

**Shadow Run at Canyon Lakes Homeowners
2023 Revised Budget Ratification Meeting**

March 29, 2023, 6:30 pm
Kennewick Library, 1620 S. Union St., Kennewick, WA 99338

The Shadow Run Board of Directors would like to invite you to the Revised 2023 Budget Ratification Meeting. Enclosed is the 2023 Revised Budget Ratification Meeting agenda, the proposed revised 2023 budget, & proxy/ballot form.

Budget Ratification Meeting: The purpose of this meeting is to vote on the Board's Revised proposed 2023 Budget. There will be a Q & A session before voting on the budget.

After careful review and consideration, the following are the changes to the first proposed budget that was voted down by the Homeowners on January 23rd (Please note that the numbers below are compare to the 2022 budget, not to what was actually incurred or the first proposed 2023 budget);

- The proposed annual increase in assessments for 2023 is \$20.00 per year. This is a reduction from the \$70.00 original proposed on January 23rd. A \$175.00 per assessment statement billing will start July 1, 2023. Total Assessment is \$350.00 annually.
- Areas that received an increase from the 2022 budget were Committee Expenses (\$500.00), Electricity (\$30.00), Landscaping & Repair (\$1,875), Legal fees (\$1,485), Licenses (\$10.00), Office Supplies (\$50.00), PO Box (\$62.00), Reserve Account (\$5,688), Reserve Study (\$800.00 RCW 64.38.025 requirements), Tax Preparation (\$250.00), Water (KID) (\$100), and Website Maintenance (\$900). These increases are based on actual costs incurred during 2022 and/or new requirements (RCWs, etc.).
- Areas that received a deduction from the 2022 budget were Common Area Improvements (-\$3030.00), Postage (-\$250.00), Property Management (-\$8,200.00). At the present time, we have returned to a non-paying Treasurer position.

For additional Budget Ratification Meeting requirements please refer to RCW 64.38.025, #3.

Enclosed Proxy and Budget Ratification Ballot directions:

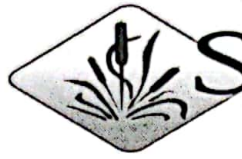
Proxy form: If you are unable to attend the meeting on March 29, 2023 and would like another Shadow Run HOA member or Board Member to vote on your behalf at the meeting, please fill out the Proxy section on the enclosed form. If you complete the proxy form **DO NOT** vote for Budget Ratification located on the bottom portion of the form. Your appointed proxy will vote on your behalf at the Zoom meeting.

2023 Revised Budget Ratification Ballot: If you do not wish to appoint a proxy, but would like to vote on the proposed 2023 budget please fill in the bottom portion of the form only.

Once you have filled out the Proxy form **-OR-** the 2023 Budget Ratification Ballot please submit in **ONE** of the following ways:

1. Postmark the letter no later than March 27, 2023 and mail to:
Shadow Run HOA
PO Box 6388
Kennewick, WA 99336
2. Take a picture or scan your form and send via email by March 29, 2023 by 12:00pm to:
Shadow.Run.HOA.99337@gmail.com

Please note: According to Shadow Run HOA ByLaw 10.2 the registered owner(s) are the only members with voting rights. The registered owner(s) are those listed on the mailing label located on the envelope this notice was sent in. All non-members' votes will not count. Each member is entitled to one vote for each Lot owned (CC&R 3.4.1).



Shadow Run at Canyon Lakes Homeowners Association

Budget Ratification Meeting Agenda

March 29, 2023 – 6:30 pm

Kennewick Library

Introduction of 2023 Board and opening remarks by Einar Offerdahl

- President- Einar Offerdahl
- Vice President- Kirk Weiler
- Stephanie Dunn
- Richard Cox
- Board Member - Vacant
- Secretary- Vacant
- Treasurer – Bill Engel

2023 Revised Budget Ratification Meeting-

- Presentation of 2023 Revised Shadow Run HOA Budget
 - Q & A
 - Vote on 2023 Board Revised proposed budget
 - Adjourn 2023 Budget Ratification Meeting
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HOA Vacancies – Please consider helping out the HOA by volunteering for one of the following vacancies:

