

HP HANSEN PARK

Home Owners Association Meeting Minutes

October 10, 2023

I. **Call to Order:** Aaron Beasley called the meeting to order at 7:00 pm via Zoom.

II. **Roll Call:**

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

III. **Approval of Minutes:**

The 9/12/23 minutes were presented by Joan and the 9/19/23 Annual meeting minutes were presented by Antoinette. Shelley moved to approve both sets of minutes. Marty seconded. Both sets were approved.

IV. **Visitors:** Tracey Dey

V. **Consent Agenda:** None

VI. **Committee Reports:**

V.P.: 215 ballots were turned in. There were 62 proxy votes. A quorum was reached. David Dey may be interested in the landscaping position he needs more info. Aaron will reach out to him to discuss. Tracy Dey has agreed to be the new events coordinator candidate and Justine Wilhelm has agreed to help her if she gets that position. These new positions will start in January of 2024. Aaron stated that online voting is working! He expressed thanks to Shelly and Joan and Tom for their work in that area. Shirley expressed thanks to the community for reading and responding to the letters and emails.

Treasurer: Full financial reports included in meeting packet. Checking: \$56,856.37. CDs: \$153,091.08. Money Market: \$92,363.01. Total accounts: \$302,310.46. Income: \$186,572.18. Expenses: \$136,524.38 (with another \$50,000 to pay in the next few months). Households owing dues & reserves: 20. Households owing reserves only: 122. Over 90 days: 20. Over \$1000 due: 5. Households on a payment plan: 15. One liened home has paid off. Waiting on check to clear.

Landscaping: Defer to new business.

CCR: Sent out 21 letters since last meeting. Most were initial contact. Two of them were 2nd notices. One was to notify of the imposed fine (\$800) (house on W. 3rd). Marty emphasized that this is not a common occurrence nor is it our objective to make fines a revenue stream. The other time one was imposed was about 10 years ago. It's obvious that this property is not being cared for. The owners have not responded to any letters.

Pond: TH is not in attendance but sent an email stating that there is \$3500 still in his budget. He would like to purchase more rock before the end of the year (about \$850). Please contact him if you have any questions.

Events: Rachel states that she spent about \$2000 on the BBQ so there should be about \$1000 left to purchase candy for the Halloween parade. There will be no more budget activity for the Events committee after the candy purchase.

She would like to change the time of the parade to 4:30-5:30 instead of 4-5. This will give participants a little more time to get home from work.

She suggested that the board consider getting a Costco credit card or a HAPO Visa card.

Communications: continuously making updates to the website. Have worked on the area attractions page and hope to post it soon about 3/4 of the way done. Question what changed as to why the communications position is no longer a voting member? There was a brief discussion on what happened (most likely changed when the position was empty). Also discussed which positions are voting members and keeping it at an odd number and not making it too large of a group. Current voting positions are president, vice president, secretary, treasurer, landscaping, ACC, and CCR. If we add the communications position back in we would need to add 1 other position to keep it at an odd number or remove one of the current positions.

ACC: JB is not in attendance but sent an email stating he will send out the color scheme document for review/approval later in the month. He also has a few new projects to approve which he will do later this evening.

Security: No report.

VII. Unfinished Business

- A. **Elections:** Joan moved to elect Tracy Dey as Events Coordinator. Shelley seconded. Motion approved. She will start in January.
- B. **ACC Color Schemes:** Defer to next meeting.
- C. **Safety Recommendations:** Aaron will reach out to Kevin and ask for the committee's proposal to be submitted to the board. The board will continue looking for space to hold a safety meeting in regard to camera purchases.
- D. **Landscaping Expenses:** Regarding the estimate from Artistic Landscape Service—most of the items should be taken care of ASAP. Item 2 – Ground cover for the playground: it was discussed and agreed to wait until next year. Item 10 – Tree (2) installation on 4th: it was discussed and agreed to wait until the end of the year and then check our funds. These two items will also be moved into the Operations budget. Marty moved to approve the list of repairs on the estimate from Artistic, except for items 2 & 10. Shelley seconded. The motion was approved.

