



HP HANSEN PARK

Home Owners Association Meeting Minutes

September 12, 2023

- I. Call to Order: Aaron Beasley called the meeting to order at 7:00 pm.
- II. Attendees:
Board Members: Aaron Beasley, Joan Lewis, Shelley Clark, Marty Zizzi, Joshua Bam,
- III. Approval of Minutes:
Aaron asked if the Board had read the August Minutes and if there was a motion for approval. Joan made the motion to approve and Shelley seconded. The motion passed.
- IV. Guests:
Kevin Lane, Tracey Dey, Gary Boozer, Lori Pruitte
- V. Consent Agenda: None
- VI. Committee Reports
Financial Report (SC): Full report attached. As of the end of Aug, the balances are: Checking = \$72,041.05, CDs = \$153,091.08; Reserves (money market) account = \$92,539.33. Dues income = 182,802.65, Budgeted expenses = \$188,916.00; Actual expenses = \$118,562.72 (we are under budget by \$64,239.93); Reserve collections = \$85,687.52; Interest earned = \$225.74; Reserve expenses = \$15,478.88, Reserves balance = \$242,919.13.
Dues & Reserves owing = 23; Reserves only owing = 125; Over 90 owing = 23 Over \$1000 = 5; Payment plans = 15. There are homes with liens but one was paid off. The HOA will get paid if the homes are sold or refinanced.

Vice-President: We have 404 households in our email database. Of those 396 are subscribers and 340 households. Some of the households have more than one subscriber. In order to update the database, she asked if Shelley could get a report from Mesa of home title transfers to date this year. She noted an increase of "opens" to 65-70% of subscribers. A lot of notices and activities emailed this month.

ACC (JB): About 37 items since May 22nd have been addressed. Recently about 5. Most have been painting houses in compliance with code. One pool in a back yard had no structures and no issues with timeline. Solar panel was installed in a back yard with no public view so no issues. But solar panels are really not within our purview. A lot of fence staining approvals. He will send the Board an updated, pre-approved paint color schematic for the code but this does not preclude special request approval on a case-by-case basis. He will also send the list of completed 2023 projects.

CCR (MZ): Numerous non-threatening letters to homeowners regarding seasonal issues like RV's being parked too long. Regarding the on-going trash can issues. He does a drive-by every other Monday and if a container is parked in front of garage or gate he makes a note, checks again two days later. If they are still there, he sends a letter. Joan asked about the Oklahoma and Third issue that was on-going. Marty said he thinks they had 3-4 containers in the front, sent them a letter and they are gone. But Rachele and Shelley said they were there two days ago. Marty will take another look. It was also mentioned the grass is high and the landscape overgrown making the yard being very unsightly. He will look at that too. To the suggestion to

have Sergio mow and send them a bill, Marty and Aaron said if we want to do that, we have very specific rules to follow. Rachelle said it looks like the house is abandoned.

Events: Rachel thought there may have been less people attending the yard sales. But other Board members said some areas had lots of people. Some of the signs need replacement, especially the big ones. Aaron said to reorder at end of year if the budget allows. The Barbeque will be Saturday, September 16th, 2-4 pm at the Play Park, 1st & Montana. There will be hot dogs, popcorn, cotton candy and other snacks. It is usually 4-6 pm. so next year maybe consider going back to that timeframe. She still needs volunteers for set-up and clean-up. Joan agreed to send emails to promote the upcoming events and ask for volunteers. The Halloween Parade will be from 4-5 pm, Tuesday, October 31st. Joan will email information and a request for volunteers. Rachel would like the HOA to have a Costco credit card. Currently they have to pay for the items and then be reimbursed. The HOA credit card is a master card, not accepted at Costco. It might especially affect the new event planner (Rachelle had already resigned). Costco usually has the best prices. Shelley will check with Costco to see if we, as an HOA, qualify. Rachel asked if her budget is just for food. Shelley said her budget is for whatever she needs to produce the event—whether it be decorations, food, etc. If you exceed the budget, you would need to bring that to the Board.

