

**SUMMER PINES VILLAS HOMEOWNERS ASSOCIATION
2020 Annual Meeting**

**November 11, 2020 6:00 PM
Virtual Meeting Via Zoom**

Meeting Minutes

A. Roll Call

All Board of Directors (BOD) present

17 in attendance – short of quorum

Chad Nieland (President), Greg Stenger (Treasurer), Gary Ujifusa (Member at Large), Adam Cybulski (Member at Large), Tina Bohl (Secretary), Jennifer Sherwin (Kingwood Management), Chrissy Priller (Kingwood Management), Darcy & Gerald, Adam Heitke, Kimberly Kapaun, Catherine Johnson, David Nett, Eric Pawlowski, Mark Sorenson, Todd Tingblad, David Toles, John Ulman, Vicki Watson, Rose Minke

B. Proof of Meeting Notice

Motion to waive by Greg Stenger; Second – Gary Ujifusa (Motion Carries)

C. Reading of Minutes of July 8th Meeting

Motion to waive by Gary Ujifusa; Second – Greg Stenger (Motion Carries)

D. Lawn / Snow Vendor – Settlement Hill Report

- Greg Stenger: Two contracts are being reviewed for 2021 snow removal and lawn care for 2021
- Forecast was reviewed for 2021 shrub and bush repair– No concerns
- Suggestion to table contract approval pending full comparison to 2020 contract and supplier negotiations
- Motion to table approving contract by Greg Stenger; Second – Adam Cybulski (Motion Carries)

E. Management Report – Kingwood Management

- Jennifer Sherwin: Management Report was sent in the annual meeting packet
- Board currently looking at bids for asphalt driveway replacement (phased approach over two years)
 - Mark Sorenson: Replacement is requested – anything north facing
 - 3” level of asphalt is recommended
 - Adam Cybulski: Reserve study recommends full replacement (projected \$50,000 a year over a four-year period)
 - Vicki Watson: Asked if the asphalt work will address the problem with the gap between the steps/sidewalk in front of their house and suggested the supplier fill the crack with the asphalt when they are replacing driveway
 - Gary Ujifusa: There are several homes that have cracks and gaps between their sidewalks and driveways - Perhaps Summer Pines can work with the asphalt company to solution
 - Chad Nieland: Suggested Kingwood Management reach out to homeowners that have asked for assistance with gaps/cracks

- Gary Ujifusa: Suggested Kingwood Management send an e-mail to homeowners to ensure asphalt issues/defects are identified
- Mark Sorenson: Recently had sidewalk jacked – if Association is working something into new contract with asphalt company to address issues, requesting reimbursement. If it happens (if they secure a deal where the asphalt company will do it on their dime), a discussion will be had.
- Motion to table approval for asphalt contract pending research and additional information made by Gary Ujifusa; Second – Greg Stenger (Motion Carries)

F. Report of Board of Directors / Officers

- Greg Stenger: Summer Pines financials are current and in order
- 931s have been reviewed and approved
- Current Reserve \$312,739.18 - One installment remains for Hilltop Nursery for shrubs
- Chad Nieland/Jennifer Sherwin: Receivables – working with homeowners who have lost work due to Covid-19 layoffs/furlough
- Chad Nieland: Revisiting suggestion to spray wash siding for algae (received one bid thus far – will be receiving a second)
- Greg Stenger: Requested a 2021 budgetary meeting (Jennifer Sherwin will schedule)

G. Reports from Committees

- No current, sitting committees
- Vicki Watson: Expressed concern regarding the Ashe tree in front of her home - Dead branches on the tree – Chad Nieland advised tree trimming will be assessed again during the spring walk-thru and issues will be addressed
- Gary Ujifusa: Suggested Kingwood Management create a homeowner questionnaire for the spring walk-thru

H. Election of Board of Directors

- No quorum – Adam Cybulski, Chad Nieland, Gary Ujifusa up for election
- No homeowner (outside current BOD members) expressed interest in a BOD position
- Vicki Watson expressed interest in working with the BOD to gain experience and Association knowledge
- Motion to appoint the individuals up for election for the same BOD term made by Greg Stenger; Second – Adam Cybulski (Motion Carries)

J. Unfinished business

- No unfinished business

K. New Business

- Vicki Watson: Expressed concern of vehicles speeding through the development during school
- Mark Sorenson: Asked for confirmation that mailboxes were painted (confirmed)
- Adam Heitke: Revisited dryer vent cleaning project suggested at the previous annual meeting – Kingwood Management will request bids – Motion to complete dryer vent cleaning project in spring of 2021 was made by Gary Ujifusa; Second – Adam Cybulski (Motion Carries)
- Darcy Blaha: Dryer vent was cleaned recently, and the company fixed a disconnect in the attic – Very happy with service and will send the recommended supplier name to Gary Ujifusa