VIII. New Business
None

Adjournment

Shelley moved, Marty seconded, members approved and Aaron adjourned the meeting at 8:04pm.

Submitted and signed: Antoinette Fite
Antoinette Fite, Secretary

Approved and signed: Aaron Beasley
Aaron Beasley, President

10:10 AM
 10/03/23
 Cash Basis

Hansen Park Homeowners Association
Balance Sheet
 As of September 30, 2023

| | <u>Sep 30, 23</u> | <u>Sep 30, 22</u> | <u>\$ Change</u> |
|---------------------------------------|--------------------------|--------------------------|-------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Hapo | 153,091.08 | 103,091.08 | 50,000.00 |
| Community First Bank | 56,856.37 | 46,895.29 | 9,961.08 |
| Money Market (Reserve) | 92,363.01 | 57,925.76 | 34,437.25 |
| Total Checking/Savings | <u>302,310.46</u> | <u>207,912.13</u> | <u>94,398.33</u> |
| Accounts Receivable | | | |
| Accounts Receivable | -3,135.34 | -2,871.91 | -263.43 |
| Total Accounts Receivable | <u>-3,135.34</u> | <u>-2,871.91</u> | <u>-263.43</u> |
| Total Current Assets | <u>299,175.12</u> | <u>205,040.22</u> | <u>94,134.90</u> |
| Other Assets | | | |
| Accumulated Depreciation | -5,489.72 | 0.00 | -5,489.72 |
| Total Other Assets | <u>-5,489.72</u> | <u>0.00</u> | <u>-5,489.72</u> |
| TOTAL ASSETS | <u><u>293,685.40</u></u> | <u><u>205,040.22</u></u> | <u><u>88,645.18</u></u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Credit Cards | | | |
| Card Service - 3309 | 30.98 | 0.00 | 30.98 |
| Card Services - 3317 | 70.00 | 0.00 | 70.00 |
| Total Credit Cards | <u>100.98</u> | <u>0.00</u> | <u>100.98</u> |
| Total Current Liabilities | <u>100.98</u> | <u>0.00</u> | <u>100.98</u> |
| Total Liabilities | <u>100.98</u> | <u>0.00</u> | <u>100.98</u> |
| Equity | | | |
| Retained Earnings | 171,879.59 | 283,297.35 | -111,417.76 |
| Net Income | 121,704.83 | -78,257.13 | 199,961.96 |
| Total Equity | <u>293,584.42</u> | <u>205,040.22</u> | <u>88,544.20</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>293,685.40</u></u> | <u><u>205,040.22</u></u> | <u><u>88,645.18</u></u> |