Landscape: Aaron prepared a list of items in need of replacing/repair. The overall system is getting old. Tree roots are cutting off lines. He is researching cost effective ways to fix the problem without killing the trees.

Pond: Season winding down. Tom has been treating the algae per normal application and setting fish traps to capture juveniles to reduce population. He asked Shelley for the balance of his account. She explained the amount is included in the financials' Budget Worksheet with the Pond account showing a balance of \$3,576.84. He caught the first "swimmers" who were diving to retrieve a remote-controlled boat that had sunk. He strongly suggested they go home and take a shower as the water is very nasty.

Welcome: No report.

Communications: Thom was zooming from a car with intermittent reception. He mentioned updating some of the website and asked if anyone had used the voting button. Joan said it worked for her and Shelley said she already had 21 votes. The rest of his report was lost.

Security Committee: Kevin reported the current tally of whether or not to consider installing the cameras was 4 in favor and 3 opposed. The primary reason for opposition from comments in meetings or on line, is the HOA should not do anything that would increase the dues. The second was there was not a significant amount of crime in our area to justify installation. He has 16 people on the email list, out of them the most ever at a meeting was five but mostly 2-3 people. He emailed 10 who he had not heard from at all and heard back from only 1. At some point he'd like a discussion with Aaron about whether or not to move forward. Aaron said a complete report should be brought to the Board, probably at the next Board meeting, for discussion and action. The suggestion of a quarterly Safety Newsletter should be discussed in the future, as well. He would be willing to produce it and maybe Kennewick PD can provide data relative to Hansen Park. It should also include reminders of common-sense issues.

VII. Unfinished/Old Business

None

IV. New Business

Information about the next Regular Board meeting on September 10th and the Annual Meeting on September 12th has been emailed via Mailchimp.

In response to a homeowner wanting to know what the Reserves have paid for so far, Shelley summarized. We in 2019 we had a balance of \$72,442.86, in 2020 we added \$91,692.58, in 2021 we added \$101,761.36, in 2022 there was a deficit of (\$93,412.05) because we spent more than we received, and to date in 2023 we added \$85,687.52 plus interest of \$225.74. The expenses include, tree trimming/removal within all of Hansen Park for \$88,300.27, down payment of playground equipment for \$48,321.49, Artistic Landscape relocated sprinklers for playground for \$89,021.76, the final payment for the playground for \$50,493.50, emergency tree service for tree removal for mobile home park after wind storm blow one of our trees onto their wall for \$3,148.40, and repair of mobile home park wall by Artistic Landscape for \$1,500.05. We covered those expenses from the Reserves because we are self-insured which is considerably less expensive than the insurance premiums would be. In addition, we spent \$13,976.92 for an irrigation valve replacement. There are numerous valves needing replacement and we will replace them one each year if this one performs as expected. This was paid from Reserves as it is designed to pay for replacement of things that wear out.

Shelley asked if there were any questions about the annual budget that was included in the meeting notice. A guest said Shelley answered her questions as they related to the Reserve Fund expenses. Shelley said she would include more specific information relative to Reserve expenses next year. Marty complimented Shelley's very thorough report but strongly suggested that if homeowners are concerned at any time during the year and have questions, they attend one of our monthly meetings rather than waiting until the annual meeting. Both agreed that clarity is preferred whether being presented by the Board or from a homeowner. Kevin asked what homeowners could expect as an extra assessment in 2025. Shelley noted that once the five years is up (at the end of 2024) any extra assessment will be proposed by the Reserve Committee. They will be meeting beginning in 2024 to look at the external professional analysis specific to Hansen Park and make recommendations to the Board as to how much needs to be assessed. This will be included as a line item in our budget each year to cover the costs. She encouraged anyone that is interested to be on the committee and/or attend Board meetings and ask their questions.

