



**BROWN COMMUNITY MANAGEMENT, INC.**  
*Community Association Management Services*

**GREENWAY PARC AT SURPRISE TWO**  
**Wednesday January 26, 2021 Open Session Meeting**  
**Virtual Meeting**

**Agenda**

- I. Call to Order**
- II. Establish a Quorum**
- III. Approval of Meeting Minutes**
  - A. General Session Meeting – December 16, 2020
- IV. Treasurer’s Report**
  - A. Financial Statement: December 2020
- V. Old Business**
  - A. Wall Repair
  - B. City Code Violations
    - Planting Bid
    - Granite Bid
    - Tree Removal Bid
    - Stump Grinding Bids
- VI. New Business – None Currently**
- VII. Open 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**  
**Wednesday December 16, 2020 Open Session Meeting Minutes**  
**Virtual Meeting**

**Call to Order**

Jason Etzel called the meeting to order at 6:35pm

**Directors Present**

Jason Etzel – Board President, Wayne Talbott – VP/Treasurer, & LaNea Hysong – Member at Large

**Other Attendees**

Brown Community Management; Rachael Rich, Community Manager.  
Multiple homeowners were also in attendance

**Approval of Meeting Minutes**

General Session Meeting – September 10, 2020 – A motion was made by Wayne to approve the minutes as presented. Seconded by Jason; motion carried.

**Treasurer's Report**

Financial Statement: November 2020 – Community Manager gave an update on the financials and explained the high landscaping cost were due to past due invoices being paid. Wayne motioned to approve financials as presented. Seconded by Jason; motion carried.

**Old Business**

- A. Termination of Yellowstone** – Yellowstone received and cashed final payment check.
- B. Law Firm Selection – General Counsel & Delinquent Accounts** – After brief discussion, LaNea motioned to select Carpenter Hazlewood for future legal matters. Seconded by Jason; motion carried
- C. Wall Repair** – Wall repairs completed but paint not matched properly. Community Manager will not pay invoice until wall repainted.
- D. Updated Fine Policy** – After brief discussion and review of updated fine policy, LaNea motioned to approve the updated fine policy after first combining the first two notices into one with a 14-day notice. Seconded by Jason; Motion carried.
- E. Updated Collection Policy** – Community Manager compared updated collection policy and Brown's homeowner care. LaNea motioned to approve both with board being notified of collection cost waivers over \$50 and fine waivers over \$50. Seconded by Jason; Motion carried.
- F. Establishment of Transfer Fee** – Established in September meeting. Resolution to be signed and residents notified.



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(Continued)

- G. Establish an Architectural Committee** – Board will continue to be the architectural committee.
- H. Website Design/Maintenance** – Wayne motioned to ratify email approvals of Interactive Realm designing and maintaining the community website. Seconded by LaNea; Motion carried.
- I. Late Notifications** – Will continue as per CC&R's.
- J. City Code Violations**
  - **Planting Bid** – After brief discussion, Jason motioned to approve planting bid, subject to approval by the City of Surprise. Seconded by LaNea; motion carried.
  - **Granite Bid** – After brief discussion, Jason motioned to approve bid from Rock Spreaders but would first like to meet on site with them. Seconded by LaNea; motion carried.

**New Business**

- A. Pest Control Company Selection** – Jason motioned to accept proposal from Bircher Exterminating for pest control. Seconded by LaNea; motion carried. Community Manager to send termination notice to City Wide Pest Control.
- B. Destruction Resolution** – Rather than continue to pay for storage of the 19 boxes of association documents, Jason motioned to approve and sign the destruction resolution. Seconded by Wayne; motion carried.
- C. Playground Bids** – New playground discussion tabled until after City violations are taken care of.

**Open Forum**

Brian Seely asked about the city code violations. Gabriella Arroyo requested financials and minutes from previous months and meetings and inquired about the website and who was maintaining it and when was it approved.

