

AUTUMN MEADOWS H.O.A. ANNUAL MEETING MINUTES

Meeting: Autumn Meadows HOA

Date: May 10, 2023

Location: Zoom Meetug

Calling Roll/ Certify Proxies - 6:12 p.m.
Quorum established per ORS 6:12 p.m. via Zoom.

AGENDA:

- Call roll & certifying proxies - Called to Order 6:02 p.m. Did not have 25% quorum.
 - Adjourned at 6:02 pm.
- Call roll & certified proxies Called to Order at 6:12 p.m. Met 20% quorum per ORS 94.655. 34 by proxy and in-person / 9 in person and 25 by proxy
- **Proof of Notice of Meeting** Mailed 4/12/23
- **Introduction of Board Members** Marvin Wright, Robert Ray Jr. & Wayne Yoshimura.
- **Homeowners:** Joshua Lee, Jeanie Amarripa, Ron Dobias, Ryan Hanson, Sayak Gupta, Tyler Vanderanden, Tetyana Levchuk, and Sumit Sharma.
- **2022 Minutes- Approved-** Marvin- Moved Jeannie-Second, All Approved
- Reports of Officers
 - **Financial Report** Darcie Report of the April Financials Financials attached to these minutes.
- **Election of Directors** There are two openings on the board. Shelia Lowell term expires and then there is one open position. There is still one open position.
 - Nomination Shelia Lowell Marvin-Moved Rob- Second All Approved
- **Open Forum:** There was discussion to put up another dog bag station near 176th and Lawton.
- **Adjournment:** 6:46 p.m.

Balance Sheet

Properties: AUT - Autumn Meadows Homeowners Association - XX Beaverton, OR 97006

As of: 04/30/2023

Accounting Basis: Cash

GL Account Map: CAM Dept

Level of Detail: Detail View

Include Zero Balance GL Accounts: o

Account Number	Account Name	Balance
ASSETS		
Cash		
Operating Cash		
1001	Operating Account	67,066.69
Total Operating Cash		67,066.69
ASSOCIATION RESERVES		
100006	PPB - AUT <input type="checkbox"/> RESERVE - 1.60%	44,873.82
Total ASSOCIATION RESERVES		44,873.82
Total Cash		111,940.51
TOTAL ASSETS		111,940.51
LIABILITIES <input type="checkbox"/> CAPITAL		
Liabilities		
2900	Pre-paid Assessments	1,148.36
Total Liabilities		1,148.36
Capital		
3000	Retained Earnings	-4,280.58
Reserve Allocations		
380000	General Reserves	44,873.82
Total Reserve Allocations		44,873.82
Calculated Retained Earnings		45,773.72
Calculated Prior <input type="checkbox"/> Years Retained Earnings		24,425.19
Total Capital		110,792.15
TOTAL LIABILITIES & CAPITAL		111,940.51