Joan read an email from a homeowner (included below). Shelley addressed the budget issue. We offer a budget meeting for homeowners to attend and help prepare the budget for next year. Three attended this year. The budget was published and if you choose not to participate in earlier meetings, let the Board members know your thoughts or attend the meeting. It is unfair to voice your opinion at this late date. Having a meeting where the budget is discussed allows time for the homeowners ask questions and help shape the budget for the next year. It is agreed that prices are going up and wages probably are not, but that affects our HOA, as well, when our prices increase. In the last five years we have tried to keep our expenses as low as possible. The dues are \$374/yr and her question is that if a homeowner cannot pay \$31 a month it is hard to understand. Also, Aaron mentioned it is unusual to contract our landscaper for 5 years but our HOA does which is an example of how we work hard to keep the budget as low as possible. The dues are being raised because we have to. Marty takes exception to homeowners who bring their concerns at the last minute when they have many opportunities prior to the annual meeting. This information is part of the official Minutes and can be

referenced, as well. Shelley will respond directly to the concerned homeowner and said she tries to answer homeowner questions throughout the year.

Aaron would like to move the current Landscaping issue until next month.

Tom wanted to know if the Annual Meeting could be an in-person meeting. Aaron said it is very difficult to find a place. We will work on getting one for next year, however.

A visitor asked if they could cut the part of a neighbor's arborvitae that is encroaching on their property line and onto their parking area. Marty said you are entitled to shear/cut without permission if you are sure of the property lines. There was a question about the neighbor's garbage can being visible outside at 8516 W 1st. Marty will check. As a side comment, Kevin said a lot of the perimeter block walls installed by contractors between properties have deviated from the true property line. It is very costly to have it surveyed.

Adjournment

Marty moved and Joan seconded to adjourn the meeting at 8:09 PM. The motion passed

Submitted and signed: Joan Lewis

Joan Lewis, Vice President, for Antoinette Fite, Secretary

Approved and signed: Aaron Beasley

Aaron Beasley, President

On Mon, Sep 11, 2023 at 8:10 AM Luis Sambrano <rlsambrano69@yahoo.com> wrote:
HOA Board Members

As much as I would like to be on Zoom to know more of what is going on with all the matters and concerns due to I work the night shift . Our budget with Hansen Park can be scale back I get it everything has gone up but a lot of was said earlier in the year that our HOA dues will not be going up. We are all learning to adjust to groceries and gas insurances rates on our vehicles going up but some of us haven't seen that in our pay checks . Let's all come together and think about what is necessary on your budget proposal. With that being said not sure who's in charge of people lawns or landscaping but our HANSEN development has gotten really relax on individual homes not abiding by how they should be maintain!

HANSEN PARK HOMEOWNERS' ASSOCIATION

FINANCIAL REPORTING

FOR THE MONTH OF: Aug. 2023

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

3:32 PM

09/08/23

Cash Basis

Hansen Park Homeowners Association
Balance Sheet
As of August 31, 2023

	Aug 31, 23	Aug 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Hapo	153,091.08	103,091.08	50,000.00
Community First Bank	72,041.05	63,560.00	8,481.05
Money Market (Reserve)	92,539.33	56,257.84	36,281.49
Total Checking/Savings	317,671.46	222,908.92	94,762.54
Accounts Receivable			
Accounts Receivable	-2,534.34	-2,881.91	347.57
Total Accounts Receivable	-2,534.34	-2,881.91	347.57
Total Current Assets	315,137.12	220,027.01	95,110.11
Other Assets			
Accumulated Depreciation	-5,489.72	0.00	-5,489.72
Total Other Assets	-5,489.72	0.00	-5,489.72
TOTAL ASSETS	<u>309,647.40</u>	<u>220,027.01</u>	<u>89,620.39</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
Card Service - 3309	23.50	0.00	23.50
Card Services - 3317	70.00	0.00	70.00
Total Credit Cards	93.50	0.00	93.50
Total Current Liabilities	93.50	0.00	93.50
Total Liabilities	93.50	0.00	93.50
Equity			
Retained Earnings	171,879.59	283,297.35	-111,417.76
Net Income	137,674.31	-63,270.34	200,944.65
Total Equity	309,553.90	220,027.01	89,526.89
TOTAL LIABILITIES & EQUITY	<u>309,647.40</u>	<u>220,027.01</u>	<u>89,620.39</u>

