



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

BOARD of DIRECTOR'S MEETING AGENDA
Monday, July 17, 2023 @ 6PM – 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 2nd 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, May 22, 2023 @ 7 PM**

1. Call to Order – Micah Mogle @ 7:01 PM
2. Roll Call/Establishment of Quorum (2/3) - Micah Mogle, Trish Howard & Brad Evans
3. Review / Approve Previous Meeting Minutes - Trish motioned to approve, Brad Second
 - One correction from January minutes: \$15k (not \$5k) moved from operations to reserve
4. Financial Report - Treasurer
 - 2023 2nd Quarter Financial Report - Micah motion to approve, Trish second

Income:	\$21,515.37
Expenses:	\$29,789.82
Total:	<u>- 8,274.45</u>
5. Management Report – Beal Properties
 - Delinquencies - 13; only one large enough to involve attorney
 - Violations - 7
 - Property/Project Update: in process for new signs for park
 - Lara asked if anyone knows of someone to make signs
 - Lara will check on mosquito control options
 - Lara will research options to add pickleball court to basketball court; new surface, new goal; add LED lights
 - Wasp issue (someone stung during meeting!): Lara will follow up
6. Committee Reports
 - Architectural Control Committee: Brian Herbst reported; 13 ACC requests in last year. Micah reminded all members of importance to submit ACC request before beginning any project
 - CCR Review Committee: waiting on attorney to review; need 94 “yes” votes to pass (67% of homeowners).
7. Unfinished Business
 - Front entrance landscaping - in process
8. New Business
9. Adjourn @ 7:23 PM; Micah motion; Trish Second

Cash Flow

Beal Properties

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

Date Range: 01/01/2023 to 06/30/2023

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	16,067.16	15.00	16,067.16	15.00
Interest Income	217.06	0.20	217.06	0.20
Late Fees\NSF Rent	134.14	0.13	134.14	0.13
Homeowners Association Dues	25,924.81	24.20	25,924.81	24.20
Fines for violations	404.57	0.38	404.57	0.38
Transfer Fee	5.00	0.00	5.00	0.00
Certified Letter Charge	4.81	0.00	4.81	0.00
Certified Mail Charges Recovered	56.34	0.05	56.34	0.05
Miscellaneous Income	64,297.48	60.03	64,297.48	60.03
Total Operating Income	107,111.37	100.00	107,111.37	100.00
Expense				
General Maintenance	2,994.00	2.80	2,994.00	2.80
Transfer to Reserves	15,000.00	14.00	15,000.00	14.00
Lawn/Property Maintenance	11,397.38	10.64	11,397.38	10.64
Special Projects	11,364.37	10.61	11,364.37	10.61
Management Fee	5,100.00	4.76	5,100.00	4.76
Office Expenses	279.44	0.26	279.44	0.26
Pest Control	86.60	0.08	86.60	0.08
Pond Expense	645.28	0.60	645.28	0.60
Trash Pick-up	16,948.58	15.82	16,948.58	15.82
Utilities - electric	1,323.95	1.24	1,323.95	1.24
Utilities - Water	459.01	0.43	459.01	0.43
Total Operating Expense	65,598.61	61.24	65,598.61	61.24
NOI - Net Operating Income	41,512.76	38.76	41,512.76	38.76
Total Income	107,111.37	100.00	107,111.37	100.00
Total Expense	65,598.61	61.24	65,598.61	61.24
Net Income	41,512.76	38.76	41,512.76	38.76
Other Items				
Prepayments	581.73		581.73	
Net Other Items	581.73		581.73	
Cash Flow	42,094.49		42,094.49	

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Beginning Cash	72,350.33		72,350.33	
Beginning Cash + Cash Flow	114,444.82		114,444.82	
Actual Ending Cash	50,147.34		50,147.34	

Expense Distribution

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

Payees: All

Bill Date Range: 04/01/2023 to 06/30/2023 (Last Quarter)

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
6455 - General Maintenance											
11738	05/05/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	The Clean Up Crew	2200	380.00	0.00	1577	05/08/2023	Assembled and moved table and chairs + Labor/ Tools
6471 - Transfer to Reserves											
Transfer to Reserves	05/22/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Duck Haven HOA	2200	4,986.82	0.00	Telephone / wire transfer	05/22/2023	Transferred funds from operating to reserves through ach
Transfer to Reserves	05/22/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Duck Haven HOA	2200	10,013.18	0.00	Telephone / wire transfer	05/22/2023	Transferred operating funds to reserve account via ACH
							15,000.00	0.00			
6475 - Lawn/Property Maintenance											
8026	04/06/2023	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	1570	04/10/2023	Monthly Service Contract - August
8126	05/05/2023	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	1576	05/08/2023	Monthly Lawn Care
8243	06/05/2023	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	1584	06/12/2023	Monthly Service Contract - June
211581	06/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggieland Green BCS	2200	70.09	0.00	ACH	06/07/2023	Check was sent out & Credit was applied we only owed \$70.09
							4,275.61	0.00			
6540 - Management Fee											
	04/10/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1572	04/11/2023	Management Fee for 04/2023
	05/09/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1580	05/10/2023	Management Fee

