

AUTUMN MEADOWS
BOARD OF DIRECTORS MEETING MINUTES

Meeting: Autumn Meadows HOA Board of Directors

Date: May 8, 2025

Time: 6:03 pm

Location: Online Via Zoom

1) Establish a quorum. Marvin Wright, Shan Fleig, Lois Ramsey, and Irma Hall. Shelia Lowell was absent.

2) Approve the 3-11-2025 Minutes. Lois- Motion approved, Marvin-Second All approved.

3) Financials - Darcie went over the March 2025 financials attached to these minutes.

4) Old Business

a) Standardized Parking Strip Medium- Shane will work on the landscaping standard for the single-family homes and present the plan to the Board.

b) Townhome Exterior Lighting – A proposal to replace and install the exterior lighting on the front and back of the townhomes from Pacific Lamp was presented for \$12,908.11. Shane made a motion to approve the proposal from Pacific Lamp and Marvin second the motion and the motion passed.

c) Townhome Exterior Paint Project-

i) New Exterior Paint Colors – The Board reviewed the new paint colors the color specialist recommended for the townhomes. Marvin made a motion to approve the new exterior paint colors, and the owners would have an option to choose their front door color from three color options.

Two Story Exterior Colors: Acacia Haze, SW9132, Slate Tile, SW7624, Unusual Gray, SW7059, Homburg Gray, SW7622 / **Trim:** Drift of Mist, SW9166

Three Story Exterior Colors: Earl Grey, SW7660, Attitude Gray, SW7060, Dovetail, SW7018, Gibraltar, SW6257 / **Trim:** Drift of Mist, SW9166 / **Shakes:** Mindful Gray, SW7016

ii) Front Door Paint Colors: Drizzle, SW6479 / Chrysanthemum, SW6347 / Cucuzza Verde, SW9038

5) Open Forum: Carrie Cubberley suggested the satellite dishes that were not being used any longer to be removed prior to the paint project.

6) Adjournment: 7:01pm

Balance Sheet Comparative for Operating Report

Properties: AUTH - Autumn Meadows Homeowners Association - Beaverton OR Beaverton, OR 97006

As of: 03/31/2025

Compare To: Previous Month

Accounting Basis: Cash

GL Account Map: CAM DEPT

Level of Detail: Detail View

Account Name	Balance as of 03/31/2025	Balance as of 02/28/2025	Month Over Month \$ Var.	Month Over Month % Var.
ASSETS				
Cash				
Operating Cash				
Operating Account	96,181.76	91,678.87	4,502.89	4.91
Total Operating Cash	96,181.76	91,678.87	4,502.89	4.91
ASSOCIATION RESERVE				
PPB - AUTH RESERVE - 1.60%	77,922.66	77,922.66	0.00	0.00
Total ASSOCIATION RESERVE	77,922.66	77,922.66	0.00	0.00
Total Cash	174,104.42	169,601.53	4,502.89	2.65
TOTAL ASSETS	174,104.42	169,601.53	4,502.89	2.65
LIABILITIES & CAPITAL				
Liabilities				
Pre-paid Assessments	1,177.74	708.34	469.40	66.27
Total Liabilities	1,177.74	708.34	469.40	66.27
Capital				
Reserve Allocations				
General Reserves	77,922.66	77,922.66	0.00	0.00
Total Reserve Allocations	77,922.66	77,922.66	0.00	0.00
Retained Earnings	-4,280.58	-4,280.58	0.00	0.00
Calculated Retained Earnings	83,560.72	79,527.23	4,033.49	5.07
Calculated Prior Years Retained Earnings	15,723.88	15,723.88	0.00	0.00
Total Capital	172,926.68	168,893.19	4,033.49	2.39
TOTAL LIABILITIES & CAPITAL	174,104.42	169,601.53	4,502.89	2.65

Budget Comparison for Operating Reports

Properties: AUTH - Autumn Meadows Homeowners Association - Beaverton OR Beaverton, OR 97006

