

**SUMMER PINES VILLAS HOMEOWNERS ASSOCIATION**  
**2021 Annual Meeting**  
**Wednesday, November 10, 2021, 5:00 PM**  
**Virtual Meeting Via Zoom**

**A. Roll Call**

All Board of Directors (BOD) present

16 Homeowners in attendance – short of quorum

Vicki Watson (President); Gary Ujifusa (Member at Large); Greg Stenger (Treasurer); Tina Bohl (Secretary); Christina Letellier (Member at Large); Jennifer Sherwin (Kingwood Management); Jordan Bevic; Catherine Johnson; Karen Huftel; Adam Heitke; Adam Cybulski; Darcy Blaha; Gerald Blaha; Christine Canino; George Bentley; Mark Sorenson; Joan Davenport; Chad Nieland; John Ulman

**B. Proof of Meeting Notice**

Meeting notice was sent to homeowners and posted to SummerPines.com - Motion to waive by Greg Stenger; Second – Gary Ujifusa (Motion Carries)

**C. Reading of Minutes of July 28<sup>th</sup> Meeting**

Previous meeting minutes were reviewed and published to SummerPines.com - Motion to waive by Greg Stenger; Second – Gary Ujifusa (Motion Carries)

**D. Lawn / Snow Vendor – Settlement Hill Report/Solid Outdoor Services**

Summer Pines has moved to a new lawn/snow vendor; Solid Outdoor Services and owner, Justin Strehlau was in attendance to introduce himself. The BOD reviewed potential vendors through a proposal and resume process and in-person interviews. The objective is to reduce damage to lawns during winter months. Solid has equipment to improve snow removal and cleaning snow from the area. Solid Outdoor Services began work on Summer Pines property November 1.

All downed storm trees have been replaced and mulch should be put down in next couple days. Leaf collection will take place in the next two weeks. Property will be snow staked after leaf collection.

Homeowner, Mark Sorenson, expressed a concern regarding the impact scraping snow from new driveways might impact the asphalt. Justin assured the group that scraping is required and he hasn't experienced a problem with new asphalt in the past.

Homeowner, Karen Huftel, expressed concern about storm sewer drains being plowed in and the lack of drainage for melting snow. Justin confirmed the storm sewer drains will be double-staked and Solid Outdoor Services will make an effort to keep the drains clear.

**E. Management Report – Kingwood Management**

Jennifer Sherwin: Management Report was sent in the annual meeting packet

**F. Report of Board of Directors / Officers**

Greg Stenger reviewed financial documents

Summer Pines experienced unexpected costs due to storm repair and wind damage to trees (insurance only covers building damage). The BOD is currently working with suppliers to evaluate and plan for repairs. Building damage costs will go into fiscal year 2022. An insurance claim be necessary. (\$10,000 deductible/building). Monthly budgets are being assessed.

The BOD is considering hiring an arborist to help with tree management in 2022.

#### **G. Reports from Committees**

No current, sitting committees

Homeowner, John Ulman, expressed concerns regarding the Summer Pines reserve account and the September 30<sup>th</sup> storm costs. Greg Stenger responded the BOD will attempt to accommodate as much of the damage out of operating system and hold reserve. \$20,000 reserve has been put toward driveways. The BOD's goal is to keep Summer Pines fiscally healthy by continuing to add to the reserve account. As the Summer Pines development ages, more costs are expected. The BOD follows a reserve study and many projects approaching. The BOD also attempts to avoid homeowner assessments.

Homeowners expressed concerns about association dues increasing every year when Summer Pines holds a large reserve account.

Homeowner, Christine Canino, expressed concern regarding a gap between her home's front step and sidewalk. Gary Ujifusa responded the BOD will discuss repairs (bids should be requested). Christine also voiced concerns about the number of bees she has around her home.

Homeowner, Karen Huftel, asked if siding and windows are planned in the reserve study. Gary Ujifusa responded windows and siding is not currently scheduled and the BOD is considering requesting a new reserve study be completed. The BOD will be working with new management company, RowCal, to better define what the responsibility of the homeowner is vs. association.

Gary Ujifusa thanked Summer Pines advisors/resources, Adam Cybulski (insurance) and Chad Nieland (legal/collections) for supporting the Summer Pines community in the last few months. The BOD hopes to expand the advisor network and is specifically seeking construction experts to help with future projects.