- John Ulman: Expressed a thank you for what the BOD's service and wished all a Happy Veteran's Day – Questioned the Association fee delinquency figure increase (~ \$9000)
- Chad Nieland: The increase is pandemic related, as a few homeowners have lost their work due to Covid-19 – the BOD is sensitive to the difficult situation and does not wish to force undue hardship on homeowners – BOD working directly with families
- Chad Nieland: Recommended 5% increase in association dues for 2021 in preparation for all future activities, maintaining curb-value, etc. – BOD also wishes to avoid unforeseen assessments - Motion to increase Association dues by 5% made by Greg Stenger; Second – Adam Cybulski (Motion Carries)
- Eric Pawlowski: Expressed concerns about lawncare and snow removal service quality – Gary Ujifusa suggested more specific contract language to address concerns – Chad Nieland will work directly with Settlement Hill to address
- Vicki Watson: Suggested potential cost saving by partnering with neighboring Summer Pines association on things like garbage removal, lawn care, etc. – The association has been approached in the past, and Gary Ujifusa will research again
- Motion to adjourn made by Gary Ujifusa; Second – Greg Stenger (Motion Carries) - Close Meeting: 7:09 PM

Balance Sheet

Property: Summer Pines Villas

As of 09/30/20 (accrual basis)

ASSETS

Bank Account		
1000 Operating Accounts		
1065 Summer Pines Villas Operating		31,197.32
1000 Total Operating Accounts		<u>31,197.32</u>
1300 Reserve Accounts		
1345 Summer Pines Edward Jones		312,739.18
1300 Total Reserve Accounts		<u>312,739.18</u>
Total Bank Account		<u>343,936.50</u>
Accounts Receivable		
1600 Receivables		
1605 Accounts Receivable		12,456.89
1606 Allowance for Doubtful Accounts		<u>-1,500.00</u>
1600 Total Receivables		<u>10,956.89</u>
Total Accounts Receivable		<u>10,956.89</u>
Other Current Asset		
1900 Undeposited Funds		<u>421.00</u>
Total Other Current Asset		<u>421.00</u>
TOTAL ASSETS		<u>355,314.39</u>

LIABILITIES & EQUITY

Liabilities

Other Current Liability		
2100 Other Current Liabilities		
2115 Prepaid Dues		5,997.30
2100 Total Other Current Liabilities		<u>5,997.30</u>
Total Other Current Liability		<u>5,997.30</u>
Long Term Liability		
2300 Reserves		
2301 Reserve Beginning Balance		258,795.65
2310 Contingency Reserve		53,410.10
2315 Reserve Interest Contribution		<u>533.43</u>
2300 Total Reserves		<u>312,739.18</u>
Total Long Term Liability		<u>312,739.18</u>
Total Liabilities		<u>318,736.48</u>

Equity

3000 Retained Earnings/Equity		
3001 Retained Earnings		15,746.46
3020 Net Income (Current Surplus/Deficit)		<u>20,831.45</u>
3000 Total Retained Earnings/Equity		<u>36,577.91</u>
Total Equity		36,577.91

TOTAL LIABILITIES & EQUITY

355,314.39

Profit & Loss

Property: Summer Pines Villas
09/01/20 - 09/30/20 (accrual basis)

	<u>Amount</u>
INCOME	
4300 Association	
4305 Dues	25,148.75
4300 Total Association	25,148.75
4600 Fees	
4605 Late Fees	-127.61
4600 Total Fees	-127.61
4700 Investment Income	
4705 Interest	2.62
4700 Total Investment Income	2.62
TOTAL INCOME	25,023.76
EXPENSE	
5000 Repairs & Maintenance	
5002 Maintenance Supplies	7.27
5010 Painting & Supplies	800.00
5000 Total Repairs & Maintenance	807.27
5100 Lawn/Snow	
5105 Lawn Care	4,958.50
5100 Total Lawn/Snow	4,958.50
5300 Utilities	
5320 Rubbish Removal	5,806.84
5360 Electricity	41.44
5300 Total Utilities	5,848.28
5500 Administration	
5510 Legal	260.00
5515 Bank Service Charge	35.00
5500 Total Administration	295.00
5600 Management Company Fees	
5605 Property Management Fee	2,375.00
5600 Total Management Company Fees	2,375.00
5700 Taxes & Insurance	
5715 Insurance	-2,885.01
5700 Total Taxes & Insurance	-2,885.01
6000 Reserves (Assoc)	
6005 Reserve Contribution	8,433.75
6006 Reserve Adjustments	2,426.67
6010 Interest Contribution	2.62
6000 Total Reserves (Assoc)	10,863.04
TOTAL EXPENSE	22,262.08
NET INCOME	2,761.68

