

**ASPEN SHORES HOMEOWNERS ASSOCIATION
BOARD MEETING**

Date: December 3, 2018

Time: Began at 9:30am

Place: Boynton Home - 2870 Mikayla Lane

Present: Sharon Sherwood (President), Pat Boynton (Treasurer), Brandon Parker (Vice President), Leslie Bigos (Secretary), George Juarez (Director at Large)

Bill Payments

Viewed and Approved Bank Statement

Viewed General checking account payments

Approved Payments to

- Carlos Luna gardener \$620
- Linder & Goetz accounting \$125
- Douglas PUD \$16
- Frontier phone \$56.15
- Douglas PUD \$15
- Reimburse Jim Boynton for Tempo Insecticide for arborvitae \$61.63
- Edgar Perez sprinkler winterize \$54.10
- Secretary of State \$10
- Sharon Sherwood reimburse \$51.07
- Pat Boynton reimburse \$75.09 for stamps and file folders
- Dan Bigos "O" Ring replacement septic \$54.46
- Beckstead Electric septic \$205.5
- Larry Morgan 2 heat strips for septic \$73.55

Expected bills before year-end totalling approximately \$850

- Copying, ink cartridges and paper approx. \$120
- Pump Tech
- PUD
- Linder & Goetz November
- Frontier
- PUD
- Linder & Goetz December

Motion to to approve upcoming bills up to \$840. Board to be contacted if there are large deviations to this. Ayes: 5 Nays: 0

Review CD Accounts

The Board reviewed the CD Account Balances. Treasurer is Managing accounts to obtain best interest rates. The Board acknowledges that \$9675 septic set aside funds collected

from 2018 dues has been transferred into a new Set Aside Reserve CD #1091 account at Banner Bank at 1.87%.

Current balances are as of 10/27:

- Account 1080 Septic 6K - \$6,051.24
- Account 1090 Septic Set Aside Reserve #1 \$73,256.18
- Account 1091 Septic Set Aside Reserve #2 \$9,675.00. [This account was set up in 2018 because of a higher rate of interest.]
- Account 1095 General Reserve \$452.45

Review Septic Set Aside Funds and history of accounting of these funds.

The board is setting up a *Firewall* between Septic & General Funds so that funds are not mingled and are more easily tracked from year to year. Septic assessments should go into Septic accounts and monies collected for General Funds should go into General Fund accounts. Funds should not be transferred from general accounts to septic accounts without a detailed transaction record and without disclosure to members.

The Board has established a checking holding account #1040 (after consultation with the accountant) for the purpose of receiving income which exceeds normal general dues and budget expectations. So far this year \$509.59 has been collected for general purposes and has been allocated by the accountant to that account. (Late fees, finance charges, portions of the refund from Lien settlement.) These funds can accumulate for non budgeted general expense.

Septic Set Aside assessments of \$225 per year are based on predictions of 2008 Septic Reserve Study and have been paid only by members as of the year of the original purchase from the developer. A new Septic Reserve Study is currently being undertaken which should predict future maintenance and replacement costs of components, evaluate past assessments and expense history, and determine if Set Aside assessments are on target for the future.

Motion: open a savings account for carryover of operation and professional unspent funds
Ayes: 5 Nays: 0

The Board will open a general Savings account to hold unspent general funds from prior years separate from current year annual income. The purpose is to assure funding for undefined expenses that may occur only occasionally, i.e., such as a pending but unknown Franchise fee, expected unusual general expense such as fees for reclamation department reassignment of water shares, or legal advice.

Volunteer Labor

The board looked at volunteer labor donated to the HOA. The board discussed quantifying these volunteer tasks/hours so in the future, if volunteers are not available, monies could be budgeted to hire these tasks complete.

The board discussed forming a landscape committee so that general maintenance tasks are defined, volunteers are recruited to make sure tasks such as tree & shrub pruning, fertilizing, irrigation, etc. are accomplished.

The board discussed issuing Credit Memos in exchange for donated hours to encourage member participation, This will remain under discussion net year.

Review of Balance Sheet & Profit & Loss

Significant analysis was done on the history of “other income” including that from the settlement of a foreclosure. It has been determined by the Board and confirmed by the accountant that recovered funds should be restored to the account to which they belonged. In the case of the 2018 balance in 4020 set aside funds, CD records confirm general funds were used in past years to make up the shortage for the Reserve Deposit. Therefore the recovered funds should restore the general account, The accountant agrees that funds placed in 4020 as 2018 income should be assigned to a general account. The refund that was claimed for tank inspections (that were not performed when the lender had title) qualifies as income in excess of budget.

Motion: Move Account 1020 (balance \$552.57) and Account 1030 (balance \$528) funds into Account 1040 General Reserve.

Ayes: 5 Nays: 0

General Funds Account 1000 is predicted to have a balance of \$3700 after bills are paid at year-end. The Board determined that money in excess of \$1,000 will be moved into a new General Savings account to be earmarked for future projects such as landscaping, legal, and general maintenance or other unforeseen projects.

Motion to: Any amount of General Funds in Account 1000 over \$1000 at years-end should be moved to a new General Savings Account to be opened:

Ayes: 5 Nays:0

Minutes of October 7, 2018:

Motion to Approve: Ayes: 5 Nays: 0

Property Management Survey

Results of the Property Management Survey were shared. The board agreed to publish the survey results to association members. The board takes the survey results as a recommendation to not pursue a Property Management company at this time. If any member wishes to pursue this, they would have to get a petition with 50% vote per the bylaws.

Septic Fees Facts

The board compared the HOA Septic fees with sewage fees with nearby cities ([link to the 2016 Washington survey here](#)):

<https://fortress.wa.gov/ecy/publications/documents/1710024.pdf>)

East Wenatchee \$546/year by 2020

Rock Island \$804/year [2016 figure]

Wenatchee \$295.68/year [2016 figure]

HOA \$460/year per household

Bank Signature Cards: Minutes of General Meeting, Minutes of first Board meeting with Titles

Tryways Contracts

Tryways septic tank inspection contracts must be signed every two years. Pat Boynton to collect contract signatures from homeowners. [The Contract is posted to the HOA website](#) under the Septic tab

<https://www.aspenshoreshoa.com/wp-content/uploads/2018/12/Tryways-Maintenance-Agreement.pdf>. Every homeowner who has their septic tank inspected by Tryways is required by Tryways to sign a contract with them and turn in the contract.

Meeting adjourned 11:33am

Next Meeting with new Board: will occur in 2019 at a mutually agreeable date and time.