**Next Meeting Date**

The next meeting tentatively scheduled for 6:30pm on January 12, 2021

**Adjourn** – Meeting adjourned at 7:46pm

**Greenway Parc at Surprise Two Community Association**  
**Balance Sheet**  
**12/31/2020**

	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
<b>Assets</b>			
<u>Operating Cash</u>			
1010 - CIT Operating 7054	\$89,024.07		\$89,024.07
<u>Total Operating Cash</u>	\$89,024.07		<b>\$89,024.07</b>
<u>Reserve Cash</u>			
1270 - CIT Reserve 3575		\$163,534.21	\$163,534.21
<u>Total Reserve Cash</u>		\$163,534.21	<b>\$163,534.21</b>
<i>Assets Total</i>	\$89,024.07	\$163,534.21	<b>\$252,558.28</b>
<b>Liabilities &amp; Equity</b>			
<u>Liabilities</u>			
3310 - Prepaid Assessments (Unearned Income)	\$18,232.09		\$18,232.09
<u>Total Liabilities</u>	\$18,232.09		\$18,232.09
<u>Retained Earnings</u>	\$56,729.77	\$126,991.16	\$183,720.93
<u>Net Income</u>	\$14,062.21	\$36,543.05	\$50,605.26
<i>Liabilities and Equity Total</i>	\$89,024.07	\$163,534.21	\$252,558.28

