

AUTUMN MEADOWS BOARD OF DIRECTORS MEETING AGENDA

Meeting: Autumn Meadows HOA Board of Directors

Date: July 23, 2024

Time: 6:00 pm

Location: Online Conference

1. Establish a quorum & Call to Order at 6:03 pm: Marvin, Lois, Shane, Irma, Shelia

2. Approve the October 3, 2023, Minutes: Lois-moved; Marvin: Approved

3. Financials: Darcie went over the June Financials. Financials are attached to these minutes.

4. New Business

a) Board Officer Positions

i) President: Marvin

ii) Treasurer: Shane

iii) Secretary: Shelia

b) Townhomes – CD Option – Board approved to open a CD with NW Bank with \$200,000 from the reserves.

c) Townhome Stair Walls Dry Rot: Lois/Darcie will tour the three-story townhomes with the contractor.

d) Standardized Parking Strip Medium: Standardized Parking Strip Medium: Request landscaper to draft a list of approved plants & bushes for parking strip for board to review for community standardization and improved continuity. Encourage owners in forthcoming landscaping suggestions list to replace trees in empty parking strips from approved trees list as well as coordinate fill medium (bark/rock) with neighbors.

e) Replacement of trees in parking strips not containing water valve boxes – Replacement of trees in parking strips not containing water valve boxes – Discussion, street trees have been removed due to TVWD direction per requirement that root bearing trees be 15 feet away from water valve boxes to prevent damage. See item D.

f) Non-resident use of the playground and excessive trash: Non-resident use of the playground and excessive trash: Possible signage added that the park is for Autumn Meadows residents only and to dispose of personal trash. Large items to be disposed of contact Darcie.

g) Revival of community events to generate involvement and utilize as a forum to distribute information: Irma & Marvin will create a newsletter for community social events.

h) Landscaping – Valve boxes near the park had the batteries stolen. Darcie will check with the landscaper if a lock could be added to the valve boxes.

Question: Why did some townhomes front yards lawns were replaced with barkdust. Various reasons, some had a small patch of grass and/or on a slope that caused the grass to struggle and water waste because the water ran down the slope to the sidewalk. Darcie will check if there is a possibility of adding a ground cover to the areas.

i) Single Family Sidewalk Medians – Suggestion that the owners work together on the landscaping when they share the same median. See items D and E.

5. Open Forum – No comments

6. Violation Hearing: Nitish Suvarna-Single family dwelling homeowner

- Jerry Hoover from Bluestone will provide a detailed fee breakdown to the owner.
- Board to review request for extension internally
- Nitish to proceed with correction of violations and direct further questions regarding the lien to the HOA attorney.

7. Adjournment: 7:35

Balance Sheet Comparative for Operating Report

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

As of: 09/30/2024

Compare To: Previous Month

Accounting Basis: Cash

GL Account Map: CAM DEPT

Level of Detail: Detail View

Account Name	Balance as of 09/30/ 2024	Balance as of 08/31/ 2024	Month Over Month \$ Var.	Month Over Month % Var.
ASSETS				
Cash				
Operating Cash				
Operating Account	44,265.35	48,980.81	-4,715.46	-9.63
Total Operating Cash	44,265.35	48,980.81	-4,715.46	-9.63
ASSOCIATION RESERVES				
PPB - AUT <input type="checkbox"/> RESERVE - 1.60%	56,084.74	56,084.74	0.00	0.00
Total ASSOCIATION RESERVES	56,084.74	56,084.74	0.00	0.00
Total Cash	100,350.09	105,065.55	-4,715.46	-4.49
TOTAL ASSETS	100,350.09	105,065.55	-4,715.46	-4.49
LIABILITIES & CAPITAL				
Liabilities				
Pre-paid Assessments	2,080.00	2,030.00	50.00	2.46
Total Liabilities	2,080.00	2,030.00	50.00	2.46
Capital				
Reserve Allocations				
General Reserves	56,084.74	56,084.74	0.00	0.00
Total Reserve Allocations	56,084.74	56,084.74	0.00	0.00
Retained Earnings	-4,280.58	-4,280.58	0.00	0.00
Calculated Retained Earnings	44,113.98	48,879.44	-4,765.46	-9.75
Calculated Prior <input type="checkbox"/> Years Retained Earnings	2,351.95	2,351.95	0.00	0.00
Total Capital	98,270.09	103,035.55	-4,765.46	-4.63
TOTAL LIABILITIES & CAPITAL	100,350.09	105,065.55	-4,715.46	-4.49