3:35 PM

09/08/23

Cash Basis

Hansen Park Homeowners Association
Profit & Loss Budget vs. Actual
 January through August 2023

	Jan - Aug 23	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
HOA Dues Income	184,773.15	188,916.00	-4,142.85	97.8%
Title Co Transfer Fees	825.00			
Late Payment & Lien Fees	204.50			
Total Income	185,802.65	188,916.00	-3,113.35	98.4%
Expense				
Bank Service Charges	0.00	50.00	-50.00	0.0%
Business License & Fees	20.00	25.00	-5.00	80.0%
HOA Relations & Promotion				
Events	0.00	3,000.00	-3,000.00	0.0%
Welcome Committe	75.00	250.00	-175.00	30.0%
Total HOA Relations & Promotion	75.00	3,250.00	-3,175.00	2.3%
Infrastructure Repairs	0.00	1,500.00	-1,500.00	0.0%
Landscaping				
Groundskeeper - Contract	68,579.91	116,500.00	-47,920.09	58.9%
Groundskeeper - Add'l	7,608.30	9,000.00	-1,391.70	84.5%
Playground Maintenance & Design	0.00	1,500.00	-1,500.00	0.0%
Pond Expense	2,326.98	6,000.00	-3,673.02	38.8%
Snow Removal	0.00	1,000.00	-1,000.00	0.0%
Trees Maintenance Program	12,830.52	15,000.00	-2,369.48	84.2%
Total Landscaping	91,145.71	149,000.00	-57,854.29	61.2%
Liability Insurance	3,646.00	3,600.00	46.00	101.3%
Meeting Expenses	0.00	200.00	-200.00	0.0%
Office Supplies	143.39	400.00	-256.61	35.8%
Postage Expense	870.21	1,000.00	-129.79	87.0%
Printing and Reproduction	112.40	800.00	-687.60	14.1%
Professional Fees				
Monthly Bookkeeping Service	4,000.00	7,200.00	-3,200.00	55.6%
Annual Audit	0.00	1,800.00	-1,800.00	0.0%
Yearly Tax Preperation	3,875.00	400.00	3,475.00	968.8%
Reserve Study	801.00	1,051.00	-250.00	76.2%
Legal Fees	250.00	3,000.00	-2,750.00	8.3%
Total Professional Fees	8,926.00	13,451.00	-4,525.00	66.4%
Property Taxes	779.79	1,100.00	-320.21	70.9%
Utilities				
Gas and Electric	1,568.00	3,000.00	-1,432.00	52.3%
Irrigation Assessments	11,063.78	11,000.00	63.78	100.6%
Total Utilities	12,631.78	14,000.00	-1,368.22	90.2%
Federal Taxes	2.00	190.00	-188.00	1.1%
Website Maintenance	210.44	350.00	-139.56	60.1%
Total Expense	118,582.72	188,916.00	-70,353.28	62.8%
Net Ordinary Income	67,239.93	0.00	67,239.93	100.0%
Other Income/Expense				
Other Income				
5 Yr Reserve Dues	85,687.52			
MMK Interest Income	225.74			
Total Other Income	85,913.26			
Other Expense				
Reserve Expenses	15,478.88			
Total Other Expense	15,478.88			
Net Other Income	70,434.38			
Net Income	137,674.31	0.00	137,674.31	100.0%

