- Brush Piles and items in the driveways, Propane Tanks, and Trailers and Campers are the main Violations that were noticed. Lara Lewis (Beal Properties), Micah Mogle, Ronald Long, and Trish Howard discussed necessary and recommended changes to the CCR's. They also discussed that violations would be handled with a 4 point process (soft notice, warning, 2nd warning/209 Notice, fine).

Micah Mogle asked Board for questions on Management Report, none asked.

Team Reports- No team reports.

Lara Lewis (Beal Properties) asked the board about any committees that are in place. None were mentioned. Possible to consider; social/community events, park/pavilion, landscape and community improvements.

Unfinished Business:

The Board is currently discussing all of the drainage issues on property, and they are waiting to hear back from the engineer and the county. Micah Mogle asked Lara Lewis (Beal Properties) to have On The Move keep up with keeping the waterways and retention area cleaned and free of debris.

Micah Mogle asked the Board for questions on Unfinished Business, none asked.

New Business:

Ongoing Construction- The board discussed with Lara Lewis (Beal Properties) all of the recent construction that has been going in the neighborhood. Beal to speak with the ACC (Architectural Control Committee) and check all of the approvals and pending construction repairs.

Board Volunteers- Micah discussed with Lara Lewis (Beal Properties) and the Board about the upcoming election for new Board members.

Pond- Beal will need to follow up with Trophy fisheries to get their feedback on the health and status of the pond. The possibility of security cameras being added to the park/pavilion area was also a part of the discussion.

Walking Trail- The Board would like for Beal to get a quote on restoring the walking trail that is on the plat that never got completed by the developer.

Signage- The Board will discuss putting up a new sign at the park.

Railroad issues- Ronald Long and Lara Lewis will sit down and gather more information about the railroad issues, and Lara Lewis will reach out to Union Pacific to address the issues including wrecks and safety.

The Duck Haven Board Meeting adjourned to Executive Session at 7:05pm.

The Duck Haven Board Meeting Executive session resumed at 7:08pm

Roll Call- Micah Mogle, Lara Lewis (Beal Properties) Patricia Howard, and Ronald Long.

Accounts- The board discussed with Lara Lewis (Beal Properties) an unpaid account. Currently waiting on an update on the payment. In conclusion, after getting verification from the attorney and list of legal charges that were added, the last invoice will be cleared.

Delinquencies- Lara Lewis (Beal Properties) will send out a new batch of invoices and wait about seven days to see who will make a payment. The Board agreed on this.

Meeting adjourned at 7:34pm. Micah Mogle motioned to adjourn, Trish Howard seconded, all in favor.

Cash Flow

Beal Properties

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

Date Range: 01/01/2022 to 03/31/2022 (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				
Balance Forward	3,935.16	20.66	3,935.16	20.66
Waste Management Fee	5,322.93	27.95	5,322.93	27.95
Homeowners Association Dues	9,763.00	51.26	9,763.00	51.26
Transfer Fee	25.00	0.13	25.00	0.13
Total Operating Income	19,046.09	100.00	19,046.09	100.00
Expense				
Collections	325.00	1.71	325.00	1.71
Lawn/Property Maintenance	560.73	2.94	560.73	2.94
Management Fee	2,550.00	13.39	2,550.00	13.39
Misc. Property Expense	176.00	0.92	176.00	0.92
Trash Pick-up	7,833.33	41.13	7,833.33	41.13
Utilities - electric	362.37	1.90	362.37	1.90
Utilities - Water	87.45	0.46	87.45	0.46
Total Operating Expense	11,894.88	62.45	11,894.88	62.45
NOI - Net Operating Income	7,151.21	37.55	7,151.21	37.55
Total Income	19,046.09	100.00	19,046.09	100.00
Total Expense	11,894.88	62.45	11,894.88	62.45
Net Income	7,151.21	37.55	7,151.21	37.55
Other Items				
Prepayments	-86.00		-86.00	
Net Other Items	-86.00		-86.00	
Cash Flow	7,065.21		7,065.21	
Beginning Cash	54,595.39		54,595.39	
Beginning Cash + Cash Flow	61,660.60		61,660.60	
Actual Ending Cash	61,660.60		61,660.60	

Expense Distribution

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

Payees: All

Bill Date Range: 01/01/2022 to 03/31/2022 (Last Quarter)

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
4019 - Collections											
731789	03/31/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	RMWBH	2200	325.00	0.00	1520	03/31/2022	Collections Expense
6475 - Lawn/Property Maintenance											
6876	01/12/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	On The Move Lawn Care	2200	194.85	0.00	1511, 1511, 1515	01/12/2022, 01/12/2022, 02/07/2022	Monthly Landscaping January
157204	01/18/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggieland Green BCS	2200	182.94	0.00	drafted from bank account	01/18/2022	Lawn Spraying
161569	03/17/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggieland Green BCS	2200	182.94	0.00	Bank Draft	03/17/2022	Monthly Lawn Spraying
							560.73	0.00			
6540 - Management Fee											
	01/01/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1510	01/12/2022	January 2022
	02/01/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1514	02/07/2022	February 2022
	03/01/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1518	03/14/2022	March 2022
							2,550.00	0.00			
6545 - Misc. Property Expense											
91002183476894	02/10/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Micah Mogle	2200	176.00	0.00	1517	02/10/2022	Reimburse - Duck Haven PO Box 1 Year Subscription

