



**Board of Director's Regular Meeting Agenda**  
**6:30 PM on July 26th, 2023 – Hybrid Webex/Kennewick Library 1620 S Union**

**Call to order:** 6:35PM

**Guest(s):** Brenda F, Brenda S, Marie S, Angie, Heidi, 2 on WebEx

**Absent:** Morgan

**Secretary's report:**

- 6/29 regular meeting minutes were approved

**Treasurer's report:**

- Presented attached treasurer's report

**Old Business:**

- On-line payments - there is still interest in this, we continue to research the best way to implement. Brenda pointed out rules restrictions on passing certain costs onto members
- Request for more lighting at mailboxes - Bill gave info to Einar in the June meeting, Einar to seek quotes for the labor and parts
- Reserve Study Rolling - Still processing the information request

**New Business:**

- Landscaping discussion - yellowing and dead trees - report from Jesse's attached, quote for replacement of dead trees attached. Trees were last done in 2018 (associated with PUD replacements along 36th) and only came with one-year warranty.. The board and guests reported that it's a bad year for landscaping maintenance in general and seems to be affecting all of Tri-Cities
- Discussion on global warming effects and potential need for rule changes to accommodate eco-friendly landscaping.
- Dead trees - was a recommendation to get quotes from Jobs, we received a quote from Jesse's. Group agreed to get quote from Jobs.
- Vote on handling violations - Stephanie issued letters for weed and bush issues, and on a oxidized window. Board and officers disagreed on issuing violations on oxidized windows. There were some previous discussions on window cleaning (where that will work) vs. when a window will need to be replaced; discussion on potential warranty replacement for original owners. Brenda S. says the warranty covers the glass. Stephanie recommended a website notice letting people know they may be able to find warranty information but the HOA will not do the legwork required to track this down for the homeowners. Idea to put windows on similar timeline as paint, the letter Stephanie sent gave 6 months. Robert stated windows will not be an enforceable rule based on some rules research he performed. Much discussion on enforceability of various window problems under CCR 6.1. A broken seal on a window is an objective criteria that the window has failed. Consistency amongst all of the home owners is important in the violations process. Stephanie halted the process once the board disagreed on handling the first letter that was sent on window violations. Robert has asked for a clearly written rule in the future (one that specifies windows and criteria).
- Einar motioned for the HOA to proceed with enforcement of windows with broken seals and work to issue letters to the remaining violating homeowners and give homeowners a 1-year time frame to make

the replacements, and to issue an extension to the one homeowner who was already issued a letter for window violation. The motion carried with a vote of 3 yay and 2 nays.

- Complaint on backyard vegetation (Richard has update and photos in the gmail as well), this was received from a homeowner. Richard gave an update on the progress of reviewing this issue. The complaint is vegetation or roots from vegetation from a neighbor is causing damage to the fence.
- Complaint about boat parked on Conway Dr over 48 hours. This will be documented and a violation issued.
- Einar reported tagging on the fence on the path leading to the park on the Buntin St, cul d'sac. Brenda S. mentioned to call the non-emergency number with the city and they may take care of it.
- Fading paint on houses discussion - Stephanie asked for clarification on fading house paint criteria.
- Richard moved to place a moratorium on enforcement of basketball hoops in driveways for 1 year, and the board sends letters to those with hoops in the street to remove them from the street, while the Board considers rule changes regarding basketball hoops. Robert reminded that HOA rules must follow federal, state, and local laws. Streets - if the city has an existing Municipal code on an issue, the HOA can write a rule that follows that code and enforce it. Motion passes 4-0 with one abstaining.
- Robert's rules update will be delayed until the next regular meeting.
- Change in Fee Schedule for Violations. This will be moved to the top of the agenda for the August meeting.
- Discussion on 1-year waiting period on bringing renters into the property. Einar mentioned we don't have a registry of out-of-region homeowners and letters are typically addressed to the owner at the renter's address. Brenda S suggested the best time to act is to prevent this situation entirely by informing title company and real estate agents of the rules whenever possible.
- Washington law updates and notice from attorneys
- Discussion on community improvement. Robert motioned to remove Heather from the community improvement committee. Seconded by Einar. The motion failed with a vote of 3 nays and 2 ayes.