Budget - Comparative w/ GL

Properties: AUT - Autumn Meadows Homeowners Association - XX Beaverton, OR 97006

Period Range: Apr 2023 to Apr 2023

Comparison Period Range: Jan 2023 to Apr 2023

Additional Account Types: Asset, Cash, Liability, Capital

Accounting Basis: Cash

GL Account Map: CAM Dept

Level of Detail: Detail View

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Income									
Association Income									
Association Dues	411000	2,210.00	0.00	2,210.00	0.00%	83,862.75	86,580.00	-2,717.25	-3.14%
Owner Late Fees	413500	162.00	125.00	37.00	29.60%	391.50	500.00	-108.50	-21.70%
Delinquency Interest	414000	19.13	2.08	17.05	819.71%	49.20	8.36	40.84	488.52%
<input type="checkbox"/> OA Violations	415000	300.00	500.00	-200.00	-40.00%	2,635.00	2,000.00	635.00	31.75%
Legal Reimbursement	420500	0.00	41.67	-41.67	-100.00%	0.00	166.64	-166.64	-100.00%
Total Association Income	400100	2,691.13	668.75	2,022.38	302.41%	86,938.45	89,255.00	-2,316.55	-2.60%
Total Budgeted Operating Income		2,691.13	668.75	2,022.38	302.41%	86,938.45	89,255.00	-2,316.55	-2.60%
Expense									
Operating Expenses									
Administrative									
Management Fees	510000	3,089.57	3,089.57	0.00	0.00%	12,358.28	12,358.28	0.00	0.00%
Insurance	515000	0.00	0.00	0.00	0.00%	5,000.00	5,000.00	0.00	0.00%
Legal Services	516000	2,454.94	333.34	-2,121.60	-636.47%	8,063.28	1,333.36	-6,729.92	-504.73%
License/Permits/Taxes	517000	0.00	0.00	0.00	0.00%	0.00	50.00	50.00	100.00%
Audit/Tax Prep	517500	0.00	0.00	0.00	0.00%	250.00	250.00	0.00	0.00%
Financial Review	518000	0.00	0.00	0.00	0.00%	0.00	1,250.00	1,250.00	100.00%
Bank Charges	518500	34.00	34.00	0.00	0.00%	136.00	136.00	0.00	0.00%
Storage Fees	518600	4.00	4.00	0.00	0.00%	16.00	16.00	0.00	0.00%
Late Fee/Interest Payout	518700	0.00	300.00	300.00	100.00%	0.00	700.00	700.00	100.00%
Printing/Copying/Postage	520500	130.00	130.00	0.00	0.00%	520.00	520.00	0.00	0.00%
Website Expenses	523500	0.00	0.00	0.00	0.00%	199.98	0.00	-199.98	0.00%

Budget - Comparative w/ GL

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Administrative - Misc	524000	245.00	833.34	588.34	70.60%	1,505.00	3,333.36	1,828.36	54.85%
Total Administrative	810000	5,957.51	4,724.25	-1,233.26	-26.10%	28,048.54	24,947.00	-3,101.54	-12.43%
Utilities									
Water & Sewer	530500	0.00	200.00	200.00	100.00%	143.91	200.00	56.09	28.05%
Electricity	531000	118.05	133.34	15.29	11.47%	500.28	533.36	33.08	6.20%
Total Utilities	820000	118.05	333.34	215.29	64.59%	644.19	733.36	89.17	12.16%
Maintenance									
Common Area Maintenance	561500	0.00	125.00	125.00	100.00%	270.00	500.00	230.00	46.00%
Landscape - Contract	570000	822.00	740.00	-82.00	-11.08%	4,272.00	2,873.00	-1,399.00	-48.69%
Landscape - Trees & Shrubs	571500	0.00	400.00	400.00	100.00%	0.00	1,600.00	1,600.00	100.00%
Landscape - Backflow Testing	572500	0.00	80.00	80.00	100.00%	80.00	80.00	0.00	0.00%
Total Maintenance	830000	822.00	1,345.00	523.00	38.88%	4,622.00	5,053.00	431.00	8.53%
Total Operating Expenses	800000	6,897.56	6,402.59	-494.97	-7.73%	33,314.73	30,733.36	-2,581.37	-8.40%
Reserve Transfers									
Allocation to Reserves	580000	0.00	0.00	0.00	0.00%	7,850.00	7,850.00	0.00	0.00%
Total Reserve Transfers	840000	0.00	0.00	0.00	0.00%	7,850.00	7,850.00	0.00	0.00%
Total Budgeted Operating Expense		6,897.56	6,402.59	-494.97	-7.73%	41,164.73	38,583.36	-2,581.37	-6.69%
Total Budgeted Operating Income		2,691.13	668.75	2,022.38	302.41%	86,938.45	89,255.00	-2,316.55	-2.60%
Total Budgeted Operating Expense		6,897.56	6,402.59	-494.97	-7.73%	41,164.73	38,583.36	-2,581.37	-6.69%
NOI - Net Operating Income		-4,206.43	-5,733.84	1,527.41	26.64%	45,773.72	50,671.64	-4,897.92	-9.67%
Other Income									
Other Interest Income									
Interest Income	610000	0.00	0.00	0.00	0.00%	163.87	0.00	163.87	0.00%
Transfer to General Rsvs	611000	0.00	0.00	0.00	0.00%	-163.87	0.00	-163.87	0.00%

