

HP HANSEN PARK

Homeowners Association Meeting Minutes

March 12, 2024

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, Tom Hall, Thom Moore, Antoinette Fite, Tracy Dey

III. **Approval of Minutes:**

The 02/13/24 minutes were presented. JL moved to approve as written. SC seconded. The minutes were approved.

IV. **Visitors:**

V. **Consent Agenda:** None

VI. **Committee Reports:**

V.P.: No report.

Secretary: No report.

Treasurer: Full financial reports included in meeting packet. Checking: \$123,732.56. CDs: \$156,591.44. Money Market: \$163,271.91. YTD Dues Income: \$129,839.05. YTD Expenses: \$19,140.99. YTD Reserves Income: \$56,269.00.

Households owing \$200 or less: 105. Households owing over \$200 (still owe dues which were due at end of January): 130. Any of these not on payment plan will have late charges added. Households owing over \$572: 13. Households owing over \$1000: 10 Households on payment plan: 12.

No late charges will be added until the end of the year. Property taxes are ready to be paid (parcel numbers matched up), just need to drop off the check. KID: still need to go through the properties and match up the parcel numbers.

Landscaping: Aaron has asked for the new contract. Not sure yet if his fees have increased. He has submitted an invoice for the fence (damaged by auto company). Joan asked if Aaron ever contacted Chad Haggerty. He has spoken with 3 people and sent them the info they requested, but no response yet.

ACC: Josh has resigned. Aaron asks Marty if residents need approval from the city first before putting up new fences? Marty replied that if it's on the property, it's strictly an HOA approval/review. Marty agreed to take on ACC issues until a new chairperson steps up.

CCR: Would like to get the letter out in April. Initially wanted to send it twice per year but now feels once per year is enough. Group effort required for folding, stuffing, etc. Joan will make sure to get the copying done and then set up a stuffing party. Shelley will order the labels. Joan moved that we approve the CCR letter to the homeowners. Marty seconded. The motion was approved.

Tom has a neighbor who wants to put in a backup generator, and he is wondering if there is a provision in the covenants for that type of thing. Marty replied by reading a portion of the covenant which says it requires an approval by the board (ACC). It's not prohibited.

Pond: KID turns on in mid April, so at the end of March we will start siphoning down the pond water. Will go down about 3 feet. Doing this replenishes the water, freshens it up, keeps away the bad smell. It takes about 2 weeks to siphon. Tom and Marty will do this. Shelley suggests putting up signs on the pond gates notifying people about the siphoning. An email will also be sent. The ducks are active and nesting. Will put up another sign asking people to leash their dogs. The damaged fence is still on Tom's list to repair. He's waiting for warmer temperatures. Will treat the water after it's filled again. Will try an easier method this year that hopefully Sergio can take over doing. Sergio still needs additional certification before he can take it over.

Events: Received a suggestion from an homeowner to try something different for Halloween. Like maybe a gathering at the park or add in a best decorated house competition. Those are good ideas and Tracy will bring more ideas to upcoming meetings.

Welcome: No Report.

Communications: Upcoming changes on the website: 1. Remove Erin from the Committee section; 2. List the ACC position as vacant; 3. Add Lorna to the Welcome committee and remove Kristin.

Security: No report.

VII. Unfinished Business

- A. **MailChimp:** In use since 2022 and has been effective. We have email address for 408 out of 522 homes. We will send a notice to all current subscribers that we're updating profiles in MailChimp and giving them an opportunity to remove or permanently delete their profile. Shelley recommends adding an option for those who want to stay on the mailing list.

Thom reported that MailChimp maintains a certification of security controls, which is proven through an assessment process and is currently valid until mid-2025. They also perform audits often and they are certified by the American Institute of Public Accountants. He verified that Joan has a secure

PC and that she uses multifactor authentication. The info that we collect and store in MailChimp is public record information. It is not considered sensitive or private information. The information is collected in a safe manner and MailChimp proactively utilizes and follows several safety and security protocols. Of course, nothing is 100% safe. He recommends that we add a privacy notice to our website with info regarding MailChimp.

Tom H thinks that the letter might send a negative message to some people. He believes the privacy notice on the website should be enough.

Discussion on whether we just post the privacy notice vs sending the letter. Consensus leans towards posting the privacy notice and sending an annual reminder to homeowners which mentions how efficient MailChimp is (in getting information out to them) and thanking those who participate. There was agreement that this is a positive approach.

- B. Letters from Attorney:** The letter re: the damaged fence needs to be corrected—1. Remove Ken's Auto and add All American Auto; 2. Remove info referring to Ken in the body of the letter. Sidenote: Sergio is having trouble finding the blocks we use to repair the fence. Tom H will call around and find the right blocks.

The Adult Family Home is a done deal, there are no legal means to fight it. The letter re: Adult Family Home: 1. Remove US Mail from the letter. Once the letter is corrected and finalized, it will be emailed and posted to the website with the By-Laws.