As of: Mar 2025

Additional Account Types: None

Accounting Basis: Cash

GL Account Map: CAM DEPT

Level of Detail: Detail View

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Income										
400100	Association Income									
411000	Association Dues	5,476.00	0.00	5,476.00	–	119,860.00	124,880.00	-5,020.00	-4.02%	124,880.00
413500	Owner Late Fees	0.00	125.00	-125.00	-100.00%	74.00	375.00	-301.00	-80.27%	1,500.00
414000	Delinquency Interest	64.47	2.08	62.39	2999.52%	391.86	6.28	385.58	6139.81%	25.00
414500	NSF Fees	-35.00	0.00	-35.00	–	-35.00	0.00	-35.00	–	0.00
415000	HOA Violations	1,830.50	666.67	1,163.83	174.57%	5,253.39	2,000.01	3,253.38	162.67%	8,000.00
420500	Legal Reimbursement	0.00	416.67	-416.67	-100.00%	3,469.22	1,250.01	2,219.21	177.54%	5,000.00
	Total Association Income	7,335.97	1,210.42	6,125.55	506.07%	129,013.47	128,511.30	502.17	0.39%	139,405.00
	Total Operating Income	7,335.97	1,210.42	6,125.55	506.07%	129,013.47	128,511.30	502.17	0.39%	139,405.00
Expense										
800000	Operating Expenses									
810000	Administrative									
510000	Management Fees	3,357.58	3,357.58	0.00	0.00%	10,072.74	10,072.74	0.00	0.00%	40,290.96
515000	Insurance	-5,000.00	0.00	5,000.00	–	5,000.00	5,000.00	0.00	0.00%	5,000.00
516000	Legal Services	401.04	1,250.00	848.96	67.92%	-424.99	3,750.00	4,174.99	111.33%	15,000.00
517000	License/Permits/Taxes	3,404.00	0.00	-3,404.00	–	3,404.00	50.00	-3,354.00	-6708.00%	80.00
517400	Fines/Penalties	-100.00	0.00	100.00	–	-100.00	0.00	100.00	–	0.00
517500	Audit/Tax Prep	0.00	0.00	0.00	0.00%	0.00	250.00	250.00	100.00%	250.00
518000	Financial Review	0.00	1,350.00	1,350.00	100.00%	0.00	1,350.00	1,350.00	100.00%	1,350.00
518500	Bank Charges	34.00	34.00	0.00	0.00%	102.00	102.00	0.00	0.00%	408.00
518600	Storage Fees	4.00	4.00	0.00	0.00%	12.00	12.00	0.00	0.00%	48.00
520500	Printing/Copying/Postage	130.00	130.00	0.00	0.00%	390.00	390.00	0.00	0.00%	1,560.00
523500	Website Expenses	0.00	0.00	0.00	0.00%	199.98	0.00	-199.98	–	400.00
524000	Administrative - Misc	0.00	1,500.00	1,500.00	100.00%	1,855.00	4,500.00	2,645.00	58.78%	18,000.00
525600	Reserve Study Update	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	2,054.00
	Total Administrative	2,230.62	7,625.58	5,394.96	70.75%	20,510.73	25,476.74	4,966.01	19.49%	84,440.96

