

# AUTUMN MEADOWS H.O.A. BOARD OF DIRECTORS MEETING Minutes

Meeting: Autumn Meadows HOA Board of Directors

Date: October 17th, 2022

Time: 6:00 pm

Location: Online Zoom Meeting

1. **Welcome:** 6:03 pm
2. **Establish a quorum:** Wayne, Marvin, Rob, Shelia
3. **Homeowners:** Jacob Hagamaier, Sam Parkman, Maxmillian Geppert, Moldavan Mykhaylo, Aludis Brice and Ron Dobias
4. **Approve the November 09, 2021 Minutes;** Moved: Marvin, Second: Rob and All approved
5. **Financial:** Financials ending September 2022 are attached.
6. **New Business:**
  - a) **HB 2534 – Marvin made a motion to approve the Amendment, Wayne second the motion and All approved.**
  - b) **BrightView Landscaping Contract will to be up for bid**
  - c) **NW Trees proposal to remove Linden Trees on Lawton and one tree in three story courtyard and All City sidewalk replacement proposal - Approved**
  - d) **2023 Reserve Studies were discussed.**
  - e) **2023 Townhome and HOA Budgets:** Marvin made a motion to approve the 2023 budgets, Shelia second the motion and All approved.
  - f) **Townhome gutter cleaning scheduled 11/7/22**
- i. **Open Forum**
  - \*Bench on Jay St. to be repaired
- ii. **Adjournment:** 7:44 pm; Moved: Marvin, Second: Shelia;

## Balance Sheet

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

As of: 09/30/2022

Accounting Basis: Cash

GL Account Map: CAM Dept

Level of Detail: Detail View

Include  ero Balance GL Accounts: No

Account Number	Account Name	Balance
<b>ASSETS</b>		
<b>Cash</b>		
<b>Operating Cash</b>		
1001	Operating Account	45,088.98
<b>Total Operating Cash</b>		<b>45,088.98</b>
<b>ASSOCIATION RESERVES</b>		
100000	LCB - AUTH RESERVE - 1.6%	36,710.08
<b>Total ASSOCIATION RESERVES</b>		<b>36,710.08</b>
<b>Total Cash</b>		<b>81,799.06</b>
<b>TOTAL ASSETS</b>		<b>81,799.06</b>
<b>LIABILITIES &amp; CAPITAL</b>		
<b>Liabilities</b>		
2900	Pre-paid Assessments	3,313.66
<b>Total Liabilities</b>		<b>3,313.66</b>
<b>Capital</b>		
3000	Retained Earnings	-4,280.58
<b>Reserve Allocations</b>		
380000	General Reserves	36,710.08
<b>Total Reserve Allocations</b>		<b>36,710.08</b>
Calculated Retained Earnings		12,863.74
Calculated Prior Years Retained Earnings		33,192.16
<b>Total Capital</b>		<b>78,485.40</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>		<b>81,799.06</b>

## Budget - Comparative w/ GL

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

Period Range: Sep 2022 to Sep 2022

Comparison Period Range: Jan 2022 to Sep 2022

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
<b>Income</b>									
<b>Association Income</b>									
Association Dues	411000	0.00	0.00	0.00	0.00%	79,110.00	79,920.00	-810.00	-1.01%
Owner Late Fees	413500	-54.00	125.00	-179.00	-143.20%	2,052.00	1,125.00	927.00	82.40%
Delinquency Interest	414000	-6.69	2.08	-8.77	-421.63%	59.94	18.76	41.18	219.51%
NSF Fees	414500	-35.00	0.00	-35.00	0.00%	0.00	0.00	0.00	0.00%
HOA Violations	415000	100.00	200.00	-100.00	-50.00%	5,433.14	800.00	4,633.14	579.14%
Legal Reimbursement	420500	0.00	41.67	-41.67	-100.00%	1,600.00	374.99	1,225.01	326.68%
<b>Total Association Income</b>	<b>400100</b>	<b>4.31</b>	<b>368.75</b>	<b>-364.44</b>	<b>-98.83%</b>	<b>88,255.08</b>	<b>82,238.75</b>	<b>6,016.33</b>	<b>7.32%</b>
<b>Total Budgeted Operating Income</b>		<b>4.31</b>	<b>368.75</b>	<b>-364.44</b>	<b>-98.83%</b>	<b>88,255.08</b>	<b>82,238.75</b>	<b>6,016.33</b>	<b>7.32%</b>
<b>Expense</b>									
<b>Operating Expenses</b>									
<b>Administrative</b>									
Management Fees	510000	2,887.45	2,887.45	0.00	0.00%	25,987.05	25,987.05	0.00	0.00%
Insurance	515000	0.00	0.00	0.00	0.00%	5,000.00	5,000.00	0.00	0.00%
Insurance Claim Subrogation	515200	-6,058.99	0.00	6,058.99	0.00%	-6,058.99	0.00	6,058.99	0.00%
Legal Services	516000	0.00	166.67	166.67	100.00%	4,585.09	1,499.99	-3,085.10	-205.67%
License/Permits/Taxes	517000	0.00	0.00	0.00	0.00%	50.00	50.00	0.00	0.00%
Fines/Penalties	517400	-100.00	0.00	100.00	0.00%	-100.00	0.00	100.00	0.00%
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%	1,250.00	1,150.00	-100.00	-8.70%
Bank Charges	518500	34.00	34.00	0.00	0.00%	306.00	306.00	0.00	0.00%
Storage Fees	518600	4.00	4.00	0.00	0.00%	36.00	36.00	0.00	0.00%
Late Fee/Interest Payout	518700	0.00	0.00	0.00	0.00%	925.88	1,000.00	74.12	7.41%

