



**Board of Director's Regular Meeting Agenda  
6:30 PM on Aug 22nd, 2024 – WebEx**

**Meeting link:**

**Join from the meeting link**

**<https://shadowrunatcanyonlakeshoa-850.my.webex.com/shadowrunatcanyonlakeshoa-850.my/j.php?MTID=m4b2861d87fb6856c992d5e8757c2afe9>**

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

**Guest(s):** Brenda, Marie,

**Absent:** Stephanie

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

- Furniture Dumping on 36th

**Secretary's report:**

- Approval of regular meeting minutes on these dates: 7/22
  - Einar motioned. Dirk Seconded. 3-0, 2 absent
- Several properties over the threshold of the collections policy so should be sent to the lawyer. Sent email to board as well.
  - Suggested to give the secretary authority to send demand letters and refer those properties to lawyer as per the collections policy. 3-0 vote with 2 absent. Robert asked if there was a work around because the lawyer costs a lot. Einar is good to send to the lawyer because they have not been paying for a year at this point. Eventually the money will be recouped because we charge the homeowner the lawyer fees they charge us.
  - One property that was settled with removing the fines if they stayed current for 12 months. They did not so needs sent to the lawyer and get those added back on and a lien.

**Treasurer's report:**

- Financial reports
  - Bank issue with the balance not matching QB. Shannon to investigate.
- Liens/delinquencies
  - Demand letters to go out to those over a year past due and request for liens for the 3 that already received demand letters

**Old Business:**

- 2023 Audit Progress
  - Shannon emailed Ben and has not heard back.
- Reserve Study Progress
  - Sent check to get started. Shannon in communication about visit.
- Solar Lights need repaired at 36th Ave entrance/ solar lights at mailbox
  - Nothing done
- 36th Fence relocation letter to homeowner
  - Dirk sent draft to board to review and make edits if needed.

- Property Management Planning- Oct meeting
  - Robert to connect with Brock to get a letter out for meeting. Need to set it in the budget for property management.
  - Einar and Dirk discussed how much work it is and how they might have voted differently to get rid of old property manager.
- Debris left by Fenix on fence repair. Heritage picked it up but will charge. Address when invoice is received. Should have been taken care of by Fenix.

**New Business:**

- Late bill to Heritage- received a 30 days past due notice via email. Bill was due July 11.
  - Einar hasn't gotten the cashiers check. Says he will do that. Also suggested Shannon, Dirk, Einar and Bill need to meet at the bank to get Bill off and Shannon on the account.
- Interest in Treasurer/ACC Committee via email- Einar emailed and called. Nothing back yet.

**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:**

- Furniture Dumping on 36th
  - Robert asked who is responsible to take care of it. Discussion. HOA property so it is our responsibility. Robert suggested posting a rule somewhere not to do that.
- Violation letters with wrong names sent out via email. Einar says he will resend with correct names. Morgan says names and addresses are up to date on QB or even on the county website to verify for future. Einar says to call him in the future because he has 1000 emails and won't read them.

**Adjourn Meeting:**

**Next Regular Meeting:** Will be held September 23rd , 2024 at \_\_\_ 6:30PM \_\_\_ on WebEx



**Board of Director's Regular Meeting Agenda  
6:30 PM on Aug 22nd, 2024 – WebEx**

**Meeting link:**

**Join from the meeting link**

**<https://shadowrunatcanyonlakeshoa-850.my.webex.com/shadowrunatcanyonlakeshoa-850.my/j.php?MTID=m4b2861d87fb6856c992d5e8757c2afe9>**

**Call to order:**

**Guest(s):**

**Absent:**

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

- 

**Secretary's report:**

- Approval of regular meeting minutes on these dates: 7/22

**Treasurer's report:**

- Financial reports
- Liens/delinquencies

**Old Business:**

- 2023 Audit Progress
- Reserve Study Progress
- Solar Lights need repaired at 36th Ave entrance/ solar lights at mailbox
- 36th Fence relocation letter to homeowner
- Property Management Planning- Oct meeting

**New Business:**

- Late bill to Heritage- received a 30 days past due notice via email. Bill was due July 11.

