

# *Bryant Woods Homeowners Association*

August 10, 2020 6:30PM

## *Minutes of Monthly Board Meeting*

- **Quorum** - Dick, Kathy, Kevin, Tracy, Brandon, JD, David, Scott (Amy was absent)
- Approval July 13, 2020 **Minutes**
- No Attendee Comments
- **Updated Architectural Forms** are posted on BWHOA.org which reduces time for approval.
- Brandon reported that Tracy Lewis will run again. **Nominating Committee** has recruited 3 other candidates. The bios will be published on or before 8/25/2020.
- **Annual Meeting** will be held at the Pool on 9/24/2020 at 6:30 PM. Only limited number of attendees can be present. A Zoom meeting will be set up so others can watch. It will be a scaled back affair, without food or refreshments. The bathrooms will remain locked.

	<b>Election Timeline</b>	<b>Date</b>	<b>9/24/20</b>	<b>Annual Meeting</b>
Secretary	Publish Nominees - BWHOA.org, MailerLite, Pool Board	8/25/20	30 days prior to annual meeting	
	Self-Nominations must be received	9/4/20	10 days after publishing nominations	
	Proxy request must be received	9/4/20	10 days after publishing nominations	
Accountant	Prints Ballots & mailing labels owners in good standing	9/7/20	17 days prior to annual meeting	
Secretary	Mail Secrecy Ballots & return envelopes to Homeowners	9/9/20	15 days prior to annual meeting	
Secretary	Form Election Committee to count ballots. 2-4 non-board members	9/9/20	15 days prior to annual meeting	
President	Assign Election Official to oversee election, if Secretary is running for election	9/9/20	15 days prior to annual meeting	
Secretary	Ballots must be received in BWHOA US Mailbox at pool	9/22/20	2 days prior to annual meeting	
All	Annual Meeting	9/24/20		

- Tracy reported the **Annual Walk Through** will be conducted in the next month. The team will check for CC&R violations such as overgrown vegetation, visible trash & trash cans, and things in need of repair.
- Scott reports that repair and seal coating of **Central Path** will start on August 17. The project will cost \$13,000 to \$14,000.
- The board discussed the pros and cons of **RV & Boat Parking**. CC&Rs prohibit any parking for RV, Trailers or Boats. But the long-term practice has been to allow reasonable time for move in & move out. (Lake Oswego limits this type of parking to 10 days per calendar year.) All members were sympathetic to the request, but all were not in favor of making an

exception. It was concluded that this, or any significant, deviation from our CC&Rs would necessitate neighborhood-wide consensus.

- Kevin said **Woodman** delivery by MailerLite gets good feedback. In the future we can consider using it for Board agendas, minutes, and other notifications.

- **Architectural Approvals** for July

Helen Kalk & Florence Nicolas-DeTemple	18153 & 18151 Deer Brush	Window replacement
James Benett	18341 Woodthrush circle	Attic Windows
Ken Kauffman	18421 Deer Oak Ave	Mailbox Replacement
Katie and Will Marshall	18630 Wood Duck Circle	Garage Door replacement
Trish Furtado	18391 Wood Thrush	Fence Replacement

- Meeting adjourned 7:30 PM

See Financial Next Page

Bryant Woods Homeowners Association Balance Sheet Comparison			Bryant Woods Homeowners Association Budget vs. Actuals			
	31-Jul-20	31-Jul-19		January - July, 2020		
ASSETS				Actual	Budget	Remaining
101 Operating US Bank	59,179	54,328	Income			
120 Money Market US Bank	77,202	47,163	400 Revenue	131,290	134,385	3,095
150 Accounts Receivable	17,966	17,738	Total Income	131,290	134,385	3,095
153 Allowance Doubtful Accts	-	(1,000)	Expenses			
160 Prepaid Insurance	3,874	3,933	510 Pool Operations	18,620	50,405	31,785
198 Permits 2015 External	0	0	610 Common Areas	23,270	30,875	7,605
199 Permits 2016 Internal	0	0	710 Social		3,100	3,100
<b>TOTAL ASSETS</b>	<b>158,222</b>	<b>122,161</b>	720 Neighborhood Trash	3,683	6,500	2,817
LIABILITIES AND EQUITY			750 Communication	363	1,400	1,037
Liabilities			770 Administration	8,189	11,800	3,611
200 Accounts Payable	2,004	1,511	850 Capital - Pool		15,000	15,000
Credit Cards	36	970	900 Capital - Common Area		10,000	10,000
Total Liabilities	2,040	2,482	Total Expenses	54,125	129,080	74,955
Equity			Net Operating Income	77,164	5,305	(71,859)
305 Designated for R&R Projects	73,182	45,106	Transfers			
306 Designated for R&R Reserve	4,000	2,000	997 Transfer to RR&R Fund		2,000	
380 Unrestricted Fund Balance	1,835	18,600	998 Transfer to RR&R Project		2,000	
Net Income	77,165	53,974			4,000	
Total Equity	156,182	119,680	Net Income after Transfers		1,305	
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>158,222</b>	<b>122,161</b>				

Reduced costs due to COVID-19:

\$28,000 estimated cost saving if pool does not open

\$1,500 if social events cancelled

Offset by:

\$4,000 Pool Repair & Maintenance exceeding budget

TBA Slurry Seal Top Coating is projected to cost more than budgeted amount.

Cost savings this year will be applied to future RR&R capital projects.