Budget - Comparative w/ GL

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Total Other Interest Income	609900	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Other Income		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Net Other Income		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Income		2,691.13	668.75	2,022.38	302.41%	86,938.45	89,255.00	-2,316.55	-2.60%
Total Budgeted Expense		6,897.56	6,402.59	-494.97	-7.73%	41,164.73	38,583.36	-2,581.37	-6.69%
Net Income		-4,206.43	-5,733.84	1,527.41	26.64%	45,773.72	50,671.64	-4,897.92	-9.67%
Cash									
Operating Cash									
Operating Account	1001	-4,742.93	0.00	4,742.93	0.00%	39,687.42	0.00	-39,687.42	0.00%
Total Operating Cash	10000	-4,742.93	0.00	4,742.93	0.00%	39,687.42	0.00	-39,687.42	0.00%
ASSOCIATION RESERVES									
PPB - AUT RESERVE - 1.60%	100006	0.00	0.00	0.00	0.00%	8,062.28	0.00	-8,062.28	0.00%
Old Reserve Account	100311	0.00	0.00	0.00	0.00%	-48.41	0.00	48.41	0.00%
Total ASSOCIATION RESERVES	100000.1	0.00	0.00	0.00	0.00%	8,013.87	0.00	-8,013.87	0.00%
Total Budgeted Cash		-4,742.93	0.00	4,742.93	0.00%	47,701.29	0.00	-47,701.29	0.00%
Liability									
Pre-paid Assessments	2900	-506.50	0.00	-506.50	0.00%	-6,056.30	0.00	-6,056.30	0.00%
Suspense/Clearing Account	2999	-30.00	0.00	-30.00	0.00%	-30.00	0.00	-30.00	0.00%
Total Budgeted Liability		-536.50	0.00	-536.50	0.00%	-6,086.30	0.00	-6,086.30	0.00%
Capital									
Reserve Allocations									
General Reserves	380000	0.00	0.00	0.00	0.00%	8,013.87	0.00	8,013.87	0.00%
Total Reserve Allocations	320000	0.00	0.00	0.00	0.00%	8,013.87	0.00	8,013.87	0.00%

Budget - Comparative w/ GL

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Total Budgeted Capital		0.00	0.00	0.00	0.00%	8,013.87	0.00	8,013.87	0.00%

Balance Sheet

Properties: AUTT - Autumn Meadows Townhomes - XX Beaverton, OR 97006

As of: 04/30/2023

Accounting Basis: Cash

GL Account Map: CAM Dept

Level of Detail: Detail View

Include Zero Balance GL Accounts: o

Account Number	Account Name	Balance
ASSETS		
Cash		
Operating Cash		
1001	Operating Account	35,081.30
Total Operating Cash		35,081.30
Operating Cash		
1030	Old LCB Operating Account	309.00
Total Operating Cash		309.00
ASSOCIATION RESERVES		
100010	RCB - AUTT RESERVE	246,414.77
100011	PPB - AUTT RESERVE - 1.60%	181,896.61
100020	RCB - AUTT Serial Assessment Account	23,818.75
100050	RCB - AUTT ICS	201,376.50
Total ASSOCIATION RESERVES		653,506.63
Total Cash		688,896.93
TOTAL ASSETS		688,896.93
LIABILITIES & CAPITAL		
Liabilities		
Long Term Liabilities		
201100	Riverview Community Bank Loan	332,843.03
Total Long Term Liabilities		332,843.03
2900	Pre-paid Assessments	8,248.48
Total Liabilities		341,091.51
Capital		
3000	Retained Earnings	22,882.53
Reserve Allocations		
380000	General Reserves	629,687.88
389500	Construction Project	-309,024.28
Total Reserve Allocations		320,663.60
Calculated Retained Earnings		-2,897.01
Calculated Prior Years Retained Earnings		7,156.30
Total Capital		347,805.42
TOTAL LIABILITIES & CAPITAL		688,896.93

