



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

**BOARD of DIRECTOR'S MEETING AGENDA**  
**Monday, May 22, 2023 @ 7PM – Beal Properties Office**

- 1. Call to Order – President**
- 2. Roll Call/Establishment of Quorum (2/3)**
- 3. Review / Approve Previous Meeting Minutes**
- 4. Financial Report - Treasurer**
  - 2023 1st 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**
  - Front entrance landscaping
- 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.

## DUCK HAVEN BOARD of DIRECTORS' MEETING

Monday, January 23, 2023 @ 6PM – Zoom

1. Call to Order – President. Micah Mogle called meeting to order on Jan. 23, 2023 at 18:04 PM.
2. Roll Call/Establishment of Quorum (2/3) – Trish Howard and Micah Mogle present. Brad present at 18:11 pm.
3. Review / Approve Previous Meeting Minutes – Trish motioned to approve. Micah second. Approved.
4. Financial Report – Treasurer, Trish
  - 2022 4th Quarter Financial Report – total income \$26,479.81; total expenses \$28,197.19. Negative net income \$1,717.38. Beginning cash \$72,212.57; ending cash \$72,350.33.
  - Lara reported end of the year surplus of \$15k for 2022. This was added to residual income. Move \$5k from general checking to general savings.
5. Management Report – Beal Properties
  - Delinquencies as of today: in receivables \$4,830.03; of that \$2,746.53 is over 30 days past due. One significant delinquent account (in attorney's hands); four still owe dues from last quarter. Balance is current due to dues not delinquent until Jan. 31.
  - Violations: Beal does not drive neighborhood between Thanksgiving and Christmas. Since Jan. 1, nine current violations. All are first & second violations. Majority are trailers. One builder violation not in this report; ACC following up.
  - Property/Project Update: Linda Berkline reported only one request and that has been completed. Lara received some phone calls about projects.
6. Committee Reports
  - Architectural Control Committee
  - CCR Review Committee: will meet Feb. 13. This will be final meeting before presentation to the HOA Board and later vote at annual meeting.
7. Unfinished Business
  - Front entrance landscaping: not until spring.
  - Gates at park: two bids submitted. Ag Town more but much more detailed. Micah made a motion to go with Ag Town. Brad second. Passed unanimously. Lara will move forward immediately.
  - New Picnic Tables: on order; waiting on delivery date; they will not take them where we want them. Micah recommended we hire handyman to get the job done.

## 8. New Business

- HOA Board met previously and took action to reverse previous decision about assessing dues annually. We will go back to quarterly payments. This is how Beal invoices homeowners.
- Signage: handyman will install when moving picnic tables. Sheriff will give signs to put up at each entrance re: they are patrolling Duck Haven.
- New sign at entrance to park: Micah recommended replacing the one that blew down. Consider community involvement and ask homeowners to make one. Lara will communicate. If no one responds by Feb 15, we will have one made.

## 9. Open Discussion

- Frank Rembert, 1824 Retriever Run likes improvements to the park. Concerned about non-HOA members in park. Lara also manages Saddle Creek. Both subdivisions have concerns. Micah hopes new signs and county patrols will help.
- Linda Berkline asked about CCR's not including riparian rights. Saddle Creek can drill a well but water only used for irrigation. Lara will check on this but probably not cost effective.