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
	2023	Home Owners Association		Drive East Suite 215 Bryan, TX 77802							for 05/2023
	06/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1582	06/12/2023	Management Fee for 06/2023
							2,550.00	0.00			
6665 - Office Expenses											
Adobe Software Renewal	04/06/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Adobe	2200	256.07	0.00	drafted	04/06/2023	Adobe Software Renewal
6695 - Pest Control											
27231	06/05/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Joe Loudat DBA/	2200	86.60	0.00	1583	06/12/2023	Wasps
6708 - Pond Expense											
2708	04/13/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	200.19	0.00	1573	04/13/2023	Lake Management
2718	05/05/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	224.73	0.00	1578	05/08/2023	Monthly Lake Management - April
2805	06/07/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	220.36	0.00	1585	06/12/2023	Lake Management Contract
							645.28	0.00			
6776 - Trash Pick-up											
439433	04/10/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Texas Commercial Waste	2200	7.13	0.00	1571	04/10/2023	Container Rental
439263	04/10/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Texas Commercial Waste	2200	54.19	0.00	1571	04/10/2023	Delivery of container
0029	04/28/	Duck Haven		3363 University	Ruben Foster	2200	200.00	0.00	1575	04/28/2023	Park Trash Pick

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
	2023	Home Owners Association		Drive East Suite 215 Bryan, TX 77802							Up
441007	05/09/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Texas Commercial Waste	2200	10.70	0.00	1579	05/09/2023	30yd Container Rental
440302	05/09/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Texas Commercial Waste	2200	247.63	0.00	1579	05/09/2023	30yd Dump and Pull + Landfill Charge
439321	05/09/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Texas Commercial Waste	2200	246.99	0.00	1579	05/09/2023	30yd Dump And Return + Landfill Charge
03-2437 9	06/08/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	7,890.97	0.00	1581	06/09/2023	Trash Service July - September 23
112	06/30/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Ruben Foster	2200	200.00	0.00	1586	06/30/2023	Monthly Porter Service - June
104	06/30/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Ruben Foster	2200	200.00	0.00	1586	06/30/2023	Monthly Porter Service - May
							9,057.61	0.00			
6820 - Utilities - electric											
2361031	04/26/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	56.34	0.00	ACH	04/27/2023	5264 Drake Drive
2177947	04/26/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.43	0.00	ACH	04/26/2023	18000 FM 2154
2177947	05/25/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.35	0.00	ACH	05/25/2023	18000 FM 2154
2361031	05/25/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	56.59	0.00	ACH	05/25/2023	5264 Drake DR

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
2361031	06/26/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	54.23	0.00	ACH	06/26/2023	5264 Drake Dr
2177947	06/26/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.14	0.00	ACH	06/26/2023	18000 FM 2154
							660.08	0.00			
6840 - Utilities - Water											
103-3370-00	05/01/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	106.39	0.00	ACH	05/01/2023	18000 FM 2154
103-3370-00	05/31/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	94.59	0.00	ACH	05/31/2023	18000 FM 2154
103-3370-00	06/30/2023	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	82.56	0.00	ACH	06/30/2023	18000 FM 2154
							283.54	0.00			
Total							33,194.79	0.00			

Annual Budget - Comparative

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

As of: Jun 2023

Additional Account Types: None

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	YTD Actual	Annual Budget
Income		
Waste Management Fee	16,067.16	31,752.00
Interest Income	217.06	0.00
Late Fees\NSF Rent	134.14	0.00
Homeowners Association Dues	25,924.81	50,540.00
Fines for violations	404.57	0.00
Transfer Fee	5.00	40.00
Certified Letter Charge	4.81	0.00
Certified Mail Charges Recovered	56.34	0.00
Miscellaneous Income	0.00	65,000.00
Total Operating Income	42,813.89	147,332.00
Expense		
Community Events	0.00	3,000.00
General Maintenance	2,994.00	5,500.00
Insurance	0.00	4,800.00
Transfer to Reserves	15,000.00	15,000.00
Legal Fees	0.00	5,000.00
Lawn/Property Maintenance	11,397.38	19,500.00
Membership Meeting Expense	0.00	350.00
Special Projects	11,364.37	31,500.00
Management Fee	5,100.00	10,200.00
Office Expenses	279.44	250.00
Pest Control	86.60	0.00
Professional Fees	0.00	500.00
Pond Expense	645.28	2,500.00
Security Expense	0.00	9,600.00
Trash Pick-up	16,948.58	36,000.00
Utilities - electric	1,323.95	2,500.00
Utilities - Water	459.01	750.00
Total Operating Expense	65,598.61	146,950.00
Total Operating Income	42,813.89	147,332.00
Total Operating Expense	65,598.61	146,950.00
NOI - Net Operating Income	-22,784.72	382.00
Total Income	42,813.89	147,332.00
Total Expense	65,598.61	146,950.00
Net Income	-22,784.72	382.00