

Bryant Woods Homeowners Association

Monthly Board Meeting Minutes on September 14, 2020

Meeting was held via **Zoom** starting at 6:30 PM

Roll call for Quorum: Amy, Brandon, David, Dick, JD, Kathy, Kevin, Scott, Tracy

Minutes August 10 Board Meeting Approved

No Attendees

Annual Meeting: Meeting will be a Zoom meeting. Discussed agenda which will be briefer than an in-person meeting. Secretary David will be responsible for Ballot collection and the committee to count ballots, cut-off date is 9/22.

Board Responsibilities: Kathy providing a list of board member roles and responsibilities

Annual Walk Through: While it is usually done in the spring, this has been an unusual year. The walk through will occur before Annual Meeting.

Renewal, Replacement Reserve: Kathy first draft for FY21 was included. David asked for more historical information (which has been provided.)

Architectural approvals for August:

| Name | Address | Project | Submitted | Approved |
|----------------------------|------------------------|----------------------|------------------|-----------------|
| Michael and Jamie Helle | 4910 Centerwood St. | Gate Replacement | 8/3/20 | 8/6/20 |
| Daniel & Jean Rocheleau | 18770 Wood Duck Drive | Replace Front Porch | 8/5/20 | 8/5/20 |
| Katie and Will Marshall | 18630 Wood Duck Circle | Exterior Paint | 7/29/20 | 8/23/20 |
| Steve Sharman | 18373 Wood Thrush Way | Roof Exterior Repair | 8/19/20 | 8/28/20 |
| Lori and Ted Nicolson | 18431 Deer Oak Ave | Roof Replacement | 8/27/20 | 8/28/20 |
| Desiree Dent, Bryan Riddle | 4859 Sage Hen Way | Roof Replacement | 8/25/20 | 8/30/20 |
| Steve Sharman | 18373 Wood Thrush Way | Exterior Repairs | 8/31/20 | 8/31/20 |

Communications: In next Woodsman Kevin will mention unlimited yard pickup which cost homeowners nothing.

Social: Discussion about Carriage Ride, Halloween. No decisions at this time.

Common Area: In June we paid Green Pet for April and May. Service is still being provided. Not sure who vendor is.

Pool: Kathy requested information from Wet Kat about possible winter projects, if any. Brandon, Kevin and Dick will participate.

An insurance inspection of the pool is scheduled 3PM October 8th.

Encroachment: BWHOA Attorney requested update from City Attorney about encroachment. City Attorney said citations were in process for homeowner and BWHOA.

Administrative Services for BWHOA: In July Kathy presented to Officers a proposal to continue performing Accounting, Financial Planning, Administrative, Technology Services after her term expires. A compressive list was provided to the board. See Document Attached.

Financial Statements presented by Kathy via email, no comments.

Next Meeting will be October 3rd the board meeting will be held at Brandon's home.

The agenda for that meeting:

Bryant Woods Homeowners Association

Annual Meeting of Directors. The Annual Meeting of Directors is held in October. The retiring President convenes the meeting and conducts Election of Officers. New and returning Board Members are eligible to vote.

Election of Officers. Board Members may volunteer for Officer positions: Secretary, Treasurer, Vice President and President. If more than one person desires the same position, a vote will be taken by paper ballots. After the elections, the meeting is turned over to the newly elected President. The Annual Meeting of Directors is adjourned.

Regular Board Meeting. The new Board convenes a regular Board meeting to conduct regular business of the association.