Budget Comparison for Operating Reports

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

As of: Sep 2024

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	958.47	0.00	958.47	0.00%	118,645.94	119,880.00	-1,234.06	-1.03%	119,880.00
413500	Owner Late Fees	134.39	125.00	9.39	7.51%	1,491.14	1,125.00	366.14	32.55%	1,500.00
414000	Delinquency Interest	269.93	2.08	267.85	12,877.40%	783.43	18.76	764.67	4,076.07%	25.00
414500	NSF Fees	0.00	0.00	0.00	0.00%	-70.00	0.00	-70.00	0.00%	0.00
415000	<input type="checkbox"/> OA Violations	249.69	500.00	-250.31	-50.06%	9,946.17	4,500.00	5,446.17	121.03%	6,000.00
420500	Legal Reimbursement	0.00	41.67	-41.67	-100.00%	3,467.78	374.99	3,092.79	824.77%	500.00
	Total Association Income	1,612.48	668.75	943.73	141.12%	134,264.46	125,898.75	8,365.71	6.64%	127,905.00
	Total Operating Income	1,612.48	668.75	943.73	141.12%	134,264.46	125,898.75	8,365.71	6.64%	127,905.00
Expense										
800000	Operating Expenses									
810000	Administrative									
510000	Management Fees	3,244.04	3,244.05	0.01	0.00%	29,196.36	29,196.45	0.09	0.00%	38,928.63
515000	Insurance	0.00	0.00	0.00	0.00%	5,000.00	5,000.00	0.00	0.00%	5,000.00
516000	Legal Services	247.00	1,250.00	1,003.00	80.24%	10,199.11	11,250.00	1,050.89	9.34%	15,000.00
517000	License/Permits/Taxes	0.00	0.00	0.00	0.00%	562.00	50.00	-512.00	-1,024.00%	80.00
517500	Audit/Tax Prep	0.00	0.00	0.00	0.00%	250.00	250.00	0.00	0.00%	250.00
518000	Financial Review	0.00	0.00	0.00	0.00%	1,250.00	1,250.00	0.00	0.00%	1,250.00
518500	Bank Charges	34.00	34.00	0.00	0.00%	306.00	306.00	0.00	0.00%	408.00
518600	Storage Fees	4.00	4.00	0.00	0.00%	36.00	36.00	0.00	0.00%	48.00
520500	Printing/Copying/Postage	130.00	130.00	0.00	0.00%	1,170.00	1,170.00	0.00	0.00%	1,560.00
523500	Website Expenses	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	400.00
524000	Administrative - Misc	735.00	1,500.00	765.00	51.00%	11,165.00	13,500.00	2,335.00	17.30%	18,000.00
525600	Reserve Study Update	0.00	1,859.00	1,859.00	100.00%	195.00	1,859.00	1,664.00	89.51%	1,859.00
	Total Administrative	4,394.04	8,021.05	3,627.01	45.22%	59,329.47	63,867.45	4,537.98	7.11%	82,783.63

