

HP HANSEN PARK

Home Owners Association Meeting Minutes

June 14, 2022

Call to Order: Aaron Beasley called the meeting to order at 7:04 pm via Zoom.

Attendees:

- Board Members: Aaron Beasley, Joan Lewis, Shelley Clark, Antoinette Fite, Marty Zizzi, Tom Hall, Thom Moore, Rachel Moore, Erin Gneiting,

Guests: Brett, Sharon Atkins, Frank Cowing, Jeff Thompson

Frank briefly commented that he's researching the HOA and would like to contribute to the board. He has great neighbors.

Approval of Minutes

The May 10, 2022 Board Meeting Minutes were put on hold for approval in July. There was a question about what the concrete pads are for (A: benches).

Financial Report

Reports are attached. The vote to approve will be held at the July meeting. There was a concern that the number of households overdue on Reserves was high, if that number is correct. Shelley confirmed the number is high and stated that she recently mailed out 45 letters to request payment. Aaron asked if maybe next month she can show a comparison of the numbers from last year at this time.

Committee Reports

CCR: Fourteen letters were written in the past month. Four of these were 2nd notices. All issues have been resolved. A big issue is the large RV on 6th & Montana. The family uses it to cook due to a leak in their kitchen. Lots of complaints. Marti asked for a deadline and is awaiting the response. There were a few property maintenance and fence maintenance issues. There's a car on 4th & Joliet that's been there a long time. Changes position every now and then. Marti has checked and the car is properly licensed so it can be on the street. It is a city code issue but it's not a high priority for the city.

Aaron received reply (email) from City of Kennewick and they will fix the sidewalks. However, the homeowners are responsible for removing weeds and curb maintenance. Marti will draft a notice informing homeowners that they are responsible for the areas in front of their homes. Joan will send via email.

Pond: Email from Tom: May Pond activity

1. Pond algae treatment - twice. (Every 2-3 weeks)
2. Placed Turtle Trap on order ~\$150
3. Replaced faulty gate closer (east gate) \$17
4. Weeded the pond gardens weekly (roundup and plucked horsetail)
5. Un-clogged yard drain
6. Assisted Sergio in irrigation pipe repair
7. Glued block on damaged fence on 10th. (Band-Aid repair of fence)

Pending activity

1. Shrub replacement due to lack of water from pipe breakage. (4-5 shrubs)
2. Relocate turtles with turtle trap
3. 2 trees need to be removed. (Sergio?)
4. Replace 2" pond intake valve that is leaking (Sergio)

Special Events: Will plan a grand opening as soon as installation is complete.

ACC: There were few paint requests that were all approved.

Landscape: This position is vacant.

Website Status: Website updated to reflect that the meetings are back on Zoom. Will add an announcement soon re: MailChimp. Noted that the Landscaping position is vacant and removed Will's photo. Added the Feb/Mar/April minutes. Will update the May minutes when they are approved. Will add the playground update.

Common Areas: The park equipment has arrived. It's in a trailer with an expected install date of 6/27/22. Erin will check the trailer and with the company to make sure the trailer is secure until the equipment is installed. It is not the HOA's responsibility to ensure the equipment is secure. The company estimates it will take 5 days to complete the installation. Bids on the picnic tables/benches:

Belson-\$4,171.24; Commercial Site Furnishing-\$4,346.99; Global Industries-\$3975.99 + tax

Whichever set we choose, the table/benches will be secured to the concrete pads that Sergio put in. All of these are over the budget and will be discussed further at the next meeting.

Dog waste stations packet included with Agenda. We currently have 5 stations and the committee report shows where they recommend placing the new ones. Researched costs: Amazon \$163.77 on sale or \$257 regular price; Bow Wow Waste-\$700+. May need to reduce the amount of proposed stations on 4th (due to maintenance). Committee will look at station placement and double check that the Amazon stations will use the same brand/type of bags we already have on hand. Aaron will talk to Sergio to see if he's willing to update the contract to include more stations.

Communications: Joan will check w/Shelley to see if the safety letter should go out via the email list. Plans to send email regarding the open landscaping position. Expressed concern regarding the reserve assessment scheduled for this fall...with the economy issues and other stressors, she would like the board to consider postponing the assessment.

Unfinished Business

Safety committee recap of the letter that went out. The meeting was mainly a brainstorming of ideas for safety, neighborhood patrols and for ways to get to know the neighbors (block parties).

Board duties: postponed until July.


New Business

Adjournment

Joan moved, Marty seconded, members approved and Aaron adjourned the meeting at 8:21pm.

