

Transaction List by Vendor
23 Nov - 19 Dec 2023

VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	DESCRIPTION	ACCOUNT	AMOUNT
JESSE'S LAWN MAINTENANCE							
JESSE'S LAWN MAINTENANCE	12/19/2023	Check	1379	Yes	invoice# 1099637	Checking Account #85	-\$2,175.89
PODY & McDONALD, PLLC							
PODY & McDONALD, PLLC	11/30/2023	Bill Payment (Check)	1374	Yes	--	Checking Account #85	-\$173.15
PODY & McDONALD, PLLC	11/30/2023	Bill	61248	Yes	invoice 61248	Accounts Payable	\$57.50
PODY & McDONALD, PLLC	11/30/2023	Bill	--	Yes	invoice 60438	Accounts Payable	\$114.50
PODY & McDONALD, PLLC	11/30/2023	Bill	60974	Yes	invoice 60974	Accounts Payable	\$1.15
PODY & McDONALD, PLLC	12/19/2023	Check	1380	Yes	invoice# 60973, 60437, 60581	Checking Account #85	-\$130.69
TRI-CITIES TAX LLC							
TRI-CITIES TAX LLC	11/29/2023	Check	1378	Yes	invoice# 7795	Checking Account #85	-\$2,500.00

Shadow Run at Canyon Lakes Homeowners Association

Deposit Detail

December 1-19, 2023

DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTION	CLR	AMOUNT
Checking Account #85						
12/18/2023	Payment					25.00
						-25.00
12/18/2023	Payment	0005047262				190.00
						-190.00
12/18/2023	Payment	43507003				20.00
						-20.00
12/18/2023	Payment					396.75
						-396.75
12/18/2023	Payment					363.00
						-363.00

Shadow Run at Canyon Lakes Homeowners Association

Profit and Loss

January 1 - December 19, 2023

	TOTAL
Income	
Fines	205.76
Interest	-165.73
Lien Expense Reimbursement	447.00
Membership Assessments	67,504.50
Transfer Fees	150.00
Total Income	\$68,141.53
GROSS PROFIT	\$68,141.53
Expenses	
Bank Charges	31.80
Committee Expenses	164.62
CPA Audit	2,500.00
Electricity	483.40
Insurance	3,724.00
Landscaping Maint. & Repair	32,088.06
Legal Fees	
Association Incurred	1,951.68
Homeowner Incurred	3,744.94
Total Legal Fees	5,696.62
Licenses	41.73
Meeting Expenses(Annual Mtg)	670.10
Office Supplies	279.00
PO Box Rent	232.00
Postage	88.20
Property Management	1,400.00
Property Taxes	373.42
Reconciliation Discrepancies	-0.41
RESERVE STUDY	800.00
Tax Preparation	150.00
Telephone Expense	255.00
Water (KID)	3,826.89
Website Main.	576.06
Total Expenses	\$53,380.49
NET OPERATING INCOME	\$14,761.04
Other Income	
Bank Interest	74.96
Total Other Income	\$74.96
NET OTHER INCOME	\$74.96
NET INCOME	\$14,836.00

Shadow Run HOA Account Summary

Account balances as of 11/30/23

Checking - \$41,067.74

Savings - \$8910.38

Reserve Account - \$81,484.31

See deposit detail and check detail for past months transactions



**Board of Director's Regular Meeting Agenda
6:30 PM on December 19th, 2023 - WebEx**

Meeting link:

<https://shadowrunatcanyonlakeshoa-850.my.webex.com/shadowrunatcanyonlakeshoa-850.my/j.php?MTID=m2496ad258e55aa0df4c24e538409f1f2>

Meeting number:

2633 735 0339

Password:

JAFP2PJvf39 (52372758 from phones and video systems)

Join by phone

+1-650-479-3208 United States Toll

Access code: 2633 735 0339

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 minutes on these dates: 11/30/2023 Regular Meeting

Treasurer's report:

- Financial reports
- Liens/delinquencies
- Update on demand letters

Old Business:

- On-line payments - still interest
- Request for more lighting at mailboxes - Einar getting quotes for labor
- Dead trees replanting status - getting quotes (Spring)
- Annual meeting notices were mailed on-time
- Jan. 2024 assessment invoices were mailed with the annual meeting notice

New Business:

- 2024 Landscaping maintenance bids - Summary by Dirk, board discussion and vote to award
- Quickbooks transition to QuickBooks on-line, outstanding issues:
 - QBO P&L Cash-basis now shows undeposited funds. These are a result of past bookkeeping. In Quickbooks desktop, many previous payments over the years weren't applied consistently to open invoices, creating a "balance" on customer accounts and dated open invoices. We applied to outstanding credit balances across the old open invoices and they zero'd out, but in the transition to QBO, that group of credits now shows up as "unapplied cash payment income". We

will need a CPA to sort it out. The P&L cash-basis now incorrectly shows a revenue shortfall of \$7,839.67.