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	544.12	0.00	-544.12	0.00%	2,307.59	1,100.00	-1,207.59	-109.78%	3,600.00
531000	Electricity	168.78	133.33	-35.45	-26.59%	1,254.50	1,200.01	-54.49	-4.54%	1,600.00
	Total Utilities	712.90	133.33	-579.57	-434.69%	3,562.09	2,300.01	-1,262.08	-54.87%	5,200.00
830000	Maintenance									
561500	Common Area Maintenance	0.00	250.00	250.00	100.00%	858.92	2,250.00	1,391.08	61.83%	3,000.00
570000	Landscape - Contract	871.00	871.00	0.00	0.00%	7,839.00	7,839.00	0.00	0.00%	10,452.00
570500	Landscape - Extras & Supplies	400.00	300.00	-100.00	-33.33%	1,300.00	2,000.00	700.00	35.00%	2,000.00
571500	Landscape - Trees & Shrubs	0.00	400.00	400.00	100.00%	0.00	3,200.00	3,200.00	100.00%	4,000.00
572000	Landscape - Irrigation Repair	0.00	450.00	450.00	100.00%	67.00	3,100.00	3,033.00	97.84%	3,500.00
572500	Landscape - Backflow Testing	0.00	0.00	0.00	0.00%	305.00	80.00	-225.00	-281.25%	80.00
	Total Maintenance	1,271.00	2,271.00	1,000.00	44.03%	10,369.92	18,469.00	8,099.08	43.85%	23,032.00
	Total Operating Expenses	6,377.94	10,425.38	4,047.44	38.82%	73,261.48	84,636.46	11,374.98	13.44%	111,015.63
840000	Reserve Transfers									
580000	Allocation to Reserves	0.00	0.00	0.00	0.00%	16,889.00	16,889.00	0.00	0.00%	16,889.00
	Total Reserve Transfers	0.00	0.00	0.00	0.00%	16,889.00	16,889.00	0.00	0.00%	16,889.00
850000	Capital Expenditures									
584700	Common Area Maintenance	0.00	0.00	0.00	0.00%	3,209.00	0.00	-3,209.00	0.00%	0.00
587800	Barkdust	0.00	0.00	0.00	0.00%	1,971.00	0.00	-1,971.00	0.00%	0.00
590000	Capital Expenditure Reimbursement	0.00	0.00	0.00	0.00%	-5,710.00	0.00	5,710.00	0.00%	0.00
591300	Additional Irrigation Repairs	0.00	0.00	0.00	0.00%	530.00	0.00	-530.00	0.00%	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	6,377.94	10,425.38	4,047.44	38.82%	90,150.48	101,525.46	11,374.98	11.20%	127,904.63
	Total Operating Income	1,612.48	668.75	943.73	141.12%	134,264.46	125,898.75	8,365.71	6.64%	127,905.00
	Total Operating Expense	6,377.94	10,425.38	4,047.44	38.82%	90,150.48	101,525.46	11,374.98	11.20%	127,904.63
	NOI - Net Operating Income	-4,765.46	-9,756.63	4,991.17	51.16%	44,113.98	24,373.29	19,740.69	80.99%	0.37
	Other Income									
609900	Other Interest Income									
610000	Interest Income	0.00	0.00	0.00	0.00%	617.84	0.00	617.84	0.00%	0.00
611000	Transfer to General Rsvs	0.00	0.00	0.00	0.00%	-617.84	0.00	-617.84	0.00%	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

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	1,612.48	668.75	943.73	141.12%	134,264.46	125,898.75	8,365.71	6.64%	127,905.00
	Total Expense	6,377.94	10,425.38	4,047.44	38.82%	90,150.48	101,525.46	11,374.98	11.20%	127,904.63
	Net Income	-4,765.46	-9,756.63	4,991.17	51.16%	44,113.98	24,373.29	19,740.69	80.99%	0.37

