



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

## **BOARD of DIRECTOR'S MEETING AGENDA**

**July 26, 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 2nd Quarter Financial Report
5. **Management Report – Beal Properties**
  - Delinquency
  - Violations
  - Property/Project Update
6. **Committee Reports**
  - Architectural Control Committee
7. **Unfinished Business**
  - Rock at Park
  - Flag Enforcement Policy
  - Chicken Enforcement Policy
  - ACC Fence and Outbuilding Guidelines
8. **New Business**
  - Front Entrance Landscaping

### **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: Jul 26, 2022 06:00 PM Central Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/81699030465?pwd=My9rZEc5VkREQVZpYXhZWGtXSUI4dz09>**

**Meeting ID: 816 9903 0465**

**Passcode: 482314**

## **Duck Haven Meeting Minutes 04/28/2022 (Draft)**

-Called to order: 6:00pm

-Quorum: 3 out of 3 Board members are present; Micah Mogle, Trish Howard , Ron Long

-Motion for Amendment to move number 5 on agenda, Management Report, to the end of the agenda so the Board can adjourn to Executive Session to discuss delinquencies. Motion made by Micah Mogle, Trish Howard second, all vote in favor.

-Motion to approve previous meeting minutes made by Trish Howard, Ron Long second, approved by all.

-Lara Lewis reviewed first quarter financials

-Linda Berkline provided ACC update

17 of 18 requests were approved

1 denied due to lack of information provided

### **Unfinished Business**

-Lara Lewis reviewed proposed 2022 budget. Board discussed moving \$5,000.00 of residual income into Legal expenses and placing the balance of the 2021 residual income in the Reserve account. Motion to approve budget with recommended amendments made by Ron Long, seconded by Trish Howard, all in favor.

-Discussion of rock to be placed by On the Move at the entrance of the park. Micha also requests that we move the signs to the front fence area of the park.

-Lara Lewis discusses lighting at the park. 2 flood light fixtures need to be replaced. 2 LED lights need to be replaced but fixtures were manufactured in 2014 so are not stocked any longer. To replace all 9 fixtures plus the GFI with a new cover is \$1500. Board approves the expense.

### **New Business**

-Lara Lewis discusses Board Election, ballots and process for voting. Micah discusses agenda for the Annual meeting.

- Chicken Policy discussed. Must be approved by membership as an amendment to the Declarations. Need volunteer(s) to solicit signatures. In the meantime only enforcement is official homeowner complaint filed with Beal (on the record) or Beal must see the chicken violation. Lara to send out a warning about Roosters.

-Lara Lewis discusses dogs in neighborhood. Must be on a leash. Must be in fenced in yard if off-leash. Requires homeowner complaint filed with Beal (on the record) in order for Beal to issue a violation. Homeowners can also contact Animal Control for any issues pertaining to dogs running free off property, loud barking, or aggressive behavior.

-Micha discussed monthly meetings and suggests a quick one each month to catch one another up. Lara explains it must be un-official strategic planning meeting.

-Lara discusses overview of complaints being filed.

-Group discusses implementing committees for things in the neighborhood that need to be improved or funded.

Ron Long discusses implementing a 5 person board citing more diversity and ideas. Lara Lewis suggests this can be accomplished better through committees. Micah suggests committee threshold be set at a minimum of 3 homeowner volunteers. Board unanimously agrees on implementing committees for Landscape Improvement, Social Events, CCR Revision, and Park/Pavilion.

Group discusses easement that has been deeded to the HOA by CW but have not gotten paperwork, and whether it needs to be mowed. Consensus is to not mow except at road edge.

Micah proposes providing snacks and drinks at Annual Membership meetings.

Adjourn to Executive Session at 7:51pm

Delinquencies – Decision to forward those over 45 days from final notice to attorney for collection.

Violations - Discussion of specific CCR violations and action needed.

Meeting is adjourned at 8:50pm.