### **Close Session if needed**

Motion for Executive Session, Pursuant to RCW 64.38.035. "I move that the Board enters a closed session to discuss the following item or items...":

- Liens and Delinquencies and Legal Correspondence if needed

### **Re-Open Session**

#### **Board Actions:**

- None other than what is listed in the above notes.

### **Ad-Hoc Agenda Items:**

### **Adjourn Meeting**

**Next Regular Meeting:** Will be held August 31st, 2023 at 6:30PM at Union St. Library

*Minutes submitted by Einar Offerdahl*



**Shadow Run Homeowners Assn.**

**Checking/Savings**

**As of June 30, 2023**

**ASSETS**

**Current Assets**

<b>Checking Account #85</b>	<b>\$30,725.56</b>
<b>Money Market Reserve #84</b>	<b>\$77,275.72</b>
<b>Savings Account #80</b>	<b><u>\$8,909.26</u></b>

**Deposited \$23,390.53 so far in July from home owner dues**

## Shadow Run Homeowners Assn. Check Detail June 1 through July 25, 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		06/07/2023	DEBIT CARD		Checking Acco...		-28.26
				Office Supplies		-28.26	28.26
TOTAL						-28.26	28.26
Check		06/07/2023	DEBIT CARD		Checking Acco...		-63.00
				Postage		-63.00	63.00
TOTAL						-63.00	63.00
Check		06/01/2023	CRICKET WIRE...		Checking Acco...		-25.00
				Telephone Expe...		-25.00	25.00
TOTAL						-25.00	25.00
Check		06/05/2023	amazon		Checking Acco...		-75.00
				Meeting Expens...		-75.00	75.00
TOTAL						-75.00	75.00
Check		06/25/2023	WIX		Checking Acco...		-30.15
				Website Main.		-30.15	30.15
TOTAL						-30.15	30.15
<b>Bill Pmt -Check</b>	<b>1357</b>	<b>06/03/2023</b>	<b>PODY &amp; McDO...</b>		<b>Checking Acco...</b>		<b>-2,201.94</b>
Bill	INV ...	03/31/2023		Homeowner Inc...		-14.00	14.00
				Homeowner Inc...		-28.00	28.00
				Homeowner Inc...		-29.50	29.50
Bill	INV ...	04/30/2023		Homeowner Inc...		-28.00	28.00
				Homeowner Inc...		-209.02	209.02
Bill	INV ...	04/30/2023		Association Incu...		-259.00	259.00
				Association Incu...		-37.00	37.00
				Association Incu...		-259.00	259.00
				Association Incu...		-74.00	74.00
				Association Incu...		-74.00	74.00
				Association Incu...		-259.00	259.00
				Homeowner Inc...		-148.00	148.00
				Homeowner Inc...		-259.00	259.00
				Homeowner Inc...		-37.00	37.00
				Homeowner Inc...		-74.00	74.00
				Homeowner Inc...		-17.00	17.00
				Association Incu...		-148.00	148.00
				Homeowner Inc...		-8.70	8.70
Bill	58642	05/31/2023		Association Incu...		-0.72	0.72
Bill	58891	05/31/2023		Association Incu...		-37.00	37.00
Bill	58892	06/03/2023		Homeowner Inc...		-59.00	59.00
				Association Incu...		-29.50	29.50
				Homeowner Inc...		-56.00	56.00
				Homeowner Inc...		-29.50	29.50
				Homeowner Inc...		-28.00	28.00
TOTAL						-2,201.94	2,201.94