Balance Sheet Comparative for Operating Report

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

As of: 08/31/2024

Compare To: Previous Month

Accounting Basis: Cash

GL Account Map: CAM DEPT

Level of Detail: Detail View

Account Name	Balance as of 08/31/ 2024	Balance as of 07/31/ 2024	Month Over Month \$ Var.	Month Over Month % Var.
ASSETS				
Cash				
Operating Cash				
Operating Account	29,114.65	30,826.39	-1,711.74	-5.55
Total Operating Cash	29,114.65	30,826.39	-1,711.74	-5.55
ASSOCIATION RESERVES				
RCB - AUTT RESERVE	208,415.14	198,211.80	10,203.34	5.15
PPB - AUTT RESERVE - 1.60%	185,831.46	185,579.80	251.66	0.14
RCB - AUTT Serial Assessment Account	16,872.43	15,838.04	1,034.39	6.53
RCB - AUTT ICS	198,834.01	398,834.00	-199,999.99	-50.15
RCB - AUTT CD 0.00% 08/xx/25	200,000.00	0.00	200,000.00	0.00
Total ASSOCIATION RESERVES	809,953.04	798,463.64	11,489.40	1.44
Total Cash	839,067.69	829,290.03	9,777.66	1.18
TOTAL ASSETS	839,067.69	829,290.03	9,777.66	1.18
LIABILITIES & CAPITAL				
Liabilities				
Long Term Liabilities				
Riverview Community Bank Loan	254,108.70	256,928.34	-2,819.64	-1.10
Total Long Term Liabilities	254,108.70	256,928.34	-2,819.64	-1.10
Pre-paid Assessments	10,520.13	11,778.28	-1,258.15	-10.68
Total Liabilities	264,628.83	268,706.62	-4,077.79	-1.52
Capital				
Reserve Allocations				
General Reserves	793,080.61	782,625.60	10,455.01	1.34
Construction Project	-237,236.27	-241,090.30	3,854.03	-1.60
Total Reserve Allocations	555,844.34	541,535.30	14,309.04	2.64
Retained Earnings	22,882.53	22,882.53	0.00	0.00
Calculated Retained Earnings	-4,575.51	-4,121.92	-453.59	11.00
Calculated Prior Years Retained Earnings	287.50	287.50	0.00	0.00
Total Capital	574,438.86	560,583.41	13,855.45	2.47
TOTAL LIABILITIES & CAPITAL	839,067.69	829,290.03	9,777.66	1.18

Budget Comparison for Operating Reports

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

As of: Aug 2024

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	21,804.00	22,848.00	-1,044.00	-4.57%	180,359.52	182,784.00	-2,424.48	-1.33%	274,176.00
413500	Owner Late Fees	0.00	33.33	-33.33	-100.00%	497.45	266.68	230.77	86.53%	400.00
414000	Delinquency Interest	0.00	16.67	-16.67	-100.00%	28.79	133.32	-104.53	-78.41%	200.00
414500	NSF Fees	0.00	0.00	0.00	0.00%	35.00	0.00	35.00	0.00%	0.00
416500	Parking Permits	118.32	120.00	-1.68	-1.40%	879.05	960.00	-80.95	-8.43%	1,440.00
420500	Legal Reimbursement	0.00	0.00	0.00	0.00%	-440.00	0.00	-440.00	0.00%	0.00
421600	Owner Serial Asmt Processing Fees	16.00	0.00	16.00	0.00%	16.00	0.00	16.00	0.00%	0.00
	Total Association Income	21,938.32	23,018.00	-1,079.68	-4.69%	181,375.81	184,144.00	-2,768.19	-1.50%	276,216.00
	Total Operating Income	21,938.32	23,018.00	-1,079.68	-4.69%	181,375.81	184,144.00	-2,768.19	-1.50%	276,216.00
Expense										
800000	Operating Expenses									
810000	Administrative									
510000	Management Fees	1,812.78	1,812.78	0.00	0.00%	14,502.24	14,502.24	0.00	0.00%	21,753.36
515000	Insurance	2,821.97	3,000.00	178.03	5.93%	55,875.00	51,600.00	-4,275.00	-8.28%	51,600.00
516000	Legal Services	0.00	83.33	83.33	100.00%	984.20	666.68	-317.52	-47.63%	1,000.00
518000	Financial Review	0.00	0.00	0.00	0.00%	645.00	650.00	5.00	0.77%	650.00
518500	Bank Charges	49.00	64.00	15.00	23.44%	422.00	512.00	90.00	17.58%	768.00
518600	Storage Fees	12.00	12.00	0.00	0.00%	96.00	96.00	0.00	0.00%	144.00
520500	Printing/Copying/Postage	36.00	36.00	0.00	0.00%	288.00	288.00	0.00	0.00%	432.00
525600	Reserve Study Update	0.00	0.00	0.00	0.00%	1,867.02	0.00	-1,867.02	0.00%	1,866.00
	Total Administrative	4,731.75	5,008.11	276.36	5.52%	74,679.46	68,314.92	-6,364.54	-9.32%	78,213.36
820000	Utilities									
530500	Water & Sewer	3,906.72	2,200.00	-1,706.72	-77.58%	5,074.96	4,500.00	-574.96	-12.78%	14,030.00
531000	Electricity	51.44	54.17	2.73	5.04%	466.23	432.32	-33.91	-7.84%	649.00
	Total Utilities	3,958.16	2,254.17	-1,703.99	-75.59%	5,541.19	4,932.32	-608.87	-12.34%	14,679.00

