



**Brown Community Management, Inc.**

*Community Association Management Services*

**Greenway Parc Two at Surprise**

**Homeowners Association**

**December 2022**

**Homeowner Packet**



**Danielle Torres**

**Community Manager**

[Danielle.torres@brownmanagement.com](mailto:Danielle.torres@brownmanagement.com)



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

**Greenway Parc at Surprise Two**  
**Sunday, December 11, 2022, Open Session Meeting**  
**Community Park**  
**3:00 PM.**

**Agenda**

- I. Call to Order**
- II. Establish a Quorum**
- III. Approval of Meeting Minutes**
  - Not Applicable – No meetings since Covid.
- IV. Treasurer's Report**
  - Financial Statement: October 2022
- V. Old Business**
  - Ratify Approval of the 2023 Budget
- VI. New Business –**
  - Board Vacancy
  - New Manager
  - Property Thefts/Damages
  - Poor Daddy Landscape Contract
- 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 2:30 pm to discuss items related to A.R.S. 33-1804 (A) 3 and 5.

**Greenway Parc at Surprise Two Community Association**  
**Balance Sheet**  
**10/31/2022**

	<b>Operating</b>	<b>Reserve</b>	<b>Total</b>
<b>Assets</b>			
<u>Operating Cash</u>			
1010 - CIT Operating 7054	\$111,686.76		\$111,686.76
1080 - Debit Card 6032	\$2,499.24		\$2,499.24
<u>Total Operating Cash</u>	\$114,186.00		\$114,186.00
 <u>Reserve Cash</u>			
1270 - CIT Reserve 3575		\$112,370.50	\$112,370.50
<u>Total Reserve Cash</u>	\$0.00	\$112,370.50	\$112,370.50
 <i>Assets Total</i>	 \$114,186.00	 \$112,370.50	 \$226,556.50
 <b>Liabilities &amp; Equity</b>			
<u>Liabilities</u>			
3310 - Prepaid Assessments (Unearned Income)	\$17,808.06		\$17,808.06
<u>Total Liabilities</u>	\$17,808.06		\$17,808.06
 <u>Retained Earnings</u>	 \$79,624.79	 \$79,786.21	 \$159,411.00
 <u>Net Income</u>	 \$16,753.15	 \$32,584.29	 \$49,337.44
 <i>Liabilities and Equity Total</i>	 \$114,186.00	 \$112,370.50	 \$226,556.50