10:11 AM
 10/03/23
 Cash Basis

Hansen Park Homeowners Association
Profit & Loss
September 2023

| | <u>Sep 23</u> | <u>Sep 22</u> | <u>\$ Change</u> |
|--|--------------------------|--------------------------|----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| HOA Dues Income | 469.50 | 1,405.26 | -935.76 |
| Title Co Transfer Fees | 300.00 | 150.00 | 150.00 |
| Late Payment & Lien Fees | 0.00 | 35.00 | -35.00 |
| Total Income | <u>769.50</u> | <u>1,580.26</u> | <u>-820.76</u> |
| Expense | | | |
| HOA Relations & Promotion | | | |
| Events | 0.00 | 1,525.31 | -1,525.31 |
| Total HOA Relations & Promotion | <u>0.00</u> | <u>1,525.31</u> | <u>-1,525.31</u> |
| Landscaping | | | |
| 2021 Carry Over | 0.00 | 3,203.70 | -3,203.70 |
| Groundskeeper - Contract | 9,797.13 | 0.00 | 9,797.13 |
| Groundskeeper - Add'l | 868.98 | 2,420.30 | -1,551.32 |
| Playground Maintenance & Design | 0.00 | 624.45 | -624.45 |
| Pond Expense | 0.00 | 235.01 | -235.01 |
| Trees Maintenance Program | 2,500.00 | 3,788.33 | -1,288.33 |
| Total Landscaping | <u>13,166.11</u> | <u>10,271.79</u> | <u>2,894.32</u> |
| Office Supplies | 0.00 | 656.49 | -656.49 |
| Postage Expense | 0.00 | 100.52 | -100.52 |
| Printing and Reproduction | 30.98 | 1,274.48 | -1,243.50 |
| Professional Fees | | | |
| Property Management Fees | 0.00 | 3,866.16 | -3,866.16 |
| Monthly Bookkeeping Service | 500.00 | 500.00 | 0.00 |
| Legal Fees | 2,418.00 | 0.00 | 2,418.00 |
| Total Professional Fees | <u>2,918.00</u> | <u>4,366.16</u> | <u>-1,448.16</u> |
| Utilities | | | |
| Gas and Electric | 401.79 | 211.72 | 190.07 |
| Total Utilities | <u>401.79</u> | <u>211.72</u> | <u>190.07</u> |
| Website Maintenance | 30.98 | 23.50 | 7.48 |
| Total Expense | <u>16,547.86</u> | <u>18,429.97</u> | <u>-1,882.11</u> |
| Net Ordinary Income | <u>-15,778.36</u> | <u>-16,839.71</u> | <u>1,061.35</u> |
| Other Income/Expense | | | |
| Other Income | | | |
| 5 Yr Reserve Dues | 1,196.00 | 1,847.53 | -651.53 |
| MMK Interest Income | 26.68 | 5.39 | 21.29 |
| Total Other Income | <u>1,222.68</u> | <u>1,852.92</u> | <u>-630.24</u> |
| Net Other Income | <u>1,222.68</u> | <u>1,852.92</u> | <u>-630.24</u> |
| Net Income | <u><u>-14,555.68</u></u> | <u><u>-14,986.79</u></u> | <u><u>431.11</u></u> |