Adjourned at 7:20 PM

Bryant Woods Homeowners Association

| Role | Banking - US Bank | | | | Keys | | BWHOA.org Website | | | Accounting | | |
|------------------|-------------------|----------------|-----------------------|------------------|-----------------|---------|-------------------|--------------------------|-----------------------|--------------|---------------|--------------------|
| | Credit Card | US Bank Signer | US Bank Online Access | US Bank Bill Pay | Vendor Auto Pay | Mailbox | Shed | Web Master Manage Access | Add, Delete Documents | Tsheets Time | Gusto Payroll | Quick Books Online |
| President | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | | | |
| Vice President | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | | | |
| Treasurer | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |
| Secretary | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | | | |
| Board Member (5) | ✓ | | | | | ✓ | ✓ | ✓ | | | | |
| Administrator | ✓ | | ✓ | | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |

Pool Access: combo 5728
 Pool Shed: 3205 + key
 Pool rear gate: 29-34-16
 Pump room @ back of bath house:
 5023 + key on bulletin board

Fed ID 93-0681550
 Oregon BIN 00249470-4

| Financial Transactions | | | | | |
|---|-------------------------------|------------------|-----------------------------|----------------------|-------------------------|
| Auto Pay Bank (Vendor authorized to pull) | Bank Check (Bank sends check) | Paper Checks | BWHOA Credit Card | Online Deposit | Desk Scanned Deposit |
| City LO Water | For the Love of Tree | Holiday Carriage | Board Member purchases | Homeowner Dues | Paper Checks (Dues) |
| Comcast | R&R Projects | | Green Pet | Swim lessons on-line | Paper Checks (Invoices) |
| Gusto Fee, Taxes | Reimburse Board Member | | Neighborhood Link (website) | Pool Rental on-line | Swim lessons mailed |
| Gusto Payroll Checks | SAIF | | QuickBooks Online Fee | | Pool Rental mailed |
| NWNatural | Service Providers | | Summit Pest | | |
| Pool License | Signature Landscaping | | Tsheets Fee | | |
| PGE | Wet Kat | | | | |
| QuickBooks Online CC Fees | Winkle (CPA) | | | | |
| Republic Trash | Wyse (legal) | | | | |
| US Bank fees | | | | | |

