

HP HANSEN PARK

Home Owners Association Meeting Minutes

March 8, 2022

Call to Order: Aaron Beasley called the meeting to order at 7:01 pm via Zoom.

Attendees:

- Board Members: Aaron Beasley, Joan Lewis, Shelley Clark, Marty Zizzi, Joshua Bam, Will Espedal, Thom Moore, Tom Hall, Kristin Crockett, Rachel Moore, Erin Gneiting, Antoinette Fite
- Guests: Frank (from Vinteum Software), Sharon Adkins, Jan Urban, Frank Cowing

Approval of Minutes

The February 2022 Board Meeting Minutes were deferred to the April meeting.

Guests:

Frank from Vinteum Software: Walked through a brief presentation of their services for HOA type websites. Services include calendar, communications (text and voice messages), voting tool, and survey tool. They also partner with a third-party vendor (Zego) to accept payments. He would like to return and present a full demo.

Q&A:

AB: Have any Vinteum sites ever been hacked? **Frank:** Vinteum hasn't but he can't speak for Zego.

SC: Is there a cost to the HOA to accept online payments? Also, this software seems more suited for condos/apartments vs homes, is that correct? **Frank:** Online payment info needs to come from Zego but he believes there is a charge. The software can be set up to work for an HOA. There are options that can be turned off if not needed (like putting in maintenance requests). It can also be set up to place the focus on the common areas (if maintenance is needed).

AB: Cost? **Frank:** Will email a proposal.

TM: Would this replace the WordPress platform we currently use? **Frank:** It could but doesn't have to. It can serve as the backend to the WordPress site (build in links on the WordPress site that go to the Vinteum features).

Frank Cowing: Thanks to Shelley for providing information in a friendly manner that calmed him and others down (re: increase in dues/fees). He appreciates her time and willingness to communicate. Shelley received a nice card with the dues payment.

Consent Agenda:

Shelley explained the invoices paid in January. HOA Management Group (Oct/Nov invoices) - \$1600.00. Zoom - \$162.79. Amazon - \$54.28.

No one opposed.

Consent agenda passed

Financial Report

Reports for February 2022 include Balance Sheet, Profit & Loss: Budget vs Actual YTD, Profit & Loss for the month and a Summary statement. Reports show we are under budget. One hundred and thirty homes owe dues. Ninety-eight homes owe reserve fees. Twenty-three homes are over 90 days late. Seven homes owe over \$1000. One of those seven is being sold and we'll collect when that is finalized. We will start charging late fees to anyone who hasn't paid last year's dues and those who haven't paid by March 1st. Some homeowners are on installment plans. She continues to respond to questions and criticism with kindness. A recent contact asked why they received a CCR letter instead of talking to them. She let them know that is our process – we send the letter and it's up to them to respond. \$50,000 CD was transferred and will show on the next statement. Taxes are done. We owe \$155.

Motion to accept financial report: Joshua Bam

2nd: Marty Zizzi

Motion passed

Shelley asked for backup volunteers (to help with dues) in case she unavailable. Rachel, Aaron and Joan volunteered.

Committee Reports

CCR (Marty): A third-tier (notice of fine) letter was sent to 8513 W. 5th regarding RV sitting out for weeks. Would like information published on the website that says that paint on houses and fences will be reviewed this spring and homeowners will be contacted if needed. Also, a note regarding personal contact--all CCR letters include his personal e-mail and encourages personal contact. The committee has been very accommodating. Only one fine has been collected in the past 10 years or so.

ACC (Josh): There is nothing to review yet, but one homeowner has stated they would like to paint their house in the next few months. When Marty gets those types of requests, he will forward to Josh.

Pond (Tom H): Contract with Rendon given to Aaron. It has been signed and the schedule has been set with Edgar. They will start pumping the pond on Monday, March 14th. Once the equipment is there the gates will be locked. Marty and another neighbor plan to help. Joan asked where the water will be pumped to and Tom answered on to the drainage ditch that goes to Amon Creek, across Steptoe. It should take about a week to pump the water level down. It will run during the daylight hours. Edgar plans to start placing the rocks on April 1st.

Landscape (Will): Trees are blooming and he noticed in budget that no money was spent on snow removal. Trees on 10th between Georgia and Joliet are gone. Stumps haven't been ground out yet. Sergio will remove the grinding mounds on 4th. Aaron reported that someone from the City of Kennewick called and asked why we're cutting down the trees. He redirected them to the PUD. Aaron will give Will the landscaping book and the Evergreen contract information. Tom H has information to give Will also.