- C. Board Vacancies:** Discussion on whether it's time to find a company to manage things for us. That would be a costly option. Shelley suggested getting cost estimates from management companies and sharing that information with the homeowners. That may generate some volunteers. Brett Flippo asked if there was an incentive for homeowners to volunteer as board members? Something like getting their dues waived? Aaron says that is a question he will have to ask the lawyer. Shelley added that she doesn't believe that type of thing is allowed. Our bylaws specifically say that board members cannot receive compensation. Brett then added that it's not compensation, it is considered a token of appreciation. Aaron repeated that he will ask the lawyer.

VIII. New Business

- A. Budget 2025:** There will be a meeting on April 26th at 6:00 PM at the Kennewick Applebees, to discuss next year's budget. It is open to Hansen Park homeowners.
- B. Welcome Committee Letter:** This was approved at last month's meeting.

C. **Bookkeeper:** Shelley spoke with Kira Miller who was interested in a bookkeeping position and let her know that we weren't hiring. She may be interested in volunteering on Shelley's team (Treasurer)

Roundtable

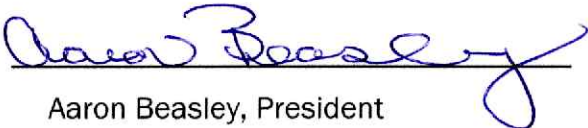
Joan: Sharon Atkins would like to know when the Reserve committee meeting will be? Shelley replied that we are going to do the budget meeting first and then we'll set up a meeting date for the reserve committee, may possibly be two meetings.

Aaron: Building rental or barn raising. Would still like to see us have a building for our storage of supplies, to have as a meeting space and an address for mail. The building at the HP storage location on 4th is empty and for rent at \$300.00 a month. Would the board be willing to spend that amount to rent that space? After a bit of discussion and looking at the floor plan, the consensus was not at this time. His preference would be that we build a building on one of our vacant areas. We could ask homeowners for donations for supplies and manpower to reduce the cost and we would also need to add a fence around the building. After more discussion, the board decided that we do not need a building at this time. Most members prefer meeting on zoom versus in person.

Adjournment

Marty moved, Joan seconded and the meeting was adjourned at 8:57pm.

Submitted and signed: 
Antoinette Fite, Secretary

Approved and signed: 
Aaron Beasley, President

11:18 AM
 03/05/24
 Cash Basis

Hansen Park Homeowners Association
Balance Sheet
 As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Hapo	156,591.44	106,591.44	50,000.00
Community First Bank	123,732.56	110,410.72	13,321.84
Money Market (Reserve)	163,271.91	126,838.00	36,433.91
Total Checking/Savings	443,595.91	343,840.16	99,755.75
Accounts Receivable			
Accounts Receivable	-589.74	-855.02	265.28
Total Accounts Receivable	-589.74	-855.02	265.28
Total Current Assets	443,006.17	342,985.14	100,021.03
Other Assets			
Accumulated Depreciation	-5,489.72	-5,489.72	0.00
Total Other Assets	-5,489.72	-5,489.72	0.00
TOTAL ASSETS	437,516.45	337,495.42	100,021.03
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
Card Service - 3309	30.98	23.50	7.48
Card Services - 3317	89.00	90.00	-1.00
Total Credit Cards	119.98	113.50	6.48
Total Current Liabilities	119.98	113.50	6.48
Total Liabilities	119.98	113.50	6.48
Equity			
Retained Earnings	270,322.46	175,379.95	94,942.51
Net Income	167,074.01	162,001.97	5,072.04
Total Equity	437,396.47	337,381.92	100,014.55
TOTAL LIABILITIES & EQUITY	437,516.45	337,495.42	100,021.03

11:24 AM
 03/05/24
 Cash Basis

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

	Jan - Feb 24	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
HOA Dues Income	129,547.05	193,068.00	-63,520.95	67.1%
Title Co Transfer Fees	292.00			
Total Income	129,839.05	193,068.00	-63,228.95	67.3%
Expense				
Bank Service Charges	20.00	50.00	-30.00	40.0%
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%
Total HOA Relations & Promotion	0.00	3,750.00	-3,750.00	0.0%
Infrastructure Repairs	0.00	1,500.00	-1,500.00	0.0%
Landscaping				
Groundskeeper - Contract	19,594.26	116,500.00	-96,905.74	16.8%
Groundskeeper - Add'l	-3,462.36	7,000.00	-10,462.36	-49.5%
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%
Total Landscaping	16,131.90	145,500.00	-129,368.10	11.1%
Liability Insurance	0.00	3,700.00	-3,700.00	0.0%
Meeting Expenses	173.81	200.00	-26.19	86.9%
Office Supplies	79.34	566.00	-486.66	14.0%
Postage Expense	1.83	1,000.00	-998.17	0.2%
Printing and Reproduction	227.83	1,000.00	-772.17	22.8%
Professional Fees				
Property Management Fees	0.00	5,000.00	-5,000.00	0.0%
Monthly Bookkeeping Service	1,000.00	7,200.00	-6,200.00	13.9%
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	0.00	4,000.00	-4,000.00	0.0%
Total Professional Fees	1,450.00	19,200.00	-17,750.00	7.6%
Property Taxes	0.00	1,200.00	-1,200.00	0.0%
Utilities				
Gas and Electric	414.16	3,000.00	-2,585.84	13.8%
Irrigation Assessments	0.00	11,000.00	-11,000.00	0.0%
Total Utilities	414.16	14,000.00	-13,585.84	3.0%
Federal Taxes	80.00	200.00	-120.00	40.0%
Website Maintenance	562.12	800.00	-237.88	70.3%
Total Expense	19,140.99	193,068.00	-173,927.01	9.9%
Net Ordinary Income	110,698.06	0.00	110,698.06	100.0%
Other Income/Expense				
Other Income				
5 Yr Reserve Dues	56,289.00			
MMK Interest Income	108.95			
Total Other Income	56,375.95			
Net Other Income	56,375.95			
Net Income	167,074.01	0.00	167,074.01	100.0%