NET INCOME SUMMARY

Income	25,023.76
Expense	-22,262.08
NET INCOME	2,761.68

Actual/Budget Fiscal Year Analysis

Property: Summer Pines Villas

Analysis for Fiscal Year 01/01/20 - 12/31/20 (accrual basis) as of As of 09/30/20

	Actual												Budget	
	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEP 20	OCT 20	NOV 20	DEC 20	REVISED TOTAL	ORIGINAL BUDGET
INCOME														
4300 Association	25,148.75	25,148.77	25,148.75	25,148.75	25,073.75	25,148.75	25,148.75	25,148.75	25,148.75	25,149.40	25,149.40	25,149.40	301,711.97	301,792.80
4305 Dues	-0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.04	0.00
4350 Collection Loss	25,148.71	25,148.77	25,148.75	25,148.75	25,073.75	25,148.75	25,148.75	25,148.75	25,148.75	25,149.40	25,149.40	25,149.40	301,711.93	301,792.80
4300 Total Association														
4600 Fees														
4605 Late Fees	60.25	90.54	60.35	80.48	-80.79	104.35	76.73	60.36	-127.61	0.00	0.00	0.00	324.66	0.00
4640 Maintenance Fees	500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
4645 Fines	-75.00	150.00	150.00	0.00	75.00	300.00	375.00	0.00	0.00	0.00	0.00	0.00	975.00	0.00
4600 Total Fees	485.25	240.54	210.35	2,580.48	-5.79	404.35	451.73	60.36	-127.61	0.00	0.00	0.00	4,299.66	0.00
4700 Investment Income														
4705 Interest	143.35	219.26	155.72	2.31	2.40	2.75	2.47	2.55	2.62	0.00	0.00	0.00	533.43	0.00
4700 Total Investment Incc	143.35	219.26	155.72	2.31	2.40	2.75	2.47	2.55	2.62	0.00	0.00	0.00	533.43	0.00
TOTAL INCOME	25,777.31	25,608.57	25,514.82	27,731.54	25,070.36	25,555.85	25,602.95	25,211.66	25,023.76	25,149.40	25,149.40	25,149.40	306,545.02	301,792.80
EXPENSE														
5000 Repairs & Maintenance														
5001 Building Maintenance	500.00	0.00	2,612.50	141.00	0.00	0.00	0.00	90.00	0.00	166.66	166.66	166.66	3,843.48	2,000.00
5002 Maintenance Supplie	0.00	0.00	15.62	0.00	0.00	0.00	0.00	0.00	7.27	0.00	50.00	0.00	72.89	200.00
5010 Painting & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00	0.00
5015 Irrigation Maintenan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,231.85	0.00	0.00	0.00	0.00	2,231.85	3,500.00
5028 Fences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
5000 Total Repairs & Main	500.00	0.00	2,628.12	141.00	0.00	0.00	0.00	2,321.85	807.27	166.66	216.66	166.66	6,948.22	15,700.00
5100 Lawn/Snow														
5105 Lawn Care	0.00	0.00	0.00	4,958.50	4,958.50	4,958.50	4,958.50	4,958.50	4,958.50	0.00	0.00	0.00	34,709.00	34,706.00
5110 Snow Removal	9,400.00	0.00	4,700.00	0.00	0.00	0.00	0.00	0.00	0.00	4,700.00	4,700.00	4,700.00	23,500.00	23,500.00
5111 Non-Contract Snoww	1,375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	3,475.00	6,500.00
5120 Landscaping	0.00	0.00	0.00	0.00	0.00	0.00	8,440.01	0.00	0.00	0.00	0.00	0.00	8,440.01	20,000.00
5130 Preventative Tree Tre	0.00	0.00	0.00	0.00	0.00	0.00	1,973.17	0.00	0.00	0.00	0.00	0.00	1,973.17	0.00
5100 Total Lawn/Snow	10,775.00	0.00	4,700.00	4,958.50	4,958.50	4,958.50	15,371.68	4,958.50	4,958.50	4,700.00	4,700.00	6,800.00	72,097.18	84,706.00
5300 Utilities														
5320 Rubbish Removal	5,573.95	0.00	5,839.84	0.00	0.00	0.00	5,806.84	0.00	5,806.84	5,323.00	0.00	0.00	28,350.47	21,381.09
5330 Water	264.68	0.00	0.00	264.00	0.00	0.00	2,420.92	0.00	0.00	4,700.00	0.00	0.00	7,649.60	10,000.00
5350 Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.54
5360 Electricity	87.40	0.00	42.04	41.47	40.88	81.81	0.30	41.18	41.44	42.00	42.00	42.00	502.52	504.00
5300 Total Utilities	5,926.03	0.00	5,881.88	305.47	40.88	81.81	8,228.06	41.18	5,848.28	10,065.00	42.00	42.00	36,502.59	31,901.63