Website (Thom M): Thought the Vinteam presentation was good. Took notes. There are things they offer that he can incorporate into what we already have. If we went with Vinteam, using them as the backend only will work. He's still updating the current site--working on the Activities page,

will add the toddler park information, will populate the calendar, etc. Joan will send him a .pdf of the most recent reserve study. Thom will post it as soon as he receives it. We're only using about 10% of our allotted space on the website so more content including videos and pictures are welcome. Aaron and a couple of people he gave the site address to have had issues opening the site. Thom suggests making sure the address is spelled correctly.

Email (Joan): Project coming along well. Will send out postcards to homeowners soon and need budget approval for cardstock, printing and stamps. Budget requested is about \$150. Hope to complete in April. MailChimp is the service we'll be using to send the mass emails to homeowners. Shelley stated that people need to the ability to add/remove themselves from the list. Thom stated that there's a plug-in available for MailChimp on the website. He will also check to see if there are options that allow homeowners to register/unregister themselves. Will mentioned the coffee card idea. Joan decided to keep things simple.

Joan motioned that the email committee be allowed to spend up to \$150 for postcard mailing. Josh seconded. Shelley wanted to clarify which budget the money would come from. Everyone agreed it will be divided between the postage budget and the printing and reproduction budget. The motion passed.

Unfinished Business

Playground: After review, Aaron noticed the picnic table and bench were missing. Adding them will result in \$2000 increase in cost (\$98,454.37). Shelley suggested we get the structure and buy the table/bench later. Aaron stated that it has already been announced that the table/bench would be purchased. Erin suggested adding a post on the website saying that the board is still researching tables/benches. Marty added that people will understand with all the supply chain issues going on. Shelley confirmed that there is room in the budget – infrastructure/playground maintenance & design (\$1500). Brief discussion on pouring concrete and bolting down the table/benches. Erin will be happy to work on finding replacement table/bench—will we need more benches? Aaron says yes, near the swings. Will noticed that the contract says Option 8. Erin scanned through the contract and is sure that we're getting Option 6, since all the line items say Option 6. She will ask for a new contract with the right option listed and at the cost we've already approved.

HOA Property Legal Description: Shelley hasn't heard from lawyer. We have two issues: 1. Legal description – need correction; 2. Mechanical lien – need to clear this up. Once cleared up, we can resubmit the lien.

Next Board Meeting: Amon Creek Library is available. No cost to us. Aaron has reserved it for the year. Or we can continue Zoom meetings. Majority are ready to meet in person. Marty stated that we can schedule in person but go back to Zoom if necessary. Aaron suggests that we hold the meeting at 6pm instead of 7pm because we have to be out at 9pm. Rachel asked if committee chairs have to be all the meetings? Aaron said sending in reports is fine. After a brief discussion on schedules the meeting time was changed to 6:30pm. Thom will put this info on the website. We will follow whatever the school guidelines are. Shelley and Marty both stated that if masks are preferred by anyone, that should be accepted by everyone.

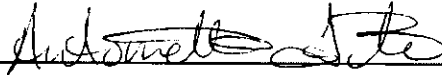
New Business

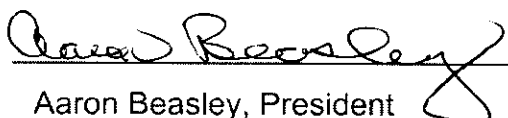
Dog Waste Containers/Bulletin Boards: Aaron would like a committee set up to evaluate if we need more, and if so, how many and which locations. This committee would also determine the cost involved, how to get permission from the homeowners, and permission from the Postal Service (if we can attach to the mailboxes). Aaron asked Joan to head the committee. She has concerns about the bulletin board (cost to build, who will post, who will take down post, what is approved to post, etc). Also wonders if we need the bulletin board now that the email list is almost ready? Joan also would like to know how to set up a committee. Does she post something on the website asking for volunteers? Aaron says yes, use the website. Joan will work with Thom to get an announcement posted. Shelley added that when she started the playground committee she posted on the website, NextDoor, Facebook, etc. She also offered to put an insert in with bills.

Concerns With CCRs and Electronic Transmissions: Electronic transmissions - consent is assumed effective until someone opts out (email notices). On CCRs, it was just a comment that we have to be careful that we aren't enforcing things differently. There's a subjective standard. Someone could claim discrimination. We need to show we're objectively enforcing things. Example: if we send a letter every few years to everyone stating that fences need to be stained. Then a violation can't be claimed as discriminatory. We rarely fine people so the risk of this issue is very low. Shelley suggested we'd be covering ourselves if we put something in the annual letters. Marty reminded us that is what he mentioned earlier about putting notices (general blurb) on the website for people to check their homes/fences/yards for maintenance in line with CCRs. Also, follow-up with letters. Aaron says when we send out the annual dues, to add that announcement. Joan says we can email that announcement also. Shelley mentioned that a quarterly newsletter would be nice. Aaron stated he's never seen or heard of any discrimination issues. He's also pleased with how CCR things have been handled. Will expressed that he appreciates the board.

