



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

BOARD of DIRECTOR'S MEETING AGENDA
Monday, January 23, 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
 - 2022 4th 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
 - Gates at park
 - New Picnic Tables
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 HOA Quarterly Board Meeting

Time: Jan 23, 2023 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89392521033?pwd=SIFvWDFadlpBWHZxenhtM0lYYk9OQT09>

Meeting ID: 893 9252 1033

Passcode: 536174



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BOARD of DIRECTOR'S MEETING
MINUTES (DRAFT)

Monday, January , 2022 @ 6PM – Beal Properties Office

1. **Call to Order – 6:02pm** by Trish Howard.
2. **Roll Call/Establishment of Quorum** – Present in person, Trish Howard. Present by proxy, Micah Mogle.
Absent, Gabe Leal.

Director Gabe Leal has resigned from the Board. Candidates were solicited and Brad Evans was selected by the two remaining Board members to serve out the remainder of Mr. Leal's term until the Annual Meeting in May.

3. **Review / Approve Previous Meeting Minutes** – Previous meeting minutes from July 26, 2022 were approved by email vote on September 26, 2022.
4. **Financial Report** – Trish Howard, Treasurer, reviewed the 3rd quarter financials.
5. **Management Report** – Beal Properties representative, Lara Lewis went over the Management report. Current outstanding balance is \$7,122.14. One seriously delinquent homeowner has been turned over to collections. All others are outstanding balances from October dues invoices.

2 open violations at this time. Regular drives have been on hold since Thanksgiving. Will resume after January 1.

6. Committee Reports

Architectural Control Committee - As of Thursday, November 27, 2022, the ACC has no open requests. Therefore, 100% of ACC requests have been processed. The ACC has granted two variances recently. Both are due to setback line requests. The first was due to a builder wanting to build a home 25' from the road. The ACC personally met with the builder and listened to the builder's reasons. The set back line for this lot was scheduled to have a 75' setback. The lot is irregularly shaped with a grove of mature trees. In order to conserve these trees, the builder and the ACC agreed that a 50' setback line would keep the home from being any closer to the street and any other homes and also preserve the trees.

The second request was to build an outbuilding in front of the rear plane of a current home. The homeowner stated that the rear section of their lot floods and stated the outbuilding would flood if built behind the rear plane. Owner stated the rear section of the lot is located within the flood plane. Official FEMA flood maps were not available to verify. Representatives of the ACC met in person with the homeowners, and they submitted pictures of the flooded rear portion of the lot. Date of these pictures is unknown. The lot is wide enough to accommodate the outbuilding. The ACC discussed the options and decided the outbuilding could be built if no further ahead of the front plane of the dwelling and homeowners agreed to plant additional vegetation.

CCR Review Committee – Next committee meeting on February 13, 2023. This will be the final meeting before a revised document will be presented to the Board to review.

7. Unfinished Business

- Front entrance landscaping – On hold until Spring.
- Gates at park – Waiting for 2nd bid to come in for the park security.
- New Picnic Tables – Tabled discussion until Board could review pricing and options with Micah.
- DH Speed Limit/Traffic Study – Beal will ask County to specify what the speed limit is officially. If over 30mph, Beal to pursue traffic study since County has reversed it's position on lowering speed limits to 30mph without a study.

8. New Business

- 2023 Budget and Assessment Discussion and Vote – Board approved budget for 2023. The Board also approved invoicing dues annually rather than quarterly to bring collection of assessments in line with fiscal year. Dues will be assessed at \$380.00 annually. Trash service will be billed at \$232.00 annually, \$64.00 annually for additional trash can.

9. Adjourn – Meeting adjourned at 7:35pm.

Cash Flow

Beal Properties

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

Date Range: 10/01/2022 to 12/31/2022 (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				
Begining Balance	-155.93	-0.59	5,053.96	5.28
Waste Management Fee	8,411.63	31.77	29,641.39	30.94
Interest Income	417.49	1.58	725.63	0.76
Late Fees\NSF Rent	224.17	0.85	457.42	0.48
Homeowners Association Dues	17,380.21	65.64	59,536.98	62.15
Cost of Collections	157.00	0.59	157.00	0.16
Fines for violations	0.00	0.00	50.00	0.05
Transfer Fee	5.00	0.02	60.00	0.06
Certified Letter Charge	28.14	0.11	28.14	0.03
Certified Mail Charges Recovered	12.10	0.05	86.01	0.09
Total Operating Income	26,479.81	100.00	95,796.53	100.00
Expense				
Collections	0.00	0.00	335.00	0.35
Bank Fees/Office Expenses	1.25	0.00	13.75	0.01
Electrical Repairs	0.00	0.00	1,500.00	1.57
Insurance	1,997.20	7.54	4,630.20	4.83
Lawn/Property Maintenance	3,169.56	11.97	15,240.80	15.91
Membership Meeting Expense	0.00	0.00	299.45	0.31
Management Fee	2,550.00	9.63	10,200.00	10.65
Misc. Property Expense	0.00	0.00	609.00	0.64
Office Expenses	0.00	0.00	192.02	0.20
Professional Fees	370.00	1.40	370.00	0.39
Pond Expense	3,248.89	12.27	4,379.55	4.57
Trash Pick-up	15,781.94	59.60	39,857.50	41.61
Utilities - electric	728.84	2.75	2,348.04	2.45
Utilities - Water	349.51	1.32	672.95	0.70
Total Operating Expense	28,197.19	106.49	80,648.26	84.19
NOI - Net Operating Income	-1,717.38	-6.49	15,148.27	15.81
Total Income	26,479.81	100.00	95,796.53	100.00
Total Expense	28,197.19	106.49	80,648.26	84.19
Net Income	-1,717.38	-6.49	15,148.27	15.81
Other Items				
Prepayments	1,855.14		1,720.15	
Net Other Items	1,855.14		1,720.15	

