# **Summer Pines Homeowner Association**

# **Board of Directors Meeting**

July 8, 2020 – 6:00 p.m. Location: Zoom Meeting (virtual) Meeting Minutes

### A. Meeting Called to Order

President, Chad Nieland, called the meeting to order at 6:00 p.m.

#### B. Roll Call

Attendees: Chad Nieland (President); Greg Stenger (Treasurer); Gary Ujifusa (Member at Large); Adam Cybulski (Member at Large); Tina Bohl (Secretary); Adam Heitke; Courtney Heitke; Christina Canino; Eric Pawlowski; Mark (last name unknown); Darcy Blaha; Jerry Blaha; John Ulman; TNT; Jennifer Sherwin (Kingwood Management); Bethany Magba-Kamara (Kingwood Management)

### C. Proof of Meeting Notice

Meeting notice was sent to homeowners June 29, 2020

## D. Reading of Preceding Meeting Minutes

Meeting minutes from the May 13, 2020 Summer Pines Homeowners Association (HOA) Board of Directors (BOD) meeting were previously shared and approved by the Board. Waived reading.

### E. Management Report - Kingwood Management

- a. Delinquencies: Delinquencies always exist, but are being handled in a very effective and successful way to bring up to date
- b. Mailbox Refurbishment: Kingwood Management received a proposal from Premium Painting Service for mailbox refurbishment \$100/mailbox station (\$300 total)
- c. Insurance: Kingwood Management has been working closely with the BOD, specifically Adam Cybulski who is an insurance expert Summer Pines will be moving from Farmers Insurance to Auto-Owners Insurance at a savings of \$3235.49 annually (one-pay rather than monthly EFT installments)
- d. Emerald Ash Borer Treatment: As treatment is dependent on season/weather, schedule is still pending

#### F. Officers Reports

- a. Treasurer (Greg Stenger): Budget
  - i. An audit of the financials is in the process at this time by an outside accounting firm
  - ii. The HOA Reserve account is \$303,260.54
  - iii. Bills paid have been reviewed and are appropriate
  - iv. As of May 31, 2020, the HOA has a positive net income of \$19,635.84
    - 1. Ash Borer tree treatment Approximately \$2,200
    - 2. Mulching Invoice has been received \$8,318.48
    - 3. Fence Repair \$121.33 Budgeted \$10,000.00

- 4. Irrigation Controller Approximately \$2,000.00 Budgeted \$3,500.00
- 5. Shrubs and bush removal and replacement is budgeted for \$20,000.00 from a proposed shrub and Bbsh removal/repair. However, the Ash Borer treatment and Mulch were not budgeted, and the expense landed in the landscaping budget. This reduced the landscaping budget approximately \$10,000.00. The BOD made a decision to move the residual budgeted amounts from fence and irrigation to landscaping. This would put approximately \$18,500.00 in the budget for shrubs and bushes.
- b. Member at Large (Adam Cybulski): Insurance
  - i. Moving from Farmers Insurance to Auto-Owners Insurance in October
  - Greg Stenger made a motion to move the \$3235 savings from provider change and onetime payment option back to the HOA Reserve Fund (Second by Tina Bohl) – Motion Carried
- c. President (Chad Nieland): Delinquencies
  - Since implementing a formal dues delinquency process, the number serious delinquencies have dropped considerably and are managed effectively and successfully

### G. Committee Reports

Nothing to report

# **H. Summer Projects**

- a. Shrub Replacement: Settlement Hill (landscaping service) will be presenting their formal proposal and project should begin within the next two weeks
  - Mike Ganz, Settlement Hill, and Chad Nieland recently walked Summer Pines and created a fully detailed shrub "map" including those replaced in recent years and in need of replacement
  - ii. Shrub "map" will be updated as shrubs are replaced to aid in shrub health checks and future planning
  - iii. More information will be shared soon via SummerPines.com
- b. Tree Trimming: A homeowner recently expressed concern regarding a low-hanging tree and requested it be trimmed Chad Nieland met with the homeowner and has scheduled time with Ryan Ganz, Settlement Hill, to analyze the need
- c. Front Door Painting: Reminder that homeowners are asked to paint their front doors this summer Approved paint colors, supplier information and waiver details can be found in the "Latest News" section of SummerPines.com

### I. Unfinished Business

Nothing to report

#### J. New Business

Nothing to report

# **K.** Homeowner Comments/Concerns

The floor was open for homeowner comments and concerns – Nothing to report

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# L. Motion to Adjourn

Greg Stenger made a motion to adjourn (Second by Gary Ujifusa) – Motion Carried (Adjourn 6:30 p.m.)