10:12 AM
 10/03/23
 Cash Basis

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

| | Jan - Sep 23 | Budget | \$ Over Bud... | % of Budget |
|--|--------------------------|--------------------|--------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| HOA Dues Income | 185,242.86 | 188,916.00 | -3,673.36 | 98.1% |
| Title Co Transfer Fees | 1,125.00 | | | |
| Late Payment & Lien Fees | 204.50 | | | |
| Total Income | <u>186,572.15</u> | <u>188,916.00</u> | <u>-2,343.85</u> | <u>98.8%</u> |
| 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 | 858.01 | 3,000.00 | -2,143.99 | 28.5% |
| Welcome Committe | 75.00 | 250.00 | -175.00 | 30.0% |
| Total HOA Relations & Promotion | <u>931.01</u> | <u>3,250.00</u> | <u>-2,318.99</u> | <u>28.6%</u> |
| Infrastructure Repairs | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Landscaping | | | | |
| Groundskeeper - Contract | 78,377.04 | 116,500.00 | -38,122.96 | 67.3% |
| Groundskeeper - Add'l | 8,477.28 | 9,000.00 | -522.72 | 94.2% |
| 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 | 15,130.52 | 15,000.00 | 130.52 | 100.9% |
| Total Landscaping | <u>104,311.82</u> | <u>149,000.00</u> | <u>-44,688.18</u> | <u>70.0%</u> |
| Liability Insurance | 3,646.00 | 3,600.00 | 46.00 | 101.3% |
| Meeting Expenses | 0.00 | 200.00 | -200.00 | 0.0% |
| Office Supplies | 157.52 | 400.00 | -242.48 | 39.4% |
| Postage Expense | 1,406.39 | 1,000.00 | 406.39 | 140.6% |
| Printing and Reproduction | 143.38 | 800.00 | -656.62 | 17.9% |
| Professional Fees | | | | |
| Monthly Bookkeeping Service | 4,500.00 | 7,200.00 | -2,700.00 | 62.5% |
| 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 | 2,668.00 | 3,000.00 | -332.00 | 88.9% |
| Total Professional Fees | <u>11,844.00</u> | <u>13,451.00</u> | <u>-1,607.00</u> | <u>88.1%</u> |
| Property Taxes | 779.79 | 1,100.00 | -320.21 | 70.9% |
| Utilities | | | | |
| Gas and Electric | 1,989.79 | 3,000.00 | -1,030.21 | 65.7% |
| Irrigation Assessments | 11,063.78 | 11,000.00 | 63.78 | 100.6% |
| Total Utilities | <u>13,033.57</u> | <u>14,000.00</u> | <u>-966.43</u> | <u>93.1%</u> |
| Federal Taxes | 2.00 | 150.00 | -188.00 | 1.1% |
| Website Maintenance | 248.90 | 350.00 | -101.10 | 71.1% |
| Total Expense | <u>136,524.38</u> | <u>188,916.00</u> | <u>-52,391.62</u> | <u>72.3%</u> |
| Net Ordinary Income | <u>50,047.77</u> | <u>0.00</u> | <u>50,047.77</u> | <u>100.0%</u> |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 5 Yr Reserve Dues | 86,883.52 | | | |
| MMK Interest Income | 252.42 | | | |
| Total Other Income | <u>87,135.94</u> | | | |
| Other Expense | | | | |
| Reserve Expenses | 15,478.88 | | | |
| Total Other Expense | <u>15,478.88</u> | | | |
| Net Other Income | <u>71,657.06</u> | | | |
| Net Income | <u><u>121,704.83</u></u> | <u><u>0.00</u></u> | <u><u>121,704.83</u></u> | <u><u>100.0%</u></u> |

| <u>Treasurer Report Summary</u> | | | | |
|-------------------------------------|---|---------------------|---------------------|---------------------|
| | | | | |
| <u>Account balances</u> | January | February | March | April |
| <u>Operations</u> | | | | |
| Community First Bank - checking | \$ 68,015.59 | \$110,420.72 | \$129,471.84 | \$113,120.15 |
| <u>Reserves</u> | | | | |
| Hapo CU - CD | \$100,803.97 | \$100,803.97 | \$150,803.97 | \$151,388.85 |
| Community First Bank - Money Market | \$106,525.00 | \$126,838.00 | \$ 89,561.26 | \$ 98,982.86 |
| Sub total reserves | \$207,328.97 | \$227,641.97 | \$240,365.23 | \$250,371.71 |
| Total Bank Accounts | \$275,344.56 | \$338,062.69 | \$369,837.07 | \$363,491.86 |
| <u>Income and Expense Summary</u> | | | | |
| Dues Income - Operations | \$ 75,253.75 | \$129,560.00 | \$160,426.45 | \$172,477.45 |
| YTD Expenses | \$ 12,966.84 | \$ 24,345.19 | \$ 36,520.23 | \$ 65,147.42 |
| (Over)/Under | \$ 62,286.91 | \$105,214.81 | \$123,906.22 | \$107,330.03 |
| <u>Budget analysis</u> | | | | |
| Budgeted Expenses 2023 | \$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 |
| Amount (over)/under budget | \$175,949.16 | \$164,570.81 | \$152,395.77 | \$123,768.58 |
| <u>Reserves Collection</u> | | | | |
| 2019 MM Balance & YE Transfers | \$ 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 |
| 2021 Reserves Income | \$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) |
| 2023 YTD Reserves Income | \$ 37,811.00 | \$ 58,075.00 | \$ 70,455.02 | \$ 77,050.52 |
| 2023 Interest | \$ 21.43 | \$ 55.43 | \$ 78.67 | \$ 104.77 |
| 2023 Reserves Expense | \$ 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 |
| <u>Dues Collection statistics:</u> | | | | |
| Households dues & reserves due | 193 | 108 | 84 | 63 |
| Households reserves only due | 98 | 120 | 130 | 132 |
| Households over 90 days | 24 | 130 | 84 | 63 |
| Households over \$1000 due | 9 | 8 | 7 | 7 |
| Households with a payment plan | 13 | 13 | 16 | 18 |
| Notes: | One Liened home has paid off. Will be removing lien. Waiting Last quarter statements will be mailed October 4th. | | | |