**Greenway Parc at Surprise Two Community Association**  
**Income Statement - Operating**  
**10/1/2022 - 10/31/2022**

10/1/2022 - 10/31/2022      1/1/2022 - 10/31/2022

Accounts	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Operating Income</u>							
6310 - Assessment Income	\$17,242.52	\$18,358.00	(\$1,115.48)	\$181,020.18	\$183,580.00	(\$2,559.82)	\$220,296.00
6315 - Working Capital	\$0.00	\$0.00	\$0.00	\$2,534.52	\$0.00	\$2,534.52	\$0.00
6340 - Late Fee Income	\$345.07	\$0.00	\$345.07	\$3,146.53	\$0.00	\$3,146.53	\$0.00
6350 - Legal Fees Reimbursement	\$0.00	\$0.00	\$0.00	\$735.00	\$0.00	\$735.00	\$0.00
6357 - NSF Check Fee	\$80.00	\$0.00	\$80.00	\$82.39	\$0.00	\$82.39	\$0.00
6370 - Owner Collection Costs	\$145.00	\$0.00	\$145.00	\$3,308.86	\$0.00	\$3,308.86	\$0.00
6375 - Violation/Fine Income	\$34.00	\$0.00	\$34.00	\$2,987.44	\$0.00	\$2,987.44	\$0.00
6510 - Transfer Fees	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
6910 - Interest Income	\$4.92	\$0.00	\$4.92	\$47.97	\$0.00	\$47.97	\$0.00
6990 - Reserve Income Allocation	(\$3,240.00)	(\$3,240.00)	\$0.00	(\$32,400.00)	(\$32,400.00)	\$0.00	(\$38,880.00)
<b>Total Operating Income</b>	<b>\$14,611.51</b>	<b>\$15,118.00</b>	<b>(\$506.49)</b>	<b>\$166,462.89</b>	<b>\$151,180.00</b>	<b>\$15,282.89</b>	<b>\$181,416.00</b>
<b>Total Income</b>	<b>\$14,611.51</b>	<b>\$15,118.00</b>	<b>(\$506.49)</b>	<b>\$166,462.89</b>	<b>\$151,180.00</b>	<b>\$15,282.89</b>	<b>\$181,416.00</b>
<b>Expense</b>							
<u>General &amp; Administrative</u>							
7015 - Web Hosting	\$0.00	\$125.00	\$125.00	\$1,071.29	\$1,250.00	\$178.71	\$1,500.00
7020 - Accounting Fees/Tax Prep	\$0.00	\$0.00	\$0.00	\$350.00	\$250.00	(\$100.00)	\$250.00
7140 - Audit/Compilation	\$0.00	\$0.00	\$0.00	\$550.00	\$600.00	\$50.00	\$600.00
7160 - Legal Fees	\$195.00	\$700.00	\$505.00	\$880.00	\$7,000.00	\$6,120.00	\$8,400.00
7161 - ARS Collection Fees	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	(\$300.00)	\$0.00
7164 - Legal Fees - Collections	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	(\$50.00)	\$0.00
7165 - Collection Fees	\$295.00	\$500.00	\$205.00	\$4,485.00	\$5,000.00	\$515.00	\$6,000.00
7260 - Postage & Mail	\$293.73	\$290.00	(\$3.73)	\$2,106.79	\$2,900.00	\$793.21	\$3,500.00
7280 - Insurance	\$0.00	\$0.00	\$0.00	\$4,417.00	\$4,450.00	\$33.00	\$4,450.00
7296 - Enhanced Compliance	\$0.00	\$50.00	\$50.00	\$0.00	\$500.00	\$500.00	\$600.00
7357 - NSF Fee	\$60.00	\$0.00	(\$60.00)	\$150.00	\$0.00	(\$150.00)	\$0.00
7400 - Copies & Envelopes	\$31.20	\$265.00	\$233.80	\$730.05	\$2,650.00	\$1,919.95	\$3,180.00
7420 - Property Taxes	\$0.00	\$300.00	\$300.00	\$395.32	\$300.00	(\$95.32)	\$300.00
7430 - Income Tax	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00
7450 - Other Taxes, Permits & Fees	\$0.00	\$0.00	\$0.00	\$165.00	\$125.00	(\$40.00)	\$125.00
7455 - Mass Mailing	\$0.00	\$0.00	\$0.00	\$274.00	\$300.00	\$26.00	\$300.00
7460 - Meeting Expense	\$0.00	\$20.00	\$20.00	\$80.00	\$200.00	\$120.00	\$240.00
7470 - Social Expense	\$336.67	\$0.00	(\$336.67)	\$336.67	\$300.00	(\$36.67)	\$300.00
7890 - Misc. General Administrative	\$268.00	\$250.00	(\$18.00)	\$2,685.67	\$2,500.00	(\$185.67)	\$3,000.00
7895 - Billing Statements	\$514.40	\$425.00	(\$89.40)	\$5,162.60	\$4,250.00	(\$912.60)	\$5,100.00
<b>Total General &amp; Administrative</b>	<b>\$1,994.00</b>	<b>\$2,925.00</b>	<b>\$931.00</b>	<b>\$24,239.39</b>	<b>\$32,625.00</b>	<b>\$8,385.61</b>	<b>\$37,895.00</b>
<u>Common Area</u>							
8320 - Repairs	\$314.97	\$0.00	(\$314.97)	\$314.97	\$0.00	(\$314.97)	\$0.00
<b>Total Common Area</b>	<b>\$314.97</b>	<b>\$0.00</b>	<b>(\$314.97)</b>	<b>\$314.97</b>	<b>\$0.00</b>	<b>(\$314.97)</b>	<b>\$0.00</b>
<u>Utilities</u>							
8910 - Electricity	\$130.17	\$139.00	\$8.83	\$1,292.36	\$1,390.00	\$97.64	\$1,668.00
8920 - Water & Sewer	\$1,052.42	\$1,500.00	\$447.58	\$9,607.86	\$15,500.00	\$5,892.14	\$18,500.00
<b>Total Utilities</b>	<b>\$1,182.59</b>	<b>\$1,639.00</b>	<b>\$456.41</b>	<b>\$10,900.22</b>	<b>\$16,890.00</b>	<b>\$5,989.78</b>	<b>\$20,168.00</b>

