



GREENWAY PARC AT SURPRISE TWO

General Session Meeting

Virtual Meeting

<https://meetings.ringcentral.com/j/1495718506>

Meeting ID: 149 571 8506

Tuesday, September 29, 2020

Agenda

- I. Call to Order / Establish a Quorum**
- II. Ratification of Consultant**
 - A. Contracting with David Gillies
- III. Approval of Meeting Minutes**
 - A. General Session Meeting
- IV. Financial Report**
 - A. Financial Statement: August 2020
 - B. 2020 CPA Engagement Letter
- V. Management Report**
- VI. Pending Business**
 - A. Termination of Yellowstone – Ratify
 - B. Contracting Thrive Community Management – Ratify
 - C. Law Firm Selection – General Counsel & Delinquent Accounts
- VII. New Business**
 - A. BrightView Landscape Maintenance/Tree Care – Ratify
 - B. Overseed
 - C. Escalated Landscape Clean-up Bid
 - D. Wall Repair 15540-15564 W. Evans (City Violation)
 - E. Collection Policy
 - F. Fine Policy
 - G. Establishment of Transfer Fee
 - H. Establish an Architectural Committee
 - I. Compliance Correspondence
 - J. Late Notifications
- VIII. Homeowner Forum**

In accordance with A.R.S. Section 33-1804, an opportunity is provided to the homeowners to address the Board on items that are both on and not on the agenda. Homeowners will be allotted 3 minutes for their comments. Homeowner Forum will be closed if the Board determines it has become unprofessional.
- IX. Next Meeting Date**

The next meeting is to be determined.
- X. Adjourn**

The Board met in an Executive Session at 6:00 pm to discuss items related to A.R.S. 33-1804 (A) 3 and 5.

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Greenway Parc at Surprise 2
Balance Sheet
8/31/2020

	<u>Operating</u>	<u>Reserves</u>	<u>Total</u>
Assets			
<u>Cash</u>			
10000 - Operating Cash	\$25,012.52		\$25,012.52
10001 - Operating - Prior Mgmt	\$85,756.93		\$85,756.93
10100 - Reserve Cash		\$141,111.49	\$141,111.49
<u>Total Cash</u>	\$110,769.45	\$141,111.49	\$251,880.94
<u>Other Assets</u>			
19550 - Due From Operating		\$10,148.00	\$10,148.00
<u>Total Other Assets</u>		\$10,148.00	\$10,148.00
<i>Assets Total</i>	\$110,769.45	\$151,259.49	\$262,028.94
Liabilities & Equity			
<u>Other Liabilities</u>			
21000 - Prepaid Assessments	\$21,658.92		\$21,658.92
29500 - Due to Reserves	\$10,148.00		\$10,148.00
<u>Total Other Liabilities</u>	\$31,806.92		\$31,806.92
<u>Retained Earnings</u>	\$56,729.77	\$126,991.16	\$183,720.93
<u>Net Income</u>	\$22,232.76	\$24,268.33	\$46,501.09
<i>Liabilities and Equity Total</i>	\$110,769.45	\$151,259.49	\$262,028.94

Greenway Parc at Surprise 2
Budget Comparison Report - Operating
8/1/2020 - 8/31/2020