**1st Draft 2021 R&RR Study
20 Year Capital Improvement Plan and Requirements for Renewl & Replacement Reserve**

| Capital Improvement Forecast | Life | Actual 2018 | Actual 2019 | Actual 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Next 5 | Next 10 | 20 Year Forecast |
|--------------------------------|------|-------------|-------------|-------------|--------|--------|--------|-------|--------|--------|---------|------------------|
| Common Area | | | | 14,000 | | 6,000 | | | 16,000 | 20,000 | 51,000 | 93,000 |
| Central Path Knoll Refurbish | - | | | | | | | | | - | - | - |
| Common Area Walking Trails | - | | | | | | | | | - | - | - |
| Friendship: Refurbish Garden | - | | | | | | | | | - | - | - |
| Notice Board by Pool | 10 | | | | | | | | | 2,000 | 3,000 | 5,000 |
| Path Resurfacing | 20 | | | | | | | | | - | 20,000 | 20,000 |
| Path Seal | 5 | | | 14,000 | | | | | 16,000 | 18,000 | 20,000 | 54,000 |
| Side Walk Pool Entrance (City) | - | | | | | | | | | - | - | - |
| Sprinkler System | 10 | | | | | 6,000 | | | | - | 8,000 | 14,000 |
| Pool | | 15,000 | 18,215 | 6,127 | 39,000 | 15,200 | 39,000 | 2,000 | 35,000 | 67,700 | 219,100 | 417,000 |
| Big Pool Heater | 8 | | | | | 7,000 | | | | 8,000 | - | 15,000 |
| Big Pool Refurbish | 10 | | | | | | | | | 30,000 | 34,000 | 64,000 |
| CAT Controller 4000 | 10 | | | | | | 10,000 | | | - | 11,000 | 21,000 |
| Pool Cameras, Security, WiFi | 4 | | | | | 1,200 | | | | 2,700 | 3,100 | 7,000 |
| Pool Chairs/Furniture | 1 | | | | 5,000 | 2,000 | 2,000 | 2,000 | 2,000 | 10,000 | 20,000 | 43,000 |
| Pool Deck/Patio | 30 | 15,000 | 17,055 | | | | | | | - | - | - |
| Pool Fence - Chain Link | 30 | | | | | | | | | 5,000 | - | 5,000 |
| Pool Fence - Neighbor | 20 | | | | | | | | | - | 4,000 | 4,000 |
| Pool Fence - Wrought Iron | 20 | | | | | | | | | - | 20,000 | 20,000 |
| Pool House Bathrooms | 10 | | | | | | | | 8,000 | - | 10,000 | 18,000 |
| Pool House Plumbing | 5 | | | 2,000 | | | | | | - | - | - |
| Pool House Roof | 20 | | | | | | | | | - | 5,000 | 5,000 |
| Pool House Sewer Line | - | | | | | | | | | - | - | - |
| Pool House Siding | 20 | | | | | | | | 7,000 | - | - | 7,000 |
| Pool Key System | - | | | | | | | | | - | - | - |
| Pool Lifeguard Chair | 10 | | 1,160 | | | | | | | 2,000 | 3,000 | 5,000 |
| Pool Light Fixtures | 10 | | | 4,127 | 12,000 | | | | | - | 15,000 | 27,000 |
| Pool Pump Upgrade | 10 | | | | 20,000 | | | | | - | 10,000 | 30,000 |
| Pool Shed | 10 | | | | | | 12,000 | | | - | 14,000 | 26,000 |
| Pool Shed - Lifeguard | 10 | | | | | | | | 3,000 | - | 4,000 | 7,000 |
| Pool Shed Equipment Update | - | | | | 2,000 | | | | | 3,000 | 9,000 | 14,000 |
| Small Pool Heater | 8 | | | | | 5,000 | | | | 7,000 | 9,000 | 21,000 |
| Small Pool Refurbish | 10 | | | | | | | | 15,000 | - | 18,000 | 33,000 |
| Solar Panels | 15 | | | | | | 15,000 | | | - | 30,000 | 45,000 |
| Grand Total | | 15,000 | 18,215 | 20,127 | 39,000 | 21,200 | 39,000 | 2,000 | 51,000 | 87,700 | 270,100 | 510,000 |

| Capital Improvement Projects | | | |
|-------------------------------------|----------------|---------------|----------------|
| Year | Pool | Common | Total |
| 2006 | 36,166 | - | 36,166 |
| 2007 | 13,636 | - | 13,636 |
| 2008 | 10,040 | - | 10,040 |
| 2009 | 14,040 | - | 14,040 |
| 2010 | 4,567 | 2,708 | 7,275 |
| 2011 | 20,883 | 12,000 | 32,883 |
| 2012 | 8,000 | 7,834 | 15,834 |
| 2013 | 16,966 | 3,322 | 20,288 |
| 2014 | 9,400 | - | 9,400 |
| 2015 | 19,137 | 8,700 | 27,837 |
| 2016 | 26,002 | - | 26,002 |
| 2017 | 4,113 | 835 | 4,948 |
| 2018 | 15,833 | - | 15,833 |
| 2019 | 18,489 | - | 18,489 |
| YTD 2020 | 6,127 | 13,105 | 19,232 |
| 15 Year Actual | 223,399 | 48,504 | 271,903 |
| 15 Year Historical Average | 14,893 | 3,234 | 18,127 |
| Future Expenditures 20 years | 417,000 | 93,000 | 510,000 |
| 20 Year Forecast Average | 20,850 | 4,650 | 25,500 |

| Tree Preservation | |
|-------------------------------------|----------------|
| Year | Amount |
| 2010 | 2,325 |
| 2011 | 95 |
| 2012 | 1,890 |
| 2013 | 5,737 |
| 2014 | 5,369 |
| 2015 | 4,586 |
| 2016 | 11,800 |
| 2017 | 20,067 |
| 2018 | 13,434 |
| 2019 | 16,835 |
| YTD 2020 | 13,921 |
| 11 Year Actual | 96,059 |
| 11 Year Historical Average | 8,733 |
| Future Expenditures 20 years | 300,000 |
| 20 Year Forecast Average | 15,000 |

July 8, 2020

To: BWHOA Officers

From: Kathy Taylor

For your consideration, I am presenting a proposal to the Board of BWHOA to retain my professional services after my term on the board expires in September. Regardless of whether you retain my services for any or all of the areas listed below, the following list of tasks will assist you to run the day to day operations of our association.