Budget Comparison for Operating Reports

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
820000	Utilities									
530500	Water & Sewer	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	4,500.00
531000	Electricity	165.86	137.50	-28.36	-20.63%	517.02	412.50	-104.52	-25.34%	1,650.00
	Total Utilities	165.86	137.50	-28.36	-20.63%	517.02	412.50	-104.52	-25.34%	6,150.00
830000	Maintenance									
561500	Common Area Maintenance	0.00	250.00	250.00	100.00%	245.00	750.00	505.00	67.33%	3,000.00
570000	Landscape - Contract	906.00	906.00	0.00	0.00%	2,718.00	2,718.00	0.00	0.00%	10,872.00
570500	Landscape - Extras & Supplies	0.00	0.00	0.00	0.00%	0.00	200.00	200.00	100.00%	3,000.00
571500	Landscape - Trees & Shrubs	0.00	583.34	583.34	100.00%	0.00	1,750.02	1,750.02	100.00%	7,000.00
572000	Landscape - Irrigation Repair	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	3,500.00
572500	Landscape - Backflow Testing	0.00	0.00	0.00	0.00%	100.00	0.00	-100.00	-	80.00
	Total Maintenance	906.00	1,739.34	833.34	47.91%	3,063.00	5,418.02	2,355.02	43.47%	27,452.00
	Total Operating Expenses	3,302.48	9,502.42	6,199.94	65.25%	24,090.75	31,307.26	7,216.51	23.05%	118,042.96
840000	Reserve Transfers									
580000	Allocation to Reserves	0.00	0.00	0.00	0.00%	21,362.00	21,362.00	0.00	0.00%	21,362.00
	Total Reserve Transfers	0.00	0.00	0.00	0.00%	21,362.00	21,362.00	0.00	0.00%	21,362.00
	Total Operating Expense	3,302.48	9,502.42	6,199.94	65.25%	45,452.75	52,669.26	7,216.51	13.70%	139,404.96
	Total Operating Income	7,335.97	1,210.42	6,125.55	506.07%	129,013.47	128,511.30	502.17	0.39%	139,405.00
	Total Operating Expense	3,302.48	9,502.42	6,199.94	65.25%	45,452.75	52,669.26	7,216.51	13.70%	139,404.96
	NOI - Net Operating Income	4,033.49	-8,292.00	12,325.49	148.64%	83,560.72	75,842.04	7,718.68	10.18%	0.04
	Other Income									
609900	Other Interest Income									
610000	Interest Income	0.00	0.00	0.00	0.00%	176.00	0.00	176.00	-	0.00
611000	Transfer to General Rsvs	0.00	0.00	0.00	0.00%	-176.00	0.00	-176.00	-	0.00
	Total Other Interest Income	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
	Total Other Income	0.00	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%	0.00
	Total Income	7,335.97	1,210.42	6,125.55	506.07%	129,013.47	128,511.30	502.17	0.39%	139,405.00
	Total Expense	3,302.48	9,502.42	6,199.94	65.25%	45,452.75	52,669.26	7,216.51	13.70%	139,404.96

Budget Comparison for Operating Reports

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
	Net Income	4,033.49	-8,292.00	12,325.49	148.64%	83,560.72	75,842.04	7,718.68	10.18%	0.04

Balance Sheet Comparative for Operating Report

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

As of: 03/31/2025

Compare To: Previous Month

Accounting Basis: Cash

GL Account Map: CAM DEPT

Level of Detail: Detail View

Account Name	Balance as of 03/31/2025	Balance as of 02/28/2025	Month Over Month \$ Var.	Month Over Month % Var.
ASSETS				
Cash				
Operating Cash				
Operating Account	14,678.30	11,336.59	3,341.71	29.48
Total Operating Cash	14,678.30	11,336.59	3,341.71	29.48
ASSOCIATION RESERVE				
RCB - AUTT RESERVE	15,143.62	33,393.62	-18,250.00	-54.65
PPB - AUTT RESERVE - 1.60%	98.30	98.17	0.13	0.13
RCB - AUTT Serial Assessment Account	27,042.81	25,413.42	1,629.39	6.41
RCB - AUTT ICS	640,970.66	609,970.66	31,000.00	5.08
RCB - AUTT CD 4.25% 08/21/25	203,089.78	203,089.78	0.00	0.00
Total ASSOCIATION RESERVE	886,345.17	871,965.65	14,379.52	1.65
Total Cash	901,023.47	883,302.24	17,721.23	2.01
TOTAL ASSETS	901,023.47	883,302.24	17,721.23	2.01
LIABILITIES & CAPITAL				
Liabilities				
Long Term Liabilities				
Riverview Community Bank Loan	233,996.33	236,951.57	-2,955.24	-1.25
Total Long Term Liabilities	233,996.33	236,951.57	-2,955.24	-1.25
Pre-paid Assessments	13,294.32	14,875.81	-1,581.49	-10.63
Total Liabilities	247,290.65	251,827.38	-4,536.73	-1.80
Capital				
Reserve Allocations				
General Reserves	859,302.36	846,552.23	12,750.13	1.51
Construction Project	-206,953.52	-211,538.15	4,584.63	-2.17
Total Reserve Allocations	652,348.84	635,014.08	17,334.76	2.73
Retained Earnings	22,882.53	22,882.53	0.00	0.00
Calculated Retained Earnings	-34,131.28	-39,054.48	4,923.20	-12.61
Calculated Prior Years Retained Earnings	12,632.73	12,632.73	0.00	0.00
Total Capital	653,732.82	631,474.86	22,257.96	3.52
TOTAL LIABILITIES & CAPITAL	901,023.47	883,302.24	17,721.23	2.01