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
830000	Maintenance									
561000	Building Maintenance	0.00	583.33	583.33	100.00%	3,593.58	4,666.68	1,073.10	22.99%	7,000.00
561500	Common Area Maintenance	250.00	208.33	-41.67	-20.00%	657.79	1,666.68	1,008.89	60.53%	2,500.00
562500	Roof/Gutter Cleaning	0.00	0.00	0.00	0.00%	175.00	0.00	-175.00	0.00%	3,500.00
570000	Landscape - Contract	2,032.00	2,072.00	40.00	1.93%	16,256.00	16,576.00	320.00	1.93%	24,864.00
570500	Landscape - Extras & Supplies	0.00	1,000.00	1,000.00	100.00%	450.00	5,340.00	4,890.00	91.57%	8,000.00
571500	Landscape - Trees & Shrubs	0.00	583.33	583.33	100.00%	0.00	4,666.68	4,666.68	100.00%	7,000.00
572000	Landscape - Irrigation Repair	1,225.00	2,000.00	775.00	38.75%	3,038.30	7,000.00	3,961.70	56.60%	8,000.00
572500	Landscape - Backflow Testing	0.00	0.00	0.00	0.00%	0.00	120.00	120.00	100.00%	120.00
	Total Maintenance	3,507.00	6,446.99	2,939.99	45.60%	24,170.67	40,036.04	15,865.37	39.63%	60,984.00
	Total Operating Expenses	12,196.91	13,709.27	1,512.36	11.03%	104,391.32	113,283.28	8,891.96	7.85%	153,876.36
840000	Reserve Transfers									
580000	Allocation to Reserves	10,195.00	10,195.00	0.00	0.00%	81,560.00	81,560.00	0.00	0.00%	122,340.00
	Total Reserve Transfers	10,195.00	10,195.00	0.00	0.00%	81,560.00	81,560.00	0.00	0.00%	122,340.00
850000	Capital Expenditures									
587800	Barkdust	0.00	0.00	0.00	0.00%	2,598.00	0.00	-2,598.00	0.00%	0.00
590000	Capital Expenditure Reimbursement	-811.97	0.00	811.97	0.00%	-9,826.40	0.00	9,826.40	0.00%	0.00
591200	Construction Loan Interest	811.97	0.00	-811.97	0.00%	7,228.40	0.00	-7,228.40	0.00%	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	22,391.91	23,904.27	1,512.36	6.33%	185,951.32	194,843.28	8,891.96	4.56%	276,216.36
	Total Operating Income	21,938.32	23,018.00	-1,079.68	-4.69%	181,375.81	184,144.00	-2,768.19	-1.50%	276,216.00
	Total Operating Expense	22,391.91	23,904.27	1,512.36	6.33%	185,951.32	194,843.28	8,891.96	4.56%	276,216.36
	NOI - Net Operating Income	-453.59	-886.27	432.68	48.82%	-4,575.51	-10,699.28	6,123.77	57.24%	-0.36
	Other Income									
609900	Other Interest Income									
610000	Interest Income	260.01	0.00	260.01	0.00%	6,066.81	0.00	6,066.81	0.00%	0.00
611000	Transfer to General Rsvs	-260.01	0.00	-260.01	0.00%	-6,066.81	0.00	-6,066.81	0.00%	0.00
	Total Other Interest Income	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
615000	Assessment Activity									
615100	Serial Assessment	4,666.00	0.00	4,666.00	0.00%	46,767.46	0.00	46,767.46	0.00%	0.00
619900	Serial Assessment Transfer	-4,666.00	0.00	-4,666.00	0.00%	-46,767.46	0.00	-46,767.46	0.00%	0.00
	Total Assessment Activity	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
	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	21,938.32	23,018.00	-1,079.68	-4.69%	181,375.81	184,144.00	-2,768.19	-1.50%	276,216.00
	Total Expense	22,391.91	23,904.27	1,512.36	6.33%	185,951.32	194,843.28	8,891.96	4.56%	276,216.36
	Net Income	-453.59	-886.27	432.68	48.82%	-4,575.51	-10,699.28	6,123.77	57.24%	-0.36