Accounting Services – Revenue, Expenditure, Payroll, Financial Reporting

Financial Planning Services – Budget, Long-Range RR&R Planning

Administrative – Contact Management, Election, Encroachment tracking, Bank relations

Technology Services – Webmaster for www.BWHOA.org; Dropbox

Accounting Services

- Manage **QuickBooks Online** (QBO) accounting system
 - Record all BWHOA financial transactions
 - Reconcile all general ledger accounts
 - QBO can be accessed by up to 4 directors for review and oversight
- **Process Expenses** and Issue Payments consistent with adopted budget
 - Setup **Autopay** for recurring items where price is set by vendor such as utilities, bank fees, payroll taxes, payroll services and other non-negotiable fees
 - Process **Business Credit Cards** for purchases such as social expense, pool expense, office supplies. Board members forward electronic invoices or cell phone photo of receipt for attaching to QBO transaction.
 - Prepare **Bank Issued Checks** for vendor payments after approval by board member.
- **Process Homeowner Dues**
 - Mail invoices to homeowners in late December, then email quarterly reminders
 - Issue late fees to homeowners quarterly (March 1, June 1, Sept 1, December 1)
 - Process dues payments:
 - Manually, collect paper checks from mailbox; deposit electronically
 - Review and match electronic payments made via QBO credit card process

- Monitor past due accounts:
 - Quarterly, send aging report to Treasurer
 - For those frequently in arrears, propose payment plan for Treasurer to negotiate with homeowner
- Prior to issuing pool keys notify Pool Chair of homeowners whose dues are in arrears and not eligible for keys
- Prior to elections notify Secretary of homeowners whose dues are in arrears and not eligible to vote
- **Process Payroll Bi-weekly**
 - Update onboarding process annually
 - Add or Delete Employees
 - Set up employees on Gusto (name, position and wage); invite employee to onboard by entering bank information for direct deposit, I-9 information, withholding information. Board member confirms I-9.
 - Set up employees on Tsheets for timekeeping (name, phone, email); invite employee to onboard by downloading app to their cell phone in order to clock in and out of work
 - Create Payroll
 - Process time in Tsheets; forward to board member for approval
 - Upload time to Gusto; process payroll; email check stubs to employee
 - Record payroll in QBO; attach Gusto report; forward to board member
 - Quarterly, Annual Reporting
 - Gusto files with IRS & Oregon: quarterly payroll tax & annual returns
 - Attach Gusto generated reports to QBO transaction
 - Email Gusto generated electronic W-2s to employees in January
 - Phone State of Oregon to report 'no payroll' for Quarter 1 and 4
- **Accounting Documents & Reports**
 - Prepare monthly Balance Sheet, Profit & Loss for the board
 - Provide accounting information and reports per board requests
- Use QBO for **Paperless Record Management**
 - Collect source documents and communication electronically to attach to QBO transactions including bank statements, invoices, contracts, payroll report, credit card receipts, communications, etc.
- **CPA Annual Review**
 - Provide CPA access to QBO; respond to questions from CPA
 - Provide information for preparation of Federal & State tax returns to CPA
 - File Federal and State of Oregon tax return
- Document and update **Accounting Procedures**, especially online cloud applications that are continuously improved: QBO, US Bank, Tsheets, Gusto.
- For **Annual Meeting** provide:
 - CPA report & tax return
 - List of outstanding encroachments