3:34 PM
09/08/23
Cash Basis

Hansen Park Homeowners Association Profit & Loss August 2023

	Aug 23	Aug 22	\$ Change
Ordinary Income/Expense			
Income			
HOA Dues Income	2,208.37	2,682.13	-473.76
Title Co Transfer Fees	375.00	150.00	225.00
Late Payment & Lien Fees	204.50	0.00	204.50
Total Income	<u>2,787.87</u>	<u>2,832.13</u>	<u>-44.26</u>
Expense			
HOA Relations & Promotion			
Events	0.00	1,143.82	-1,143.82
Welcome Committe	0.00	180.00	-180.00
Total HOA Relations & Promotion	<u>0.00</u>	<u>1,323.82</u>	<u>-1,323.82</u>
Landscaping			
2021 Carry Over	0.00	2,399.90	-2,399.90
Groundskeeper - Contract	0.00	18,218.74	-18,218.74
Groundskeeper - Add'l	70.00	3,377.87	-3,307.87
Trees Maintenance Program	2,500.00	7,576.66	-5,076.66
Total Landscaping	<u>2,570.00</u>	<u>31,573.17</u>	<u>-29,003.17</u>
Postage Expense	-1.81	-86.87	85.06
Professional Fees			
Property Management Fees	0.00	2,778.23	-2,778.23
Monthly Bookkeeping Service	500.00	500.00	0.00
Reserve Study	400.50	0.00	400.50
Legal Fees	-500.00	931.00	-1,431.00
Total Professional Fees	<u>400.50</u>	<u>4,209.23</u>	<u>-3,808.73</u>
Utilities			
Gas and Electric	0.00	205.68	-205.68
Total Utilities	<u>0.00</u>	<u>205.68</u>	<u>-205.68</u>
Website Maintenance	23.50	23.50	0.00
Total Expense	<u>2,992.19</u>	<u>37,248.53</u>	<u>-34,256.34</u>
Net Ordinary Income	<u>-204.32</u>	<u>-34,416.40</u>	<u>34,212.08</u>
Other Income/Expense			
Other Income			
5 Yr Reserve Dues	2,739.00	1,725.00	1,014.00
MMK Interest Income	28.82	4.66	24.16
Total Other Income	<u>2,767.82</u>	<u>1,729.66</u>	<u>1,038.16</u>
Other Expense			
Reserve Expenses	13,978.82	0.00	13,978.82
Total Other Expense	<u>13,978.82</u>	<u>0.00</u>	<u>13,978.82</u>
Net Other Income	<u>-11,211.00</u>	<u>1,729.66</u>	<u>-12,940.66</u>
Net Income	<u><u>-11,415.32</u></u>	<u><u>-32,686.74</u></u>	<u><u>21,271.42</u></u>

