



**GREENWAY PARC AT SURPRISE TWO
General Session Meeting**

Virtual Meeting

<https://meetings.ringcentral.com/j/1480396077>

Meeting ID: 148 039 6077

Thursday, October 29, 2020
3:30pm

Agenda

- I. Call to Order / Establish a Quorum**
- II. Approval of Meeting Minutes**
 - A. General Session Meeting
- III. Financial Report**
 - A. Financial Statement: September 2020
 - B. 2020 CPA Engagement Letter
 - C. 2021 Budget
 - D. Reserve Study
- IV. Management Report**
- V. Pending Business** (Items Tabled at the September Meeting)
 - A. Law Firm Selection – General Counsel & Delinquent Accounts
 - B. Overseed
 - C. Escalated Landscape Clean-up Bid
 - D. Collection Policy
 - E. Fine Policy
 - F. Late Notifications
- VI. New Business**
 - A. Board Position Vacancy
 - B. Website Expenses
 - C. Seasonal Flower Installation
- VII. 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.
- VIII. Next Meeting Date**

The next meeting is to be determined.
- IX. 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 TWO

General Session Minutes

Virtual Meeting

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

Meeting ID: 149 571 8506

Tuesday, September 29, 2020

Board Members Present:

Jason Etzel, President
Wayne Talbott, Vice President
LaNea Hysong, Treasurer

Management Present:

Annette McCraw, Community Manager
Melissa Overgard, Recording Secretary
Amy Taylor, Community Manager

Board Members Absent:

Kyle Dress, Director at Large

I. CALL TO ORDER/ESTABLISH A QUORUM

At 6:30 pm Jason Etzel called the meeting to order.

II. Ratification of Consultant

A. Contracting with David Gillies

A motion was made by LaNea Hysong, seconded by Wayne Talbott to ratify the email consent to hire David Gillies as a consultant for the community. With no additional discussion the motion carried unanimously.

III. APPROVAL OF MINUTES

A. General Session: June 11, 2020

Prior management did not provide a copy of the last General Session minutes for the Board to review. No action taken.

IV. FINANCIAL REPORT

A. Financial Statement: August 31, 2020

A motion was made by LaNea Hysong, seconded by Wayne Talbott to approve the Financial Statements for the period ending August 31, 2020, pending audit review. With no additional discussion the motion carried unanimously.

B. 2020 CPA Engagement Letter

A motion was made by Wayne Talbott, seconded by Jason Etzel to table until the next meeting. With no additional discussion the motion carried unanimously.

V. MANAGEMENT REPORT

A. September Management Report

The Community Manager, Annette McCraw, read the management report for the current month, to the Board and the Homeowners.

VI. PENDING BUSINESS

A. Termination of Yellowstone – Ratify

A motion was made by LaNea Hysong, seconded by Jason Etzel to ratify the decision to terminate Yellowstone. With no additional discussion the motion carried unanimously.

B. Contracting Thrive Community Management – Ratify

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A motion was made by Wayne Talbott, seconded by LaNea Hysong to ratify the decision to hire Thrive Community Management Due to CMC providing a termination notice to the Association. With no additional discussion the motion carried unanimously.

A motion was made by LaNea Hysong, seconded by Wayne Talbott to ratify the decision to hire Brown due to Thrive Community Management providing a termination notice to the Association. With no additional discussion the motion carried unanimously.

C. Law Firm Selection – General Counsel/Delinquent Accounts

A motion was made by Wayne Talbott, seconded by LaNea Hysong to table until the next meeting. With no additional discussion the motion carried unanimously.

VII. NEW BUSINESS

A. BrightView Landscape Maintenance/Tree Care – Ratify

A motion was made by LaNea Hysong, seconded by Jason Etzel to ratify the decision to hire BrightView for landscape maintenance and tree care. With no additional discussion the motion carried unanimously.

B. Overseed

A motion was made by Wayne Talbott, seconded by LaNea Hysong to table until the next meeting. With no additional discussion the motion carried unanimously.

C. Escalated Landscape Clean-up Bid

A motion was made by Wayne Talbott, seconded by Jason Etzel to table until the next meeting. With no additional discussion the motion carried unanimously.