HOA Board of Director
HOA Secretary
ACC Committee
CC&R Committee

3:35 PM

02/25/23

Cash Basis

Shadow Run Homeowners Assn.
2022 Profit & Loss OPERATING
 January 1 through December 28, 2022

	<u>Jan 1 - Dec 28, 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Membership Assessments	61,172.43	65,010.00	-3,837.57
Total Income	61,172.43	65,010.00	-3,837.57
Gross Profit	61,172.43	65,010.00	-3,837.57
Expense			
Bank Charges	14.40	0.00	14.40
Committee Expenses			
Activities Comm.	175.00	0.00	175.00
Committee Expenses - Other	0.00	0.00	0.00
Total Committee Expenses	175.00	0.00	175.00
Common Area Improvements	234.30	3,030.00	-2,795.70
Continuing Education	45.00	250.00	-205.00
Electricity	479.52	500.00	-20.48
Income Taxes	0.00	50.00	-50.00
Insurance	3,724.00	4,000.00	-276.00
Landscaping Maint. & Repair	38,604.64	31,125.00	7,479.64
Legal Fees			
Association Incurred	3,180.58	515.00	2,665.58
Legal Fees - Other	0.00	0.00	0.00
Total Legal Fees	3,180.58	515.00	2,665.58
Licenses	20.00	20.00	0.00
Meeting Expenses(Annual Mtg)	209.48	350.00	-140.52
Memberships	305.00	300.00	5.00
NSF Check	20.00	0.00	20.00
Office Supplies	359.98	250.00	109.98
PO Box Rent	232.00	170.00	62.00
Postage	828.00	550.00	278.00
Property Management	13,000.00	9,522.58	3,477.42
Property Taxes	178.39	200.00	-21.61
Reserve Account	9,900.00	9,900.00	0.00
Telephone Expense	374.89	300.00	74.89
Treas Reimbursement	0.00	0.00	0.00
Water (KID)	3,826.89	3,800.00	26.89
Website Main.	0.00	100.00	-100.00
Total Expense	75,712.07	64,932.58	10,779.49
Net Ordinary Income	-14,539.64	77.42	-14,617.06
Net Income	-14,539.64	77.42	-14,617.06

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

Cash Basis

	Jan - Dec 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Fines	91.87	0.00	91.87
Interest	19.52	0.00	19.52
LATE CHARGES	185.90	0.00	185.90
Lien Expense Reimbursement	0.00	0.00	0.00
Membership Assessments	26,664.28	66,980.00	-40,315.72
Transfer Fees	125.00	0.00	125.00
Total Income	<u>27,086.57</u>	<u>66,980.00</u>	<u>-39,893.43</u>
Gross Profit	27,086.57	66,980.00	-39,893.43
Expense			
Committee Expenses	0.00	500.00	-500.00
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	39.93	530.00	-490.07
Insurance	0.00	4,000.00	-4,000.00
Landscaping Maint. & Repair	4,610.78	33,000.00	-28,389.22
Legal Fees			
Association Incurred	74.00	2,000.00	-1,926.00
Homeowner Incurred	73.00	0.00	73.00
Total Legal Fees	<u>147.00</u>	<u>2,000.00</u>	<u>-1,853.00</u>
Licenses	0.00	30.00	-30.00
Meeting Expenses(Annual Mtg)	328.27	350.00	-21.73
Memberships	0.00	0.00	0.00
NSF Check	0.00	0.00	0.00
Office Supplies	34.74	300.00	-265.26
PO Box Rent	232.00	232.00	0.00
Postage	0.00	300.00	-300.00
Property Management	1,400.00	1,400.00	0.00
Property Taxes	186.71	200.00	-13.29
Reserve Account	825.00	15,588.00	-14,763.00
RESERVE STUDY	0.00	800.00	-800.00
Tax Preparation	0.00	300.00	-300.00
Telephone Expense	25.00	300.00	-275.00
Water (KID)	0.00	3,900.00	-3,900.00
Website Main.	104.00	1,000.00	-896.00
Total Expense	<u>7,933.43</u>	<u>66,980.00</u>	<u>-59,046.57</u>
Net Ordinary Income	19,153.14	0.00	19,153.14
Other Income/Expense			
Other Income			
Bank Interest	0.00	0.00	0.00
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Expense			
Reserve Account Expenditures	0.00	0.00	0.00
VOID	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>19,153.14</u></u>	<u><u>0.00</u></u>	<u><u>19,153.14</u></u>