## Budget - Comparative w/ GL

Account Name	Account Number	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Printing/Copying/Postage	520500	130.00	130.00	0.00	0.00%	1,170.00	1,170.00	0.00	0.00%
Administrative - Misc	524000	0.00	850.00	850.00	100.00%	8,165.00	6,500.00	-1,665.00	-25.62%
Reserve Study Update	525600	0.00	750.00	750.00	100.00%	150.00	750.00	600.00	80.00%
<b>Total Administrative</b>	<b>810000</b>	<b>-3,103.54</b>	<b>4,822.12</b>	<b>7,925.66</b>	<b>164.36%</b>	<b>41,716.03</b>	<b>43,699.04</b>	<b>1,983.01</b>	<b>4.54%</b>
<b>Utilities</b>									
Water & Sewer	530500	0.00	0.00	0.00	0.00%	587.66	1,750.00	1,162.34	66.42%
Electricity	531000	113.37	135.42	22.05	16.28%	1,288.23	1,218.74	-69.49	-5.70%
<b>Total Utilities</b>	<b>820000</b>	<b>113.37</b>	<b>135.42</b>	<b>22.05</b>	<b>16.28%</b>	<b>1,875.89</b>	<b>2,968.74</b>	<b>1,092.85</b>	<b>36.81%</b>
<b>Maintenance</b>									
Common Area Maintenance	561500	0.00	125.00	125.00	100.00%	750.05	1,125.00	374.95	33.33%
Landscape - Contract	570000	0.00	672.00	672.00	100.00%	6,269.00	5,970.00	-299.00	-5.01%
Landscape - Extras & Supplies	570500	0.00	300.00	300.00	100.00%	1,367.60	1,500.00	132.40	8.83%
Landscape - Trees & Shrubs	571500	0.00	400.00	400.00	100.00%	7,943.99	3,200.00	-4,743.99	-148.25%
Landscape - Irrigation Repair	572000	1,233.34	300.00	-933.34	-311.11%	3,247.79	2,700.00	-547.79	-20.29%
Landscape - Backflow Testing	572500	0.00	0.00	0.00	0.00%	80.00	80.00	0.00	0.00%
Maintenance - Insurance Claim	578000	0.00	0.00	0.00	0.00%	6,058.99	0.00	-6,058.99	0.00%
<b>Total Maintenance</b>	<b>830000</b>	<b>1,233.34</b>	<b>1,797.00</b>	<b>563.66</b>	<b>31.37%</b>	<b>25,717.42</b>	<b>14,575.00</b>	<b>-11,142.42</b>	<b>-76.45%</b>
<b>Total Operating Expenses</b>	<b>800000</b>	<b>-1,756.83</b>	<b>6,754.54</b>	<b>8,511.37</b>	<b>126.01%</b>	<b>69,309.34</b>	<b>61,242.78</b>	<b>-8,066.56</b>	<b>-13.17%</b>
<b>Reserve Transfers</b>									
Allocation to Reserves	580000	0.00	0.00	0.00	0.00%	6,082.00	6,082.00	0.00	0.00%
<b>Total Reserve Transfers</b>	<b>840000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>6,082.00</b>	<b>6,082.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Capital Expenditures</b>									
Sidewalk & Concrete Repair	587200	0.00	0.00	0.00	0.00%	3,927.00	0.00	-3,927.00	0.00%
Barkdust	587800	6,200.67	0.00	-6,200.67	0.00%	6,200.67	0.00	-6,200.67	0.00%
Capital Expenditure Reimbursement	590000	-6,200.67	0.00	6,200.67	0.00%	-10,127.67	0.00	10,127.67	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
<b>Total Capital Expenditures</b>	<b>850000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Budgeted Operating Expense</b>		<b>-1,756.83</b>	<b>6,754.54</b>	<b>8,511.37</b>	<b>126.01%</b>	<b>75,391.34</b>	<b>67,324.78</b>	<b>-8,066.56</b>	<b>-11.98%</b>
