

# HP HANSEN PARK

## Homeowners Association Meeting Minutes

April 9, 2024

I. **Call to Order:** Aaron Beasley called the meeting to order at 7:02 pm via Zoom.

II. **Roll Call:**

- Board Members: Aaron Beasley, Joan Lewis, Shelley Clark, Marty Zizzi, Tom Hall, Lorna Tukey, Antoinette Fite, Thom Moore

III. **Approval of Minutes:**

The 03/12/24 minutes were presented. JL moved to approve as written. AF seconded. The minutes were approved.

IV. **Visitors:** Amy, Jason. R. Coppeto;

Jason works at the Sunset Heights adult family home located at 8517 W 9th and reported that they have received their license and that they currently have 4 residents, and they are on the way to having a full house of 6 residents soon. The neighbors have been nice and welcoming, and they are very thankful for that.

Amy, also from Sunset Heights, reports that there is a Hansen Park family who is moving their family member into the home soon. She also stated that neighbors are welcome to visit the residents/view the home. There are currently two residents with mild dementia. They are residents requiring geriatric end of life care who would love visitors. She also confirmed that the licensing process went well, they had no problems, and they exceeded the guidelines for the city and the state. She was asked and answered that yes, they will take a male resident(s) if it is a good fit. One of the HP residents attending the board meeting expressed interest in volunteering (perhaps crocheting with the the residents). Amy & Jason were very welcoming and gave several ways to connect. Facebook:

<https://m.facebook.com/SunsetHeightsAFH>

Email address: [sunsetheightsafh@gmail.com](mailto:sunsetheightsafh@gmail.com)

Amy Haddox, RN, is also available by phone, 509-492-0538.

Visitor R. Coppeto also expressed interest in possibly helping with the HOA board. He and Aaron will be in touch.

V. **Consent Agenda:** None

VI. **Committee Reports:**

**V.P.:** Worked on updating the MailChimp list and we currently have 417 subscribers which is about 80% of the homeowners.

**Secretary:** No report.

**Treasurer:** No report. Will do two next month.

**Landscaping:** this item will be discussed at the executive session. A decision will be made at the May meeting. Joan asked about the damaged fence at the pond. Tom Hall will discuss this during the pond report.

**ACC:** No report.

**CCR:** It's been quiet. Thanks to Aaron for getting the newsletter mailed. Joan asked if it would be feasible for Lorna to include a copy in the Welcome Packet. Marty agreed that it would. Shelley suggests she also add the letter with the dues information that she sends out every year

**Pond:** There are two damaged areas in the fence around the pond. Ken Turner will help fix those areas. Marty helped with the siphoning, which went well. The annual siphoning project has been a great way to refresh the pond water. Once the water refills it will be treated for algae control. KID reports we are close to drought conditions this year. There is a lot of information at kid.org if you are interested. They are asking for voluntary restrictions to conserve water.

**Events:** No report. Joan states that Tracy hopes to have information next month.

**Welcome:** It is time for the quarterly welcome baskets. I need the list from Shelley of the new residents.

**Communications:** The website is down. It appears to be a billing mishap. We will get it taken care of soon. We currently pay the hosting service about \$30.00 a month. Caleb, who manages the site, suggests using Azure to host the site. Azure costs about \$15.00 a month but we would have to pay for 36 months at a time. I can ask Caleb to attend an upcoming meeting to present more info about this change. Before the site went down the 2024 reserve study information was added. Unfortunately, I misunderstood and removed the 2023 study, but I will re add it.

**Security:** No report.

## VII. Unfinished Business

- A. **Budget Meeting:** This meeting will be held April 26th at 6:00 PM at Applebee's (Kennewick) in the back meeting room. Please bring your ideas for the community. John will send out an e-mail inviting all the homeowners. It will be no host.
- B. **Board Member Duties/Hiring:** Discussion about board duties and how some of us wear multiple hats. Should we hire people or a company to do some of the work? For example, hire some type of inspector(s) to drive around, maybe 2x a month and check yards/homes for CCR type infractions. A report could be delivered or sent to Marty after each inspection. Shelley has mentioned

bookkeeping backup/help. Tom would like to talk to Sergio about transitioning the pond duties.

Joan would like to let the homeowners know how expensive it will be if we have to pay for these services versus homeowners volunteering to do these as a part of the HOA board. It will raise the dues if we have to pay for these jobs to be done.

Marty agrees and states that money is usually a driver so if they hear that dues will go up we may get new volunteers.

Shelley stated that there are two local management companies who we can get quotes from and then share that information with the homeowners. Joan volunteered to get those quotes.

**Adjournment**

The meeting was adjourned at 7:49pm.