11:23 AM
 03/05/24
 Cash Basis

Hansen Park Homeowners Association
Profit & Loss
February 2024

	Feb 24	Feb 23	\$ Change
Ordinary Income/Expense			
Income			
HOA Dues Income	76,856.21	53,867.54	22,988.67
Title Co Transfer Fees	150.00	75.00	75.00
Total Income	<u>77,006.21</u>	<u>53,942.54</u>	<u>23,063.67</u>
Expense			
Bank Service Charges	10.00	0.00	10.00
Business License & Fees	0.00	20.00	-20.00
Landscaping			
Groundskeeper - Contract	9,797.13	10,581.26	-784.13
Groundskeeper - Add'l	-3,551.36	70.00	-3,621.36
Pond Expense	0.00	211.75	-211.75
Total Landscaping	<u>6,245.77</u>	<u>10,863.01</u>	<u>-4,617.24</u>
Postage Expense	0.00	-1.05	1.05
Professional Fees			
Monthly Bookkeeping Service	500.00	500.00	0.00
Yearly Tax Preparation	375.00	0.00	375.00
Reserve Study	75.00	0.00	75.00
Total Professional Fees	<u>950.00</u>	<u>500.00</u>	<u>450.00</u>
Utilities			
Gas and Electric	414.16	6.39	407.77
Total Utilities	<u>414.16</u>	<u>6.39</u>	<u>407.77</u>
Federal Taxes	80.00	0.00	80.00
Website Maintenance	30.98	23.50	7.48
Total Expense	<u>7,730.91</u>	<u>11,411.85</u>	<u>-3,680.94</u>
Net Ordinary Income	<u>69,275.30</u>	<u>42,530.69</u>	<u>26,744.61</u>
Other Income/Expense			
Other Income			
5 Yr Reserve Dues	26,474.00	20,229.00	6,245.00
MMK Interest Income	57.33	34.00	23.33
Total Other Income	<u>26,531.33</u>	<u>20,263.00</u>	<u>6,268.33</u>
Net Other Income	<u>26,531.33</u>	<u>20,263.00</u>	<u>6,268.33</u>
Net Income	<u><u>95,806.63</u></u>	<u><u>62,793.69</u></u>	<u><u>33,012.94</u></u>

Treasurer Report Summary
2024

<u>Account balances</u>	January	February	March	April	May	June	July	August	September	October	November	December
<u>Operations</u>												
Community First Bank - checking	\$ 53,434.14	\$ 123,732.56										
<u>Reserves</u>												
Hapo CU - CD	\$ 156,591.44	\$ 156,591.44										
Community First Bank - Money Market	\$ 137,521.77	\$ 163,271.91										
Sub total reserves	\$ 294,113.21	\$ 319,863.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Bank Accounts	\$ 347,547.35	\$ 443,595.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Income and Expense Summary

Dues Income - Operations	\$ 52,679.84	\$ 129,839.05										
YTD Expenses	\$ 10,908.27	\$ 19,140.99										
(Over)/Under	\$ 41,771.57	\$ 110,698.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget analysis

Budgeted Expenses 2023	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00
Actual Expenses YTD	\$ 10,908.27	\$ 19,140.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amount (over)/under budget	\$ 182,159.73	\$ 173,927.01	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00	\$ 193,068.00

Reserves Collection

2019 MM Balance & YE Transfers	\$ 72,442.86	\$ 72,442.86										
2020 Reserves Income	\$ 91,692.58	\$ 91,692.58										
2021 Reserves Income	\$ 101,761.36	\$ 101,761.36										
2022 Reserves Income	\$ (93,412.05)	\$ (93,412.05)										
2023 Reserves Income	\$ 88,521.18	\$ 88,521.18										
2024 YTD Reserves Income	\$ 29,795.00	\$ 56,269.00										
2024 Interest	\$ 49.62	\$ 106.95										
2024 Reserves Expense	\$ -	\$ -										
YTD Reserves Income	\$ 261,055.55	\$ 261,112.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Dues Collection statistics:

Households \$200 or less	79	105
Households over \$200	209	130
Households over \$572	13	13
Households over \$1000 due	10	10
Households with a payment plan	11	12

Notes: