



**Board of Director's Regular Meeting Minutes
6:30 PM on September 28th, 2023 - WebEx**

Join from the meeting link

<https://shadowrunatcanyonlakeshoa-850.my.webex.com/shadowrunatcanyonlakeshoa-850.my/j.php?MTID=m7e2f43abc9cdd4b05dc0d430371b4b75>

Join by meeting number

Meeting number (access code): 2631 500 2177

Meeting password: B27eHHDP3Rw (22734437 from phones and video systems)

Tap to join from a mobile device (attendees only)

+1-650-479-3208,,26315002177#22734437# United States Toll

Some mobile devices may ask attendees to enter a numeric password.

Join by phone

+1-650-479-3208

Call to order: 6:37 PM

Guest(s): Marie S, Heather J, Brock A

Absent:

Call for Ad-Hoc Agenda Items (Will be added to the end of the planned Agenda)

Secretary's report:

- Approval of regular minutes on these dates: 8/31/2023 Regular Meeting. Dirk motioned. 5 aye
- Emails from a few homeowners that did not receive their assessments. Shannon handling with communication as they come in.

Treasurer's report:

- Financial reports
- Liens/delinquencies- 33 Delinquent, 6 are Liens. Marie S recommended sending demand letters after 1 year plus 30 days of delinquency per collections protocol. Einar agreed to have demand letters out before next meeting. 9 homeowners need demand letters.
Over \$1,000 could have been made in late fees if they weren't waived.
- Annual Audit- in progress, CPA has requested files.
- P&L- doesn't list reserve transfers. Problem with QB. Shannon and Einar to work on a solution.

Old Business:

- On-line payments - still interest
- Request for more lighting at mailboxes- Einar getting quotes for labor
- Update on Board sending photos to Stephanie for letters

- Dead trees replanting status
- Fence Tagging on Buntin St walkway. Can call city.

New Business:

- Set Board Member Term Rotation. 3 year terms with 1 year cool off period. 2 positions open each year. Staggered. Robert's position to finish out this year because he filled a vacancy in March. Richard started in January also filling a position of a board member leaving. Einar, Stephanie and Dirk were elected at 2023 annual meeting. Einar, Stephanie and Dirk to be 3 year terms. 2 open positions potentially in January 2024. Einar recommended drafting something up by EOY. Advertise 2 position and Robert and Richard could be elected.
- Trailers over 48 hours- how long moved to reset clock. Can move it down the street Robert suggested. Discussion on wording of CCR 6.2 regarding storage of trailer. If it is there every 24 hours then it should be gone for over for 24 hours to not be a continuing violation.
- Violation follow up from July- garage and debris in drive. Hard to follow up w/o property mgmt company. Board will get to it when they can. List is overwhelming. Shannon suggested to divide up photos. Learning curve with new board. Over budget on a few items as well
- Fine Schedule Update- attached in packet. Wants to make it less of a burden on people and have people still pay. Marie brought up why are we changing the fee schedule if fines aren't currently going out. Robert wants to try and change the schedule with the committee that we heard the people complaining and are trying to make a change for the better within the community. Einar and Dirk want to stick with current fee schedule. Dirk motioned to vote to stick with current fine schedule. Einar seconded. Robert suggested the \$10 a day can add up to a lot and suggested keep current fine schedule and then change \$10 a day. Marie stated it is a combination of fines and assessments that make a snowball effect. Original letter states the daily fine and daily photos required in case it goes to court. Marie encourages board to look at those who don't pay how their amounts add up. Letters allow 2 days for mail. Letters should go to renter and homeowner.

4 ayes and 1 abstained from voting to stick with current fee schedule

Agreed it is not a priority to change at this time.

- Weeds in street and sidewalks- Kennewick City Code. It is the duty of the property owner for sidewalks. The street is the city's responsibility.
- Assessment communication- Post on website and FB when they are due. Also could send out reminders via email those to subscribed.
- Changing next meeting to virtual only since not many show up from the community it is easier to do virtual.

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:

-

Ad-Hoc Agenda Items:

- KID Water Update from Dirk- Raw water coming from the Yakima River. They do add copper chemical to the water certain times of the month listed on the KID website.

Adjourn Meeting

8:55 PM

Next Regular Meeting: Will be held Oct _26_ , 2023 at ___6:30PM_____ on WebEx only

