

# Shadow Run at Canyon Lakes

Homeowners Association

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## **Budget Ratification Meeting Minutes**

January 22, 2024 – 6:30 PM

**Kennewick Library Union St. Branch**

**Begin:6:35 PM**

**Guests: Justin B, Angi M, Channie D, Andy D**

**Absent: None**

### **Introduction of Board and opening remarks by Einar Offerdahl**

- President - Einar Offerdahl
- Vice President - Dirk Weiler
- Board Member - Stephanie Allen-Dunn
- Board Member - Richard Cox
- Board Member - Robert Hooper
- Secretary - Morgan Grossman
- Treasurer - Shannon Turping

### **2024 Budget Ratification Meeting-**

- 2024 Adopted Budget Presentation
  - Einar presented Budget as \$350 per year per lot. No increase this year but may in coming years as prices go up on line items.
- Q & A
  - Homeowner asked a question about what happens to the money we made. Discussed that it will be in the account and reviewed balances in the 3 accounts. Regular line item costs in the budget get paid out of the checking account. Fixing playground equipment or replacing trees for example come out of the reserve fund.
  - Homeowner asked why we aren't doing property management. Einar explained the 2023 budget was rejected and the neighborhood rallied together. The property manager quit and the new approved budget had that removed. Einar said he will probably recommend a management company in 2025 to help with books and violations/mailings.
- Membership Vote on 2024 Board Adopted budget

- o 25 Yes votes accounted in mail, email and in person, 0 no. Budget is ratified. No quorum.
  - Adjourn 2024 Budget Ratification Meeting  
**Adjourn 7:06 PM**
- 

## **Annual Meeting Agenda**

**Begin: 7:07 PM**

First: January 22, 2024 – 7:00 PM

Alternate: January 29, 2024 - 6:30 PM

**Kennewick Library Union St. Branch**

- Establish Membership Quorum
- Approve December Meeting Minutes
- Present 2023 Financials
- 2023 Financials Q & A
- 2 board positions available
- Accept nominations for Board Positions
- Vote for board members
- Adjourn Shadow Run at Canyon Lakes HOA Annual Meeting  
No quorum. Annual meeting adjourned until January 29th @ 6:30 PM

*Minutes Submitted by Morgan Grossman*



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Homeowners Association

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## **Budget Ratification Meeting Agenda**

January 22, 2024 – 6:30 PM

**Kennewick Library Union St. Branch**

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- 2024 Adopted Budget Presentation
  - Q & A
  - Membership Vote on 2024 Board Adopted budget
  - Adjourn 2024 Budget Ratification Meeting
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## **Annual Meeting Agenda**

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Alternate: January 29, 2024 - 6:30 PM

**Kennewick Library Union St. Branch**

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- Adjourn Shadow Run at Canyon Lakes HOA Annual Meeting

# Shadow Run at Canyon Lakes HOA

## Profit and Loss

January - December 2023

	TOTAL
Income	
Fines	335.76
Interest	-165.73
Lien Expense Reimbursement	447.00
Membership Assessments	67,504.50
Transfer Fees	150.00
<b>Total Income</b>	<b>\$68,271.53</b>
GROSS PROFIT	<b>\$68,271.53</b>
Expenses	
Bank Charges	31.80
Bookkeeping Software	24.46
Committee Expenses	164.62
CPA Audit	2,500.00
Electricity	520.30
Insurance	3,724.00
Landscaping Maint. & Repair	32,088.06
Legal Fees	
Association Incurred	1,951.68
Homeowner Incurred	3,744.94
<b>Total Legal Fees</b>	<b>5,696.62</b>
Licenses	41.73
Meeting Expenses( Annual Mtg)	852.72
Office Supplies	1,097.99
PO Box Rent	232.00
Postage	220.24
Property Management	1,400.00
Property Taxes	373.42
Reconciliation Discrepancies	-0.41
Reserve Account	9,900.00
RESERVE STUDY	800.00
Tax Preparation	150.00
Telephone Expense	280.00
Water (KID)	3,826.89
Website Main.	576.06
<b>Total Expenses</b>	<b>\$64,500.50</b>
NET OPERATING INCOME	<b>\$3,771.03</b>
Other Income	
Bank Interest	74.96
<b>Total Other Income</b>	<b>\$74.96</b>
NET OTHER INCOME	<b>\$74.96</b>
NET INCOME	<b>\$3,845.99</b>