Budget Comparison for Operating Reports

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

As of: Mar 2025

Additional Account Types: None

Accounting Basis: Cash

GL Account Map: CAM DEPT

Level of Detail: Detail View

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Income										
400100	Association Income									
411000	Association Dues	27,049.40	26,520.00	529.40	2.00%	79,452.00	79,560.00	-108.00	-0.14%	318,240.00
413500	Owner Late Fees	178.80	33.34	145.46	436.29%	326.34	100.02	226.32	226.27%	400.00
414000	Delinquency Interest	31.64	16.67	14.97	89.80%	46.87	50.01	-3.14	-6.28%	200.00
416500	Parking Permits	120.00	120.00	0.00	0.00%	361.77	360.00	1.77	0.49%	1,440.00
421600	Owner Serial Asmt Processing Fees	24.00	0.00	24.00	-	24.00	0.00	24.00	-	0.00
	Total Association Income	27,403.84	26,690.01	713.83	2.67%	80,210.98	80,070.03	140.95	0.18%	320,280.00
	Total Operating Income	27,403.84	26,690.01	713.83	2.67%	80,210.98	80,070.03	140.95	0.18%	320,280.00
Expense										
800000	Operating Expenses									
810000	Administrative									
510000	Management Fees	1,876.23	1,876.23	0.00	0.00%	5,628.69	5,628.69	0.00	0.00%	22,514.76
515000	Insurance	5,000.00	3,100.00	-1,900.00	-61.29%	58,902.90	45,500.00	-13,402.90	-29.46%	61,000.00
516000	Legal Services	0.00	41.67	41.67	100.00%	0.00	125.01	125.01	100.00%	500.00
518000	Financial Review	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	700.00
518500	Bank Charges	59.00	64.00	5.00	7.81%	157.00	192.00	35.00	18.23%	768.00
518600	Storage Fees	12.00	12.00	0.00	0.00%	36.00	36.00	0.00	0.00%	144.00
520500	Printing/Copying/Postage	36.00	36.00	0.00	0.00%	108.00	108.00	0.00	0.00%	432.00
525600	Reserve Study Update	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	1,866.00
	Total Administrative	6,983.23	5,129.90	-1,853.33	-36.13%	64,832.59	51,589.70	-13,242.89	-25.67%	87,924.76
820000	Utilities									
530500	Water & Sewer	0.00	0.00	0.00	0.00%	0.00	200.00	200.00	100.00%	14,517.00
531000	Electricity	69.41	62.50	-6.91	-11.06%	225.64	187.50	-38.14	-20.34%	750.00
	Total Utilities	69.41	62.50	-6.91	-11.06%	225.64	387.50	161.86	41.77%	15,267.00
830000	Maintenance									
561000	Building Maintenance	0.00	583.33	583.33	100.00%	3,378.03	1,750.03	-1,628.00	-93.03%	7,000.00