**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:**

- 

**Adjourn Meeting:**

**Next Regular Meeting:** Will be held September 23rd , 2024 at \_\_\_6:30PM\_\_\_\_\_ on WebEx

# Shadow Run at Canyon Lakes HOA

Budget vs. Actuals: FY\_2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Fines	960.00	0.00	960.00	
Interest	270.53	0.00	270.53	
LATE CHARGES	2,444.37	0.00	2,444.37	
Lien Expense Reimbursement		0.00	0.00	
Membership Assessments	68,425.00	68,950.00	-525.00	99.24 %
Transfer Fees	100.00	0.00	100.00	
<b>Total Income</b>	<b>\$72,199.90</b>	<b>\$68,950.00</b>	<b>\$3,249.90</b>	<b>104.71 %</b>
<b>GROSS PROFIT</b>	<b>\$72,199.90</b>	<b>\$68,950.00</b>	<b>\$3,249.90</b>	<b>104.71 %</b>
<b>Expenses</b>				
Bank Charges	23.40	0.00	23.40	
Bookkeeping Software	171.22	300.00	-128.78	57.07 %
Committee Expenses		250.00	-250.00	
Activities Comm.		0.00	0.00	
<b>Total Committee Expenses</b>		<b>250.00</b>	<b>-250.00</b>	
Common Area Improvements		1,250.00	-1,250.00	
Continuing Education		250.00	-250.00	
CPA Audit		2,500.00	-2,500.00	
Electricity	278.82	600.00	-321.18	46.47 %
Insurance	2,985.40	4,000.00	-1,014.60	74.64 %
Landscaping Maint. & Repair	26,586.10	33,000.00	-6,413.90	80.56 %
Legal Fees				
Association Incurred	154.50	2,000.00	-1,845.50	7.73 %
Homeowner Incurred	66.50	0.00	66.50	
<b>Total Legal Fees</b>	<b>221.00</b>	<b>2,000.00</b>	<b>-1,779.00</b>	<b>11.05 %</b>
Licenses		40.00	-40.00	
Meeting Expenses( Annual Mtg)	39.05	350.00	-310.95	11.16 %
Memberships		325.00	-325.00	
NSF Check		0.00	0.00	
Office Supplies	8.69	400.00	-391.31	2.17 %
PO Box Rent	248.00	232.00	16.00	106.90 %
Postage	186.80	300.00	-113.20	62.27 %
Property Management		0.00	0.00	
Property Taxes	198.49	300.00	-101.51	66.16 %
Reconciliation Discrepancies		0.00	0.00	
Repairs				
Fence Repair	1,820.73	0.00	1,820.73	
<b>Total Repairs</b>	<b>1,820.73</b>	<b>0.00</b>	<b>1,820.73</b>	
Reserve Account		16,723.00	-16,723.00	
RESERVE STUDY	1,290.00	800.00	490.00	161.25 %
Tax Preparation	150.00	300.00	-150.00	50.00 %
Telephone Expense	175.00	330.00	-155.00	53.03 %

# Shadow Run at Canyon Lakes HOA

Budget vs. Actuals: FY\_2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Water (KID)	3,966.54	4,000.00	-33.46	99.16 %
Website Main.	362.01	700.00	-337.99	51.72 %
<b>Total Expenses</b>	<b>\$38,711.25</b>	<b>\$68,950.00</b>	<b>\$ -30,238.75</b>	<b>56.14 %</b>
NET OPERATING INCOME	<b>\$33,488.65</b>	<b>\$0.00</b>	<b>\$33,488.65</b>	<b>0.00%</b>
Other Income				
Bank Interest	35.47	0.00	35.47	
<b>Total Other Income</b>	<b>\$35.47</b>	<b>\$0.00</b>	<b>\$35.47</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$35.47</b>	<b>\$0.00</b>	<b>\$35.47</b>	<b>0.00%</b>
NET INCOME	<b>\$33,524.12</b>	<b>\$0.00</b>	<b>\$33,524.12</b>	<b>0.00%</b>

# Shadow Run at Canyon Lakes HOA

## Profit and Loss

January 1 - August 21, 2024

	TOTAL
Income	
Fines	1,240.00
Interest	255.30
LATE CHARGES	856.98
Membership Assessments	60,931.19
Transfer Fees	100.00
Unapplied Cash Payment Income	1,321.29
<b>Total Income</b>	<b>\$64,704.76</b>
GROSS PROFIT	<b>\$64,704.76</b>
Expenses	
Bank Charges	23.40
Bookkeeping Software	171.22
Electricity	278.82
Insurance	2,985.40
Landscaping Maint. & Repair	28,761.99
Legal Fees	
Association Incurred	154.50
Homeowner Incurred	66.50
<b>Total Legal Fees</b>	<b>221.00</b>
Meeting Expenses( Annual Mtg)	39.05
Office Supplies	8.69
PO Box Rent	248.00
Postage	186.80
Property Taxes	198.49
Repairs	
Fence Repair	1,820.73
<b>Total Repairs</b>	<b>1,820.73</b>
RESERVE STUDY	1,290.00
Tax Preparation	150.00
Telephone Expense	150.00
Water (KID)	3,966.54
Website Main.	362.01
<b>Total Expenses</b>	<b>\$40,862.14</b>
NET OPERATING INCOME	<b>\$23,842.62</b>
Other Income	
Bank Interest	35.47
<b>Total Other Income</b>	<b>\$35.47</b>
NET OTHER INCOME	<b>\$35.47</b>
NET INCOME	<b>\$23,878.09</b>

## Shadow Run Delinquent Homeowner List\_x000D\_August 2024\_x000D\_\_x000D\_

Homeowner	Amount	Actions Taken
1	\$216.25	
2	\$643.24	
3	\$449.82	
4	\$216.25	
5	\$216.25	
6	\$216.25	
7	\$2,829.04	Lien
8	\$1,782.34	Lien
9	\$216.25	
11	\$220.40	
12	\$216.25	
13	\$2,359.64	Lien
14	\$216.25	
15	\$216.25	
16	\$216.25	
17	\$13.97	
18	\$216.25	
19	\$627.90	
20	\$269.63	
21	\$216.25	
22	\$212.48	
23	\$447.91	
24	\$216.25	
25	\$2,463.42	Lien
26	\$436.99	
27	\$216.25	
28	\$216.25	
29	\$1,885.41	Lien
30	\$216.25	
31	\$216.25	
32	60 .74	
33	\$834.69	
34	\$401.03	
35	\$219.88	
36	\$216.25	
37	\$426.17	
38	\$216.25	
39	\$447.63	
40	\$2,056.88	Lien
Total	\$22,920.97	





ACCOUNT	DATE	TRANSACTION TYPE	AMOUNT
Checking Account #85	08/21/2024	Deposit	\$3,201.21
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$348.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$18.21
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$35.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
Checking Account #85	08/21/2024	Deposit	-\$175.00
<b>Total for Checking Account #85</b>			<b>\$0.00</b>

# **Shadow Run HOA Account Summary**

**July 31, 2024**

Checking Account Balance - \$63,130.07

Reserve Account - \$88,142.58

Savings Account - \$8,913.72

Deposits made - \$11,232.88

Small discrepancy between bank total deposit and what quickbooks shows. Digging into it. Bank said deposit was a little bit more.