

HP HANSEN PARK

Home Owners Association Meeting Minutes

May 10, 2022

Call to Order: Aaron Beasley called the meeting to order at 6:38pm via Zoom.

Attendees:

- Board Members: Aaron Beasley, Joan Lewis, Shelley Clark, Antoinette Fite, Will Espedal, Joshua Bam, Rachel Moore, Erin Gneiting, Thom Moore
- Guests: Trisha Ames, Dave Dey, Officer Roman Trujillo, Rich, Tammy, Tracy D, Gary Boozer, Deb Erdman

Approval of Minutes

The April 2022 Board Meeting Minutes were approved.

Guest: Officer Trujillo – Security for Hansen Park

Discussion of recent events (break-ins, prowlers, etc) in our neighborhood. Officer Trujillo spoke of his duties with KPD, issues that may be causing increased criminal activity (homelessness, people out of work, legalization of some drugs, etc), and restrictions in policing (booking restrictions, understaffed, etc).

He gave some tips to help mitigate crime: Keep cars/homes/all doors & windows locked at all times. Make your house a hard target (no names on keys, no keys under a mat, consider a pet (to alert you), use a deadbolt, install a Ring camera, keep bushes trimmed back, don't leave garage opener in car.

The KPD doesn't have enough staff to participate in Neighborhood Watch. Neighborhoods will have to organize their own groups. There is no longer a Reserve Officer program.

Officer Trujillo can be reached roman.trujillo@ci.kennewick.wa.us

Shelley will set up a Zoom meeting for the neighborhood to discuss ideas: gates, cameras at all the entrances, hiring a security company to patrol the area, etc. There are no funds set aside for any of this but many in the HP community are interested in discussing these things.

Financial Report

Reports attached. Taxes and KID are both paid. Printing expenses are over budget by about \$42. Meeting expenses are over due to Zoom. Aaron and Shelley met with a CPA to discuss audits. There are three types: Compilation (\$1500), Review (\$3000-\$4000), or Full (\$10,000-\$15,000). RCW state we must do an audit but doesn't say which one. We have a bookkeeper and currently do a compilation audit. The board needs to decide what's best moving forward, sticking with the compilation or switching to one of the other types? Aaron and Shelley are trying to find a lawyer who will connect with the state office to get clarity on the RCW. The board decided to stay on the current course until more information is obtained through the lawyer or other contacts.

Financials were approved.

Committee Reports

CCR: Marty is watching five potential RV violations. There been a few other reports that he's monitoring. He makes two trips in a week, two or three days apart, to check things out.

ACC: Joshua received three requests re: painting homes. Marty received a pool request. It asked/suggested that we keep copies of all approvals (paint, pools, etc), just in case we're ever asked. Joshua has a list of the paint requests.

Pond: The shore rock project is complete. We are fully open and refreshing the water. Next week Tom will turn the water off and apply algae control chemicals

Special Events: Yard sale day May 21st. Announced on Facebook, website and other marketplace sites. The signs will go out next Monday.

Landscape: Will reports that Sergio is prepping for the concrete pads. Waiting on estimate from Sergio regarding the dead tree in the pond area and one on 6th. Evergreen contract was modified to lower amount. Also asked Evergreen to spray the maple trees in May. There's a damaged block/concrete on W. 9th. Sprinklers are up and running.

Communication: Thom will post the minutes soon and remove Marty's spring update. He explained how one of the Facebook accounts is tied to Rachel's personal account and if they ever move or leave the board they will transfer it to someone on the board.

Common Areas: Toddler Park update-delivery estimated between 5/24 and 6/1. Sergio is working on installing the concrete. Dog Station update-the 2 volunteers will start working on this soon.

Email: Joan will send a message about the board meetings about a week before and then again closer to the meeting.

Unfinished Business

None

New Business

Security: Officer Trujillo. Insurance: The extra coverage will cost us \$32 more a month. The budget for insurance covers most of the increase—we will be \$78 over. The motion to approve the increase in insurance passed. Storage Unit: Effective July 1st the rate goes up from \$40 to \$75 (\$70 with our discount). Other bids ranged from \$70 to \$98 and are farther away. The motion to stay with HP Mini Storage was approved. Sergio lawncare: We have two broken valves. Parts to fix them will cost \$575 and labor is \$360. Comes out of Groundskeeping budget.