	8/1/2020 - 8/31/2020			1/1/2020 - 8/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Assessment Revenue</u>							
40000 - Assessment Income	\$16,619.57	\$15,727.60	\$891.97	\$123,637.98	\$125,820.80	(\$2,182.82)	\$188,731.20
<u>Total Assessment Revenue</u>	\$16,619.57	\$15,727.60	\$891.97	\$123,637.98	\$125,820.80	(\$2,182.82)	\$188,731.20
<u>Other Revenue</u>							
40050 - Collection Fees	\$0.00	\$0.00	\$0.00	\$969.90	\$0.00	\$969.90	\$0.00
40095 - Insurance Claim Funds	\$0.00	\$0.00	\$0.00	\$1,794.80	\$0.00	\$1,794.80	\$0.00
40100 - Interest - Operating	\$0.89	\$0.00	\$0.89	\$26.40	\$0.00	\$26.40	\$0.00
40110 - Late Fees	\$0.00	\$0.00	\$0.00	\$1,219.40	\$0.00	\$1,219.40	\$0.00
40160 - Transfer Fees	\$1,500.00	\$0.00	\$1,500.00	\$5,750.00	\$0.00	\$5,750.00	\$0.00
40199 - Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$852.30	\$0.00	\$852.30	\$0.00
49999 - Transfer to Reserve	(\$3,000.00)	(\$3,000.00)	\$0.00	(\$24,000.00)	(\$24,000.00)	\$0.00	(\$36,000.00)
<u>Total Other Revenue</u>	(\$1,499.11)	(\$3,000.00)	\$1,500.89	(\$13,387.20)	(\$24,000.00)	\$10,612.80	(\$36,000.00)
Total Income	\$15,120.46	\$12,727.60	\$2,392.86	\$110,250.78	\$101,820.80	\$8,429.98	\$152,731.20
Expense							
<u>Administrative</u>							
50030 - Audit/Tax Preparation	\$0.00	\$65.00	\$65.00	\$645.00	\$520.00	(\$125.00)	\$780.00
50040 - Bank Charges	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	(\$10.00)	\$0.00
50060 - Copies / Newsletters	\$0.00	\$0.00	\$0.00	\$1,052.54	\$0.00	(\$1,052.54)	\$0.00
50070 - Coupons/Statements	\$217.90	\$822.00	\$604.10	\$6,086.10	\$6,576.00	\$489.90	\$9,864.00
50150 - Website	\$0.00	\$0.00	\$0.00	\$209.92	\$0.00	(\$209.92)	\$0.00
50155 - Web Portal	\$25.00	\$0.00	(\$25.00)	\$25.00	\$0.00	(\$25.00)	\$0.00
50161 - Legal Fees - Collection	\$0.00	\$600.00	\$600.00	\$1,551.80	\$4,800.00	\$3,248.20	\$7,200.00
50240 - Office Supplies	\$69.75	\$90.00	\$20.25	\$69.75	\$720.00	\$650.25	\$1,080.00
50255 - Permits & Filing Fees	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	(\$10.00)	\$0.00
50260 - Postage	\$178.25	\$200.00	\$21.75	\$2,885.81	\$1,600.00	(\$1,285.81)	\$2,400.00
50265 - Copies	\$6.60	\$150.00	\$143.40	\$1,385.74	\$1,200.00	(\$185.74)	\$1,800.00
50270 - Professional Fees	\$15.00	\$0.00	(\$15.00)	\$336.27	\$0.00	(\$336.27)	\$0.00
50320 - Storage	\$95.00	\$0.00	(\$95.00)	\$95.00	\$0.00	(\$95.00)	\$0.00
50499 - Miscellaneous Expense	\$0.00	\$5.00	\$5.00	\$539.57	\$40.00	(\$499.57)	\$60.00
<u>Total Administrative</u>	\$607.50	\$1,932.00	\$1,324.50	\$14,902.50	\$15,456.00	\$553.50	\$23,184.00
<u>Contracts</u>							
50610 - Management Contract	\$1,360.00	\$1,273.00	(\$87.00)	\$11,631.00	\$10,184.00	(\$1,447.00)	\$15,276.00
50620 - Landscape Contract	\$0.00	\$4,210.00	\$4,210.00	\$29,470.00	\$33,680.00	\$4,210.00	\$50,520.00
50650 - Playground Contract	\$0.00	\$60.00	\$60.00	\$0.00	\$480.00	\$480.00	\$720.00
50660 - Pest Control Contract	\$0.00	\$125.00	\$125.00	\$1,558.00	\$1,000.00	(\$558.00)	\$1,500.00
<u>Total Contracts</u>	\$1,360.00	\$5,668.00	\$4,308.00	\$42,659.00	\$45,344.00	\$2,685.00	\$68,016.00
<u>Landscaping</u>							
60040 - Landscaping Irrigation	\$0.00	\$300.00	\$300.00	\$1,342.63	\$2,400.00	\$1,057.37	\$3,600.00
60060 - Landscaping Extras / Repairs	\$0.00	\$350.00	\$350.00	\$6,786.21	\$2,800.00	(\$3,986.21)	\$4,200.00
60140 - Storm Damage	\$0.00	\$125.00	\$125.00	\$450.00	\$1,000.00	\$550.00	\$1,500.00
60160 - Trees Trimming	\$0.00	\$800.00	\$800.00	\$500.00	\$6,400.00	\$5,900.00	\$9,600.00
<u>Total Landscaping</u>	\$0.00	\$1,575.00	\$1,575.00	\$9,078.84	\$12,600.00	\$3,521.16	\$18,900.00

Greenway Parc at Surprise 2
Budget Comparison Report - Operating
8/1/2020 - 8/31/2020