Financial Planning Services

- In July/August, discuss plans, issues or changes for **next year's operations**
 - Create list of maintenance and repair projects based on board suggestions
 - Update RR&R projects scheduled for the year
- Propose **Annual Budget**
 - In October, provide to Board, based on current financial conditions:
 - Suggested dues for next year; historical dues table
 - Suggested schedule of fees for late payment, lost key, pool party reservation, swim lessons, CC&R violation, pool violations
 - Proposed budget including 2-year history, next year's budget, 4-year forecast
 - In November, present revised budget for Board adoption
- Present **Renewal and Replacement Reserve Study**
 - In August, updated 20-year Capital replacement study. This is a plan only; adoption is optional. Specific projects will be approved when budgeted.
 - Update RR&R during the year as issues arise.

Administrative Services

- When homes are sold, provide required information to **Title Companies**
 - Corporate documents (CC&R, Article of Incorporation, Bylaws)
 - Notify Title Company if property has an encroachment with deadline for remedy
 - Provide amount of outstanding dues to be paid by owners at closing
 - Notify Welcome Committee when they may greet new owners
- Maintain listing of **Encroachments** and remedies
 - Post listing at annual meeting
 - Post on website, update as changes occur
- **Contact Management** for all BWHOA uses (QBO, Pool, Elections, Newsletter etc.):
 - Primary source of contact information is QBO
 - Annually, request homeowners update contact & tenant information:
 - Include with Annual Dues Invoice mailing in Dec/Jan
 - Update changes for all systems as received:
 - QBO
 - www.BWHOA.org – when new members join
 - MailerLite – for newsletter distribution
 - Provide board with contact & tenant information spreadsheet as needed
 - In late Spring, verify tenant contact information with landlord for pool access
 - In August, provide address labels to Secretary for mailing election ballots
- Track **Board Member Term Expiration**; post on website
- Update and maintain **Calendar of Board tasks**, especially for events & elections

- **Manage US Bank services**
 - Account Signers
 - Assist with setting up new board and removing retired members
 - Credit Cards - board, employees & volunteers
 - Prepare request for credit cards for new users
 - Obtain credit card agreement from new users
 - Cancel credit cards for retiring users

Technology Services

- **BWFOA Website** www.BWFOA.org
 - Our website is electronic depository for our records and documents.
 - Most items can be accessed without registering as member.
 - Confidential or sensitive information can only be accessed by members.
 - Register new BWFOA members; remove members who move
 - Assist Board:
 - After elections, set up board members on website by role & position
 - Link board member to receive email to Pool, Communications, Architecture, Newsletter, Social, Common Area, President, Vice President, Treasurer, Secretary
 - Establish board members rights to administer the site, as requested
 - Items may be posted on website by administrator or webmaster, such as:
 - Woodsman
 - Monthly Financial Statements
 - Annual Report and Tax Returns
 - Agendas including year to date financial report
 - Minutes
 - Calendar Events
 - Official documents
- **Dropbox Document Management**
 - For several years all BWFOA documents have been kept on Dropbox. In 2020 many items, but not all, were migrated as PDF documents to www.BWFOA.org. (A project to review prior director's notebooks and upload missing documents to the website is pending.)
 - Maintain Dropbox for original source material in Word, Excel formats and for historically documents that were not migrated. For example, current tax returns are on the website, historical returns are on Dropbox.
 - Provide access to Board members upon request
- **Cameras and Video** at the pool

- Work with Comcast on equipment maintenance
- Provide videos as requested by Board
- **MailerLite** for electronic communication with homeowners
 - Create and update mailing lists on MailerLite
 - Distribute documents via MailerLite such as Agendas, Minutes, etc.
 - Assist board members to use MailerLite
 - Currently used for monthly newsletters, but other items could be distributed such as pool rules, annual list of BWHOA events, carols for the holiday carriage ride, requests for community participation in events such as pool set-up, ivy pulls, etc.