D. Wall Repair 15540-15564 W Evans (City Violation)

A motion was made by Wayne Talbott, seconded by LaNea Hysong to approve Signature Projects proposal of \$1,425.00 for the wall repair. With no additional discussion the motion carried unanimously.

E. Collection Policy

A motion was made by Wayne Talbott, seconded by LaNea Hysong to table until the next meeting. With no additional discussion the motion carried unanimously.

F. Fine Policy

A motion was made by Wayne Talbott, seconded by Jason Etzel to table until the next meeting. With no additional discussion the motion carried unanimously.

G. Establishment of Transfer Fee

A motion was made by Jason Etzel, seconded by LaNea Hysong to establish a Transfer Fee of \$250.00. With no additional discussion the motion carried unanimously.

H. Establish an Architectural Committee

A motion was made by LaNea Hysong, seconded by Jason Etzel to confirm the establishment of the Architectural Committee as 3 board members consisting of Jason Etzel, Wayne Talbott, and LaNea Hysong as the Chairperson. With no additional discussion the motion carried unanimously.

I. Compliance Correspondence

A motion was made by Wayne Talbott, seconded by Jason Etzel to table until the next meeting. With no additional discussion the motion carried unanimously.

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J. Late Notifications

A motion was made by Wayne Talbott, seconded by Jason Etzel to table until the next meeting. With no additional discussion the motion carried unanimously.

VIII. HOMEOWNER FORUM

Homeowner's questions and concerns were addressed during the meeting.

IX. UPCOMING MEETING

The next meeting of the Board of Directors will be held on October 29, 2020 at 3:00pm.

X. ADJOURN

There being no further business to discuss, a motion was made by Jason Etzel, seconded by Wayne Talbott, to adjourn the meeting at 7:09 pm.

Respectfully Submitted By,
Melissa Overgard
Recording Secretary

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Greenway Parc at Surprise 2
Balance Sheet
9/30/2020

	<u>Operating</u>	<u>Reserves</u>	<u>Total</u>
Assets			
<u>Cash</u>			
10000 - Operating Cash	\$124,385.22		\$124,385.22
10100 - Reserve Cash		\$141,139.91	\$141,139.91
<u>Total Cash</u>	\$124,385.22	\$141,139.91	\$265,525.13
<u>Other Assets</u>			
19550 - Due From Operating		\$13,320.20	\$13,320.20
<u>Total Other Assets</u>		\$13,320.20	\$13,320.20
<i>Assets Total</i>	\$124,385.22	\$154,460.11	\$278,845.33
Liabilities & Equity			
<u>Other Liabilities</u>			
21000 - Prepaid Assessments	\$20,917.82		\$20,917.82
29500 - Due to Reserves	\$13,320.20		\$13,320.20
<u>Total Other Liabilities</u>	\$34,238.02		\$34,238.02
<u>Retained Earnings</u>	\$56,729.77	\$126,991.16	\$183,720.93
<u>Net Income</u>	\$33,417.43	\$27,468.95	\$60,886.38
<i>Liabilities and Equity Total</i>	\$124,385.22	\$154,460.11	\$278,845.33

Greenway Parc at Surprise 2
Budget Comparison Report - Operating
9/1/2020 - 9/30/2020