Shadow Run Homeowners Assn. Profit & Loss Budget vs. Actual

Cash Basis

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Fines	809.72	0.00	809.72
Interest	-336.45	0.00	-336.45
LATE CHARGES	672.34	0.00	672.34
Lien Expense Reimbursement	1,774.55	0.00	1,774.55
Membership Assessments	66,972.11	66,980.00	-7.89
Transfer Fees	225.00	0.00	225.00
Uncategorized Income	164.50		
Total Income	<u>70,281.77</u>	<u>66,980.00</u>	<u>3,301.77</u>
Gross Profit	70,281.77	66,980.00	3,301.77
Expense			
Bank Charges	31.80		
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	359.71	530.00	-170.29
Income Taxes	0.00	0.00	0.00
Insurance	3,724.00	4,000.00	-276.00
Landscaping Maint. & Repair	23,368.18	33,000.00	-9,631.82
Legal Fees			
Association Incurred	1,464.22	2,000.00	-535.78
Homeowner Incurred	3,363.92	0.00	3,363.92
Total Legal Fees	<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)	670.10	350.00	320.10
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
Reconciliation Discrepancies	-0.41		
Reserve Account	0.00	15,588.00	-15,588.00
RESERVE STUDY	800.00	800.00	0.00
Tax Preparation	150.00	300.00	-150.00
Telephone Expense	180.00	300.00	-120.00
Water (KID)	3,826.89	3,900.00	-73.11
Website Main.	576.06	1,000.00	-423.94
Total Expense	<u>40,886.73</u>	<u>66,980.00</u>	<u>-26,093.27</u>
Net Ordinary Income	29,395.04	0.00	29,395.04
Other Income/Expense			
Other Income			
Bank Interest	58.22	0.00	58.22
Total Other Income	<u>58.22</u>	<u>0.00</u>	<u>58.22</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	58.22	0.00	58.22
Net Income	<u><u>29,453.26</u></u>	<u><u>0.00</u></u>	<u><u>29,453.26</u></u>

Shadow Run Homeowners Assn.

Checking/Savings

As of August 31, 2023

ASSETS

Current Assets

Checking Account #85	\$48,687.15
Money Market Reserve #84	\$78,959.06
Savings Account #80	<u>\$8,909.26</u>

Deposited \$409.40 so far in September from home owner dues and fees

10:08 AM

09/28/23

Shadow Run Homeowners Assn.

Check Detail

August 25 through September 28, 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	1366	08/25/2023	ASSOCIATION ...	Reserve Account Study Final Payment - Rep...	Checking Acco...		-400.00
Bill	3395...	08/25/2023		Reserve Account Study Final Payment - Report...	RESERVE STU...	-400.00	400.00
TOTAL						-400.00	400.00
Check		08/29/2023	BENTON PUD	3181100000	Checking Acco...		-79.71
				3181100000	Electricity	-79.71	79.71
TOTAL						-79.71	79.71
Bill Pmt -Check	1369	09/05/2023	JESSE'S LAWN...	INVOICE# 1098168	Checking Acco...		-2,181.33
Bill		09/05/2023		INVOICE# 1098168	Landscaping Ma...	-2,181.33	2,181.33
TOTAL						-2,181.33	2,181.33

Shadow Run Homeowners Assn.
Delinquent Homeowner Summary
All Transactions

	<u>September 25,2023</u>	Status
1	178.52	
2	2,479.04	Lien
3	1,432.34	Lien
4	178.52	
5	2,009.64	Lien
7	357.18	
8	229.02	
9	130.95	
11	269.63	
12	178.52	
13	346.36	
14	348.33	
15	359.41	
16	2,055.92	Lien
17	178.52	
19	178.10	
20	1,535.41	Lien
21	357.18	
22	178.52	
23	178.52	
24	178.52	
25	357.14	
26	181.79	
27	359.41	
28	357.18	
29	357.18	
30	178.52	
31	178.52	
32	1,592.38	Lien
33	176.75	

TOTAL 17,077.02

**FINE SCHEDULE
FOR
SHADOW RUN AT CANYON LAKES
HOMEOWNERS ASSOCIATION**

The Board will enforce the following fine schedule for violations of the Association's Governing Documents, including, but not limited to, the Declaration, Bylaws, Rules & Regulations, and any decision of the Board:

1st violation: Warning letter sent first, if violation is not corrected after 15 days, fine up to \$20.00, at the Board's discretion, unless otherwise provided in specific Rule.

2nd violation of the same rule: Fine up to \$50.00, at the Board's discretion, unless otherwise provided in specific Rule.

3rd or more violations of the same rule: Fine up to \$75.00, at the Board's discretion, unless otherwise provided in specific Rule.

Continuing Violations. At the Board's discretion, late fees may apply at the following schedule:

15 days, fines double.

30 days, fines triple.

60 days, fines begin accruing %10 interest.

Fines are an assessment per RCW 64.38.010(1). Late charges will be imposed for any fine delinquent over 15 days.

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2nd violation of the same rule: Fine up to \$50.00, at the Board's discretion, unless otherwise provided in specific Rule.

3rd or more violations of the same rule: Fine up to \$75.00, at the Board's discretion, unless otherwise provided in specific Rule.

Continuing Violations. At the Board's discretion, late fees may apply at the following schedule:

30 days, fines double.

60 days, fines triple.

90 days, fines begin accruing %10 interest.

Fines are an assessment per RCW 64.38.010(1). Late charges will be imposed for any fine delinquent over 30 days.