	Actual												Budget			REVISSED TOTAL	ORIGINAL BUDGET				
	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEP 20	OCT 20	NOV 20	DEC 20									
5500 Administration																					
5505 Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,506.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,506.00	0.00	0.00	0.00	300.00
5507 Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
5510 Legal	200.00	0.00	115.00	0.00	0.00	0.00	0.00	0.00	260.00	625.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	2,500.00
5515 Bank Service Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	17.40
5525 Printing/Copies/Poste	0.00	571.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	1,071.34	0.00	0.00	0.00	1,500.00
5550 Education & Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00
5565 Software/Website	0.00	0.00	0.00	168.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168.00	0.00	0.00	0.00	150.00
5500 Total Administration	200.00	571.34	115.00	168.00	0.00	0.00	0.00	1,506.00	295.00	625.00	0.00	0.00	0.00	0.00	500.00	0.00	3,980.34	0.00	0.00	0.00	6,677.40
5600 Management Company																					
5605 Property Management	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	0.00	0.00	0.00	23,750.00
5600 Total Management C.	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	0.00	0.00	0.00	23,750.00
5700 Taxes & Insurance																					
5715 Insurance	5,446.50	0.00	5,460.50	2,723.25	0.00	5,608.26	29,120.09	0.00	-2,885.01	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	54,843.49	0.00	0.00	0.00	37,479.60
5700 Total Taxes & Insurair	5,446.50	0.00	5,460.50	2,723.25	0.00	5,608.26	29,120.09	0.00	-2,885.01	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	54,843.49	0.00	0.00	0.00	37,479.60
6000 Reserves (Assoc)																					
6005 Reserve Contribution	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	101,205.00	0.00	0.00	0.00	101,205.00
6006 Reserve Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-26,693.42	2,426.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-24,266.75	0.00	0.00	0.00	0.00
6010 Interest Contribution	143.35	219.26	155.72	2.31	2.40	2.75	2.47	2.55	2.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.43	0.00	0.00	0.00	0.00
6000 Total Reserves (Assoc)	8,577.10	8,653.01	8,589.47	8,436.06	8,436.15	8,436.50	8,436.22	-18,257.12	10,863.04	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	8,433.75	77,471.68	0.00	0.00	0.00	101,205.00
TOTAL EXPENSE	33,799.63	11,599.35	29,749.97	19,107.28	15,810.53	21,460.07	63,531.05	-7,054.59	22,262.08	29,746.71	17,015.71	18,565.71	18,565.71	18,565.71	18,565.71	275,593.50	301,419.63	0.00	0.00	0.00	301,419.63
NET INCOME	-8,022.32	14,009.22	-4,235.15	8,624.26	9,259.83	4,095.78	-37,928.10	32,266.25	2,761.68	-4,597.31	8,133.69	6,583.69	6,583.69	6,583.69	6,583.69	30,951.52	373.17	0.00	0.00	0.00	373.17

	Actual					Budget					REVISED TOTAL	ORIGINAL BUDGET		
	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEP 20	OCT 20			NOV 20	DEC 20
Income	25,777.31	25,608.57	25,514.82	27,731.54	25,070.36	25,555.85	25,602.95	25,211.66	25,023.76	25,149.40	25,149.40	25,149.40	306,545.02	301,792.80
Expense	-33,799.63	-11,599.35	-29,749.97	-19,107.28	-15,810.53	-21,460.07	-63,531.05	7,054.59	-22,262.08	-29,746.71	-17,015.71	-18,565.71	-275,593.50	-301,419.63
NET INCOME	-8,022.32	14,009.22	-4,235.15	8,624.26	9,259.83	4,095.78	-37,928.10	32,266.25	2,761.68	-4,597.31	8,133.69	6,583.69	30,951.52	373.17

NET INCOME SUMMARY