▼ Income				
Fines	809.72	0.00	809.72	
Interest	-212.46	0.00	-212.46	
LATE CHARGES	672.34	0.00	672.34	
Lien Expense Reimbursement	1,974.55	0.00	1,974.55	
Membership Assessments	69,586.86	66,980.00	2,606.86	103.89 %
Transfer Fees	275.00	0.00	275.00	
Unapplied Cash Payment Income	-7,839.67		-7,839.67	
Total Income	\$65,266.34	\$66,980.00	\$ -1,713.66	97.44 %

- P&L does not show Reserve transfers and results in the HOA always appearing to make a substantial profit; a CPA could set up a Reserve Transfer equity fund (contra account) and Treasurer can make one annual ledger entry, the P&L would show appropriately and the Reserve Account would show appropriately on the balance sheet
- An automatic monthly transfer of \$825.00 was set up to the reserve fund; this amount was too low - the budgeted amount for 2023 reserve transfers was \$15,588 or \$1,299 per month. The \$825.00 matched the board's original rejected budget which was for \$9,900 in reserve fund transfers (\$825 x 12). If the December \$825.00 transfer has already happened, then the final reserve transfer amount necessary to match the budget would be \$15,588 - (\$825 x 12) = \$5,688.
- Einar proposed spending up to \$120 on temporary aluminum assessment reminder signs to be installed - one at the front entrance, one at the back entrance - twice a year (in January and July).
- Einar discussed CCR 2.2.2 and the HOA's past practice of suspending voting for homeowners with unpaid assessments. Einar recommended we re-affirm this practice for the 2024 Annual Meeting.
- Discussion on how to configure QBO and Hapo on-link banking and administration credentials to follow appropriate administrative and financial controls.
- Damage at 36th entrance- photos emailed from Einar. Damage to light, irrigation and rock.

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:

- 2024 Landscaping Bids Vote
- Vote to resume CPA search from spring 2023 to clean up the two remaining issues on the HOA books as quickly as possible
- Board vote to make reserve transfers once per year, at the end of the year, starting in 2024.
- Board vote to make one final reserve transfer for 2023 in the amount of \$ 5,688 to bring total reserve fund transfers in 2023 to \$ 15,588 _____ which was the original budgeted amount. The treasurer shall arrange the transfer with Hapo.
- Board vote to spend up to \$125 for temporary aluminum signage to be installed at the front and rear entrances in January and July to remind residents that assessments are due.
- Board vote to continue past practice of suspending voting under CCR 2.2.2 for homeowners with unpaid assessments

Ad-Hoc Agenda Items:

Adjourn Meeting

Next Regular Meeting: Will be held Jan_25_, 2024 at ___6:30PM_____ on WebEx



**Board of Director's Regular Meeting Agenda
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Access code: 2633 735 0339

Call to order: 6:35 PM

Guest(s): Brenda S. & Maria S.

Absent: Stephanie D.

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: 11/30/2023 Regular Meeting. Einar Motioned. All approved 4-0

Treasurer's report:

- Financial reports
 - A few issues with the QBO transfer. Morgan and Shannon cleaned up addresses and billing addresses. Need a few things sorted out with the PL statements applying to the account and some showing negative balances that shouldn't be that.
- Liens/delinquencies
 - Legal fees very steep and the HOA has to pay it up front but we don't get that back until they pay with new laws passed.
- Update on demand letters

Old Business:

- On-line payments - still interest
- Request for more lighting at mailboxes - Einar getting quotes for labor
- Dead trees replanting status - getting quotes (Spring)- 2 bids for this so far
- Annual meeting notices were mailed on-time
- Jan. 2024 assessment invoices were mailed with the annual meeting notice