## Cash Flow

### Beal Properties

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

Date Range: 04/01/2022 to 06/30/2022 (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
<b>Operating Income &amp; Expense</b>				
<b>Income</b>				
Balance Forward	1,490.21	6.79	5,425.37	13.23
Waste Management Fee	6,674.00	30.39	11,996.93	29.26
Interest Income	5.32	0.02	5.32	0.01
Late Fees\NSF Rent	17.70	0.08	17.70	0.04
Homeowners Association Dues	13,751.66	62.62	23,514.66	57.35
Transfer Fee	20.00	0.09	45.00	0.11
<b>Total Operating Income</b>	<b>21,958.89</b>	<b>100.00</b>	<b>41,004.98</b>	<b>100.00</b>
<b>Expense</b>				
Collections	0.00	0.00	325.00	0.79
Bank Fees/Office Expenses	3.75	0.02	8.75	0.02
Electrical Repairs	1,500.00	6.83	1,500.00	3.66
Lawn/Property Maintenance	7,192.14	32.75	7,865.72	19.18
Membership Meeting Expense	299.45	1.36	299.45	0.73
Management Fee	2,550.00	11.61	5,100.00	12.44
Misc. Property Expense	0.00	0.00	176.00	0.43
Office Expenses	192.02	0.87	192.02	0.47
Pond Expense	561.48	2.56	561.48	1.37
Trash Pick-up	7,908.87	36.02	15,742.20	38.39
Utilities - electric	714.10	3.25	1,076.47	2.63
Utilities - Water	87.45	0.40	174.90	0.43
<b>Total Operating Expense</b>	<b>21,009.26</b>	<b>95.68</b>	<b>33,021.99</b>	<b>80.53</b>
<b>NOI - Net Operating Income</b>	<b>949.63</b>	<b>4.32</b>	<b>7,982.99</b>	<b>19.47</b>
<hr/>				
Total Income	21,958.89	100.00	41,004.98	100.00
Total Expense	21,009.26	95.68	33,021.99	80.53
<b>Net Income</b>	<b>949.63</b>	<b>4.32</b>	<b>7,982.99</b>	<b>19.47</b>
<b>Other Items</b>				
Prepayments	-426.00		-512.00	
<b>Net Other Items</b>	<b>-426.00</b>		<b>-512.00</b>	
<b>Cash Flow</b>	<b>523.63</b>		<b>7,470.99</b>	
Beginning Cash	62,429.27		55,481.91	
Beginning Cash + Cash Flow	62,952.90		62,952.90	
Actual Ending Cash	62,952.90		62,952.90	

**Expense Distribution**

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

Payees: All

Bill Date Range: 04/01/2022 to 06/30/2022 (Last Quarter)

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description	
<b>6045 - Bank Fees/Office Expenses</b>												
	04/29/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	WELLS FARGO	2200	1.25	0.00	drafted from bank account	04/29/2022	Bank Fee	
	05/31/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	WELLS FARGO	2200	1.25	0.00	drafted from bank account	05/31/2022	Bank Fee	
							2.50	0.00				
<b>6390 - Electrical Repairs</b>												
30053	06/10/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	McCaiffety Electric CO. INC.	2200	1,500.00	0.00	1532	06/10/2022	Replace Flood Lights at Park	
<b>6475 - Lawn/Property Maintenance</b>												
6926	04/14/2022	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	1524	04/14/2022	Monthly Landscaping - February	
7068	04/14/2022	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	1524	04/14/2022	Monthly Landscaping - April	
7001	04/14/2022	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	1524	04/14/2022	Monthly Landscaping - March	
169193	06/10/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Aggield Green BCS	2200	182.94	0.00	drafted from bank account	06/10/2022	Monthly Lawn Spraying	
7139	06/10/2022	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	1533	06/10/2022	Monthly Landscaping - May	

**Expense Distribution**

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
7300	06/10/2022	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	1533	06/10/2022	Monthly Landscaping - June
<b>6521 - Membership Meeting Expense</b>							7,192.14	0.00			
5/17/2022 Rental Fee	04/27/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Community Center	2200	150.00	0.00	1526	04/27/2022	Annual Membership Meeting
5/17/2022 Deposit	04/27/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Community Center	2200	150.00	0.00	1526	04/27/2022	Annual Meeting Deposit
Online Order	05/12/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	89.00	0.00	1529	05/12/2022	Electronic Voting App - Annual Meeting
	06/10/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	60.45	0.00	1531	06/10/2022	Food & Drink
<b>6540 - Management Fee</b>							449.45	0.00			
	04/01/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1521	04/11/2022	April 2022
	05/09/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1527	05/10/2022	Management Fee for 05/2022
	06/06/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Beal Properties	2200	850.00	0.00	1535	06/10/2022	Management Fee for 06/2022
<b>6665 - Office Expenses</b>							2,550.00	0.00			
	04/06/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Adobe	2200	192.02	0.00	drafted from bank account	04/06/2022	Annual Subscription