Submitted and signed:   
Antoinette Fite, Secretary

Approved and signed:   
Aaron Beasley, President

Treasurer Report Summary 2024				
<u>Account balances</u>	January	February	March	April
<u>Operations</u>				
Community First Bank - checking	\$ 53,434.14	\$123,732.56	\$136,342.86	
<u>Reserves</u>				
Hapo CU - CD	\$156,591.44	\$156,591.44	\$156,591.44	
Community First Bank - Money Market	\$137,521.77	\$163,271.91	\$176,421.64	
Sub total reserves	\$294,113.21	\$319,863.35	\$333,013.08	\$ -
 Total Bank Accounts	 \$347,547.35	 \$443,595.91	 \$469,355.94	 \$ -
<u>Income and Expense Summary</u>				
Dues Income - Operations	\$ 52,679.84	\$129,839.05	\$162,007.66	
YTD Expenses	\$ 10,908.27	\$ 19,140.99	\$ 38,788.81	
(Over)/Under	\$ 41,771.57	\$110,698.06	\$123,218.85	\$ -
<u>Budget analysis</u>				
Budgeted Expenses 2023	\$193,068.00	\$193,068.00	\$193,068.00	\$193,068.00
Actual Expenses YTD	\$ 10,908.27	\$ 19,140.99	\$ 38,788.81	
Amount (over)/under budget	\$182,159.73	\$173,927.01	\$154,279.19	\$193,068.00
<u>Reserves Collection</u>				
2019 MM Balance & YE Transfers	\$ 72,442.86	\$ 72,442.86	\$ 72,442.86	
2020 Reserves Income	\$ 91,692.58	\$ 91,692.58	\$ 91,692.58	
2021 Reserves Income	\$101,761.36	\$101,761.36	\$101,761.36	
2022 Reserves Income	\$ (93,412.05)	\$ (93,412.05)	\$ (93,412.05)	
2023 Reserves Income	\$ 88,521.18	\$ 88,521.18	\$ 88,521.18	
2024 YTD Reserves Income	\$ 29,795.00	\$ 56,269.00	\$ 69,210.00	
2024 Interest	\$ 49.62	\$ 106.95	\$ 176.87	
2024 Reserves Expense	\$ -	\$ -	\$ -	
YTD Reserves Income	\$261,055.55	\$261,112.88	\$261,182.80	\$ -
<u>Dues Collection statistics:</u>				
Households \$200 or less	79	105	122	
Households over \$200	209	130	84	
Households over \$572	13	13	56	
Households over \$1000 due	10	10	10	
Households with a payment plan	11	12	20	
Notes:				



December

\$ -

\$ -

\$ -

\$ 193,068.00

\$ 193,068.00

\$ -

## Hansen Park Homeowners Association

## Balance Sheet

As of March 31, 2024

	Mar 31, 24	Mar 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Hapo	156,591.44	156,591.44	0.00
Community First Bank	136,342.86	129,451.84	6,891.02
Money Market (Reserve)	176,421.84	89,561.26	86,860.38
<b>Total Checking/Savings</b>	469,355.94	375,604.54	93,751.40
<b>Accounts Receivable</b>			
Accounts Receivable	-263.06	-1,525.02	1,261.96
<b>Total Accounts Receivable</b>	-263.06	-1,525.02	1,261.96
<b>Total Current Assets</b>	469,092.88	374,079.52	95,013.36
<b>Other Assets</b>			
Accumulated Depreciation	-5,489.72	-5,489.72	0.00
<b>Total Other Assets</b>	-5,489.72	-5,489.72	0.00
<b>TOTAL ASSETS</b>	<b>463,603.16</b>	<b>368,589.80</b>	<b>95,013.36</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
Card Service - 3309	585.98	23.50	562.48
Card Services - 3317	89.00	90.00	-1.00
<b>Total Credit Cards</b>	674.98	113.50	561.48
<b>Total Current Liabilities</b>	674.98	113.50	561.48
<b>Total Liabilities</b>	674.98	113.50	561.48
<b>Equity</b>			
Retained Earnings	270,322.46	175,379.95	94,942.51
Net Income	192,605.72	193,096.35	-490.63
<b>Total Equity</b>	462,928.18	368,476.30	94,451.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>463,603.16</b>	<b>368,589.80</b>	<b>95,013.36</b>