#### **H. Election of Board of Directors**

No quorum – Tina Bohl, Greg Stenger and Christine Letellier are up for election

Motion to nominate Chad Nieland for Member at Large, second by Vicki Watson (Motion Carries)

Joanie Davenport expressed interest in joining a Summer Pines committee in the future

#### **I. Unfinished business**

None

**J. New Business**

An association dues increase was presented (5%) – Motion to increase dues 5% by Greg Stenger, Second by Gary Ujifusa (Motion Carries)

**K. Adjourn Meeting**

Motion to adjourn by Greg Stenger, Second by Tina Bohl (Motion Carries)

# Balance Sheet

Property: Summer Pines Villas

As of 09/30/21 (accrual basis)

## ASSETS

Bank Account	
1000 Operating Accounts	
1065 Summer Pines Villas Operating	8,657.08
1000 Total Operating Accounts	<u>8,657.08</u>
1300 Reserve Accounts	
1345 Summer Pines Edward Jones	291,873.47
1300 Total Reserve Accounts	<u>291,873.47</u>
Total Bank Account	<u>300,530.55</u>
Accounts Receivable	
1600 Receivables	
1605 Accounts Receivable	4,806.90
1606 Allowance for Doubtful Accounts	-1,500.00
1600 Total Receivables	<u>3,306.90</u>
Total Accounts Receivable	<u>3,306.90</u>
Other Current Asset	
1900 Undeposited Funds	421.00
Total Other Current Asset	<u>421.00</u>
<b>TOTAL ASSETS</b>	<b><u>304,258.45</u></b>

## LIABILITIES & EQUITY

### Liabilities

Accounts Payable	
2000 Accounts Payable	5,992.80
Total Accounts Payable	<u>5,992.80</u>
Other Current Liability	
2100 Other Current Liabilities	
2115 Prepaid Dues	6,788.30
2100 Total Other Current Liabilities	<u>6,788.30</u>
Total Other Current Liability	<u>6,788.30</u>
Long Term Liability	
2300 Reserves	
2301 Reserve Beginning Balance	345,329.81
2310 Contingency Reserve	-53,481.21
2311 Insurance Reserve	3.23
2315 Reserve Interest Contribution	21.64
2300 Total Reserves	<u>291,873.47</u>
Total Long Term Liability	<u>291,873.47</u>
<b>Total Liabilities</b>	<b><u>304,654.57</u></b>

### Equity

3000 Retained Earnings/Equity	
3001 Retained Earnings	28,574.28

3020 Net Income (Current Surplus/Deficit)	-28,970.40
3000 Total Retained Earnings/Equity	-396.12
<b>Total Equity</b>	-396.12
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>304,258.45</b>

# Profit & Loss

Property: Summer Pines Villas  
09/01/21 - 09/30/21 (accrual basis)

	<u>Amount</u>
<b>INCOME</b>	
4300 Association	
4305 Dues	
4300 Total Association	<u>26,406.25</u>
4600 Fees	
4605 Late Fees	
4600 Total Fees	<u>65.32</u>
4700 Investment Income	
4705 Interest	
4700 Total Investment Income	<u>2.28</u>
<b>TOTAL INCOME</b>	<u><b>26,473.85</b></u>
<b>EXPENSE</b>	
5000 Repairs & Maintenance	
5001 Building Maintenance	282.00
5002 Maintenance Supplies	27.16
5022 Roofs	450.00
5027 Gutters	225.00
5000 Total Repairs & Maintenance	<u>984.16</u>
5100 Lawn/Snow	
5105 Lawn Care	5,064.00
5120 Landscaping	8,956.00
5125 Tree Replacement/Removal	14,400.75
5100 Total Lawn/Snow	<u>28,420.75</u>
5300 Utilities	
5320 Rubbish Removal	6,006.02
5360 Electricity	80.21
5300 Total Utilities	<u>6,086.23</u>
5500 Administration	
5510 Legal	-20.00
5525 Printing/Copies/Postage	252.53
5500 Total Administration	<u>232.53</u>
5600 Management Company Fees	
5605 Property Management Fee	2,375.00
5600 Total Management Company Fees	<u>2,375.00</u>
6000 Reserves (Assoc)	
6005 Reserve Contribution	8,433.75
6010 Interest Contribution	2.28
6000 Total Reserves (Assoc)	<u>8,436.03</u>
<b>TOTAL EXPENSE</b>	<u><b>46,534.70</b></u>
<b>NET INCOME</b>	<u><b>-20,060.85</b></u>

## NET INCOME SUMMARY

Income	26,473.85
Expense	<u>-46,534.70</u>
<b>NET INCOME</b>	<u><b>-20,060.85</b></u>

# Actual/Budget Fiscal Year Analysis

Property: Summer Pines Villas

Analysis for Fiscal Year 01/01/21 - 12/31/21 (accrual basis) as of As of 09/30/21