**Greenway Parc at Surprise Two Community Association**  
**Income Statement - Operating**  
**10/1/2022 - 10/31/2022**

10/1/2022 - 10/31/2022

1/1/2022 - 10/31/2022

Accounts	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<u>Maintenance</u>							
9005 - Plants/Shrubs/Flowers	\$0.00	\$1,250.00	\$1,250.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
9010 - Tree Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
9015 - Sprinkler/Irrigation Repair	\$0.00	\$300.00	\$300.00	\$5,840.00	\$3,000.00	(\$2,840.00)	\$3,600.00
9020 - Grounds Maintenance	\$0.00	\$0.00	\$0.00	\$2,896.68	\$1,630.00	(\$1,266.68)	\$1,950.00
9026 - Overseeding	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
9029 - Pest Control	\$0.00	\$0.00	\$0.00	\$190.00	\$0.00	(\$190.00)	\$0.00
9040 - Storm Damage	\$1,200.00	\$0.00	(\$1,200.00)	\$2,375.00	\$1,200.00	(\$1,175.00)	\$1,200.00
9044 - Tree Removal	\$600.00	\$0.00	(\$600.00)	\$10,400.00	\$1,050.00	(\$9,350.00)	\$1,050.00
9110 - Gen. Maint. & Repair	\$0.00	\$100.00	\$100.00	\$972.89	\$1,000.00	\$27.11	\$1,200.00
9115 - Painting	\$0.00	\$0.00	\$0.00	\$319.40	\$1,500.00	\$1,180.60	\$1,500.00
9116 - Backflow Test	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00
9145 - Fence/Wall Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$1,507.00	\$1,507.00	\$1,507.00
9234 - Holiday Decor	\$79.72	\$0.00	(\$79.72)	\$79.72	\$0.00	(\$79.72)	\$0.00
9235 - Playground Repair/Maint.	\$0.00	\$1,350.00	\$1,350.00	\$14,273.77	\$5,400.00	(\$8,873.77)	\$5,400.00
<b>Total Maintenance</b>	<b>\$1,879.72</b>	<b>\$6,000.00</b>	<b>\$4,120.28</b>	<b>\$37,347.46</b>	<b>\$36,887.00</b>	<b>(\$460.46)</b>	<b>\$38,007.00</b>
<u>Contract Service Expense</u>							
7010 - Management Fees	\$1,416.00	\$1,416.00	\$0.00	\$14,160.00	\$14,160.00	\$0.00	\$16,992.00
9610 - Lawn Maint. & Landscaping	\$623.00	\$5,411.00	\$4,788.00	\$60,221.70	\$53,004.00	(\$7,217.70)	\$63,826.00
9750 - Pest Control/Extermination	\$0.00	\$190.00	\$190.00	\$1,702.00	\$2,500.00	\$798.00	\$2,880.00
9770 - Playground Maintenance	\$0.00	\$162.00	\$162.00	\$824.00	\$1,648.00	\$824.00	\$1,648.00
<b>Total Contract Service Expense</b>	<b>\$2,039.00</b>	<b>\$7,179.00</b>	<b>\$5,140.00</b>	<b>\$76,907.70</b>	<b>\$71,312.00</b>	<b>(\$5,595.70)</b>	<b>\$85,346.00</b>
<b>Total Expense</b>	<b>\$7,410.28</b>	<b>\$17,743.00</b>	<b>\$10,332.72</b>	<b>\$149,709.74</b>	<b>\$157,714.00</b>	<b>\$8,004.26</b>	<b>\$181,416.00</b>
<b>Operating Net Income</b>	<b>\$7,201.23</b>	<b>(\$2,625.00)</b>	<b>\$9,826.23</b>	<b>\$16,753.15</b>	<b>(\$6,534.00)</b>	<b>\$23,287.15</b>	<b>\$0.00</b>

**Greenway Parc at Surprise Two Community Association**  
**Income Statement - Reserve**  
**10/1/2022 - 10/31/2022**

10/1/2022 - 10/31/2022

1/1/2022 - 10/31/2022

Accounts	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Reserve Income</u>							
6911 - Reserve Interest	\$32.65	\$0.00	\$32.65	\$184.29	\$0.00	\$184.29	\$0.00
6925 - Reserve Contribution	\$3,240.00	\$0.00	\$3,240.00	\$32,400.00	\$0.00	\$32,400.00	\$0.00
<b>Total Reserve Income</b>	<b>\$3,272.65</b>	<b>\$0.00</b>	<b>\$3,272.65</b>	<b>\$32,584.29</b>	<b>\$0.00</b>	<b>\$32,584.29</b>	<b>\$0.00</b>
<b>Total Income</b>	<b>\$3,272.65</b>	<b>\$0.00</b>	<b>\$3,272.65</b>	<b>\$32,584.29</b>	<b>\$0.00</b>	<b>\$32,584.29</b>	<b>\$0.00</b>
<b>Expense</b>							
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Reserve Net Income</b>	<b>\$3,272.65</b>	<b>\$0.00</b>	<b>\$3,272.65</b>	<b>\$32,584.29</b>	<b>\$0.00</b>	<b>\$32,584.29</b>	<b>\$0.00</b>