Adjournment

Aaron moved, MZ/WE both seconded, members approved and Aaron adjourned the meeting at 8:50pm

Submitted and signed: 
Antoinette Fite, Secretary

Approved and signed: 
Aaron Beasley, President

HANSEN PARK HOMEOWNERS' ASSOCIATION

FINANCIAL REPORTING FOR THE MONTH OF: Mar. 2022

- Balance Sheet - Previous Yr. Comparison
- Profit & Loss Budget vs Actual YTD
- Profit & Loss for the Month

11:42 AM
04/08/22
Cash Basis

Hansen Park Homeowners Association
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>	<u>Mar 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Hapo	100,462.92	150,050.96	-49,588.04
Community First Bank	152,894.00	139,589.84	13,304.16
Money Market (Reserve)	100,670.19	61,591.14	39,079.05
Total Checking/Savings	<u>354,027.11</u>	<u>351,231.94</u>	<u>2,795.17</u>
Accounts Receivable			
Accounts Receivable	-2,661.41	-1,660.00	-1,001.41
Total Accounts Receivable	<u>-2,661.41</u>	<u>-1,660.00</u>	<u>-1,001.41</u>
Total Current Assets	<u>351,365.70</u>	<u>349,571.94</u>	<u>1,793.76</u>
TOTAL ASSETS	<u>351,365.70</u>	<u>349,571.94</u>	<u>1,793.76</u>
LIABILITIES & EQUITY			
Equity			
Retained Earnings	282,956.30	162,097.93	120,858.37
Net Income	68,409.40	187,474.01	-119,064.61
Total Equity	<u>351,365.70</u>	<u>349,571.94</u>	<u>1,793.76</u>
TOTAL LIABILITIES & EQUITY	<u>351,365.70</u>	<u>349,571.94</u>	<u>1,793.76</u>

Hansen Park Homeowners Association
Profit & Loss Budget vs. Actual
 January through March 2022

	Jan - Mar 22	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
HOA Dues Income	155,229.65	188,916.00	-33,686.35	82.2%
Title Co Transfer Fees	525.00			
Late Payment & Lien Fees	247.06			
Total Income	156,001.71	188,916.00	-32,914.29	82.6%
Expense				
Bank Service Charges	10.00	50.00	-40.00	20.0%
Business License & Fees	0.00	50.00	-50.00	0.0%
HOA Relations & Promotion				
Events	0.00	3,800.00	-3,800.00	0.0%
Welcome Committe	0.00	1,500.00	-1,500.00	0.0%
HOA Relations & Promotion - Other	0.00	0.00	0.00	0.0%
Total HOA Relations & Promotion	0.00	5,300.00	-5,300.00	0.0%
Infrastructure Repairs	0.00	3,466.00	-3,466.00	0.0%
Landscaping				
Groundskeeper - Contract	18,218.74	109,000.00	-90,781.26	16.7%
Groundskeeper - Add'l	80.00	7,000.00	-6,920.00	1.1%
Playground Maintenance & Design	0.00	1,500.00	-1,500.00	0.0%
Pond Expense	441.71	4,000.00	-3,558.29	11.0%
Snow Removal	0.00	1,000.00	-1,000.00	0.0%
Trees Maintenance Program	0.00	15,000.00	-15,000.00	0.0%
Total Landscaping	18,740.45	137,500.00	-118,759.55	13.6%
Liability Insurance	0.00	3,500.00	-3,500.00	0.0%
Meeting Expenses	162.79	150.00	12.79	108.5%
Office Supplies	207.95	500.00	-292.05	41.6%
Postage Expense	90.40	1,000.00	-909.60	9.0%
Printing and Reproduction	426.03	400.00	26.03	106.5%
Professional Fees				
Property Management Fees	0.00	9,600.00	-9,600.00	0.0%
Monthly Bookkeeping Service	1,500.00	6,600.00	-5,100.00	22.7%
Annual Audit	0.00	1,500.00	-1,500.00	0.0%
Yearly Tax Preperation	375.00	400.00	-25.00	93.8%
Reserve Study	0.00	800.00	-800.00	0.0%
Legal Fees	1,107.09	3,000.00	-1,892.91	36.9%
Total Professional Fees	2,982.09	21,900.00	-18,917.91	13.6%
Property Taxes	0.00	1,100.00	-1,100.00	0.0%
Utilities				
Gas and Electric	634.59	2,500.00	-1,865.41	25.4%
Irrigation Assessments	0.00	11,000.00	-11,000.00	0.0%
Total Utilities	634.59	13,500.00	-12,865.41	4.7%
Federal Taxes	155.00			
Website Maintenance	97.04	500.00	-402.96	19.4%
Total Expense	23,506.34	188,916.00	-165,409.66	12.4%
Net Ordinary Income	132,495.37	0.00	132,495.37	100.0%
Other Income/Expense				
Other Income				
5 Yr Reserve Dues	72,503.41			
MMK Interest Income	32.38			
Total Other Income	72,535.79			
Other Expense				
Reserve Expenses	136,621.76			
Total Other Expense	136,621.76			
Net Other Income	-64,085.97			
Net Income	68,409.40	0.00	68,409.40	100.0%