# **Actual/Budget Fiscal Year Analysis**

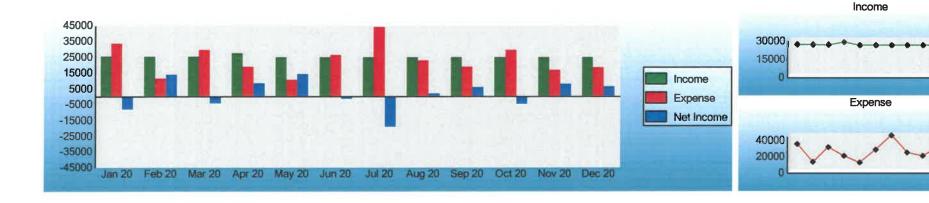
Property: Summer Pines Villas

Analysis for Fiscal Year 01/01/20 - 12/31/20 (accrual basis) as of As of 05/05/20

	1451.00	FFD 00	-Actual -	400.00	*****			4110.00	-Budget -	007.00	NOV	DEC 00	REVISED	ORIGINAL
INCOME	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEP 20	OCT 20	NOV 20	DEC 20	TOTAL	BUDGET
4300 Association														
4305 Dues	25.148.75	25.148.77	25,148.75	25,148.75	25,148.75	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25.149.40	301,789.57	301.792.80
4350 Collection Loss	-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
4300 Total Association	25,148.71				25,148.75	25,149.40		25,149.40				25,149.40	301,789.53	301,792.80
4300 Total Association	25, 146.7 1	23, 140.77	25,146.75	20, 140.70	25, 146.75	25, 145.40	23, 145.40	23, 145.40	25, 149.40	25, 145.40	25, 145.40	25, 149.40	301,769.53	301,792.00
4600 Fees														
4605 Late Fees	60.25	90.54	60.35	80.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	291.62	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	0.00
4600 Total Fees	485.25	240.54	210.35	2,580.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,516.62	0.00
4700 Investment Income														
4705 Interest	143.35	219.26	155.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	518.33	0.00
4700 Total Investment Incor	143.35	219.26	155.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	518.33	0.00
TOTAL INCOME	25,777.31	25,608.57	25,514.82	27,729.23	25,148.75	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	305,824.48	301,792.80
EXPENSE														
5000 Repairs & Maintenance														
5000 Repairs & Maintenance	500.00	0.00	2,612.50	141.00	0.00	166.66	166.66	166.66	166.66	166.66	166.66	166.66	4,420.12	2,000.00
5002 Maintenance Supplies	0.00	0.00	15.62	0.00	0.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00	115.62	200.00
5015 Irrigation Maintenance	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	3,500.00
5028 Fences	0.00	0.00	0.00	0.00	0.00	0.00	10.000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5000 Total Repairs & Mainte	500.00	0.00	2,628.12	141.00	0.00	3.666.66	10,166.66	216.66	166.66	166.66	216.66	166.66	18,035,74	15,700.00
3000 Total Repairs & Mainte	300.00	0.00	2,020.12	141.00	0.00	3,000.00	10,100.00	210.00	100.00	100.00	210.00	100.00	10,055.74	15,700.00
5100 Lawn/Snow														
5105 Lawn Care	0.00	0.00	0.00	4,958.50	0.00	4,958.00	4,958.00	4,958.00	4,958.00	4,958.00	0.00	0.00	29,748.50	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	0.00	4,700.00	4,700.00	23,500.00	23,500.00
5111 Non-Contract Snowwc	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	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	12,000.00	20,000.00
5100 Total Lawn/Snow	10,775.00	0.00	4,700.00	4,958.50	0.00	8,958.00	8,958.00	8,958.00	4,958.00	4,958.00	4,700.00	6,800.00	68,723.50	84,706.00
5300 Utilities														
5320 Rubbish Removal	5,573.95	0.00	5,839.84	0.00	0.00	0.00	5,323.00	0.00	0.00	5,323.00	0.00	0.00	22,059.79	21,381.09
5330 Water	264.68	0.00	0.00	264.00	0.00	0.00	4,700.00	0.00	0.00	4,700.00	0.00	0.00	9,928.68	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	0.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	464.91	504.00
5300 Total Utilities	5,926.03	0.00	5,881.88	305.47	0.00	42.00	10,065.00	42.00	42.00	10,065.00	42.00	42.00	32,453.38	31,901.63
5500 Administration														
5505 Accounting	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	300.00
Actual/Budget Fiscal Year Analysis	05/05/2	20 2:58 PM				Page 1 of	3			rentmana	ger.com - pro	perty manag	ement systems	
						-				-			•	

