

**Duck Haven Homeowners Association, Inc.**  
**3608 East 29<sup>th</sup> Street, Suite 100**  
**Bryan, TX 77802**  
**Telephone: (979) 846-1273**

**Meeting Minutes**

Association:	Duck Haven Homeowners Association, Inc.
Meeting Classification	Annual Meeting of the Members
Date:	December 13th, 2016
Time:	6:00 p.m.
Location:	Wellborn Community Center 4119 Greens Prairie Road College Station, TX 77845
Attendees:	
Board Members:	Paul Clarke, President, Present Cindy Miller, Secretary, Present Jim Baetge, Director, Present
Others Present:	Roberts Markel Weinberg Butler Hailey Cliff Davis

The Duck Haven Homeowners Association, Inc. (Association) Annual Meeting of the Members was called to order by Paul Clarke, President on December 13<sup>th</sup>, 2016 at 6:06 p.m. at the Location detailed above. Paul Clarke, President greeted the Members.

Paul Clarke, President asked the Secretary for confirmation of a quorum, so the Annual meeting of the members could proceed. Cindy Miller, Secretary confirmed a quorum of the Members was present.

Paul Clarke, President moved, and it was seconded to adopt the Duck Haven Homeowners Association, Inc. minutes of the Annual meeting of the Members held December 8<sup>th</sup>, 2015. The motion was carried by majority.

Tammy Hunter, Communications Relations Manager of TXCAMCO presented the 2016 Financials and Budget Reports to the Members.

Tammy Hunter presented the Annual Budget for 2017 as well as shared budget increases with the Members.

Paul Clarke, President gave a developer update to the members. Subjects discussed included road maintenance, Brazos County Road maintenance acceptance and the transition of the development from developer control to the Members. Travis Martinek, developer representative offered additional information regarding which phases of the development are in Brazos County maintenance, in developer warranty period and under construction.

Paul Clarke, President thanked Jim Baetge for his service to the Duck Haven community.

Paul Clarke, President introduced the HOA Attorney, Cliff Davis from Roberts Markel Weinberg Butler Hailey. Cliff Davis explained the election process to elect one Owner to the Board of Directors. No mail in, fax or email nominations were received by Duck Haven for the ballot.

Cliff Davis moved, and it was seconded to open the nominations from the floor. The motion was carried by majority vote. Self nominations to the Ballot prior to the Annual Meeting: None. Nominations from the floor: None.

Cliff Davis moved, and it was seconded to open the floor to discussion on the responsibilities of a Director. The motion was carried by majority vote. The duties of a Director are to participate in workshop