## Shadow Run Homeowners Assn.

## Check Detail

07/25/23

June 1 through July 25, 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>1358</b>	<b>06/03/2023</b>	<b>JESSE'S LAW...</b>		<b>Checking Acco...</b>		<b>-3,639.00</b>
Bill	109...	05/17/2023			Landscaping Ma...	-1,457.67	1,457.67
Bill	109...	06/01/2023			Landscaping Ma...	-2,181.33	2,181.33
TOTAL						-3,639.00	3,639.00
<b>Bill Pmt -Check</b>	<b>1359</b>	<b>06/22/2023</b>	<b>JESSE'S LAW...</b>		<b>Checking Acco...</b>		<b>-1,177.76</b>
Bill		06/22/2023			Landscaping Ma...	-1,177.76	1,177.76
TOTAL						-1,177.76	1,177.76
<b>Bill Pmt -Check</b>	<b>1360</b>	<b>06/22/2023</b>	<b>Morgan Gross...</b>		<b>Checking Acco...</b>		<b>-29.34</b>
Bill		06/22/2023			Office Supplies	-29.34	29.34
TOTAL						-29.34	29.34
<b>Bill Pmt -Check</b>	<b>1361</b>	<b>07/24/2023</b>	<b>Tracy Engel</b>		<b>Checking Acco...</b>		<b>-164.62</b>
Bill		07/24/2023			Committee Exp...	-164.62	164.62
TOTAL						-164.62	164.62
<b>Bill Pmt -Check</b>	<b>1362</b>	<b>07/24/2023</b>	<b>JESSE'S LAW...</b>		<b>Checking Acco...</b>		<b>-3,091.66</b>
Bill	invio...	07/24/2023			Landscaping Ma...	-2,181.33	2,181.33
Bill	Invoi...	07/24/2023			Landscaping Ma...	-649.45	649.45
Bill	Invoi...	07/24/2023			Landscaping Ma...	-260.88	260.88
TOTAL						-3,091.66	3,091.66

**Shadow Run Homeowners Assn.**  
**Profit & Loss Budget vs. Actual**  
**January through December 2023**

Cash Basis

	Jan - Dec 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Fines	803.96	0.00	803.96
Interest	321.39	0.00	321.39
LATE CHARGES	672.34	0.00	672.34
Lien Expense Reimbursement	1,290.12	0.00	1,290.12
Membership Assessments	59,804.61	66,980.00	-7,175.39
Transfer Fees	125.00	0.00	125.00
Uncategorized Income	164.50		
<b>Total Income</b>	<u>63,181.92</u>	<u>66,980.00</u>	<u>-3,798.08</u>
<b>Gross Profit</b>	63,181.92	66,980.00	-3,798.08
<b>Expense</b>			
Bank Charges	17.70		
Committee Expenses	164.62	500.00	-335.38
Common Area Improvements	0.00	0.00	0.00
Continuing Education	0.00	250.00	-250.00
CPA Audit	0.00	2,000.00	-2,000.00
Electricity	239.08	530.00	-290.92
Income Taxes	0.00	0.00	0.00
Insurance	0.00	4,000.00	-4,000.00
Landscaping Maint. & Repair	19,005.52	33,000.00	-13,994.48
Legal Fees			
Association Incurred	1,464.22	2,000.00	-535.78
Homeowner Incurred	3,363.92	0.00	3,363.92
<b>Total Legal Fees</b>	<u>4,828.14</u>	<u>2,000.00</u>	<u>2,828.14</u>
Licenses	21.73	30.00	-8.27
Meeting Expenses( Annual Mtg)	403.27	350.00	53.27
Memberships	0.00	0.00	0.00
NSF Check	0.00	0.00	0.00
Office Supplies	279.00	300.00	-21.00
PO Box Rent	232.00	232.00	0.00
Postage	88.20	300.00	-211.80
Property Management	1,400.00	1,400.00	0.00
Property Taxes	186.71	200.00	-13.29
Reserve Account	0.00	15,588.00	-15,588.00
RESERVE STUDY	400.00	800.00	-400.00
Tax Preparation	150.00	300.00	-150.00
Telephone Expense	130.00	300.00	-170.00
Water (KID)	3,826.89	3,900.00	-73.11
Website Main.	576.06	1,000.00	-423.94
<b>Total Expense</b>	<u>31,948.92</u>	<u>66,980.00</u>	<u>-35,031.08</u>
<b>Net Ordinary Income</b>	31,233.00	0.00	31,233.00
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Bank Interest	41.99	0.00	41.99
<b>Total Other Income</b>	<u>41.99</u>	<u>0.00</u>	<u>41.99</u>
<b>Other Expense</b>			
Reserve Account Expenditures	0.00	0.00	0.00
VOID	0.00	0.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	<u>41.99</u>	<u>0.00</u>	<u>41.99</u>
<b>Net Income</b>	<u><u>31,274.99</u></u>	<u><u>0.00</u></u>	<u><u>31,274.99</u></u>