Treasurer Report Summary

<u>Account balances</u>	January	February	March	April	May	June	July	August	September	October	November	December
<u>Operations</u>												
Community First Bank - checking	\$ 68,015.59	\$ 110,420.72	\$ 129,471.84	\$ 113,120.15	\$ 102,956.72	\$ 88,003.08	\$ 72,293.72	\$ 72,041.05				
<u>Reserves</u>												
Hapo CU - CD	\$ 100,803.97	\$ 100,803.97	\$ 150,803.97	\$ 151,388.85	\$ 151,388.85	\$ 151,388.85	\$ 153,091.08	\$ 153,091.08				
Community First Bank - Money Market	\$ 106,525.00	\$ 126,838.00	\$ 89,561.26	\$ 98,982.86	\$ 99,361.69	\$ 100,552.59	\$ 102,683.01	\$ 92,539.33				
Sub total reserves	\$ 207,328.97	\$ 227,641.97	\$ 240,365.23	\$ 250,371.71	\$ 250,750.54	\$ 251,941.44	\$ 255,774.09	\$ 245,630.41	\$ -	\$ -	\$ -	\$ -
Total Bank Accounts	\$ 275,344.56	\$ 338,062.69	\$ 369,837.07	\$ 363,491.86	\$ 353,707.26	\$ 339,944.52	\$ 328,067.81	\$ 317,671.46	\$ -	\$ -	\$ -	\$ -
<u>Income and Expense Summary</u>												
Dues Income - Operations	\$ 75,253.75	\$ 129,560.00	\$ 160,426.45	\$ 172,477.45	\$ 178,048.17	\$ 180,987.54	\$ 183,014.78	\$ 182,802.65				
YTD Expenses	\$ 12,966.84	\$ 24,345.19	\$ 36,520.23	\$ 65,147.42	\$ 80,530.96	\$ 97,692.36	\$ 115,554.66	\$ 118,562.72				
(Over)/Under	\$ 62,286.91	\$ 105,214.81	\$ 123,906.22	\$ 107,330.03	\$ 97,517.21	\$ 83,295.18	\$ 67,460.12	\$ 64,239.93	\$ -	\$ -	\$ -	\$ -
<u>Budget analysis</u>												
Budgeted Expenses 2023	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00	\$ 188,916.00				
Actual Expenses YTD	\$ 12,966.84	\$ 24,345.19	\$ 36,520.23	\$ 65,147.42	\$ 80,530.96	\$ 97,692.36	\$ 115,554.66	\$ 118,562.72	\$ -	\$ -	\$ -	\$ -
Amount (over)/under budget	\$ 175,949.16	\$ 164,570.81	\$ 152,395.77	\$ 123,768.58	\$ 108,385.04	\$ 91,223.64	\$ 73,361.34	\$ 70,353.28	\$ -	\$ -	\$ -	\$ -
<u>Reserves Collection</u>												
2019 MM Balance & YE Transfers	\$ 72,442.86	\$ 72,442.86	\$ 72,442.86	\$ 72,442.86	\$ 72,442.86	\$ 72,442.86	\$ 72,442.86	\$ 72,442.86				
2020 Reserves Income	\$ 91,692.58	\$ 91,692.58	\$ 91,692.58	\$ 91,692.58	\$ 91,692.58	\$ 91,692.58	\$ 91,692.58	\$ 91,692.58				
2021 Reserves Income	\$ 101,761.36	\$ 101,761.36	\$ 101,761.36	\$ 101,761.36	\$ 101,761.36	\$ 101,761.36	\$ 101,761.36	\$ 101,761.36				
2022 Reserves Income	\$ (93,412.05)	\$ (93,412.05)	\$ (93,412.05)	\$ (93,412.05)	\$ (93,412.05)	\$ (93,412.05)	\$ (93,412.05)	\$ (93,412.05)				
2023 YTD Reserves Income	\$ 37,811.00	\$ 58,075.00	\$ 70,455.02	\$ 77,050.52	\$ 80,188.30	\$ 81,350.30	\$ 82,948.52	\$ 85,687.52				
2023 Interest	\$ 21.43	\$ 55.43	\$ 78.67	\$ 104.77	\$ 133.60	\$ 162.50	\$ 196.92	\$ 225.74				
2023 Reserves Expense	\$ 1,500.06	\$ 1,500.06	\$ 1,500.06	\$ 1,500.06	\$ 1,500.06	\$ 1,500.06	\$ 1,500.06	\$ 1,500.06				
YTD Reserves Income	\$ 208,817.12	\$ 229,115.12	\$ 241,518.38	\$ 248,139.98	\$ 251,306.59	\$ 252,497.49	\$ 254,130.13	\$ 242,919.13	\$ -	\$ -	\$ -	\$ -
<u>Dues Collection statistics:</u>												
Households dues & reserves due	193	108	84	63	28	29	28	23				
Households reserves only due	98	120	130	132	136	131	126	125				
Households over 90 days	24	130	84	63	28	29	28	23				
Households over \$1000 due	9	8	7	7	5	6	6	5				
Households with a payment plan	13	13	16	18	18	18	18	15				

Notes:

One Lined home has paid off. Will be removing lien. Waiting to make sure check clears.
Last quarter statements will be mailed around the beginning of October.