PROXY FORM

Date: _____

I, _____, owner of _____,
(Name of Homeowner) (Shadow Run Address)

am a voting member of the Shadow Run at Canyon Lakes Homeowners Association, hereby appoint:

(Name of Proxy: First & Last Name)

who is another voting member of the association, to serve as my proxy holder to attend the ***Shadow Run at Canyon Lakes Revised Budget Ratification Meeting*** to be held the Kennewick Library on ***March 29, 2023***, at ***6:30*** p.m., or at any continuation of the meeting. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

The appointment of proxy shall only be effective during the Revised Budget Ratification meeting of the Shadow Run at Canyon Lakes Homeowners Association on ***March 29, 2023*** and at all adjournments of said meeting.

Signature (Homeowner):

Date:

Name of Homeowner (print):

2023 Revised Budget Ratification Ballot

Enclosed in this mailing is a proposed Operating Budget for Shadow Run at Canyon Lakes Homeowners Association for the calendar year 2023. Put a check mark (✓) on the blank to Accept or Repeal the proposed 2023 Operating Budget.

___ ACCEPT

___ REPEAL

Signature (Homeowner):

Shadow Run Address:

Name of Homeowner (Print):

DATE:

Shadow Run Homeowners Assn. Profit & Loss Budget Overview January 2023

	Jan 23
Ordinary Income/Expense	
Income	
Fines	0.00
Interest	0.00
LATE CHARGES	0.00
Lien Expense Reimbursement	0.00
Membership Assessments	66,980.00
Transfer Fees	0.00
	66,980.00
Total Income	66,980.00
Gross Profit	66,980.00
Expense	
Committee Expenses	500.00
Common Area Improvements	0.00
Continuing Education	250.00
CPA Audit	2,000.00
Electricity	530.00
Insurance	4,000.00
Landscaping Maint. & Repair	33,000.00
Legal Fees	
Association Incurred	2,000.00
Homeowner Incurred	0.00
	2,000.00
Total Legal Fees	2,000.00
Licenses	30.00
Meeting Expenses(Annual Mtg)	350.00
Memberships	0.00
NSF Check	0.00
Office Supplies	300.00
PO Box Rent	232.00
Postage	300.00
Property Management	1,400.00
Property Taxes	200.00
Reserve Account	15,588.00
RESERVE STUDY	800.00
Tax Preparation	300.00
Telephone Expense	300.00
Water (KID)	3,900.00
Website Main.	1,000.00
	66,980.00
Total Expense	66,980.00
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
Bank Interest	0.00
	0.00
Total Other Income	0.00
Other Expense	
Reserve Account Expenditures	0.00
VOID	0.00
	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	0.00

Budget Ratification March 29, 2023

Meeting starting time: 6:36pm

Attendees: Stephanie Dunn, Richard Cox, Einar Offerdahl, Dirk Weiler, Bill Engel and guests
(refer to attendance sign-in sheets)

Opening discussion:

- Discuss open board position
- Open Secretary position and assistant treasurer
- Need a replacement for Bill, acting treasurer

Budget discussion

- Budget presentation and Q&A
- Votes casted and collected
- Proxy votes casted
- Total votes counted:
 - Accepted - 43
 - Repeal - 2
 - Total - 45
- 2 additional votes were invalidated due to being received by e-mail beyond the stated 12:00PM day-of cutoff
- Meeting adjourned

Attendee lists and ballots were scanned and stored on the HOA google drive.