Submitted and signed: _____

Antoinette Fite, Secretary

Approved and signed:  _____

Aaron Beasley, President

HANSEN PARK HOMEOWNERS' ASSOCIATION

FINANCIAL REPORTING FOR THE MONTH OF: June 2022

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

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07/08/22

Cash Basis

Hansen Park Homeowners Association

Balance Sheet

As of June 30, 2022

	Jun 30, 22	Jun 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Hapo	100,462.92	150,194.75	-49,731.83
Community First Bank	106,669.56	98,551.81	8,117.75
Money Market (Reserve)	102,361.66	76,895.40	25,466.26
Total Checking/Savings	<u>309,494.14</u>	<u>325,641.96</u>	<u>-16,147.82</u>
Accounts Receivable			
Accounts Receivable	-2,947.91	-2,330.00	-617.91
Total Accounts Receivable	<u>-2,947.91</u>	<u>-2,330.00</u>	<u>-617.91</u>
Total Current Assets	<u>306,546.23</u>	<u>323,311.96</u>	<u>-16,765.73</u>
TOTAL ASSETS	<u>306,546.23</u>	<u>323,311.96</u>	<u>-16,765.73</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	0.00	-40.00	40.00
Total Accounts Payable	<u>0.00</u>	<u>-40.00</u>	<u>40.00</u>
Total Current Liabilities	<u>0.00</u>	<u>-40.00</u>	<u>40.00</u>
Total Liabilities	<u>0.00</u>	<u>-40.00</u>	<u>40.00</u>
Equity			
Retained Earnings	282,958.30	162,097.93	120,858.37
Net Income	23,589.93	161,254.03	-137,664.10
Total Equity	<u>306,546.23</u>	<u>323,351.96</u>	<u>-16,805.73</u>
TOTAL LIABILITIES & EQUITY	<u>306,546.23</u>	<u>323,311.96</u>	<u>-16,765.73</u>

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

	Jan - Jun 22	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
HOA Dues Income	178,824.84	188,916.00	-10,091.16	94.7%
Title Co Transfer Fees	750.00			
Late Payment & Lien Fees	656.06			
Total Income	180,230.90	188,916.00	-8,685.10	95.4%
Expense				
Bank Service Charges	10.00	50.00	-40.00	20.0%
Business License & Fees	20.00	50.00	-30.00	40.0%
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	1,224.44	3,466.00	-2,241.56	35.3%
Landscaping				
2021 Carry Over	11,994.87			
Groundskeeper - Contract	45,546.85	109,000.00	-63,453.15	41.8%
Groundskeeper - Add'l	426.80	7,000.00	-6,573.40	8.1%
Playground Maintenance & Design	0.00	1,500.00	-1,500.00	0.0%
Pond Expense	877.95	4,000.00	-3,122.05	21.9%
Snow Removal	0.00	1,000.00	-1,000.00	0.0%
Trees Maintenance Program	11,364.99	15,000.00	-3,635.01	75.8%
Total Landscaping	70,211.26	137,500.00	-67,288.74	51.1%
Liability Insurance	3,583.00	3,500.00	83.00	102.4%
Meeting Expenses	162.79	150.00	12.79	108.5%
Office Supplies	207.95	500.00	-292.05	41.6%
Postage Expense	73.59	1,000.00	-926.41	7.4%
Printing and Reproduction	442.33	400.00	42.33	110.6%
Professional Fees				
Property Management Fees	0.00	9,600.00	-9,600.00	0.0%
Monthly Bookkeeping Service	3,000.00	6,600.00	-3,600.00	45.5%
Annual Audit	0.00	1,500.00	-1,500.00	0.0%
Yearly Tax Preparation	375.00	400.00	-25.00	93.8%
Reserve Study	801.00	800.00	1.00	100.1%
Legal Fees	1,107.09	3,000.00	-1,892.91	36.9%
Total Professional Fees	5,283.09	21,900.00	-16,616.91	24.1%
Property Taxes	904.61	1,100.00	-195.39	82.2%
Utilities				
Gas and Electric	1,061.64	2,500.00	-1,438.36	42.5%
Irrigation Assessments	10,463.78	11,000.00	-536.22	95.1%
Total Utilities	11,525.42	13,500.00	-1,974.58	85.4%
Federal Taxes	155.00			
Website Maintenance	97.04	500.00	-402.96	19.4%
Uncategorized Expenses	70.95			
Total Expense	93,971.47	188,916.00	-94,944.53	49.7%
Net Ordinary Income	86,259.43	0.00	86,259.43	100.0%
Other Income/Expense				
Other Income				
5 Yr Reserve Dues	82,816.41			
MMK Interest Income	57.61			
Total Other Income	82,874.02			
Other Expense				
Reserve Expenses	145,543.52			
Total Other Expense	145,543.52			
Net Other Income	-62,669.50			
Net Income	23,589.93	0.00	23,589.93	100.0%