Total Budgeted Operating Income		4.31	368.75	-364.44	-98.83%	88,255.08	82,238.75	6,016.33	7.32%
Total Budgeted Operating Expense		-1,756.83	6,754.54	8,511.37	126.01%	75,391.34	67,324.78	-8,066.56	-11.98%
<b>NOI - Net Operating Income</b>		<b>1,761.14</b>	<b>-6,385.79</b>	<b>8,146.93</b>	<b>127.58%</b>	<b>12,863.74</b>	<b>14,913.97</b>	<b>-2,050.23</b>	<b>-13.75%</b>
<b>Other Income</b>									
<b>Other Interest Income</b>									
Interest Income	610000	40.76	0.00	40.76	0.00%	110.56	0.00	110.56	0.00%
Transfer to General Rsvs	611000	-40.76	0.00	-40.76	0.00%	-110.56	0.00	-110.56	0.00%
<b>Total Other Interest Income</b>	<b>609900</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Budgeted Other Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Net Other Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
Total Budgeted Income		4.31	368.75	-364.44	-98.83%	88,255.08	82,238.75	6,016.33	7.32%
Total Budgeted Expense		-1,756.83	6,754.54	8,511.37	126.01%	75,391.34	67,324.78	-8,066.56	-11.98%
<b>Net Income</b>		<b>1,761.14</b>	<b>-6,385.79</b>	<b>8,146.93</b>	<b>127.58%</b>	<b>12,863.74</b>	<b>14,913.97</b>	<b>-2,050.23</b>	<b>-13.75%</b>
<b>Cash</b>									
<b>Operating Cash</b>									
Operating Account	1001	2,420.14	0.00	-2,420.14	0.00%	3,494.07	0.00	-3,494.07	0.00%
<b>Total Operating Cash</b>	<b>10000</b>	<b>2,420.14</b>	<b>0.00</b>	<b>-2,420.14</b>	<b>0.00%</b>	<b>3,494.07</b>	<b>0.00</b>	<b>-3,494.07</b>	<b>0.00%</b>
<b>ASSOCIATION RESERVES</b>									
LCB - AUTH RESERVE - 1.6%	100000	-6,159.91	0.00	6,159.91	0.00%	-3,935.11	0.00	3,935.11	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
<b>Total ASSOCIATION RESERVES</b>	<b>100000.1</b>	<b>-6,159.91</b>	<b>0.00</b>	<b>6,159.91</b>	<b>0.00%</b>	<b>-3,935.11</b>	<b>0.00</b>	<b>3,935.11</b>	<b>0.00%</b>
<b>Total Budgeted Cash</b>		<b>-3,739.77</b>	<b>0.00</b>	<b>3,739.77</b>	<b>0.00%</b>	<b>-441.04</b>	<b>0.00</b>	<b>441.04</b>	<b>0.00%</b>
<b>Liability</b>									
Pre-paid Assessments	2900	659.00	0.00	659.00	0.00%	-9,369.67	0.00	-9,369.67	0.00%
<b>Total Budgeted Liability</b>		<b>659.00</b>	<b>0.00</b>	<b>659.00</b>	<b>0.00%</b>	<b>-9,369.67</b>	<b>0.00</b>	<b>-9,369.67</b>	<b>0.00%</b>
<b>Capital</b>									
<b>Reserve Allocations</b>									
General Reserves	380000	-6,159.91	0.00	-6,159.91	0.00%	36,710.08	0.00	36,710.08	0.00%
<b>Total Reserve Allocations</b>	<b>320000</b>	<b>-6,159.91</b>	<b>0.00</b>	<b>-6,159.91</b>	<b>0.00%</b>	<b>36,710.08</b>	<b>0.00</b>	<b>36,710.08</b>	<b>0.00%</b>
Reserve Allocation - General	3603	0.00	0.00	0.00	0.00%	-40,645.19	0.00	-40,645.19	0.00%
<b>Total Budgeted Capital</b>		<b>-6,159.91</b>	<b>0.00</b>	<b>-6,159.91</b>	<b>0.00%</b>	<b>-3,935.11</b>	<b>0.00</b>	<b>-3,935.11</b>	<b>0.00%</b>