	9/1/2020 - 9/30/2020			1/1/2020 - 9/30/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Assessment Revenue</u>							
40000 - Assessment Income	\$15,298.53	\$15,727.60	(\$429.07)	\$138,936.51	\$141,548.40	(\$2,611.89)	\$188,731.20
<u>Total Assessment Revenue</u>	\$15,298.53	\$15,727.60	(\$429.07)	\$138,936.51	\$141,548.40	(\$2,611.89)	\$188,731.20
<u>Other Revenue</u>							
40035 - Bank/Rtn Check Fee	\$25.00	\$0.00	\$25.00	\$25.00	\$0.00	\$25.00	\$0.00
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	\$12.51	\$0.00	\$12.51	\$38.91	\$0.00	\$38.91	\$0.00
40110 - Late Fees	(\$15.00)	\$0.00	(\$15.00)	\$1,204.40	\$0.00	\$1,204.40	\$0.00
40160 - Transfer Fees	\$250.00	\$0.00	\$250.00	\$6,000.00	\$0.00	\$6,000.00	\$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	(\$27,000.00)	(\$27,000.00)	\$0.00	(\$36,000.00)
<u>Total Other Revenue</u>	(\$2,727.49)	(\$3,000.00)	\$272.51	(\$16,114.69)	(\$27,000.00)	\$10,885.31	(\$36,000.00)
Total Income	\$12,571.04	\$12,727.60	(\$156.56)	\$122,821.82	\$114,548.40	\$8,273.42	\$152,731.20
Expense							
<u>Administrative</u>							
50030 - Audit/Tax Preparation	(\$50.00)	\$65.00	\$115.00	\$595.00	\$585.00	(\$10.00)	\$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	\$218.00	\$822.00	\$604.00	\$6,304.10	\$7,398.00	\$1,093.90	\$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)	\$50.00	\$0.00	(\$50.00)	\$0.00
50161 - Legal Fees - Collection	\$0.00	\$600.00	\$600.00	\$1,551.80	\$5,400.00	\$3,848.20	\$7,200.00
50240 - Office Supplies	\$67.75	\$90.00	\$22.25	\$137.50	\$810.00	\$672.50	\$1,080.00
50255 - Permits & Filing Fees	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	(\$10.00)	\$0.00
50260 - Postage	\$151.15	\$200.00	\$48.85	\$3,036.96	\$1,800.00	(\$1,236.96)	\$2,400.00
50265 - Copies	\$4.35	\$150.00	\$145.65	\$1,390.09	\$1,350.00	(\$40.09)	\$1,800.00
50270 - Professional Fees	\$15.00	\$0.00	(\$15.00)	\$351.27	\$0.00	(\$351.27)	\$0.00
50320 - Storage	\$95.00	\$0.00	(\$95.00)	\$190.00	\$0.00	(\$190.00)	\$0.00
50499 - Miscellaneous Expense	(\$4,816.54)	\$5.00	\$4,821.54	(\$4,276.97)	\$45.00	\$4,321.97	\$60.00
<u>Total Administrative</u>	(\$4,290.29)	\$1,932.00	\$6,222.29	\$10,612.21	\$17,388.00	\$6,775.79	\$23,184.00
<u>Contracts</u>							
50610 - Management Contract	\$1,360.00	\$1,273.00	(\$87.00)	\$12,991.00	\$11,457.00	(\$1,534.00)	\$15,276.00
50620 - Landscape Contract	\$890.00	\$4,210.00	\$3,320.00	\$30,360.00	\$37,890.00	\$7,530.00	\$50,520.00
50650 - Playground Contract	\$162.00	\$60.00	(\$102.00)	\$162.00	\$540.00	\$378.00	\$720.00
50660 - Pest Control Contract	\$0.00	\$125.00	\$125.00	\$1,558.00	\$1,125.00	(\$433.00)	\$1,500.00
<u>Total Contracts</u>	\$2,412.00	\$5,668.00	\$3,256.00	\$45,071.00	\$51,012.00	\$5,941.00	\$68,016.00
<u>Landscaping</u>							
60040 - Landscaping Irrigation	\$0.00	\$300.00	\$300.00	\$1,342.63	\$2,700.00	\$1,357.37	\$3,600.00
60060 - Landscaping Extras / Repairs	(\$450.00)	\$350.00	\$800.00	\$6,336.21	\$3,150.00	(\$3,186.21)	\$4,200.00
60140 - Storm Damage	\$0.00	\$125.00	\$125.00	\$450.00	\$1,125.00	\$675.00	\$1,500.00
60160 - Trees Trimming	\$0.00	\$800.00	\$800.00	\$500.00	\$7,200.00	\$6,700.00	\$9,600.00
<u>Total Landscaping</u>	(\$450.00)	\$1,575.00	\$2,025.00	\$8,628.84	\$14,175.00	\$5,546.16	\$18,900.00

Greenway Parc at Surprise 2
Budget Comparison Report - Operating
9/1/2020 - 9/30/2020