Budget - Comparative w/ GL

Properties: AUTT - Autumn Meadows Townhomes - XX Beaverton, OR 97006

Period Range: Apr 2023 to Apr 2023

Comparison Period Range: Jan 2023 to Apr 2023

Additional Account Types: Asset, Cash, Liability, Capital

Accounting Basis: Cash

GL Account Map: CAM Dept

Level of Detail: Detail View

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Income									
Association Income									
Association Dues	411000	21,191.00	21,012.00	179.00	0.85%	87,241.71	84,048.00	3,193.71	3.80%
Owner Late Fees	413500	130.05	33.33	96.72	290.19%	914.85	133.36	781.49	586.00%
Delinquency Interest	414000	8.04	16.67	-8.63	-51.77%	796.11	66.64	729.47	1,094.64%
Parking Permits	416500	40.00	80.00	-40.00	-50.00%	320.00	320.00	0.00	0.00%
Legal Reimbursement	420500	0.00	0.00	0.00	0.00%	255.00	0.00	255.00	0.00%
Owner Serial Asmt Processing Fees	421600	13.00	0.00	13.00	0.00%	13.00	0.00	13.00	0.00%
Total Association Income	400100	21,382.09	21,142.00	240.09	1.14%	89,540.67	84,568.00	4,972.67	5.88%
Total Budgeted Operating Income		21,382.09	21,142.00	240.09	1.14%	89,540.67	84,568.00	4,972.67	5.88%
Expense									
Operating Expenses									
Administrative									
Management Fees	510000	1,726.46	1,726.50	0.04	0.00%	6,905.84	6,906.00	0.16	0.00%
Insurance	515000	2,166.68	2,200.00	33.32	1.51%	35,908.32	33,600.00	-2,308.32	-6.87%
Legal Services	516000	0.00	166.67	166.67	100.00%	0.00	666.64	666.64	100.00%
Bank Charges	518500	64.00	34.00	-30.00	-88.24%	256.00	136.00	-120.00	-88.24%
Storage Fees	518600	12.00	12.00	0.00	0.00%	48.00	48.00	0.00	0.00%
Late Fee/Interest Payout	518700	0.00	41.67	41.67	100.00%	0.00	166.64	166.64	100.00%
Printing/Copying/Postage	520500	36.00	36.00	0.00	0.00%	144.00	144.00	0.00	0.00%
Total Administrative	810000	4,005.14	4,216.84	211.70	5.02%	43,262.16	41,667.28	-1,594.88	-3.83%
Utilities									
Water & Sewer	530500	0.00	50.00	50.00	100.00%	0.00	100.00	100.00	100.00%

Budget - Comparative w/ GL

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Electricity	531000	54.55	53.17	-1.38	-2.60%	206.85	215.64	8.79	4.08%
Total Utilities	820000	54.55	103.17	48.62	47.13%	206.85	315.64	108.79	34.47%
Maintenance									
Building Maintenance	561000	0.00	583.34	583.34	100.00%	120.00	2,333.36	2,213.36	94.86%
Common Area Maintenance	561500	0.00	208.33	208.33	100.00%	489.51	833.36	343.85	41.26%
Roof/Gutter Cleaning	562500	200.00	0.00	-200.00	0.00%	200.00	0.00	-200.00	0.00%
Landscape - Contract	570000	1,917.00	2,066.67	149.67	7.24%	6,660.00	8,266.68	1,606.68	19.44%
Landscape - Extras & Supplies	570500	0.00	330.00	330.00	100.00%	0.00	1,360.00	1,360.00	100.00%
Landscape - Trees & Shrubs	571500	0.00	416.67	416.67	100.00%	0.00	1,666.64	1,666.64	100.00%
Landscape - Irrigation Repair	572000	0.00	0.00	0.00	0.00%	2,755.16	0.00	-2,755.16	0.00%
Landscape - Backflow Testing	572500	0.00	140.00	140.00	100.00%	120.00	140.00	20.00	14.29%
Total Maintenance	830000	2,117.00	3,745.01	1,628.01	43.47%	10,344.67	14,600.04	4,255.37	29.15%
Total Operating Expenses	800000	6,176.69	8,065.02	1,888.33	23.41%	53,813.68	56,582.96	2,769.28	4.89%
Reserve Transfers									
Allocation to Reserves	580000	9,656.00	9,656.00	0.00	0.00%	38,624.00	38,624.00	0.00	0.00%
Total Reserve Transfers	840000	9,656.00	9,656.00	0.00	0.00%	38,624.00	38,624.00	0.00	0.00%
Capital Expenditures									
Capital Expenditure Reimbursement	590000	-1,061.33	0.00	1,061.33	0.00%	-4,199.02	0.00	4,199.02	0.00%
Construction Loan Interest	591200	1,061.33	0.00	-1,061.33	0.00%	4,199.02	0.00	-4,199.02	0.00%
Total Capital Expenditures	850000	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Operating Expense		15,832.69	17,721.02	1,888.33	10.66%	92,437.68	95,206.96	2,769.28	2.91%
Total Budgeted Operating Income		21,382.09	21,142.00	240.09	1.14%	89,540.67	84,568.00	4,972.67	5.88%