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07/08/22

Cash Basis

Hansen Park Homeowners Association
Profit & Loss
June 2022

	Jun 22	Jun 21	\$ Change
Ordinary Income/Expense			
Income			
HOA Dues Income	3,575.00	2,080.70	1,494.30
Title Co Transfer Fees	150.00	300.00	-150.00
Late Payment & Lien Fees	409.00	0.00	409.00
Total Income	<u>4,134.00</u>	<u>2,380.70</u>	<u>1,753.30</u>
Expense			
Business License & Fees	0.00	10.00	-10.00
Landscaping			
Groundskeeper - Contract	0.00	18,218.74	-18,218.74
Groundskeeper - Add'l	40.00	756.76	-716.76
Pond Expense	0.00	1,381.68	-1,381.68
Trees Maintenance Program	3,788.33	0.00	3,788.33
Total Landscaping	<u>3,828.33</u>	<u>20,357.18</u>	<u>-16,528.85</u>
Liability Insurance	271.24	0.00	271.24
Postage Expense	-15.00	0.00	-15.00
Professional Fees			
Monthly Bookkeeping Service	500.00	375.00	125.00
Reserve Study	0.00	801.00	-801.00
Total Professional Fees	<u>500.00</u>	<u>1,176.00</u>	<u>-676.00</u>
Utilities			
Gas and Electric	207.83	6.39	201.44
Total Utilities	<u>207.83</u>	<u>6.39</u>	<u>201.44</u>
Total Expense	<u>4,792.40</u>	<u>21,549.57</u>	<u>-16,757.17</u>
Net Ordinary Income	-658.40	-19,168.87	18,510.47
Other Income/Expense			
Other Income			
5 Yr Reserve Dues	3,000.00	1,945.00	1,055.00
MMK Interest Income	7.88	4.93	2.95
Total Other Income	<u>3,007.88</u>	<u>1,949.93</u>	<u>1,057.95</u>
Other Expense			
Reserve Expenses	8,921.76	0.00	8,921.76
Total Other Expense	<u>8,921.76</u>	<u>0.00</u>	<u>8,921.76</u>
Net Other Income	-5,913.88	1,949.93	-7,863.81
Net Income	<u><u>-6,572.28</u></u>	<u><u>-17,218.94</u></u>	<u><u>10,646.66</u></u>

Treasurer Report Summary
2/28/2022

<u>Account balances</u>	January	February	March	April	May	June	July	August	September	October	November	December
<u>Operations</u>												
Community First Bank - checking	\$ 120,512.92	\$ 125,337.34	\$ 153,090.62	\$ 132,420.83	\$ 123,880.44	\$ 106,669.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Reserves</u>												
Hapo CU - CD	\$ 150,519.45	\$ 150,519.45	\$ 100,462.92	\$ 100,462.92	\$ 100,462.92	\$ 100,462.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community First Bank - Money Market	\$ 123,546.48	\$ 88,431.08	\$ 100,670.19	\$ 106,331.48	\$ 108,250.54	\$ 102,361.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub total reserves	\$ 274,065.93	\$ 238,950.53	\$ 201,133.11	\$ 206,794.40	\$ 208,713.46	\$ 202,824.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Bank Accounts	\$ 394,578.85	\$ 364,287.87	\$ 354,223.73	\$ 339,215.23	\$ 332,593.90	\$ 309,494.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Income and Expense Summary</u>												
Dues Income - Operations	\$ 97,481.65	\$ 126,620.65	\$ 156,001.71	\$ 172,640.71	\$ 176,096.90	\$ 180,230.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenses	\$ 11,800.35	\$ 21,436.94	\$ 23,506.34	\$ 60,653.51	\$ 89,179.07	\$ 93,971.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Profit/(Loss)	\$ 85,681.30	\$ 105,183.71	\$ 132,495.37	\$ 111,987.20	\$ 86,917.83	\$ 86,259.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Budget analysis</u>												
Budgeted Expenses 2022	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Actual Expenses YTD	\$ 11,800.35	\$ 21,436.94	\$ 23,506.34	\$ 60,653.51	\$ 89,179.07	\$ 93,971.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amount (over)/under budget	\$ 177,115.65	\$ 167,479.06	\$ 165,409.66	\$ 128,262.49	\$ 99,736.93	\$ 94,944.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Reserves Collection</u>												
Reserves Income	\$ 49,303.41	\$ 62,578.41	\$ 72,503.41	\$ 78,156.41	\$ 79,816.41	\$ 82,816.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 10.23	\$ 22.10	\$ 32.38	\$ 40.67	\$ 49.73	\$ 57.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves Expense	\$ -	\$ 88,300.27	\$ 136,621.76	\$ 136,621.76	\$ 136,621.76	\$ 145,543.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Reserves Income	\$ 49,313.64	\$ (25,699.76)	\$ (64,085.97)	\$ (58,424.68)	\$ (56,755.62)	\$ (62,669.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Dues Collection statistics:</u>												
Households dues & reserves due	324	130	49	52	45	32	0	0	0	0	0	0
Households reserves only due	38	98	117	132	128	133	0	0	0	0	0	0
Households over 90 days	36	23	18	52	45	32	0	0	0	0	0	0
Households over \$1000 due	7	7	6	6	5	5	0	0	0	0	0	0
Households with a payment plan			13	12	23	24						