INCOME	Actual												Budget	
	JAN 21	FEB 21	MAR 21	APR 21	MAY 21	JUN 21	JUL 21	AUG 21	SEP 21	OCT 21	NOV 21	DEC 21	REVISED TOTAL	ORIGINAL BUDGET
4300 Association	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	316,875.00	316,875.00
4305 Dues	0.00	873.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	873.64	0.00
4350 Collection Loss	26,406.25	27,279.89	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	317,748.64	316,875.00
4300 Total Association	52.80	22.62	66.44	53.37	32.26	42.33	42.34	53.68	65.32	0.00	0.00	0.00	431.16	0.00
4600 Fees	0.00	0.00	0.00	150.00	225.00	0.00	-150.00	75.00	0.00	0.00	0.00	0.00	300.00	0.00
4605 Late Fees	52.80	22.62	66.44	203.37	257.26	42.33	-107.66	128.68	65.32	0.00	0.00	0.00	731.16	0.00
4645 Fines	1.56	3.23	2.80	2.94	3.25	3.52	2.75	2.54	2.28	0.00	0.00	0.00	24.87	0.00
4600 Total Fees	1.56	3.23	2.80	2.94	3.25	3.52	2.75	2.54	2.28	0.00	0.00	0.00	24.87	0.00
4700 Investment Income														
4705 Interest	26,460.61	27,305.74	26,475.49	26,612.56	26,666.76	26,452.10	26,301.34	26,537.47	26,473.85	26,406.25	26,406.25	26,406.25	318,504.67	316,875.00
4700 Total Investment Inc														
<b>TOTAL INCOME</b>														
<b>EXPENSE</b>														
5000 Repairs & Maintenance	0.00	0.00	0.00	0.00	908.50	0.00	0.00	0.00	282.00	250.00	250.00	250.00	1,940.50	3,000.00
5001 Building Maintenance	0.00	0.00	0.00	0.00	132.50	0.00	0.00	0.00	27.16	0.00	50.00	0.00	209.66	200.00
5002 Maintenance Supplie	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,680.00	2,000.00
5005 Building Cleaning	0.00	313.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.75	3,500.00
5015 Irrigation Maintenc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00	450.00	0.00
5022 Roofs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146,375.00	0.00
5024 Concrete Replaceme	0.00	0.00	0.00	0.00	0.00	146,375.00	0.00	0.00	0.00	0.00	0.00	0.00	146,375.00	0.00
5025 Parking Lot/Driveway	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00
5027 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	0.00	0.00	0.00	225.00	0.00
5040 Electrical Services/Li	0.00	0.00	0.00	0.00	250.00	208.50	0.00	0.00	0.00	0.00	0.00	0.00	458.50	0.00
5000 Total Repairs & Main	0.00	313.75	0.00	0.00	1,291.00	146,583.50	0.00	3,680.00	984.16	250.00	300.00	250.00	153,652.41	108,700.00
5100 Lawn/Snow														
5105 Lawn Care	0.00	0.00	0.00	5,064.00	5,064.00	5,064.00	5,064.00	5,064.00	5,064.00	4,958.00	0.00	0.00	35,342.00	34,706.00
5106 Non-Contract Lawn V	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	8,750.00
5110 Snow Removal	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	24,000.00	24,000.00
5111 Non-Contract Snoww	0.00	3,582.00	960.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	5,542.00	4,000.00
5120 Landscaping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,956.00	0.00	0.00	0.00	8,956.00	23,000.00
5125 Tree Replacement/Rt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,400.75	0.00	0.00	0.00	14,400.75	0.00
5100 Total Lawn/Snow	4,800.00	8,382.00	5,760.00	5,064.00	5,064.00	5,064.00	5,064.00	5,064.00	28,420.75	4,958.00	4,800.00	5,800.00	88,240.75	94,456.00
5300 Utilities														
5320 Rubbish Removal	6,008.49	0.00	5,981.02	0.00	0.00	0.00	6,021.02	0.00	6,006.02	6,000.00	0.00	0.00	30,016.55	24,000.00

