



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

BOARD of DIRECTOR'S MEETING AGENDA **February 3, 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
 - 2021 4th Quarter Financial Report
 - 2022 Budget
5. Management Report – Beal Properties
6. Team Reports
7. Unfinished Business
8. New Business
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: Feb 03, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83670906636?pwd=eERmOUgyUVlvM2JNcWc3SFRCb25EUT09>

Meeting ID: 836 7090 6636

Passcode: 130260

ash low

Beal Properties

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

Date Range: 11/01/2021 to 02/03/2022

Accounting Basis: Cash

Level of Detail: Detail iew

Include ero Balance Accounts: No

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income <input type="checkbox"/> Expense				
Income				
Balance Forward	7,136.83	35.92	7,136.83	35.92
Waste Management Fee	4,560.00	22.95	4,560.00	22.95
Homeowners Association Dues	8,160.00	41.07	8,160.00	41.07
Transfer Fee	10.00	0.05	10.00	0.05
Total Operating Income	19,866.83	100.00	19,866.83	100.00
Expense				
Lawn/Property Maintenance	5,530.50	27.84	5,530.50	27.84
Management Fee	2,550.00	12.84	2,550.00	12.84
Set-Up Fee	1,000.00	5.03	1,000.00	5.03
Trash Pick-up	2,611.11	13.14	2,611.11	13.14
Utilities - electric	183.06	0.92	183.06	0.92
Utilities - Water	58.30	0.29	58.30	0.29
Total Operating Expense	11,932.97	60.06	11,932.97	60.06
NOI - Net Operating Income	7,933.86	39.94	7,933.86	39.94
Total Income	19,866.83	100.00	19,866.83	100.00
Total Expense	11,932.97	60.06	11,932.97	60.06
Net Income	7,933.86	39.94	7,933.86	39.94
Other Items				
Prepayments	474.00		474.00	
Net Other Items	474.00		474.00	
ash <input type="checkbox"/> low	8,407.86		8,407.86	
Beginning <input type="checkbox"/> ash	0.00		0.00	
Beginning <input type="checkbox"/> ash + <input type="checkbox"/> ash <input type="checkbox"/> low	8,407.86		8,407.86	
Actual Ending <input type="checkbox"/> ash	8,407.86		8,407.86	

Expense Distribution

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

Payees: All

Bill Date Range: 11/01/2016 to 02/03/2022

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
675 - Lawn Property Maintenance											
6811	12/21/2021	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	On The Move Lawn Care	2200	5,347.56	0.00	1509	12/22/2021	Monthly Landscaping - November
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	194.85	1511, 1511	01/12/2022, 01/12/2022	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
							5,725.35	194.85			

650 - Management Fee

	11/01/2021	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1505, 1505, 1507	11/04/2021, 11/04/2021, 12/22/2021	November 2021
	12/01/2021	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1507	12/22/2021	December 2021
	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	850.00			February 2022
							3,400.00	850.00			

6756 - Set-Up Fee

Appfolio set up fee	10/05/2021	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	1,000.00	0.00	1504, 1504, 1505, 1505, 1507	10/05/2021, 10/05/2021, 11/04/2021, 11/04/2021, 12/22/2021	Set up fee per contract
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6776 - Trash Pick-up

03-24379	12/21/2021	Duck Haven		3363 University	B.A.G.S.	2200	2,611.11	0.00	1506	12/22/2021	Monthly Trash
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Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check	Check Date	Description	
	2021	Home Owners Association		Drive East Suite 215 Bryan, TX 77802							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	2,610.68			Monthly Trash Pick Up	
							5,221.79	2,610.68				
6820 - Utilities - electric												
2177947	12/22/2021	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	161.57	0.00	1508	12/22/2021	Monthly Electric - 18000 FM 2154	
2361031	12/22/2021	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.35	0.00	1508	12/22/2021	Monthly Electric - 5264 Drake	
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
							183.06	0.00				
6800 - Utilities - water												
103-3370-00	12/28/2021	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	29.15	0.00	1512, 1512, drafted from bank account		01/12/2022, 01/12/2022, 12/28/2021	utilities - water
103-3370-00	01/28/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	29.15	0.00	drafted from bank account		01/28/2022	18000 FM 2154
							58.30	0.00				
Total							15,588.50	3,655.53				