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description	
6776 - Trash Pick-up												
03-24379	02/03/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	2,610.68	0.00	1513	02/07/2022	Monthly Trash Pick Up	
03-24379	02/09/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	2,611.54	0.00	1516	02/09/2022	Monthly Trash Pick Up	
03-24379	03/31/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	2,611.11	0.00	1519	03/31/2022	Monthly Trash Pick Up	
							7,833.33	0.00				
6820 - Utilities - electric												
2361031	01/26/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	0.10	0.00	drafted from bank account	01/26/2022	5264 Drake	
2177947	01/26/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	4.04	0.00	drafted from bank account	01/26/2022	18000 FM 2154	
2361031 - ACH	02/24/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.45	0.00	2361031 - ACH	02/24/2022	Electric	
2177947 - ACH	02/24/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	162.13	0.00	2177947 - ACH	02/24/2022	Electric	
2177947 ACH	03/24/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	161.30	0.00	2177947 ACH	03/24/2022	Electric	
2361031 ACH	03/24/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.35	0.00	2361031 ACH	03/24/2022	Electric	
							362.37	0.00				
6840 - Utilities - Water												
103-3370-00	01/28/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX	Weilborn Special Utility District	2200	29.15	0.00	drafted from bank account	01/28/2022	18000 FM 2154	

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description	
103-3370-00	02/28/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	29.15	0.00	autopay	02/28/2022	Water	
103-3370-00	03/31/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	29.15	0.00	Autopay	03/31/2022	Water	
Total							87.45	0.00				
Total							11,894.88	0.00				

Duck Haven HOA Architectural Committee Report for April 28, 2022

ACC wishes to present the following as our Quarterly Report to the DH Board of Directors:

- Since Beal Properties LLC took over as property manager for Duck Haven HOA, 18 requests have been submitted to the ACC through Beal's portal. 17 of the requests have been processed and/or approved. This represents 94.4%.
- Currently there is only 1 open request. The ACC had requested additional information from the homeowner in order to process this request. Homeowner provided document today. Awaiting one more vote.
- 15 requests have received approval. The homeowners and Beal have been contacted.
- 1 request was issued a variance (which required unanimous approval from the ACC.) The Builder, Beal and Board of Directors have been notified.
- 1 request was denied due to homeowner not providing the necessary additional information after several months. Homeowner was advised to resubmit a new request when they are ready to proceed.

Other items tracked by the ACC that impact homeowners:

1. Currently the CCR's are not posted on the Beal portal. Numerous homeowners have requested copies. Including the CCR's and guidelines on the portal will cut down on homeowner frustration and improve ACC efficiency.
2. Proposed Outbuilding and Fencing Guidelines which were approved by the homeowners in May 2021 have never been filed with the County and recorded. Though not recorded, the ACC uses these less restrictive guidelines where possible based on our understanding of their approval and intent.
3. Checklists for each type of requests are being drawn up to give the homeowners what specific information will be needed when submitting requests. This will prevent delays in processing.

The ACC has met in person, out at worksites, and on Zoom. Our goal is to process these requests as quickly as possible. Our major consideration is to apply these CCR's and Guidelines fairly and consistently.

As a side note – If someone in the HOA is interested in being in or helping the ACC, please reach out to me. There has typically been a need for new members/volunteers each year. Having a list of interested homeowner make these transitions much easier and quicker.

Duck Haven Homeowners Association 2022 Budget (Approved 4/28/2022)

Income	2022 Budget
Admin/Transfer Fees	\$ 50.00
Dues	\$ 63,840.00
Residual 2021 Income	\$ 5,000.00
Waste Management Fees	\$ 30,324.00
Legal - Case Resolutions / Fees / Fines Repayment	\$ 5,800.00
Total:	\$ 105,014.00

Expenses

Administrative

Transfer to Reserve

Misc / Postage / Fees / Computer etc	\$ 500.00
Insurance	\$ 3,500.00
Landscaping	\$ 19,500.00
Property Management	\$ 10,200.00
Waste Management	\$ 32,000.00
Pond Management	\$ 1,500.00
Legal Services	\$ 5,000.00
Maintenance	
Repairs - Park & General	\$ 25,000.00
Utilities - Electricity	\$ 2,000.00
Utilities - Water	\$ 400.00
Community Activities / Improvement	\$ 5,000.00
Total	\$ 104,600.00

Net Profit \$ 414.00