1			-Actual -						-Budget -				REVISED	ORIGINAL
	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEP 20	OCT 20	NOV 20	DEC 20	TOTAL	BUDGET
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	2,000.00
5510 Legal	200.00	0.00	115.00	0.00	0.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	1,565.00	2,500.00
5515 Bank Service Charge	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.60	0.00	0.00	0.00	0.00	15.60	17.40
5525 Printing/Copies/Postaç	0.00	571.34	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	1,571.34	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	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	168.00	150.00
5500 Total Administration	200.00	571.34	115.00	168.00	0.00	0.00	1,140.00	0.60	0.00	625.00	500.00	0.00	3,319.94	6,677.40
5600 Management Company F														
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	0.00	0.00	23,750.00	23,750.00
5600 Total Management Co	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	23,750.00	23,750.00
5700 Taxes & Insurance														
5715 Insurance	5,446.50	0.00	5,460.50	2,723.25	0.00	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	35,493.35	37,479.60
5700 Total Taxes & Insuran	5,446.50	0.00	5,460.50	2,723.25	0.00	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	35,493.35	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	101,205.00	101,205.00
6010 Interest Contribution	143.35	219.26	155.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	518.33	0.00
6000 Total Reserves (Assoc	8,577.10	8,653.01	8,589.47	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	101,723.33	101,205.00
TOTAL EXPENSE	33,799.63	11,599.35	29,749.97	19,104.97	10,808.75	26,598.71	44,261.71	23,149.31	19,098.71	29,746.71	17,015.71	18,565.71	283,499.24	301,419.63
NET INCOME	-8,022.32	14,009.22	-4,235.15	8,624.26	14,340.00	-1,449.31	-19,112.31	2,000.09	6,050.69	-4,597.31	8,133.69	6,583.69	22,325.24	373.17

	Actual -					Budget								ORIGINAL
	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	BUDGET
NET INCOME SUMMARY														
Income	25,777.31	25,608.57	25,514.82	27,729.23	25,148.75	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	305,824.48	301,792.80
Expense	-33,799.63	-11,599.35	-29,749.97	-19,104.97	-10,808.75	-26,598.71	-44,261.71	-23,149.31	-19,098.71	-29,746.71	-17,015.71	-18,565.71	-283,499.24	-301,419.63
NET INCOME	-8,022.32	14,009.22	-4,235.15	8,624.26	14,340.00	-1,449.31	-19,112.31	2,000.09	6,050.69	-4,597.31	8,133.69	6,583.69	22,325.24	373.17



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# **Balance Sheet**

Property: Summer Pines Villas
As of 05/31/20 (accrual basis)

# **ASSETS**

ACCLIC		
Ban	k Account	
	1000 Operating Accounts	
	1065 Summer Pines Villas Operating	24 705 24
	1000 Total Operating Accounts	34,705.24 34,705.24
		04,700.24
	1300 Reserve Accounts 1345 Summer Pines Edward Jones	***
	1300 Total Reserve Accounts	303,260.54
	1300 Total Reserve Accounts	303,260.54
Tota	I Bank Account	337,965.78
Acco	ounts Receivable	
	1600 Receivables	
	1605 Accounts Receivable	10,703.10
	1606 Allowance for Doubtful Accounts	-1,500.00
	1600 Total Receivables	9,203.10
Tota	Accounts Receivable	9,203.10
Othe	er Current Asset	
Oth	1900 Undeposited Funds	424.00
Tota	Other Current Asset	421.00
TOTAL ASS	SE18	347,589.88
LIABILITIES Liabilitie		
Othe	r Current Liability	
	2100 Other Current Liabilities	
	2115 Prepaid Dues	8,947.04
	2100 Total Other Current Liabilities	8,947.04
Total	Other Current Liability	8,947.04
Long	Term Liability	
·	2300 Reserves	
	2301 Reserve Beginning Balance	258,795.65
	2310 Contingency Reserve	43,941.85
	2315 Reserve Interest Contribution	523.04
	2300 Total Reserves	303,260.54
Total	Long Term Liability	303,260.54
Total Lia		312,207.58
		312,207.36
Equity	3000 Retained Earnings/Equity	
	3000 Retained Earnings/Equity	45 740 40
	3020 Net Income (Current Surplus/Deficit)	15,746.46
	3000 Total Retained Earnings/Equity	19,635.84 35,382.30
		30,002.30
Total Eq	uity	35,382.30