# Shadow Run at Canyon Lakes HOA

Budget vs. Actuals: FY\_2023 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Fines	335.76	0.00	335.76	
Interest	-165.73	0.00	-165.73	
LATE CHARGES		0.00	0.00	
Lien Expense Reimbursement	447.00	0.00	447.00	
Membership Assessments	67,504.50	66,980.00	524.50	100.78 %
Transfer Fees	150.00	0.00	150.00	
<b>Total Income</b>	<b>\$68,271.53</b>	<b>\$66,980.00</b>	<b>\$1,291.53</b>	<b>101.93 %</b>
<b>GROSS PROFIT</b>	<b>\$68,271.53</b>	<b>\$66,980.00</b>	<b>\$1,291.53</b>	<b>101.93 %</b>
<b>Expenses</b>				
Bank Charges	31.80		31.80	
Bookkeeping Software	24.46		24.46	
Committee Expenses	164.62	500.00	-335.38	32.92 %
Common Area Improvements		0.00	0.00	
Continuing Education		250.00	-250.00	
CPA Audit	2,500.00	2,000.00	500.00	125.00 %
Electricity	520.30	530.00	-9.70	98.17 %
Income Taxes		0.00	0.00	
Insurance	3,724.00	4,000.00	-276.00	93.10 %
Landscaping Maint. & Repair	32,088.06	33,000.00	-911.94	97.24 %
Legal Fees	5,696.62	2,000.00	3,696.62	284.83 %
Licenses	41.73	30.00	11.73	139.10 %
Meeting Expenses( Annual Mtg)	852.72	350.00	502.72	243.63 %
Memberships		0.00	0.00	
NSF Check		0.00	0.00	
Office Supplies	1,097.99	300.00	797.99	366.00 %
PO Box Rent	232.00	232.00	0.00	100.00 %
Postage	220.24	300.00	-79.76	73.41 %
Property Management	1,400.00	1,400.00	0.00	100.00 %
Property Taxes	373.42	200.00	173.42	186.71 %
Reconciliation Discrepancies	-0.41		-0.41	
Reserve Account	9,900.00	15,588.00	-5,688.00	63.51 %
RESERVE STUDY	800.00	800.00	0.00	100.00 %
Tax Preparation	150.00	300.00	-150.00	50.00 %
Telephone Expense	280.00	300.00	-20.00	93.33 %
Water (KID)	3,826.89	3,900.00	-73.11	98.13 %
Website Main.	576.06	1,000.00	-423.94	57.61 %
<b>Total Expenses</b>	<b>\$64,500.50</b>	<b>\$66,980.00</b>	<b>\$ -2,479.50</b>	<b>96.30 %</b>
<b>NET OPERATING INCOME</b>	<b>\$3,771.03</b>	<b>\$0.00</b>	<b>\$3,771.03</b>	<b>0.00%</b>
<b>Other Income</b>				
Bank Interest	74.96	0.00	74.96	
<b>Total Other Income</b>	<b>\$74.96</b>	<b>\$0.00</b>	<b>\$74.96</b>	<b>0.00%</b>

# Shadow Run at Canyon Lakes HOA

Budget vs. Actuals: FY\_2023 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Expenses				
Reserve Account Expenditures		0.00	0.00	
VOID		0.00	0.00	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$74.96</b>	<b>\$0.00</b>	<b>\$74.96</b>	<b>0.00%</b>
NET INCOME	<b>\$3,845.99</b>	<b>\$0.00</b>	<b>\$3,845.99</b>	<b>0.00%</b>

# Shadow Run at Canyon Lakes Homeowners Association

## Budget Overview: FY\_2024 - FY24 P&L

January - December 2024

	TOTAL
Income	
Fines	0.00
Interest	0.00
LATE CHARGES	0.00
Lien Expense Reimbursement	0.00
Membership Assessments	68,950.00
Transfer Fees	0.00
<b>Total Income</b>	<b>\$68,950.00</b>
GROSS PROFIT	<b>\$68,950.00</b>
Expenses	
Bank Charges	0.00
Bookkeeping Software	300.00
Committee Expenses	250.00
Activities Comm.	0.00
<b>Total Committee Expenses</b>	<b>250.00</b>
Common Area Improvements	1,250.00
Continuing Education	250.00
CPA Audit	2,500.00
Electricity	600.00
Insurance	4,000.00
Landscaping Maint. & Repair	33,000.00
Legal Fees	
Association Incurred	2,000.00
Homeowner Incurred	0.00
<b>Total Legal Fees</b>	<b>2,000.00</b>
Licenses	40.00
Meeting Expenses( Annual Mtg)	350.00
Memberships	325.00
NSF Check	0.00
Office Supplies	400.00
PO Box Rent	232.00
Postage	300.00
Property Management	0.00
Property Taxes	300.00
Reconciliation Discrepancies	0.00
Repairs	
Fence Repair	0.00
<b>Total Repairs</b>	<b>0.00</b>
Reserve Account	16,723.00
RESERVE STUDY	800.00
Tax Preparation	300.00
Telephone Expense	330.00
Water (KID)	4,000.00
Website Main.	700.00

# Shadow Run at Canyon Lakes Homeowners Association

## Budget Overview: FY\_2024 - FY24 P&L

January - December 2024

	TOTAL
<b>Total Expenses</b>	<b>\$68,950.00</b>
NET OPERATING INCOME	<b>\$0.00</b>
Other Income	
Bank Interest	0.00
<b>Total Other Income</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$0.00</b>
NET INCOME	<b>\$0.00</b>





# Shadow Run at Canyon Lakes HOA

## PROXY FORM

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 (check all that apply):

\_\_\_\_ **Shadow Run at Canyon Lakes Annual Meeting** to be held in-person on **January 22<sup>nd</sup>, 2024**, at **7:00** p.m., or at any continuation of the meeting, The appointment of proxy shall only be effective during this *Annual Meeting* on **January 22<sup>nd</sup>, 2024** and at any continuation of said meeting.