	8/1/2020 - 8/31/2020			1/1/2020 - 8/31/2020			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<u>Maintenance & Repairs</u>							
63030 - Backflow Inspection/Repair	\$0.00	\$5.00	\$5.00	\$55.00	\$40.00	(\$15.00)	\$60.00
63075 - Common Elements Maint	\$0.00	\$50.00	\$50.00	\$914.95	\$400.00	(\$514.95)	\$600.00
63290 - Playground Repairs	\$0.00	\$0.00	\$0.00	\$3,674.00	\$0.00	(\$3,674.00)	\$0.00
63300 - Pest Control Extras	\$574.00	\$0.00	(\$574.00)	\$979.00	\$0.00	(\$979.00)	\$0.00
<u>Total Maintenance & Repairs</u>	\$574.00	\$55.00	(\$519.00)	\$5,622.95	\$440.00	(\$5,182.95)	\$660.00
<u>Other Expenses</u>							
75010 - Contingency	\$0.00	\$56.35	\$56.35	\$0.00	\$450.80	\$450.80	\$676.20
<u>Total Other Expenses</u>	\$0.00	\$56.35	\$56.35	\$0.00	\$450.80	\$450.80	\$676.20
<u>Taxes & Insurance</u>							
73040 - Master Policy	\$0.00	\$500.00	\$500.00	\$4,020.00	\$4,000.00	(\$20.00)	\$6,000.00
73200 - Income Taxes	\$0.00	\$25.00	\$25.00	\$100.00	\$200.00	\$100.00	\$300.00
<u>Total Taxes & Insurance</u>	\$0.00	\$525.00	\$525.00	\$4,120.00	\$4,200.00	\$80.00	\$6,300.00
<u>Utilities</u>							
71020 - Electric	\$125.29	\$160.00	\$34.71	\$1,104.09	\$1,280.00	\$175.91	\$1,920.00
71060 - Water	\$3,838.80	\$2,756.25	(\$1,082.55)	\$10,530.64	\$22,050.00	\$11,519.36	\$33,075.00
<u>Total Utilities</u>	\$3,964.09	\$2,916.25	(\$1,047.84)	\$11,634.73	\$23,330.00	\$11,695.27	\$34,995.00
Total Expense	\$6,505.59	\$12,727.60	\$6,222.01	\$88,018.02	\$101,820.80	\$13,802.78	\$152,731.20
Operating Net Income	\$8,614.87	\$0.00	\$8,614.87	\$22,232.76	\$0.00	\$22,232.76	\$0.00
Net Income	\$8,614.87	\$0.00	\$8,614.87	\$22,232.76	\$0.00	\$22,232.76	\$0.00

Greenway Parc at Surprise 2
Budget Comparison Report - Reserves
8/1/2020 - 8/31/2020

	8/1/2020 - 8/31/2020			1/1/2020 - 8/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Net Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reserve Income							
<u>Reserve Income</u>							
80000 - Transfer From Operating	\$3,000.00	\$3,000.00	\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$36,000.00
80040 - Capital Contribution	\$574.00	\$0.00	\$574.00	\$2,640.40	\$0.00	\$2,640.40	\$0.00
80045 - Reserve Interest	\$29.96	\$0.00	\$29.96	\$286.28	\$0.00	\$286.28	\$0.00
<u>Total Reserve Income</u>	\$3,603.96	\$3,000.00	\$603.96	\$26,926.68	\$24,000.00	\$2,926.68	\$36,000.00
Total Reserve Income	\$3,603.96	\$3,000.00	\$603.96	\$26,926.68	\$24,000.00	\$2,926.68	\$36,000.00
Reserve Expense							
<u>Reserve Expense</u>							
90082 - Picnic Area	\$0.00	\$0.00	\$0.00	\$2,658.35	\$0.00	(\$2,658.35)	\$0.00
<u>Total Reserve Expense</u>	\$0.00	\$0.00	\$0.00	\$2,658.35	\$0.00	(\$2,658.35)	\$0.00
Total Reserve Expense	\$0.00	\$0.00	\$0.00	\$2,658.35	\$0.00	(\$2,658.35)	\$0.00
Reserve Net Income	\$3,603.96	\$3,000.00	\$603.96	\$24,268.33	\$24,000.00	\$268.33	\$36,000.00
Net Income	\$3,603.96	\$3,000.00	\$603.96	\$24,268.33	\$24,000.00	\$268.33	\$36,000.00