11:42 AM
 04/08/22
 Cash Basis

Hansen Park Homeowners Association
Profit & Loss
 March 2022

	Mar 22	Mar 21	\$ Change
Ordinary Income/Expense			
Income			
HOA Dues Income	28,609.00	9,266.00	19,343.00
Title Co Transfer Fees	525.00	300.00	225.00
Late Payment & Lien Fees	247.06	0.00	247.06
Total Income	29,381.06	9,566.00	19,815.06
Expense			
Bank Service Charges	0.00	5.00	-5.00
Landscaping			
Groundskeeper - Contract	0.00	9,109.37	-9,109.37
Groundskeeper - Add'l	40.00	40.00	0.00
Pond Expense	441.71	0.00	441.71
Total Landscaping	481.71	9,149.37	-8,667.66
Postage Expense	90.40	0.00	90.40
Printing and Reproduction	36.37	0.00	36.37
Professional Fees			
Monthly Bookkeeping Service	500.00	375.00	125.00
Yearly Tax Preperation	375.00	0.00	375.00
Total Professional Fees	875.00	375.00	500.00
Utilities			
Gas and Electric	407.42	227.18	180.24
Total Utilities	407.42	227.18	180.24
Federal Taxes	155.00	0.00	155.00
Website Maintenance	23.50	221.22	-197.72
Total Expense	2,069.40	9,977.77	-7,908.37
Net Ordinary Income	27,311.66	-411.77	27,723.43
Other Income/Expense			
Other Income			
5 Yr Reserve Dues	9,925.00	4,903.00	5,022.00
MMK Interest Income	10.28	55.05	-44.77
Total Other Income	9,935.28	4,958.05	4,977.23
Other Expense			
Reserve Expenses	48,321.49	0.00	48,321.49
Total Other Expense	48,321.49	0.00	48,321.49
Net Other Income	-38,386.21	4,958.05	-43,344.26
Net Income	-11,074.55	4,546.28	-15,620.83

Frankie Hammer
Vinteum Software
[Schedule a meeting with me](#)
28 Liberty St, 6th Floor, NY 10005
844.900.0910
[Vinteum.io](#)

----- Forwarded message -----

From: Frank Hammer <frank@vinteum.io>
Date: Thursday, February 10, 2022, 6:33:38 PM -0500
Subject: Vinteum + Hansen Park Website Partnership
To: BeasleyLLC9@aol.com

Board of Directors,

Hello, my name is Frank (add me on LinkedIn!), I am an Account Executive for Vinteum Software. My company makes websites and communication portals for communities such as yours, and I think there may be a wonderful opportunity for a partnership between us. We have clients all in 3 continents and 5 countries, but I thought I would reach out to you directly.

I stumbled upon your website for Hansen Park, which is great, but I think there may be an opportunity for improvement. We can build your community a modern - easy to navigate public-facing website, ([View sample website](#)) that includes a login for residents and administrators. We have a ton of different tools you can utilize, such as virtual meetings powered by Zoom (no need for a zoom license), maintenance requests, document storage, and emergency smart calls. ([View our full list here!](#)) The best part is, we have plans that meet any budget.

I would love for the opportunity to provide you with more information about how we can help you with a new community website. Are you available sometime this week or next for a quick phone call? Or would you like to schedule a no-commitment live demo?

All the best,

Frankie Hammer
Vinteum Software
[Schedule a meeting with me](#)
28 Liberty St, 6th Floor, NY 10005
844.900.0910
[Vinteum.io](#)