

## Midtown CS POA – Annual Meeting Minutes

**Date:** April 29, 2025

**Time:** 4:35 PM

**Location:** The Real Estate Gallery

### 1. Call to Order

- Meeting was called to order at 4:35 PM & a full quorum was met.

### 2. Review of 2024 Financials

- The board reviewed the 2024 budget and financials.
- The year ended with a surplus.

### 3. 2025 Budget Planning

- The 2025 budget was developed based on the 2024 surplus.
- Discussion included strategies to collect outstanding dues.
- Motion to approve the 2025 budget was made by James and seconded by Brittany. Motion passed.

### 4. Management Report

- Presented by Kelsey. (see attached)

### 5. Adjournment

- Motion to adjourn was made by James and seconded by Layne.
- Meeting adjourned at [insert time if known].

### Items to Address

- Landscaping: No plants behind Edward Jones; possible redbud replacement near Southern Smiles to be checked.
- Request Forms: All requests should be sent to Kelsey Poston for any exterior changes that are to be made.
- Amenities: Investigate the picnic table idea behind buildings.

# Midtown CS POA Management Report

## April 29, 2025 Annual Meeting

Aggieland Houses commenced management of Midtown Reserve HOA on January 1, 2021. We are located at The Real Estate Gallery, 4121 State Highway 6 South on the 2<sup>nd</sup> floor. Operating hours are Monday – Friday 8:30 am – 5:00 pm. Regular observed holidays are posted on our website: AggielandHouses.com.

The management company is employed to manage the workload of the HOA, create efficiencies and easier processes, and work alongside the HOA Board of Directors, Architectural Control Committee, and any other committees. Our primary responsibilities include billing and collections, enforcing community policies, vendor management, risk reduction, administrative office duties, site management, and keeping an open line of communication with the residents.

Melinda Pimentel, President and Managing Director of Aggieland Houses, joined Aggieland Houses in February 2015 and brings 26 years of finance and business management practice. In 2017, she obtained her Real Estate License with the Texas Real Estate Commission and is a member of the Bryan College Station Regional Association of REALTORS®. Melinda earned the designation of Certified Manager of Community Associations, in 2018, and Association Management Specialist, in 2020, from the Community Associations Institute. She continually seeks professional development for the betterment of the associations we represent.

Kelsey, our office manager, has been with Aggieland Houses since 2016. She's gained a wealth of knowledge in management and association organization. She loves what she does. Kelsey is the eyes and ears of our neighborhoods. You'll see her regularly driving in your neighborhood, checking for infractions and ensuring the neighborhood's common areas are well kept.

**Lot count:** Owned: 15

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### **Site Inspections:**

Property inspections are conducted bi-weekly.

Items management will look for are outlined in the CC&Rs Section 7.

Violations will only be sent as a notice and a request to correct the infraction. No other action is taken on the management side other than follow-up. Action is only taken after continued failure to correct the violation and at the board's request.

Property inspection reports are sent to the directors monthly. Issues such as trash, overfilled trashcans, dead landscaping, overgrown weeds, etc., are reported. Typically, the developer sends a contractor out to address issues.

### **Financials:**

Monthly, quarterly, and yearly financial reports are sent to the directors. Quarterly reports and end-of-year reports can be found online at <http://aggielandhouses.com/midtownncspoa/>.

Other items like HOA due information, governing documents, and common forms can be found online at <http://aggielandhouses.com/midtownncspoa/>.

**Comments and/or Recommendations:** POA is running smoothly, development is progressing, and the property is in excellent condition.