**Greenway Parc at Surprise Two Community Association**  
**Income Statement - Operating**  
**12/1/2020 - 12/31/2020**

Accounts	12/1/2020 - 12/31/2020			1/1/2020 - 12/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Income</b>							
<u>Operating Income</u>							
6310 - Assessment Income	\$13,790.87	\$15,727.60	(\$1,936.73)	\$179,878.56	\$188,731.20	(\$8,852.64)	\$188,731.20
6315 - Working Capital	\$114.80	\$0.00	\$114.80	\$516.60	\$0.00	\$516.60	\$0.00
6340 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$1,204.40	\$0.00	\$1,204.40	\$0.00
6344 - Insurance Claim	\$0.00	\$0.00	\$0.00	\$1,794.80	\$0.00	\$1,794.80	\$0.00
6357 - NSF Check Fee	\$20.00	\$0.00	\$20.00	\$45.00	\$0.00	\$45.00	\$0.00
6360 - Misc. Owner Income	\$400.43	\$0.00	\$400.43	\$629.13	\$0.00	\$629.13	\$0.00
6370 - Owner Collection Costs	\$0.00	\$0.00	\$0.00	\$969.90	\$0.00	\$969.90	\$0.00
6375 - Violation/Fine Income	\$57.60	\$0.00	\$57.60	\$57.60	\$0.00	\$57.60	\$0.00
6510 - Transfer Fees	\$270.40	\$0.00	\$270.40	\$6,827.80	\$0.00	\$6,827.80	\$0.00
6910 - Interest Income	\$4.75	\$0.00	\$4.75	\$53.24	\$0.00	\$53.24	\$0.00
6920 - Misc. Income	\$0.00	\$0.00	\$0.00	\$852.30	\$0.00	\$852.30	\$0.00
6990 - Reserve Income Allocation	(\$3,000.00)	(\$3,000.00)	\$0.00	(\$36,000.00)	(\$36,000.00)	\$0.00	(\$36,000.00)
<b>Total Operating Income</b>	<b>\$11,658.85</b>	<b>\$12,727.60</b>	<b>(\$1,068.75)</b>	<b>\$156,829.33</b>	<b>\$152,731.20</b>	<b>\$4,098.13</b>	<b>\$152,731.20</b>
<b>Total Income</b>	<b>\$11,658.85</b>	<b>\$12,727.60</b>	<b>(\$1,068.75)</b>	<b>\$156,829.33</b>	<b>\$152,731.20</b>	<b>\$4,098.13</b>	<b>\$152,731.20</b>
<b>Expense</b>							
<u>General &amp; Administrative</u>							
7015 - Web Hosting	\$1,525.00	\$0.00	(\$1,525.00)	\$1,809.92	\$0.00	(\$1,809.92)	\$0.00
7020 - Accounting Fees/Tax Prep	\$0.00	\$0.00	\$0.00	\$366.27	\$0.00	(\$366.27)	\$0.00
7140 - Audit/Compilation	\$0.00	\$65.00	\$65.00	\$595.00	\$780.00	\$185.00	\$780.00
7164 - Legal Fees - Collections	\$0.00	\$600.00	\$600.00	\$1,551.80	\$7,200.00	\$5,648.20	\$7,200.00
7250 - Bank Charges	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	(\$10.00)	\$0.00
7260 - Postage & Mail	\$231.56	\$200.00	(\$31.56)	\$3,275.47	\$2,400.00	(\$875.47)	\$2,400.00
7280 - Insurance	\$0.00	\$500.00	\$500.00	\$4,020.00	\$6,000.00	\$1,980.00	\$6,000.00
7282 - Storage	\$95.00	\$0.00	(\$95.00)	\$380.00	\$0.00	(\$380.00)	\$0.00
7296 - Enhanced Compliance	\$50.00	\$0.00	(\$50.00)	\$100.00	\$0.00	(\$100.00)	\$0.00
7320 - Office Supplies	\$0.00	\$90.00	\$90.00	\$139.75	\$1,080.00	\$940.25	\$1,080.00
7357 - NSF Fee	\$30.00	\$0.00	(\$30.00)	\$40.00	\$0.00	(\$40.00)	\$0.00
7400 - Copies & Envelopes	\$110.65	\$150.00	\$39.35	\$2,559.03	\$1,800.00	(\$759.03)	\$1,800.00
7420 - Property Taxes	\$0.00	\$0.00	\$0.00	\$341.14	\$0.00	(\$341.14)	\$0.00
7430 - Income Tax	\$0.00	\$25.00	\$25.00	\$100.00	\$300.00	\$200.00	\$300.00
7450 - Other Taxes, Permits & Fees	\$120.00	\$0.00	(\$120.00)	\$130.00	\$0.00	(\$130.00)	\$0.00
7890 - Misc. General Administrative	\$218.00	\$61.35	(\$156.65)	(\$4,058.97)	\$736.20	\$4,795.17	\$736.20
7895 - Billing Statements/Coupon Book	\$520.60	\$822.00	\$301.40	\$6,824.70	\$9,864.00	\$3,039.30	\$9,864.00
<b>Total General &amp; Administrative</b>	<b>\$2,900.81</b>	<b>\$2,513.35</b>	<b>(\$387.46)</b>	<b>\$18,184.11</b>	<b>\$30,160.20</b>	<b>\$11,976.09</b>	<b>\$30,160.20</b>
<u>Utilities</u>							
8910 - Electricity	\$0.00	\$160.00	\$160.00	\$1,606.69	\$1,920.00	\$313.31	\$1,920.00
8920 - Water & Sewer	\$4,523.81	\$2,756.25	(\$1,767.56)	\$20,663.57	\$33,075.00	\$12,411.43	\$33,075.00
<b>Total Utilities</b>	<b>\$4,523.81</b>	<b>\$2,916.25</b>	<b>(\$1,607.56)</b>	<b>\$22,270.26</b>	<b>\$34,995.00</b>	<b>\$12,724.74</b>	<b>\$34,995.00</b>
<u>Maintenance</u>							
9005 - Plants/Shrubs/Flowers	\$0.00	\$0.00	\$0.00	\$484.77	\$0.00	(\$484.77)	\$0.00
9010 - Tree Maintenance	\$0.00	\$0.00	\$0.00	\$13,415.00	\$0.00	(\$13,415.00)	\$0.00
9015 - Sprinkler/Irrigation Repair	\$595.93	\$300.00	(\$295.93)	\$3,105.82	\$3,600.00	\$494.18	\$3,600.00

