



Greenway Parc at Surprise Two Homeowners' Association
2021 2nd Attempt Annual Meeting
Community Park Northern Ramada
Evans and 157TH
May 25, 2021
6:00 PM – with 5:45 PM Sign In

AGENDA

- I. Sign In**
- II. Establish Quorum**
- III. Proof of Notice of Meeting**
- IV. Call Meeting to Order**
- V. Board & Management Introduction**
- VI. Approval of Annual Meeting Minutes from March 14, 2020**
Approval of Open Session Meeting Minutes from January 26, 2021
- VII. President's Report**
- VIII. Financial Overview**
- IX. Election**
 - A. Explanation of Election Process**
 - B. Nominations for the Board of Directors**
 - C. Appoint Inspectors of the Election**
 - D. Tally Ballots**
- X. Old Business**
 - a. Wall Repair**
 - b. City Code Violations**
 - Planting**
 - Granite**
 - Tree Removal**
 - Stump Grinding**
 - Irrigation Leaks**

XI.

New Business

- a. Tree Trimming Proposals**
- b. Solar Lights**
- c. BBQ Grills & Trash Receptacles**
- d. Grill & Chill Reimbursements**

XII. Open Forum

XIII. Results from Election

XIV. Adjournment

GREENWAY PARC AT SURPRISE 2 ANNUAL MEETING MINUTES MARCH 14, 2020

The annual Meeting of the Greenway Parc at Surprise 2 Homeowners was held in the Community park on the above date. Due notice having been sent to owners by mail. In attendance were the homeowners who signed in on the list of owners for that date, Community Manager Brian Alpert, and Attorney Kelli Oetinger of Brown and Olcott

The meeting was called to order by President Gabriela Arroyo at 10:00 am

1. Quorum was established
2. Kimberly Kostiw motions to amend previous Annual Meeting Minutes from March 9, 2019 , #8 The Nominating Committee was Brian Sealey, Shawn Davis and Kimberly Kostiw (chair) were appointed. Gabriela Arroyo seconds. Motion passes.
3. Gabriela Arroyo gave a report on the accomplishments of the Board
4. LaNea Hysong reads the finances of the community
5. Homeowners, Jason Westlund and Shirley Rothmeyer were appointed to tabulate the ballots.
6. The vote totals were as follows:
 - Gabriela Arroyo: 23
 - Shawn Davis: 23
 - Kyle Dress: 23
 - Jason Etzel:23
 - Kelly Kilmain: 18
 - Wayne Talbott: 9
7. Brian Alpert gave an update on the status of the incident in the Community Park involving someone driving a truck into the grassy area of the park causing damage. Attorney Kelli Oetinger gave options on how to go after the defendant for damages.
8. The Nominating Committee for 2021 of LaNea Hysong , Jason Westlund, and Shawn Davis were appointed.
9. Attorney advised on ways to determine handling the 4 way tie for 3 board positions. Decision was made to decide tie by random draw. Each of the 4 had their name put in a box and Jason Westlund drew 3 names to be on the board. Gabriela Arroyo, Kyle Dress and Jason Etzel were drawn.
10. Meeting adjourned at 10:50am.

Recorded by Kimberly Kostiw (secretary)



BROWN COMMUNITY MANAGEMENT, INC.
Community Association Management Services

GREENWAY PARC AT SURPRISE TWO
Tuesday January 26, 2021 Open Session Meeting Minutes
Virtual Meeting

Call to Order:

Community Manager called the meeting to order at 6:30pm

Directors Present:

Jason Etzel – Board President, & Wayne Talbott – VP/Treasurer

Directors Not Present:

LaNea Hysong – Member at Large

Other Attendees:

Brown Community Management; Rachael Rich, Community Manager.

Community Consultant - David

Multiple homeowners were also in attendance.

Approval of Meeting Minutes:

General Session Meeting – December 16, 2020 – A motion was made by Wayne Talbott to approve the minutes as presented. Seconded by Jason; motion carried.

Treasurer's Report:

Financial Statement: December 2020 – Community Manager gave an overall update on the financials. Wayne motioned to approve financials as presented. Seconded by Jason; motion carried.