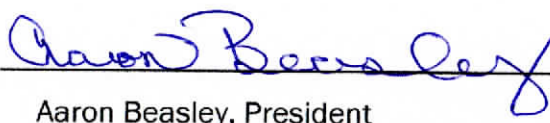
Motion passed to move the rest of the agenda to next month.

Adjournment

Joan moved, members approved and Aaron adjourned the meeting at 9:17pm.

Submitted and signed: 

Antoinette Fite, Secretary

Approved and signed: 

Aaron Beasley, President

HANSEN PARK HOMEOWNERS' ASSOCIATION

FINANCIAL REPORTING

FOR THE MONTH OF: May 2022

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

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

	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Hapo	100,462.92	150,194.75	-49,731.83
Community First Bank	107,327.96	117,760.68	-10,432.72
Money Market (Reserve)	108,250.54	74,345.47	33,905.07
Total Checking/Savings	<u>316,041.42</u>	<u>342,300.90</u>	<u>-26,259.48</u>
Accounts Receivable			
Accounts Receivable	-2,922.91	-1,730.00	-1,192.91
Total Accounts Receivable	<u>-2,922.91</u>	<u>-1,730.00</u>	<u>-1,192.91</u>
Total Current Assets	<u>313,118.51</u>	<u>340,570.90</u>	<u>-27,452.39</u>
TOTAL ASSETS	<u>313,118.51</u>	<u>340,570.90</u>	<u>-27,452.39</u>
LIABILITIES & EQUITY			
Equity			
Retained Earnings	282,956.30	162,097.93	120,858.37
Net Income	30,162.21	178,472.97	-148,310.76
Total Equity	<u>313,118.51</u>	<u>340,570.90</u>	<u>-27,452.39</u>
TOTAL LIABILITIES & EQUITY	<u>313,118.51</u>	<u>340,570.90</u>	<u>-27,452.39</u>

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

	Jan - May 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
HOA Dues Income	175,249.84	188,916.00	-13,666.16	92.8%
Title Co Transfer Fees	600.00			
Late Payment & Lien Fees	247.06			
Total Income	178,096.90	188,916.00	-12,819.10	93.2%
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 Committee	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	386.60	7,000.00	-6,613.40	5.5%
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	7,576.66	15,000.00	-7,423.34	50.5%
Total Landscaping	66,382.93	137,500.00	-71,117.07	48.3%
Liability Insurance	3,311.76	3,500.00	-188.24	94.6%
Meeting Expenses	162.79	150.00	12.79	108.5%
Office Supplies	207.95	500.00	-292.05	41.6%
Postage Expense	88.59	1,000.00	-911.41	8.9%
Printing and Reproduction	442.33	400.00	42.33	110.8%
Professional Fees				
Property Management Fees	0.00	9,600.00	-9,600.00	0.0%
Monthly Bookkeeping Service	2,500.00	6,600.00	-4,100.00	37.9%
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	4,783.09	21,900.00	-17,116.91	21.8%
Property Taxes	904.61	1,100.00	-195.39	82.2%
Utilities				
Gas and Electric	853.81	2,500.00	-1,646.19	34.2%
Irrigation Assessments	10,463.78	11,000.00	-536.22	95.1%
Total Utilities	11,317.59	13,500.00	-2,182.41	83.8%
Federal Taxes	155.00			
Website Maintenance	97.04	500.00	-402.96	19.4%
Uncategorized Expenses	70.95			
Total Expense	89,179.07	188,916.00	-99,736.93	47.2%
Net Ordinary Income	88,917.83	0.00	88,917.83	100.0%
Other Income/Expense				
Other Income				
5 Yr Reserve Dues	79,816.41			
MMK Interest Income	49.73			
Total Other Income	79,866.14			
Other Expense				
Reserve Expenses	136,621.76			
Total Other Expense	136,621.76			
Net Other Income	-56,755.62			
Net Income	30,162.21	0.00	30,162.21	100.0%