# **Fiscal Year Budget**

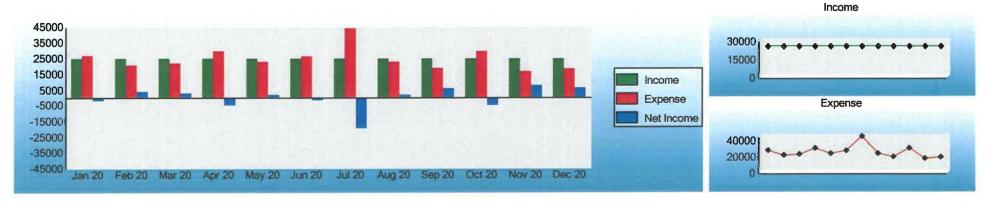
Property: Summer Pines Villas

Monthly recap As of 05/05/20 Profit and Loss

	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEP 20	OCT 20	NOV 20	DEC 20	TOTAL
INCOME													
4300 Association													
4305 Dues	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	301,792.80
4300 Total Association	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	301,792.80
TOTAL INCOME	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	301,792.80
EXPENSE													
5000 Repairs & Maintenance													
5001 Building Maintenance	166.70	166.70	166.66	166.66	166.66	166.66	166.66	166.66	166.66	166.66	166.66	166.66	2,000.00
5002 Maintenance Supplies	0.00	50.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00	200.00
5015 Irrigation Maintenance/Sprin	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
5028 Fences	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
5000 Total Repairs & Maintenance	166.70	216.70	166.66	166.66	216.66	3,666.66	10,166.66	216.66	166.66	166.66	216.66	166.66	15,700.00
5100 Lawn/Snow													
5105 Lawn Care	0.00	0.00	0.00	4,958.00	4,958.00	4,958.00	4,958.00	4,958.00	4,958.00	4,958.00	0.00	0.00	34,706.00
5110 Snow Removal	4,700.00	4,700.00	4,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,700.00	4,700.00	23,500.00
5111 Non-Contract Snowwork	1,400.00	2,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	6,500.00
5120 Landscaping	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00	• 0.00	20,000.00
5100 Total Lawn/Snow	6,100.00	6,700.00	5,700.00	8,958.00	8,958.00	8,958.00	8,958.00	8,958.00	4,958.00	4,958.00	4,700.00	6,800.00	84,706.00
5300 Utilities													
5320 Rubbish Removal	5,323.00	89.09	0.00	5,323.00	0.00	0.00	5,323.00	0.00	0.00	5,323.00	0.00	0.00	21,381.09
5330 Water	300.00	0.00	0.00	300.00	0.00	0.00	4,700.00	0.00	0.00	4,700.00	0.00	0.00	10,000.00
5350 Gas	16.54	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	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
5300 Total Utilities	5,681.54	131.09	42.00	5,665.00	42.00	42.00	10,065.00	42.00	42.00	10,065.00	42.00	42.00	31,901.63
5500 Administration													
5505 Accounting	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
5507 Audit	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
5510 Legal	625.00	0.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	2,500.00
5515 Bank Service Charge	0.00	0.00	0.90	0.90	0.00	0.00	15.00	0.60	0.00	0.00	0.00	0.00	17.40
5525 Printing/Copies/Postage	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	1,500.00
5550 Education & Training	0.00	0.00	0.00	210.00	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	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
5500 Total Administration	1,125.00	0.00	2,300.90	985,90	0.00	0.00	1,140.00	0.60	0.00	625.00	500.00	0.00	6,677.40
5600 Management Company Fees													
5605 Property Management Fee	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	23,750.00

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	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEP 20	OCT 20	NOV 20	DEC 20	TOTAL
5600 Total Management Company	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	23,750.00
5700 Taxes & Insurance													
5715 Insurance	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	37,479.60
5700 Total Taxes & Insurance	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	3,123.30	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	101,205.00
6000 Total Reserves (Assoc)	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
TOTAL EXPENSE	27,005.29	20,979.84	22,141.61	29,707.61	23,148.71	26,598.71	44,261.71	23,149.31	19,098.71	29,746.71	17,015.71	18,565.71	301,419.63
NET INCOME	-1,855.89	4,169.56	3,007.79	-4,558.21	2,000.69	-1,449.31	-19,112.31	2,000.09	6,050.69	-4,597.31	8,133.69	6,583.69	373.17
NET INCOME SUMMARY													
Income	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	25,149.40	301,792.80
Expense	-27,005.29	-20,979.84	-22,141.61	-29,707.61	-23,148.71	-26,598.71	-44,261.71	-23,149.31	-19,098.71	-29,746.71	-17,015.71	-18,565.71	-301,419.63
NET INCOME	-1,855.89	4,169.56	3,007.79	-4,558.21	2,000.69	-1,449.31	-19,112.31	2,000.09	6,050.69	-4,597.31	8,133.69	6,583.69	373.17



JAN 20 FEB 20 MAR 20 APR 20 MAY 20 JUN 20 JUL 20 AUG 20 SEP 20 OCT 20 NOV 20 DEC 20 TOTAL

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