Old Business:

- a. **Wall Repair** – Wall repairs completed but still waiting on paint to be corrected.
- b. **City Code Violations**
 - **Planting Bid** – Jason motioned to approve Brightview bid for all tracts; seconded by Wayne with stipulations that the Board had say in plant placement, motion carried.
 - **Granite Bid** – Proposal approved in previous meeting. After meeting with vendor and discussion, board decided to do all granite at once rather than in increments. Wayne requested consultant to investigate negotiating price. Time is of the essence for scheduling purposes.
 - **Tree Removal Bid** – Jason motioned to approve tree bids with stipulation that the tree hanging over the railing at Gelding & Reems be added; seconded by Wayne, motion carried.
 - **Stump Grinding Bid** – Tabled awaiting additional bids.



BROWN COMMUNITY MANAGEMENT, INC.
Community Association Management Services

GREENWAY PARC AT SURPRISE TWO
Tuesday January 26, 2021 Open Session Meeting Minutes
Virtual Meeting

(Continued)

New Business

A. Regarding Board Members – In light of two board members resigning, Wayne Talbott motioned to remain a three-member board as Bylaws stipulate only a minimum of three is required as determined by the board; seconded by Jason, motion carried. Request for nominations to be sent out to community, with one position opening up at the March annual meeting to be held on March 16th.

Open Forum

Paul Meyer asked about the requirements from the City and was concerned with irrigation. Gabriella Arroya asked about board decision to go down to a three-member board.

Next Meeting Date

The next meeting tentatively scheduled for 6:30pm on February 9, 2021.

Adjourn – Meeting adjourned at 7:00pm

Greenway Parc at Surprise Two Community Association
Balance Sheet
4/30/2021

	Operating	Reserve	Total
Assets			
<u>Operating Cash</u>			
1010 - CIT Operating 7054	\$91,037.29		\$91,037.29
<u>Total Operating Cash</u>	\$91,037.29		\$91,037.29
 <u>Reserve Cash</u>			
1270 - CIT Reserve 3575		\$64,115.65	\$64,115.65
<u>Total Reserve Cash</u>		\$64,115.65	\$64,115.65
 <i>Assets Total</i>	 \$91,037.29	 \$64,115.65	 \$155,152.94
 Liabilities & Equity			
<u>Liabilities</u>			
3310 - Prepaid Assessments (Unearned Income)	\$21,997.08		\$21,997.08
<u>Total Liabilities</u>	\$21,997.08		\$21,997.08
 <u>Retained Earnings</u>	 \$70,734.58	 \$163,534.21	 \$234,268.79
 <u>Net Income</u>	 (\$1,694.37)	 (\$99,418.56)	 (\$101,112.93)
 <i>Liabilities and Equity Total</i>	 \$91,037.29	 \$64,115.65	 \$155,152.94

Greenway Parc at Surprise Two Community Association
Income Statement - Operating
4/1/2021 - 4/30/2021