	9/1/2020 - 9/30/2020			1/1/2020 - 9/30/2020			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Annual Budget</u>
<u>Maintenance & Repairs</u>							
63030 - Backflow Inspection/Repair	\$0.00	\$5.00	\$5.00	\$55.00	\$45.00	(\$10.00)	\$60.00
63075 - Common Elements Maint	\$0.00	\$50.00	\$50.00	\$914.95	\$450.00	(\$464.95)	\$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	\$160.00	\$0.00	(\$160.00)	\$1,139.00	\$0.00	(\$1,139.00)	\$0.00
<u>Total Maintenance & Repairs</u>	<u>\$160.00</u>	<u>\$55.00</u>	<u>(\$105.00)</u>	<u>\$5,782.95</u>	<u>\$495.00</u>	<u>(\$5,287.95)</u>	<u>\$660.00</u>
<u>Other Expenses</u>							
75010 - Contingency	\$0.00	\$56.35	\$56.35	\$0.00	\$507.15	\$507.15	\$676.20
<u>Total Other Expenses</u>	<u>\$0.00</u>	<u>\$56.35</u>	<u>\$56.35</u>	<u>\$0.00</u>	<u>\$507.15</u>	<u>\$507.15</u>	<u>\$676.20</u>
<u>Taxes & Insurance</u>							
73040 - Master Policy	\$0.00	\$500.00	\$500.00	\$4,020.00	\$4,500.00	\$480.00	\$6,000.00
73200 - Income Taxes	\$0.00	\$25.00	\$25.00	\$100.00	\$225.00	\$125.00	\$300.00
<u>Total Taxes & Insurance</u>	<u>\$0.00</u>	<u>\$525.00</u>	<u>\$525.00</u>	<u>\$4,120.00</u>	<u>\$4,725.00</u>	<u>\$605.00</u>	<u>\$6,300.00</u>
<u>Utilities</u>							
71020 - Electric	\$125.29	\$160.00	\$34.71	\$1,229.38	\$1,440.00	\$210.62	\$1,920.00
71060 - Water	\$3,429.37	\$2,756.25	(\$673.12)	\$13,960.01	\$24,806.25	\$10,846.24	\$33,075.00
<u>Total Utilities</u>	<u>\$3,554.66</u>	<u>\$2,916.25</u>	<u>(\$638.41)</u>	<u>\$15,189.39</u>	<u>\$26,246.25</u>	<u>\$11,056.86</u>	<u>\$34,995.00</u>
Total Expense	\$1,386.37	\$12,727.60	\$11,341.23	\$89,404.39	\$114,548.40	\$25,144.01	\$152,731.20
Operating Net Income	<u>\$11,184.67</u>	<u>\$0.00</u>	<u>\$11,184.67</u>	<u>\$33,417.43</u>	<u>\$0.00</u>	<u>\$33,417.43</u>	<u>\$0.00</u>
Net Income	<u>\$11,184.67</u>	<u>\$0.00</u>	<u>\$11,184.67</u>	<u>\$33,417.43</u>	<u>\$0.00</u>	<u>\$33,417.43</u>	<u>\$0.00</u>

Greenway Parc at Surprise 2
Budget Comparison Report - Reserves
9/1/2020 - 9/30/2020

	9/1/2020 - 9/30/2020			1/1/2020 - 9/30/2020			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	\$27,000.00	\$27,000.00	\$0.00	\$36,000.00
80040 - Capital Contribution	\$172.20	\$0.00	\$172.20	\$2,812.60	\$0.00	\$2,812.60	\$0.00
80045 - Reserve Interest	\$28.42	\$0.00	\$28.42	\$314.70	\$0.00	\$314.70	\$0.00
<u>Total Reserve Income</u>	\$3,200.62	\$3,000.00	\$200.62	\$30,127.30	\$27,000.00	\$3,127.30	\$36,000.00
Total Reserve Income	\$3,200.62	\$3,000.00	\$200.62	\$30,127.30	\$27,000.00	\$3,127.30	\$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	\$3,200.62	\$3,000.00	\$200.62	\$27,468.95	\$27,000.00	\$468.95	\$36,000.00
Net Income	\$3,200.62	\$3,000.00	\$200.62	\$27,468.95	\$27,000.00	\$468.95	\$36,000.00