Hansen Park Homeowners Association
Profit & Loss
 May 2022

	May 22	May 21	\$ Change
Ordinary Income/Expense			
Income			
HOA Dues Income	3,381.19	4,376.00	-994.81
Title Co Transfer Fees	75.00	75.00	0.00
Total Income	3,456.19	4,451.00	-994.81
Expense			
Infrastructure Repairs	1,224.44	0.00	1,224.44
Landscaping			
2021 Carry Over	80.36	0.00	80.36
Groundskeeper - Contract	18,218.74	0.00	18,218.74
Groundskeeper - Add'l	266.60	417.50	-150.90
Pond Expense	36.06	2,650.49	-2,614.43
Trees Maintenance Program	3,788.33	0.00	3,788.33
Total Landscaping	22,390.09	3,067.99	19,322.10
Liability Insurance	3,311.76	0.00	3,311.76
Postage Expense	-1.81	0.51	-2.32
Printing and Reproduction	16.30	0.00	16.30
Professional Fees			
Monthly Bookkeeping Service	500.00	375.00	125.00
Reserve Study	801.00	0.00	801.00
Total Professional Fees	1,301.00	375.00	926.00
Utilities			
Gas and Electric	212.83	215.84	-3.01
Total Utilities	212.83	215.84	-3.01
Uncategorized Expenses	70.95	0.00	70.95
Total Expense	28,525.56	3,659.34	24,866.22
Net Ordinary Income	-25,069.37	791.66	-25,861.03
Other Income/Expense			
Other Income			
5 Yr Reserve Dues	1,660.00	3,850.20	-2,190.20
MMK Interest Income	9.06	148.64	-139.58
Total Other Income	1,669.06	3,998.84	-2,329.78
Net Other Income	1,669.06	3,998.84	-2,329.78
Net Income	-23,400.31	4,790.50	-28,190.81

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Reserves</u>												
Hapo CU - CD	\$ 150,519.45	\$ 150,519.45	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub total reserves	\$ 274,065.93	\$ 238,950.53	\$ 201,133.11	\$ 206,794.40	\$ 208,713.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Bank Accounts	\$ 394,578.85	\$ 364,287.87	\$ 354,223.73	\$ 339,215.23	\$ 332,593.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Income and Expense Summary</u>												
Dues Income - Operations	\$ 97,481.65	\$ 126,620.65	\$ 156,001.71	\$ 172,640.71	\$ 176,096.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenses	\$ 11,800.35	\$ 21,436.94	\$ 23,506.34	\$ 60,653.51	\$ 89,179.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Profit/(Loss)	\$ 85,681.30	\$ 105,183.71	\$ 132,495.37	\$ 111,987.20	\$ 86,917.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Budget analysis</u>												
Budgeted Expenses 2022	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amount (over)/under budget	\$ 177,115.65	\$ 167,479.06	\$ 165,409.66	\$ 128,262.49	\$ 99,736.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Reserves Collection</u>												
Reserves Income	\$ 49,303.41	\$ 62,578.41	\$ 72,503.41	\$ 78,156.41	\$ 79,816.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 10.23	\$ 22.10	\$ 32.38	\$ 40.67	\$ 49.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves Expense	\$ -	\$ 88,300.27	\$ 136,621.76	\$ 136,621.76	\$ 136,621.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Reserves Income	\$ 49,313.64	\$ (25,699.76)	\$ (64,085.97)	\$ (58,424.68)	\$ (56,755.62)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Dues Collection statistics:</u>												
Households dues & reserves due	324	130	49	52	45	0	0	0	0	0	0	0
Households reserves only due	38	98	117	132	128	0	0	0	0	0	0	0
Households over 90 days	36	23	18	52	45	0	0	0	0	0	0	0
Households over \$1000 due	7	7	6	6	5	0	0	0	0	0	0	0
Households with a payment plan			13	12	23							