Accounts	4/1/2021 - 4/30/2021			1/1/2021 - 4/30/2021			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Operating Income</u>							
6310 - Assessment Income	\$16,911.97	\$16,785.25	\$126.72	\$69,051.85	\$67,141.00	\$1,910.85	\$201,423.00
6315 - Working Capital	\$735.10	\$0.00	\$735.10	\$1,094.94	\$0.00	\$1,094.94	\$0.00
6340 - Late Fee Income	\$275.02	\$0.00	\$275.02	\$1,235.48	\$0.00	\$1,235.48	\$0.00
6357 - NSF Check Fee	\$0.00	\$0.00	\$0.00	(\$10.00)	\$0.00	(\$10.00)	\$0.00
6360 - Misc. Owner Income	\$398.70	\$0.00	\$398.70	\$1,688.34	\$0.00	\$1,688.34	\$0.00
6370 - Owner Collection Costs	\$503.24	\$0.00	\$503.24	\$967.82	\$0.00	\$967.82	\$0.00
6375 - Violation/Fine Income	\$413.84	\$0.00	\$413.84	\$1,119.54	\$0.00	\$1,119.54	\$0.00
6510 - Transfer Fees	\$1,500.00	\$0.00	\$1,500.00	\$1,900.00	\$0.00	\$1,900.00	\$0.00
6910 - Interest Income	\$3.59	\$0.00	\$3.59	\$14.88	\$0.00	\$14.88	\$0.00
6990 - Reserve Income Allocation	(\$2,500.00)	(\$2,500.00)	\$0.00	(\$10,000.00)	(\$10,000.00)	\$0.00	(\$30,000.00)
Total Operating Income	\$18,241.46	\$14,285.25	\$3,956.21	\$67,062.85	\$57,141.00	\$9,921.85	\$171,423.00
Total Income	\$18,241.46	\$14,285.25	\$3,956.21	\$67,062.85	\$57,141.00	\$9,921.85	\$171,423.00
Expense							
<u>General & Administrative</u>							
7015 - Web Hosting	\$100.00	\$125.00	\$25.00	\$212.39	\$500.00	\$287.61	\$1,500.00
7020 - Accounting Fees/Tax Prep	\$250.00	\$15.00	(\$235.00)	\$250.00	\$60.00	(\$190.00)	\$180.00
7140 - Audit/Compilation	\$550.00	\$800.00	\$250.00	\$550.00	\$800.00	\$250.00	\$800.00
7160 - Legal Fees	\$0.00	\$200.00	\$200.00	\$3,785.06	\$800.00	(\$2,985.06)	\$2,400.00
7164 - Legal Fees - Collections	\$0.00	\$500.00	\$500.00	\$0.00	\$2,000.00	\$2,000.00	\$6,000.00
7165 - Collection Fees	\$990.00	\$100.00	(\$890.00)	\$1,940.00	\$400.00	(\$1,540.00)	\$1,200.00
7260 - Postage & Mail	\$712.85	\$165.00	(\$547.85)	\$2,207.45	\$660.00	(\$1,547.45)	\$1,980.00
7280 - Insurance	\$0.00	\$0.00	\$0.00	\$4,377.00	\$4,100.00	(\$277.00)	\$4,100.00
7282 - Storage	\$0.00	\$95.00	\$95.00	\$0.00	\$380.00	\$380.00	\$1,140.00
7296 - Enhanced Compliance	\$50.00	\$0.00	(\$50.00)	\$200.00	\$0.00	(\$200.00)	\$0.00
7300 - Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00
7320 - Office Supplies	\$0.00	\$75.00	\$75.00	\$0.00	\$300.00	\$300.00	\$900.00
7400 - Copies & Envelopes	\$305.30	\$75.00	(\$230.30)	\$1,160.20	\$300.00	(\$860.20)	\$900.00
7420 - Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
7430 - Income Tax	\$50.00	\$50.00	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00
7450 - Other Taxes, Permits & Fees	\$0.00	\$0.00	\$0.00	\$80.00	\$600.00	\$520.00	\$600.00
7455 - Mass Mailing	\$137.00	\$0.00	(\$137.00)	\$548.00	\$0.00	(\$548.00)	\$0.00
7460 - Meeting Expense	\$261.99	\$100.00	(\$161.99)	\$301.99	\$450.00	\$148.01	\$1,250.00
7462 - Meeting Room Fee	\$0.00	\$50.00	\$50.00	\$0.00	\$200.00	\$200.00	\$600.00
7890 - Misc. General Administrative	\$312.00	\$180.00	(\$132.00)	\$862.00	\$720.00	(\$142.00)	\$2,160.00
7891 - Reserve Study	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	(\$450.00)	\$0.00
7895 - Billing Statements/Coupon Book	\$516.70	\$219.20	(\$297.50)	\$2,071.20	\$877.00	(\$1,194.20)	\$2,630.60
Total General & Administrative	\$4,235.84	\$2,749.20	(\$1,486.64)	\$19,045.29	\$13,297.00	(\$5,748.29)	\$28,500.60
<u>Utilities</u>							
8910 - Electricity	\$126.29	\$139.00	\$12.71	\$502.64	\$556.00	\$53.36	\$1,668.00
8920 - Water & Sewer	\$1,572.37	\$2,883.00	\$1,310.63	\$3,137.47	\$11,533.00	\$8,395.53	\$34,597.00
Total Utilities	\$1,698.66	\$3,022.00	\$1,323.34	\$3,640.11	\$12,089.00	\$8,448.89	\$36,265.00
<u>Maintenance</u>							

Greenway Parc at Surprise Two Community Association
Income Statement - Operating
4/1/2021 - 4/30/2021