**Greenway Parc at Surprise Two Community Association**  
**Income Statement - Operating**  
**12/1/2020 - 12/31/2020**

Accounts	12/1/2020 - 12/31/2020			1/1/2020 - 12/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
9029 - Pest Control	\$0.00	\$0.00	\$0.00	\$1,459.00	\$0.00	(\$1,459.00)	\$0.00
9037 - Landscape - Other	\$0.00	\$350.00	\$350.00	\$6,336.21	\$4,200.00	(\$2,136.21)	\$4,200.00
9040 - Storm Damage	\$0.00	\$125.00	\$125.00	\$450.00	\$1,500.00	\$1,050.00	\$1,500.00
9055 - Tree Trimming	(\$13,415.00)	\$800.00	\$14,215.00	\$500.00	\$9,600.00	\$9,100.00	\$9,600.00
9110 - Gen. Maint. & Repair	\$0.00	\$50.00	\$50.00	\$914.95	\$600.00	(\$314.95)	\$600.00
9117 - Backflow Repair	\$0.00	\$5.00	\$5.00	\$55.00	\$60.00	\$5.00	\$60.00
9235 - Playground Repair/Maint.	\$0.00	\$0.00	\$0.00	\$1,999.00	\$0.00	(\$1,999.00)	\$0.00
<b>Total Maintenance</b>	<b>(\$12,819.07)</b>	<b>\$1,630.00</b>	<b>\$14,449.07</b>	<b>\$28,719.75</b>	<b>\$19,560.00</b>	<b>(\$9,159.75)</b>	<b>\$19,560.00</b>
<u>Contract Service Expense</u>							
7010 - Management Fees	\$2,034.00	\$1,273.00	(\$761.00)	\$17,734.00	\$15,276.00	(\$2,458.00)	\$15,276.00
9610 - Lawn Maint. & Landscaping	\$0.00	\$4,210.00	\$4,210.00	\$53,473.00	\$50,520.00	(\$2,953.00)	\$50,520.00
9750 - Pest Control/Extermination	\$470.00	\$125.00	(\$345.00)	\$2,062.00	\$1,500.00	(\$562.00)	\$1,500.00
9770 - Playground Maintenance	\$162.00	\$60.00	(\$102.00)	\$324.00	\$720.00	\$396.00	\$720.00
<b>Total Contract Service Expense</b>	<b>\$2,666.00</b>	<b>\$5,668.00</b>	<b>\$3,002.00</b>	<b>\$73,593.00</b>	<b>\$68,016.00</b>	<b>(\$5,577.00)</b>	<b>\$68,016.00</b>
<b>Total Expense</b>	<b>(\$2,728.45)</b>	<b>\$12,727.60</b>	<b>\$15,456.05</b>	<b>\$142,767.12</b>	<b>\$152,731.20</b>	<b>\$9,964.08</b>	<b>\$152,731.20</b>
<b>Operating Net Income</b>	<b>\$14,387.30</b>	<b>\$0.00</b>	<b>\$14,387.30</b>	<b>\$14,062.21</b>	<b>\$0.00</b>	<b>\$14,062.21</b>	<b>\$0.00</b>

**Greenway Parc at Surprise Two Community Association**  
**Income Statement - Reserve**  
**12/1/2020 - 12/31/2020**

Accounts	12/1/2020 - 12/31/2020			1/1/2020 - 12/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Income</b>							
<u>Reserve Income</u>							
6520 - Reserve Funding Fee	\$0.00	\$0.00	\$0.00	\$2,812.60	\$0.00	\$2,812.60	\$0.00
6911 - Reserve Interest	\$49.99	\$0.00	\$49.99	\$388.80	\$0.00	\$388.80	\$0.00
6925 - Reserve Contribution	\$3,000.00	\$0.00	\$3,000.00	\$36,000.00	\$0.00	\$36,000.00	\$0.00
<b>Total Reserve Income</b>	<b>\$3,049.99</b>	<b>\$0.00</b>	<b>\$3,049.99</b>	<b>\$39,201.40</b>	<b>\$0.00</b>	<b>\$39,201.40</b>	<b>\$0.00</b>
<b>Total Income</b>	<b>\$3,049.99</b>	<b>\$0.00</b>	<b>\$3,049.99</b>	<b>\$39,201.40</b>	<b>\$0.00</b>	<b>\$39,201.40</b>	<b>\$0.00</b>
<b>Expense</b>							
<u>Reserve Expense</u>							
9957 - Parks	\$0.00	\$0.00	\$0.00	\$2,658.35	\$0.00	(\$2,658.35)	\$0.00
<b>Total Reserve Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,658.35</b>	<b>\$0.00</b>	<b>(\$2,658.35)</b>	<b>\$0.00</b>
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,658.35</b>	<b>\$0.00</b>	<b>(\$2,658.35)</b>	<b>\$0.00</b>
<b>Reserve Net Income</b>	<b>\$3,049.99</b>	<b>\$0.00</b>	<b>\$3,049.99</b>	<b>\$36,543.05</b>	<b>\$0.00</b>	<b>\$36,543.05</b>	<b>\$0.00</b>