\_\_\_\_ **Shadow Run at Canyon Lakes Budget Ratification** to be held in-person on **January 22<sup>nd</sup>, 2024**, at **6:30** p.m. The appointment of proxy shall only be effective during this *Budget Ratification Meeting* on **January 22<sup>nd</sup>, 2024**.

I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

\_\_\_\_\_  
Signature (Homeowner):

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Homeowner (print):

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### **2024 Budget Ratification Ballot**

Enclosed in this mailing is a proposed Operating Budget for Shadow Run at Canyon Lakes Homeowners Association for the calendar year 2024. Put a check mark (✓) on the blank to Accept or Repeal the proposed 2024 Operating Budget.

\_\_\_\_ ACCEPT \_\_\_\_ REPEAL

\_\_\_\_\_  
Signature (Homeowner):

\_\_\_\_\_  
Shadow Run Address:

\_\_\_\_\_  
Name of Homeowner (Print):

\_\_\_\_\_  
DATE:

**Shadow Run at Canyon Lakes Homeowners  
2024 Budget Ratification Meeting Notice &  
2024 Annual Meeting Notice**

The 2024 Annual Meeting and the 2024 Budget Ratification Meeting are two separate meetings. We have attempted to schedule them on the same evening for the convenience of the members. Please read the following descriptions of the meetings carefully, as the Annual Meeting notice includes both a first meeting date and time and an alternate meeting date and time. Both of the Annual Meetings and the Budget Ratification meeting will be held at:

Kennewick Public Library Union St. Branch  
1620 S. Union St., Kennewick, WA 99338

**2024 Budget Ratification Meeting Notice**  
Monday, January 22<sup>nd</sup>, 6:30pm

Budget Ratification Meeting: On November 30th, 2023 at the regular public monthly meeting, the Board voted and adopted a budget for the 2024 fiscal year. There is no proposed increase in assessments, and assessments will stay at \$350/year. **A quorum is *\*not\** required for a successful Budget Ratification meeting.** Therefore, there is one, and only one Budget Ratification meeting, and it will be held on January 22nd, 2024, at the Kennewick Library Union St. branch at 6:30 PM. For additional Budget Ratification Meeting requirements please refer to RCW 64.38.025, #3.

**2024 Annual Meeting Notice**

First Meeting: Monday, January 22<sup>nd</sup>, 7:00 PM  
Alternate Meeting: Monday, January 29<sup>th</sup>, 6:30 PM

2024 Annual Meeting: The primary purpose of this meeting is to elect 2 new Board members; nominations will be accepted on the floor of the meeting. **A quorum *\*is\** required for this meeting (RCW 24.03A.440).** Therefore, if we do not have 2/3 of our voting members present or by proxy at the First Meeting on January 22nd, we will **adjourn** the 2023 Annual Meeting to the Alternate Meeting on January 29th.

**Voting Instructions**

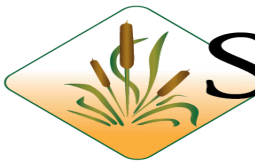
Budget Ratification voting instructions: A copy of the 2024 budget adopted by the Board is enclosed in this letter. You may vote to Approve or Reject this budget in one of three ways. **Choose one:** 1.) attend the Budget Ratification meeting and cast your vote in-person. 2.) fill out and return the attached mail-in Budget Ratification ballot. 3.) Fill out a Proxy form and ask your Proxy representative to attend the Budget Ratification meeting to vote on your behalf.

Annual Meeting voting instructions: You may vote for new Board members at the Annual Meeting in one of two ways. **Choose one:** 1.) attend the Annual Meeting and cast your vote in-person. 2.) Fill out a Proxy form and ask your Proxy representative to attend the Annual Meeting to vote on your behalf.

Proxy forms and/or budget ratification ballots shall and must be copied to the HOA using either method below:

1. Postmark the letter no later than January 16<sup>th</sup>, 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 January 22<sup>nd</sup>, 2023 by 12:00pm to:  
[Shadow.Run.HOA.99337@gmail.com](mailto: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

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## **Budget Ratification Meeting Agenda**

January 22, 2024 – 6:30 PM

**Kennewick Library Union St. Branch**

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- Vice President - Dirk Weiler
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  - Q & A
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