**Expense Distribution**

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
<b>6708 - Pond Expense</b>											
2119	04/12/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	182.03	0.00	1523	04/12/2022	Quarterly Pond Treatment
2195	05/12/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	206.83	0.00	1530	05/12/2022	Pond Treatment
2252	06/10/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Trophy Fisheries	2200	172.62	0.00	1534	06/10/2022	Pond Treatment
<b>6776 - Trash Pick-up</b>											
03-24379	04/12/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	2,644.21	0.00	1522	04/12/2022	Monthly Trash Pick Up
03-24379	05/12/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	2,624.99	0.00	1528	05/12/2022	Monthly Trash Pick Up
03-24379	06/16/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	B.A.G.S.	2200	2,639.67	0.00	1536	06/16/2022	Monthly Trash Service
							<b>7,908.87</b>	<b>0.00</b>			
<b>6820 - Utilities - electric</b>											
2177947 ACH	04/26/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	161.21	0.00	1525	04/27/2022	Electric
2361031 ACH	04/26/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.45	0.00	1525	04/27/2022	Electric
2361031	04/28/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.45	0.00	drafted from bank account	04/28/2022	5264 Drake
2177947	04/28/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	161.21	0.00	drafted from bank account	04/28/2022	18000 FM 2154

**Expense Distribution**

Reference	Bill Date	Property Name	Unit	Property Address	Payee	Payable Account	Amount	Unpaid Amount	Check #	Check Date	Description
2177947 ACH	05/25/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	161.04	0.00	2177947 ACH	05/25/2022	Electric
2361031 ACH	05/25/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.45	0.00	2361031 ACH	05/25/2022	Electric
2177947 ACH	06/24/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	160.66	0.00	2177947 ACH	06/24/2022	Electric
2361031 ACH	06/24/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Bryan Texas Utilities	2200	17.63	0.00	2361031 ACH	06/24/2022	Electric
							<b>714.10</b>	<b>0.00</b>			
<b>6840 - Utilities - Water</b>											
103-3370-00 ACH	04/29/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	29.15	0.00	103-3370-00 ACH	04/29/2022	Water
103-3370-00 ACH	05/31/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	29.15	0.00	103-3370-00 ACH	05/31/2022	Water
103-3370-00 ACH	06/30/2022	Duck Haven Home Owners Association		3363 University Drive East Suite 215 Bryan, TX 77802	Wellborn Special Utility District	2200	29.15	0.00	103-3370-00 ACH	06/30/2022	Water
							<b>87.45</b>	<b>0.00</b>			
<b>Total</b>							<b>21,158.01</b>	<b>0.00</b>			



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

<b>Income</b>	<b>2022 Budget</b>
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
<b>Total:</b>	<b>\$ 105,014.00</b>

**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
<b>Total</b>	<b>\$ 104,600.00</b>

**Net Profit** \$ 414.00

## Annual Budget - Comparative

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

As of: Jun 2022

Additional Account Types: None

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	YTD Actual	Annual Budget
<b>Income</b>		
Balance Forward	5,425.37	0.00
Waste Management Fee	11,996.93	30,324.00
Interest Income	5.32	0.00
Late Fees\NSF Rent	17.70	0.00
Homeowners Association Dues	23,514.66	63,840.00
Fines for violations	0.00	500.00
Transfer Fee	45.00	50.00
<b>CG II HOA INCOME</b>		
<b>CG II Deed Restriction Income</b>		
Miscellaneous Deed Restriction Incom	0.00	5,300.00
<b>Total CG II Deed Restriction Income</b>	<b>0.00</b>	<b>5,300.00</b>
<b>Total CG II HOA INCOME</b>	<b>0.00</b>	<b>5,300.00</b>
Miscellaneous Income	0.00	5,000.00
<b>Total Operating Income</b>	<b>41,004.98</b>	<b>105,014.00</b>
<b>Expense</b>		
Collections	325.00	0.00
Bank Fees/Office Expenses	8.75	0.00
Electrical Repairs	1,500.00	0.00
Community Events	0.00	2,500.00
General Maintenance	0.00	25,000.00
Insurance	0.00	3,500.00
Legal Fees	0.00	5,000.00
Lawn/Property Maintenance	7,865.72	19,500.00
Membership Meeting Expense	299.45	0.00
Management Fee	5,100.00	10,200.00
Misc. Property Expense	176.00	2,500.00
Office Expenses	192.02	500.00
Pond Expense	561.48	1,500.00
Trash Pick-up	15,742.20	32,000.00
Utilities - electric	1,076.47	2,000.00
Utilities - Water	174.90	400.00
<b>Total Operating Expense</b>	<b>33,021.99</b>	<b>104,600.00</b>
Total Operating Income	41,004.98	105,014.00
Total Operating Expense	33,021.99	104,600.00
<b>NOI - Net Operating Income</b>	<b>7,982.99</b>	<b>414.00</b>
Total Income	41,004.98	105,014.00
Total Expense	33,021.99	104,600.00

# Annual Budget - Comparative

Account Name	YTD Actual	Annual Budget
Net Income	7,982.99	414.00

55,350.00

- 4,000.00 Prepaid Dues 2022

51,000.00

- 22,130.00 2021 Exp.

28,870.00 Residual

- 5,000.00 2022 Budget

23,870.00 To Reserve