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Cash Flow	137.76		16,868.42	
Beginning Cash	72,212.57		55,481.91	
Beginning Cash + Cash Flow	72,350.33		72,350.33	
Actual Ending Cash	72,350.33		72,350.33	

Expense Distribution

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

Payees: All

Bill Date Range: 10/01/2022 to 12/31/2022 (Last Quarter)

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description	
6045 - Bank Fees/Office Expenses												
	10/31/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	1.25	0.00	drafted	10/31/2022	ACH Fee	
6470 - Insurance												
125045	11/18/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Higginbotham Insurance Agency	2200	1,997.20	0.00	drafted from bank account	11/30/2022	D&O Insurance Premium	
6475 - Lawn/Property Maintenance												
185344	10/14/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggieland Green BCS	2200	182.94	0.00	Drafted from Operations Checking Acct.	10/14/2022	Lawn Spraying - Weed Control	
7677	11/09/2022	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	1556	11/29/2022	Monthly Lawn Service	
7744	11/09/2022	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	1556	11/29/2022	Monthly Lawn Service	
190352	11/17/2022	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	11/17/2022	Lawn Spraying	
7798	12/20/2022	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	1563	01/12/2023	Monthly Landscaping - December	
7825	12/20/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	On The Move Lawn Care	2200	922.83	0.00	1562	01/12/2023	Christmas Decor	
6540 - Management Fee												
	10/03/2022	Duck Haven Home Owners Association		3363 University Drive East Suite	Beal Properties	2200	850.00	0.00	1551	10/14/2022	Management Fee for 10/2022	

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
		Association		215 Bryan, TX 77802							
	11/01/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1555	11/08/2022	November 2022
	12/01/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1558	12/12/2022	December 2022
							2,550.00	0.00			
6705 - Professional Fees											
216900	10/14/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Thompson, Derrig and Craig, P.C.	2200	245.00	0.00	1552	10/14/2022	Tax Preparation
2741	10/14/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	West, Talbert & Talbert CPAs PC	2200	125.00	0.00	1553	10/14/2022	Tax Preparation
							370.00	0.00			
6708 - Pond Expense											
2564	12/07/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	198.04	0.00	1559	12/12/2022	Lake Management
2586	12/12/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	3,050.85	0.00	1559	12/12/2022	New Aeratorator & Fish Restock
							3,248.89	0.00			
6776 - Trash Pick-up											
03-2437	10/14/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	7,890.97	0.00	1550	10/14/2022	Garbage Pick Up Expense - Oct-Dec
03-24379	12/12/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	7,890.97	0.00	1557	12/12/2022	Trash Service - January - March 2023
							15,781.94	0.00			

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description	
6820 - Utilities - electric												
2177947	10/25/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.43	0.00	Auto drafted	10/25/2022	Monthly Utility Expense	
2361031	10/25/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.68	0.00	Auto drafted	10/25/2022	5264 Drake	
2361031	10/25/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.68	0.00	ACH	10/25/2022	Electric	
2177947	10/25/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.43	0.00	ACH	10/25/2022	Electric	
2177947	11/23/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.43	0.00	ACH	11/23/2022	18000 FM 2154 - Electric	
2361031	11/23/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.73	0.00	ACH	11/23/2022	5264 DRAKE DR - ELECTRIC	
2177947	12/29/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	164.73	0.00	drafted	12/29/2022	utilities - electrical	
2361031	12/29/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.73	0.00	drafted	12/29/2022	utilities - electrical	
							728.84	0.00				
6840 - Utilities - Water												
103-3370-00	10/05/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	82.83	0.00	ACH	10/05/2022		
103-3370-00	10/18/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	82.83	0.00	1554, 1554, drafted	10/18/2022, 10/18/2022	Water Bill	
	11/29/2022	Duck Haven		3363 University	Wellborn Special	2200	1.25	0.00	drafted from bank	11/29/2022	ACH Service	

Expense Distribution

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
103-3370-00	2022	Home Owners Association		Drive East Suite 215 Bryan, TX 77802	Utility District	2200	97.21	0.00	ACH account	11/30/2022	18000 FM 2154 - Water Charge
103-3370-00	11/30/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	84.14	0.00	0.00 ACH	11/30/2022	18000 FM 2154 - Water
103-3370-00	12/29/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	1.25	0.00	0.00 drafted	12/29/2022	utilities - water fee
103-3370-00	12/29/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	349.51	0.00	0.00 drafted	12/29/2022	utilities - water fee
Total							30,521.86	0.00			