Budget Comparison for Operating Reports

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
561500	Common Area Maintenance	0.00	208.33	208.33	100.00%	0.00	625.03	625.03	100.00%	2,500.00
562500	Roof/Gutter Cleaning	0.00	466.67	466.67	100.00%	0.00	1,400.01	1,400.01	100.00%	5,600.04
565500	Chimney & Dryer Vents	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	5,000.00
570000	Landscape - Contract	2,114.00	2,114.00	0.00	0.00%	6,342.00	6,342.00	0.00	0.00%	25,368.00
570500	Landscape - Extras & Supplies	0.00	625.00	625.00	100.00%	600.00	1,875.00	1,275.00	68.00%	7,500.00
571500	Landscape - Trees & Shrubs	0.00	583.33	583.33	100.00%	0.00	1,749.99	1,749.99	100.00%	6,999.96
572000	Landscape - Irrigation Repair	564.00	800.00	236.00	29.50%	564.00	800.00	236.00	29.50%	4,000.00
572500	Landscape - Backflow Testing	0.00	0.00	0.00	0.00%	150.00	0.00	-150.00	-	0.00
	Total Maintenance	2,678.00	5,380.66	2,702.66	50.23%	11,034.03	14,542.06	3,508.03	24.12%	63,968.00
	Total Operating Expenses	9,730.64	10,573.06	842.42	7.97%	76,092.26	66,519.26	-9,573.00	-14.39%	167,159.76
840000	Reserve Transfers									
580000	Allocation to Reserves	12,750.00	12,750.00	0.00	0.00%	38,250.00	38,250.00	0.00	0.00%	153,000.00
	Total Reserve Transfers	12,750.00	12,750.00	0.00	0.00%	38,250.00	38,250.00	0.00	0.00%	153,000.00
850000	Capital Expenditures									
590000	Capital Expenditure Reimbursement	-676.37	0.00	676.37	-	-2,201.25	0.00	2,201.25	-	0.00
591200	Construction Loan Interest	676.37	0.00	-676.37	-	2,201.25	0.00	-2,201.25	-	0.00
	Total Capital Expenditures	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
	Total Operating Expense	22,480.64	23,323.06	842.42	3.61%	114,342.26	104,769.26	-9,573.00	-9.14%	320,159.76
	Total Operating Income	27,403.84	26,690.01	713.83	2.67%	80,210.98	80,070.03	140.95	0.18%	320,280.00
	Total Operating Expense	22,480.64	23,323.06	842.42	3.61%	114,342.26	104,769.26	-9,573.00	-9.14%	320,159.76
	NOI - Net Operating Income	4,923.20	3,366.95	1,556.25	46.22%	-34,131.28	-24,699.23	-9,432.05	-38.19%	120.24
	Other Income									
609900	Other Interest Income									
610000	Interest Income	0.13	0.00	0.13	-	2.32	0.00	2.32	-	0.00
611000	Transfer to General Rsvs	-0.13	0.00	-0.13	-	-2.32	0.00	-2.32	-	0.00
	Total Other Interest Income	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
615000	Assessment Activity									
615100	Serial Assessment	5,261.00	0.00	5,261.00	-	14,770.65	0.00	14,770.65	-	0.00
619900	Serial Assessment Transfer	-5,261.00	0.00	-5,261.00	-	-14,770.65	0.00	-14,770.65	-	0.00
	Total Assessment Activity	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
	Total Other Income	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00

Budget Comparison for Operating Reports

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
	Net Other Income	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
	Total Income	27,403.84	26,690.01	713.83	2.67%	80,210.98	80,070.03	140.95	0.18%	320,280.00
	Total Expense	22,480.64	23,323.06	842.42	3.61%	114,342.26	104,769.26	-9,573.00	-9.14%	320,159.76
	Net Income	<u>4,923.20</u>	<u>3,366.95</u>	<u>1,556.25</u>	<u>46.22%</u>	<u>-34,131.28</u>	<u>-24,699.23</u>	<u>-9,432.05</u>	<u>-38.19%</u>	<u>120.24</u>