| May | June | July | August | September | October | November |
|------------------------------|----------------|----------------|----------------|----------------|---------|----------|
| \$102,956.72 | \$ 88,003.08 | \$ 72,293.72 | \$ 72,041.05 | \$ 56,856.37 | | |
| \$151,388.85 | \$151,388.85 | \$ 153,091.08 | \$ 153,091.08 | \$ 153,091.08 | | |
| \$ 99,361.69 | \$100,552.59 | \$ 102,683.01 | \$ 92,539.33 | \$ 92,363.01 | | |
| \$250,750.54 | \$251,941.44 | \$ 255,774.09 | \$ 245,630.41 | \$ 245,454.09 | \$ - | \$ - |
| \$353,707.26 | \$339,944.52 | \$ 328,067.81 | \$ 317,671.46 | \$ 302,310.46 | \$ - | \$ - |
| \$178,048.17 | \$180,987.54 | \$ 183,014.78 | \$ 182,802.65 | \$ 186,572.18 | | |
| \$ 80,530.96 | \$ 97,692.36 | \$ 115,554.66 | \$ 118,562.72 | \$ 136,524.38 | | |
| \$ 97,517.21 | \$ 83,295.18 | \$ 67,460.12 | \$ 64,239.93 | \$ 50,047.80 | \$ - | \$ - |
| \$188,916.00 | \$188,916.00 | \$ 188,916.00 | \$ 188,916.00 | \$ 188,916.00 | | |
| \$ 80,530.96 | \$ 97,692.36 | \$ 115,554.66 | \$ 118,562.72 | \$ 136,524.38 | | |
| \$108,385.04 | \$ 91,223.64 | \$ 73,361.34 | \$ 70,353.28 | \$ 52,391.62 | \$ - | \$ - |
| \$ 72,442.86 | \$ 72,442.86 | \$ 72,442.86 | \$ 72,442.86 | \$ 72,442.86 | | |
| \$ 91,692.58 | \$ 91,692.58 | \$ 91,692.58 | \$ 91,692.58 | \$ 91,692.58 | | |
| \$101,761.36 | \$101,761.36 | \$ 101,761.36 | \$ 101,761.36 | \$ 101,761.36 | | |
| \$ (93,412.05) | \$ (93,412.05) | \$ (93,412.05) | \$ (93,412.05) | \$ (93,412.05) | | |
| \$ 80,188.30 | \$ 81,350.30 | \$ 82,948.52 | \$ 85,687.52 | \$ 86,883.52 | | |
| \$ 133.60 | \$ 162.50 | \$ 196.92 | \$ 225.74 | \$ 252.42 | | |
| \$ 1,500.06 | \$ 1,500.06 | \$ 1,500.06 | \$ 15,478.88 | \$ 15,478.88 | | |
| \$251,306.59 | \$252,497.49 | \$ 254,130.13 | \$ 242,919.13 | \$ 244,141.81 | \$ - | \$ - |
| 28 | 29 | 28 | 23 | 20 | | |
| 136 | 131 | 126 | 125 | 122 | | |
| 28 | 29 | 28 | 23 | 20 | | |
| 5 | 6 | 6 | 5 | 5 | | |
| 18 | 18 | 18 | 15 | 15 | | |
| g to make sure check clears. | | | | | | |

December

\$ -

\$ -

\$ -

\$ -

\$ -