## 10. Adjourn: Trish motioned and Brad seconded at 18:40 PM.

as low

Real Properties

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

Date Range: 01/01/2023 to 03/31/2023 Last quarter

Accounting Basis: Cash

Additional Accounts: None

Level of Detail: Detail View

Include Balance Accounts: No

Account Name	Selected Period	% of Selected Period	Fiscal Year to Date	% of Fiscal Year to Date
<b>Operating Income Expense</b>				
<b>Income</b>				
Waste Management Fee	8,099.54	37.65	8,099.54	37.65
Interest Income	99.39	0.46	99.39	0.46
Late Fees/NSF Rent	17.16	0.08	17.16	0.08
Homeowners Association Dues	13,221.19	61.45	13,221.19	61.45
Fines for violations	50.00	0.23	50.00	0.23
Transfer Fee	5.00	0.02	5.00	0.02
Certified Letter Charge	4.81	0.02	4.81	0.02
Certified Mail Charges Recovered	18.28	0.08	18.28	0.08
<b>Total Operating Income</b>	<b>21,515.37</b>	<b>100.00</b>	<b>21,515.37</b>	<b>100.00</b>
<b>Expense</b>				
Lawn/Property Maintenance	7,121.77	33.10	7,121.77	33.10
Special Projects	11,364.37	52.82	11,364.37	52.82
Management Fee	2,550.00	11.85	2,550.00	11.85
Office Expenses	23.37	0.11	23.37	0.11
Trash Pick-up	7,890.97	36.68	7,890.97	36.68
Utilities	718.96	3.34	718.96	3.34
Utilities - Water	120.38	0.56	120.38	0.56
<b>Total Operating Expense</b>	<b>29,789.82</b>	<b>138.46</b>	<b>29,789.82</b>	<b>138.46</b>
<b>Net Operating Income</b>	<b>-8,274.45</b>	<b>-38.46</b>	<b>-8,274.45</b>	<b>-38.46</b>
Total Income	21,515.37	100.00	21,515.37	100.00
Total Expense	29,789.82	138.46	29,789.82	138.46
<b>Net Income</b>	<b>-8,274.45</b>	<b>-38.46</b>	<b>-8,274.45</b>	<b>-38.46</b>
<b>Other Items</b>				
Prepayments	-742.91		-742.91	
<b>Net Other Items</b>	<b>-742.91</b>		<b>-742.91</b>	
<b>as low</b>	<b>-9,017.36</b>		<b>-9,017.36</b>	
<b>Beginning as</b>	<b>72,350.33</b>		<b>72,350.33</b>	
<b>Beginning as as low</b>	<b>63,332.97</b>		<b>63,332.97</b>	
<b>Actual Ending as</b>	<b>63,332.97</b>		<b>63,332.97</b>	

Expense Distribution

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

Payees: All

Bill Date Range: 01/01/2023 to 03/31/2023 Last Quarter

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
<b>General Maintenance</b>											
7937	03/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Ag Town Property Maintenance	2200	2,614.00	0.00	1574	04/17/2023	Fencing to community park & fencing to easement
<b>Lawn Property Maintenance</b>											
7852	01/01/2023	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	1562	01/12/2023	Monthly Landscaping - January
193798	01/06/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggieland Green BCS	2200	295.79	0.00	ACH	01/06/2023	Fire Ant Control/ Round 1 Happier Bermuda
193798	01/09/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggieland Green BCS	2200	295.79	0.00	1560	01/12/2023	Lawn Service
7896	02/06/2023	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	1566	02/13/2023	Landscaping Maintenance
7943	03/07/2023	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	1568	03/09/2023	Landscaping Maintenance - March
							<b>4,797.10</b>	<b>0.00</b>			
<b>Special Projects</b>											
W0335607	01/23/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Belson Outdoors	2200	11,364.37	0.00	1564	01/23/2023	New Picnic Tables for Park
<b>Management Fee</b>											
	01/09/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1561	01/12/2023	Management Fee for 01/2023
	02/01/2023	Duck Haven Home Owners Association		3363 University Drive East Suite	Beal Properties	2200	850.00	0.00	1565	02/13/2023	Management Fee for 02/2023

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payment Account	Amount	Unpaid Amount	Check #	Check Date	Description
		Association		215 Bryan, TX 77802							
	03/02/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1569	03/14/2023	Management Fee for 03/2023
							<b>2,550.00</b>	<b>0.00</b>			

Office Expenses

VP2XMI R5ZP	02/08/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	23.37	0.00	1565	02/13/2023	Bank Stamp
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Gas Pickup

03-2437 9	03/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.S.	2200	7,890.97	0.00	1567	03/09/2023	Trash Service - April - June 2023
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Utilities

	01/27/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	168.41	0.00	ACH	01/27/2023	18000 FM 2154
	01/27/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	53.33	0.00	ACH	01/27/2023	5264 Drake Dr
2361031	02/24/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	56.67	0.00	ACH	02/24/2023	5264 Drake Dr
2177947	02/24/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.43	0.00	ACH	02/24/2023	1800 FM 2154
103-3370-00	03/01/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	55.09	0.00	ACH	03/01/2023	18000 FM 2154
2361031	03/27/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	56.50	0.00	ACH	03/27/2023	5264 Drake Drive
2177947	03/27/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.53	0.00	ACH	03/27/2023	18000 FM 2154

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Rec'd	Rec'd Date	Description
	2023	Home Owners Association		Drive East Suite 215 Bryan, TX 77802	Utilities		718.96	0.00			

Utilities Meter

	01/27/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	34.55	0.00	ACH	01/27/2023	18000 FM 2154
S3830283227514000	01/30/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	1.25	0.00	drafted	01/30/2023	Service charge for credit card use
103-3370-00	03/31/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	84.58	0.00	ACH	03/31/2023	18000 FM 2154

120.38 0.00

<b>Total</b>							<b>30,079.15</b>	<b>0.00</b>			
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