Budget - Comparative w/ GL

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Total Budgeted Operating Expense		15,832.69	17,721.02	1,888.33	10.66%	92,437.68	95,206.96	2,769.28	2.91%
NOI - Net Operating Income		5,549.40	3,420.98	2,128.42	62.22%	-2,897.01	-10,638.96	7,741.95	72.77%
Other Income									
Other Interest Income									
Interest Income	610000	238.89	0.00	238.89	0.00%	1,121.06	0.00	1,121.06	0.00%
Transfer to General Rsvs	611000	-238.89	0.00	-238.89	0.00%	-1,121.06	0.00	-1,121.06	0.00%
Total Other Interest Income	609900	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Assessment Activity									
Serial Assessment	615100	5,408.00	0.00	5,408.00	0.00%	22,465.80	0.00	22,465.80	0.00%
Serial Assessment Transfer	619900	-5,408.00	0.00	-5,408.00	0.00%	-22,465.80	0.00	-22,465.80	0.00%
Total Assessment Activity	615000	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Other Income		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Net Other Income		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Income		21,382.09	21,142.00	240.09	1.14%	89,540.67	84,568.00	4,972.67	5.88%
Total Budgeted Expense		15,832.69	17,721.02	1,888.33	10.66%	92,437.68	95,206.96	2,769.28	2.91%
Net Income		5,549.40	3,420.98	2,128.42	62.22%	-2,897.01	-10,638.96	7,741.95	72.77%
Cash									
Operating Cash									
Operating Account	1001	6,888.40	0.00	-6,888.40	0.00%	323.47	0.00	-323.47	0.00%
Total Operating Cash	10000	6,888.40	0.00	-6,888.40	0.00%	323.47	0.00	-323.47	0.00%
Operating Cash									
Old LCB Operating Account	1030	0.00	0.00	0.00	0.00%	309.00	0.00	-309.00	0.00%
Total Operating Cash	10000.01	0.00	0.00	0.00	0.00%	309.00	0.00	-309.00	0.00%

Budget - Comparative w/ GL

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
ASSOCIATION RESERVES									
RCB - AUTT RESERVE	100010	9,656.00	0.00	-9,656.00	0.00%	-46,339.15	0.00	46,339.15	0.00%
PPB - AUTT RESERVE - 1.60%	100011	238.89	0.00	-238.89	0.00%	1,214.84	0.00	-1,214.84	0.00%
RCB - AUTT Serial Assessment Account	100020	1,356.96	0.00	-1,356.96	0.00%	6,261.64	0.00	-6,261.64	0.00%
RCB - AUTT ICS	100050	0.00	0.00	0.00	0.00%	85,106.96	0.00	-85,106.96	0.00%
Old Reserve Account	100311	0.00	0.00	0.00	0.00%	-237.59	0.00	237.59	0.00%
Total ASSOCIATION RESERVES	100000.1	11,251.85	0.00	-11,251.85	0.00%	46,006.70	0.00	-46,006.70	0.00%
Total Budgeted Cash		18,140.25	0.00	-18,140.25	0.00%	46,639.17	0.00	-46,639.17	0.00%
Liability									
Long Term Liabilities									
Riverview Community Bank Loan	201100	-2,989.71	0.00	-2,989.71	0.00%	-12,005.14	0.00	-12,005.14	0.00%
Total Long Term Liabilities	200800	-2,989.71	0.00	-2,989.71	0.00%	-12,005.14	0.00	-12,005.14	0.00%
Pre-paid Assessments	2900	1,339.00	0.00	1,339.00	0.00%	3,529.48	0.00	3,529.48	0.00%
Total Budgeted Liability		-1,650.71	0.00	-1,650.71	0.00%	-8,475.66	0.00	-8,475.66	0.00%
Capital									
Reserve Allocations									
General Reserves	380000	9,894.89	0.00	9,894.89	0.00%	39,745.06	0.00	39,745.06	0.00%
Construction Project	389500	4,346.67	0.00	4,346.67	0.00%	18,266.78	0.00	18,266.78	0.00%
Total Reserve Allocations	320000	14,241.56	0.00	14,241.56	0.00%	58,011.84	0.00	58,011.84	0.00%
Total Budgeted Capital		14,241.56	0.00	14,241.56	0.00%	58,011.84	0.00	58,011.84	0.00%