**Hansen Park Homeowners Association  
Profit & Loss Budget vs. Actual  
January through March 2024**

	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
HOA Dues Income	161,715.66	193,068.00	-31,352.34	83.8%
Title Co Transfer Fees	292.00			
<b>Total Income</b>	<u>162,007.66</u>	<u>193,068.00</u>	<u>-31,060.34</u>	<u>83.9%</u>
<b>Expense</b>				
Bank Service Charges	10.00	50.00	-40.00	20.0%
Business License & Fees	0.00	50.00	-50.00	0.0%
Dues/Subscriptions	0.00	352.00	-352.00	0.0%
HOA Relations & Promotion				
Events	0.00	3,500.00	-3,500.00	0.0%
Welcome Committe	0.00	250.00	-250.00	0.0%
<b>Total HOA Relations &amp; Promotion</b>	<u>0.00</u>	<u>3,750.00</u>	<u>-3,750.00</u>	<u>0.0%</u>
Infrastructure Repairs	0.00	1,500.00	-1,500.00	0.0%
Landscaping				
Groundskeeper - Contract	23,241.32	116,500.00	-93,258.68	19.9%
Groundskeeper - Add'l	-3,373.36	7,000.00	-10,373.36	-48.2%
Playground Maintenance & Design	0.00	1,500.00	-1,500.00	0.0%
Pond Expense	0.00	4,000.00	-4,000.00	0.0%
Snow Removal	0.00	1,000.00	-1,000.00	0.0%
Trees Maintenance Program	0.00	15,500.00	-15,500.00	0.0%
<b>Total Landscaping</b>	<u>19,867.96</u>	<u>145,500.00</u>	<u>-125,632.04</u>	<u>13.7%</u>
Liability Insurance	0.00	3,700.00	-3,700.00	0.0%
Meeting Expenses	173.81	200.00	-26.19	86.9%
Office Supplies	93.47	566.00	-472.53	16.5%
Postage Expense	350.80	1,000.00	-649.20	35.1%
Printing and Reproduction	442.83	1,000.00	-557.17	44.3%
Professional Fees				
Property Management Fees	0.00	5,000.00	-5,000.00	0.0%
Monthly Bookkeeping Service	1,500.00	7,200.00	-5,700.00	20.8%
Annual Audit	0.00	1,800.00	-1,800.00	0.0%
Yearly Tax Preparation	375.00	400.00	-25.00	93.8%
Reserve Study	75.00	800.00	-725.00	9.4%
Legal Fees	2,870.00	4,000.00	-1,130.00	71.8%
<b>Total Professional Fees</b>	<u>4,820.00</u>	<u>19,200.00</u>	<u>-14,380.00</u>	<u>25.1%</u>
Property Taxes	849.30	1,200.00	-350.70	70.8%
Utilities				
Gas and Electric	603.87	3,000.00	-2,396.13	20.1%
Irrigation Assessments	10,903.67	11,000.00	-96.33	99.1%
<b>Total Utilities</b>	<u>11,507.54</u>	<u>14,000.00</u>	<u>-2,492.46</u>	<u>82.2%</u>
Federal Taxes	80.00	200.00	-120.00	40.0%
Website Maintenance	593.10	800.00	-206.90	74.1%
<b>Total Expense</b>	<u>38,788.81</u>	<u>193,068.00</u>	<u>-154,279.19</u>	<u>20.1%</u>
<b>Net Ordinary Income</b>	<u>123,218.85</u>	<u>0.00</u>	<u>123,218.85</u>	<u>100.0%</u>
<b>Other Income/Expense</b>				
Other Income				
5 Yr Reserve Dues	69,210.00			
MMK Interest Income	176.87			
<b>Total Other Income</b>	<u>69,386.87</u>			
<b>Net Other Income</b>	<u>69,386.87</u>			
<b>Net Income</b>	<u>192,605.72</u>	<u>0.00</u>	<u>192,605.72</u>	<u>100.0%</u>



## Hansen Park Homeowners Association

## Profit &amp; Loss

March 2024

04/01/24

Cash Basis

	Mar 24	Mar 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
HOA Dues Income	32,168.61	30,641.16	1,527.45
Title Co Transfer Fees	0.00	225.00	-225.00
<b>Total Income</b>	<b>32,168.61</b>	<b>30,866.16</b>	<b>1,302.45</b>
<b>Expense</b>			
Bank Service Charges	-10.00	0.00	-10.00
Landscaping			
Groundskeeper - Contract	3,647.06	9,797.13	-6,150.07
Groundskeeper - Add'l	89.00	70.00	19.00
Pond Expense	0.00	1,389.63	-1,389.63
<b>Total Landscaping</b>	<b>3,736.06</b>	<b>11,256.76</b>	<b>-7,520.70</b>
Office Supplies	0.00	26.98	-26.98
Postage Expense	340.00	-15.00	355.00
Printing and Reproduction	215.00	0.00	215.00
Professional Fees			
Monthly Bookkeeping Service	500.00	500.00	0.00
Legal Fees	2,870.00	0.00	2,870.00
<b>Total Professional Fees</b>	<b>3,370.00</b>	<b>500.00</b>	<b>2,870.00</b>
Property Taxes	849.30	0.00	849.30
Utilities			
Gas and Electric	189.71	382.80	-193.09
Irrigation Assessments	10,903.67	0.00	10,903.67
<b>Total Utilities</b>	<b>11,093.38</b>	<b>382.80</b>	<b>10,710.58</b>
Website Maintenance	30.98	23.50	7.48
<b>Total Expense</b>	<b>19,624.72</b>	<b>12,175.04</b>	<b>7,449.68</b>
<b>Net Ordinary Income</b>	<b>12,543.89</b>	<b>18,691.12</b>	<b>-6,147.23</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
5 Yr Reserve Dues	12,941.00	12,380.02	560.98
MMK Interest Income	69.92	23.24	46.68
<b>Total Other Income</b>	<b>13,010.92</b>	<b>12,403.26</b>	<b>607.66</b>
<b>Net Other Income</b>	<b>13,010.92</b>	<b>12,403.26</b>	<b>607.66</b>
<b>Net Income</b>	<b>25,554.81</b>	<b>31,094.38</b>	<b>-5,539.57</b>