	Actual												Budget		REVISED TOTAL	ORIGINAL BUDGET
	JAN 21	FEB 21	MAR 21	APR 21	MAY 21	JUN 21	JUL 21	AUG 21	SEP 21	OCT 21	NOV 21	DEC 21				
5330 Water	766.12	0.00	0.00	108.00	0.00	0.00	0.00	7,545.33	0.00	4,700.00	0.00	0.00	0.00	13,119.45	10,000.00	
5360 Electricity	43.90	42.61	42.74	41.51	41.16	0.00	160.09	79.00	80.21	42.00	42.00	42.00	42.00	657.22	504.00	
5300 Total Utilities	6,818.51	42.61	6,023.76	149.51	41.16	0.00	6,181.11	7,624.33	6,086.23	10,742.00	42.00	42.00	42.00	43,793.22	34,504.00	
5500 Administration																
5505 Accounting	0.00	0.00	227.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227.00	350.00	
5510 Legal	0.00	0.00	25.00	540.00	-260.00	0.00	0.00	0.00	-20.00	625.00	0.00	0.00	0.00	910.00	2,500.00	
5515 Bank Service Charge	0.00	0.00	0.00	0.00	5.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	
5525 Printing/Copies/Poste	0.00	0.00	11.58	0.00	0.00	0.00	0.00	0.00	252.53	187.50	0.00	0.00	0.00	451.61	750.00	
5540 Licenses & Permits	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	
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	168.00	0.00	
5500 Total Administration	0.00	0.00	263.58	728.00	-255.00	10.00	0.00	0.00	232.53	812.50	0.00	0.00	0.00	1,791.61	3,600.00	
5600 Management Company																
5605 Property Manager	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	28,500.00	28,500.00	
5616 Contracting Fee	0.00	0.00	0.00	0.00	0.00	7,318.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,318.75	0.00	
5600 Total Management C	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	9,693.75	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	2,375.00	35,818.75	28,500.00	
5700 Taxes & Insurance																
5715 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	33,537.42	0.00	0.00	3,750.00	3,750.00	3,750.00	3,750.00	44,787.42	45,000.00	
5700 Total Taxes & Insurai	0.00	0.00	0.00	0.00	0.00	0.00	33,537.42	0.00	0.00	3,750.00	3,750.00	3,750.00	3,750.00	44,787.42	45,000.00	
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	101,205.00	101,205.00	
6006 Reserve Adjustments	2,426.67	2,426.67	2,426.67	2,426.67	2,426.67	2,426.67	290,319.98	0.00	0.00	0.00	0.00	0.00	-275,759.96	0.00	0.00	
6007 Reserve Withdrawals	0.00	0.00	0.00	0.00	0.00	0.00	146,375.00	0.00	0.00	0.00	0.00	0.00	146,375.00	0.00	0.00	
6010 Interest Contribution	1.56	3.23	2.80	2.94	3.25	3.52	2.75	2.54	2.28	0.00	0.00	0.00	24.87	0.00	0.00	
6012 Reserve Driveway Cc	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	
6000 Total Reserves (Assoc)	10,861.98	10,863.65	10,863.22	10,863.36	10,863.67	10,863.94	135,508.48	8,436.29	8,436.03	8,433.75	8,433.75	8,433.75	8,433.75	-28,155.09	1,205.00	
<b>TOTAL EXPENSE</b>	<b>24,655.49</b>	<b>21,977.01</b>	<b>25,285.56</b>	<b>19,179.87</b>	<b>19,379.83</b>	<b>172,215.19</b>	<b>-88,350.95</b>	<b>27,179.62</b>	<b>46,534.70</b>	<b>31,321.25</b>	<b>19,700.75</b>	<b>20,650.75</b>	<b>339,929.07</b>	<b>315,965.00</b>		
<b>NET INCOME</b>	<b>1,605.12</b>	<b>5,328.73</b>	<b>1,189.93</b>	<b>7,432.69</b>	<b>7,286.93</b>	<b>145,763.09</b>	<b>114,652.29</b>	<b>-642.15</b>	<b>-20,060.85</b>	<b>-4,915.00</b>	<b>6,705.50</b>	<b>5,755.50</b>	<b>-21,424.40</b>	<b>910.00</b>		



	Actual												Budget		REVISED TOTAL	ORIGINAL BUDGET	
	JAN 21	FEB 21	MAR 21	APR 21	MAY 21	JUN 21	JUL 21	AUG 21	SEP 21	OCT 21	NOV 21	DEC 21	NOV 21	DEC 21			
Income	26,460.61	27,305.74	26,475.49	26,612.56	26,666.76	26,452.10	26,301.34	26,537.47	26,473.85	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	26,406.25	318,504.67	316,875.00
Expense	-24,855.49	-21,977.01	-25,285.56	-19,179.87	-19,379.83	172,215.19	88,350.95	-27,179.62	-46,534.70	-31,321.25	-19,700.75	-20,650.75	-339,929.07	-339,929.07	-315,965.00		
<b>NET INCOME</b>	<b>1,605.12</b>	<b>5,328.73</b>	<b>1,189.93</b>	<b>7,432.69</b>	<b>7,286.93</b>	<b>145,763.09</b>	<b>114,652.29</b>	<b>-642.15</b>	<b>-20,060.85</b>	<b>-4,915.00</b>	<b>6,705.50</b>	<b>5,755.50</b>	<b>-21,424.40</b>	<b>910.00</b>			

**NET INCOME SUMMARY**