New Business:

- 2024 Landscaping maintenance bids - Summary by Dirk, board discussion and vote to award

- 5 bids. Heritage was front runner. Proximity, historical knowledge. Heritage in the past skipped doing the work. Jesse's came in the highest and Birch came in the lowest. Their hourly is higher which is where they with recoup their money and will be comparable to the other. Heritage has the least gaps and second lowest bid. If flooding issues arise we need people to come out ASAP. Need to stay on Heritage if we continue with them. Einar motioned to go with Heritage and Dirk seconded. Robert asked why not Musser. Dirk explained there are more gaps in their bid and higher priced. Discussion on bids. 4-0 vote to go with Heritage for upcoming year.
- Quickbooks transition to QuickBooks on-line, outstanding issues:
 - QBO P&L Cash-basis now shows undeposited funds. These are a result of past bookkeeping. In Quickbooks desktop, many previous payments over the years weren't applied consistently to open invoices, creating a "balance" on customer accounts and dated open invoices. We applied to outstanding credit balances across the old open invoices and they zero'd out, but in the transition to QBO, that group of credits now shows up as "unapplied cash payment income". We will need a CPA to sort it out. The P&L cash-basis now incorrectly shows a revenue shortfall of \$7,839.67.

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- Shannon has an accountant friend and Richard's wife also. Shannon will work with them after the holidays to get QBO fixed and correctly showing P&L.
- An automatic monthly transfer of \$825.00 was set up to the reserve fund; this amount was too low - the budgeted amount for 2023 reserve transfers was \$15,588 or \$1,299 per month. The \$825.00 matched the board's original rejected budget which was for \$9,900 in reserve fund transfers (\$825 x 12). If the December \$825.00 transfer has already happened, then the final reserve transfer amount necessary to match the budget would be \$15,588 - (\$825 x 12) = \$5,688. Needs to not be listed an expense. Einar motioned 5,688 into the reserve fund as a lump sum to make it the \$9,900. 4-0 all votes yes.
- Einar proposed spending up to \$120 on temporary aluminum assessment reminder signs to be installed - one at the front entrance, one at the back entrance - twice a year (in January and July).
 - 4-0 approved to spend \$40 or less on 2 signs to remind residents of upcoming assessments.
- Einar discussed CCR 2.2.2 and the HOA's past practice of suspending voting for homeowners with unpaid assessments. Einar reminded the board this practice for the 2024 Annual Meeting. Richard suggested this should be voted on for the minutes. Board discussed and said it should be fine with the note above that Einar reminded the board of CCR 2.2.2
- Discussion on how to configure QBO and Hapo on-link banking and administration credentials to follow appropriate administrative and financial controls. Who should have access to the QBO admin account? Should it just be the treasurer? Richard suggested there should be multiple users to prevent any problems. Each user has their own account. Transactions would be tied to the user.
- Damage at 36th entrance- photos emailed from Einar. Damage to light, irrigation and rock. Need to get bids on if the irrigation is a problem and light repaired.

- Robert brought up security cameras that would be good with all the crime in the neighborhood. Shannon said a lot of cameras require a subscription and would need to be hard wired. Many in the neighborhood have doorbell cameras that help identify them. The police mentioned with this specific situation that they do have more tools to find the kids that are doing this. Cameras won't stop it and criminals just get smarter per Einar. Richard requested to put this as old business so we can continue talking about issues.
- Lawyer asked if Esqueda account that was frozen the past year should continue. Board voted to unfreeze account and Pody will take over. Einar motioned, approved 4-0. This was settled but they never ended up paying.
- Richard brought up the blue house on Buntin asking if an application to paint has been received. Nothing received. Per their August letter they have until Feb 15th to paint. Marie recommended instead of having pody take the reigns we could ask how a letter we draft sounds with a demand/fines and send a letter that way. She also recommended sending something that since weather is less than ideal right now if we could get their application now with intent to paint by certain date if this does go to court it could help.

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- Board vote to continue past practice of suspending voting under CCR 2.2.2 for homeowners with unpaid assessments

Ad-Hoc Agenda Items:

Adjourn Meeting: 8:20 PM

Next Regular Meeting: Will be held Jan_25_, 2024 at ___6:30PM_____ on WebEx

Meeting Minutes submitted by Morgan Grossman HOA Secretary.