Accounts	4/1/2021 - 4/30/2021			1/1/2021 - 4/30/2021			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
9005 - Plants/Shrubs/Flowers	\$0.00	\$417.00	\$417.00	\$9,304.77	\$1,664.00	(\$7,640.77)	\$5,000.00
9010 - Tree Maintenance	\$128.43	\$0.00	(\$128.43)	\$8,072.43	\$0.00	(\$8,072.43)	\$0.00
9015 - Sprinkler/Irrigation Repair	\$1,010.13	\$300.00	(\$710.13)	\$1,333.71	\$1,200.00	(\$133.71)	\$3,600.00
9026 - Overseeding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,363.00
9037 - Landscape - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	\$2,100.00
9040 - Storm Damage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
9055 - Tree Trimming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
9110 - Gen. Maint. & Repair	\$0.00	\$100.00	\$100.00	\$0.00	\$400.00	\$400.00	\$1,200.00
9116 - Backflow Test	\$0.00	\$0.00	\$0.00	\$65.00	\$0.00	(\$65.00)	\$0.00
9117 - Backflow Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00
9235 - Playground Repair/Maint.	\$0.00	\$350.00	\$350.00	\$162.00	\$700.00	\$538.00	\$1,400.00
9580 - Misc. Maintenance	\$0.00	\$0.00	\$0.00	\$27.91	\$0.00	(\$27.91)	\$0.00
Total Maintenance	\$1,138.56	\$1,167.00	\$28.44	\$18,965.82	\$4,764.00	(\$14,201.82)	\$26,963.00
<u>Contract Service Expense</u>							
7010 - Management Fees	\$1,349.00	\$1,360.00	\$11.00	\$5,396.00	\$5,440.00	\$44.00	\$16,646.40
9610 - Lawn Maint. & Landscaping	\$5,100.00	\$5,100.00	\$0.00	\$20,400.00	\$20,400.00	\$0.00	\$61,200.00
9750 - Pest Control/Extermination	\$190.00	\$100.00	(\$90.00)	\$1,310.00	\$400.00	(\$910.00)	\$1,200.00
9770 - Playground Maintenance	\$0.00	\$162.00	\$162.00	\$0.00	\$324.00	\$324.00	\$648.00
Total Contract Service Expense	\$6,639.00	\$6,722.00	\$83.00	\$27,106.00	\$26,564.00	(\$542.00)	\$79,694.40
Total Expense	\$13,712.06	\$13,660.20	(\$51.86)	\$68,757.22	\$56,714.00	(\$12,043.22)	\$171,423.00
Operating Net Income	\$4,529.40	\$625.05	\$3,904.35	(\$1,694.37)	\$427.00	(\$2,121.37)	\$0.00

Greenway Parc at Surprise Two Community Association
Income Statement - Reserve
4/1/2021 - 4/30/2021

	4/1/2021 - 4/30/2021			1/1/2021 - 4/30/2021			
Accounts	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Reserve Income</u>							
6911 - Reserve Interest	\$12.53	\$0.00	\$12.53	\$81.44	\$0.00	\$81.44	\$0.00
6925 - Reserve Contribution	\$2,500.00	\$0.00	\$2,500.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Total Reserve Income	\$2,512.53	\$0.00	\$2,512.53	\$10,081.44	\$0.00	\$10,081.44	\$0.00
Total Income	\$2,512.53	\$0.00	\$2,512.53	\$10,081.44	\$0.00	\$10,081.44	\$0.00
Expense							
<u>Reserve Expense</u>							
9924 - Fence	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	(\$2,500.00)	\$0.00
9936 - Granite	\$53,500.00	\$0.00	(\$53,500.00)	\$107,000.00	\$0.00	(\$107,000.00)	\$0.00
Total Reserve Expense	\$53,500.00	\$0.00	(\$53,500.00)	\$109,500.00	\$0.00	(\$109,500.00)	\$0.00
Total Expense	\$53,500.00	\$0.00	(\$53,500.00)	\$109,500.00	\$0.00	(\$109,500.00)	\$0.00
Reserve Net Income	(\$50,987.47)	\$0.00	(\$50,987.47)	(\$99,418.56)	\$0.00	(\$99,418.56)	\$0.00