

Bryant Woods Homeowners Association

October 12, 2020 6:30PM

Zoom Meeting – contact communications@bwhoa.org

4860 Centerwood – Brandon Jones

Annual Meeting of Directors.

Kathy Taylor, Past President

- Roll call for Quorum
- Board Members Self-Introductions
- Approval of Minutes from Annual Meeting – See Attached
- Election of Officers

President Vice President Treasurer Secretary

Board Members may volunteer for Officer positions. If more than one person desires the same position, a vote will be taken by paper ballots. New and returning Board Members are eligible to vote. Past President will count votes with one other person

- Adjourn Meeting

Monthly Board Meeting Agenda

- Roll call for Quorum
- Approval of Minutes – See Attached
- Attendee Comments
- Action Topics
 - a) Annual Meeting – Comments
 - b) Committee assignments

Communications Social Architectural Common Area Pool

- c) Legal Issue – Homeowner's put up fence July 2019 in Violation of Open Spaces. City Attorney is fining BHWOA. Hearing pending. Our attorney is discussing with City Attorney.
- d) 2021 Budget – First Draft – Add, Change, Delete
Dues and Charges, Budget & Renewal, Replacement Reserve
- e) Social – Halloween, Carriage Ride
- f) Pool – Wet Kat will present list of possible winter projects, Insurance Inspection
- g) Common Area – results of Annual Walk Through and follow-up – Amy
For Love of Trees bid – our tree keeps breaking neighbor's fence
- h) Communications

Bryant Woods Homeowners Association

i) Financial Statements for September

Bryant Woods Homeowners Association Balance Sheet Comparison			Bryant Woods Homeowners Association Budget vs. Actuals			
	30-Sep-20	30-Sep-20		January - September 2020		
ASSETS				Actual	Budget	Remaining
101 Operating US Bank	47,286.66	35,459.70	Income			
120 Money Market US Bank	77,203.04	47,169.18	400 Revenue	129,719	132,685	2,966
150 Accounts Receivable	10,660	11,155	Total Income	129,719	132,685	2,966
153 Allowance Doubtful Accts	-	(1,000)	Expenses			
160 Prepaid Insurance	3,105	3,218	510 Pool Operations	13,696	50,405	36,709
198 Permits 2015 External	0	0	610 Common Areas	24,834	30,875	6,041
199 Permits 2016 Internal	0	0	710 Social	436	3,100	2,664
TOTAL ASSETS	138,255	96,002	720 Neighborhood Trash	4,735	6,500	1,765
LIABILITIES AND EQUITY			750 Communication	513	1,400	887
Liabilities			770 Administration	7,579	11,800	4,221
200 Accounts Payable	544	1,079	850 Capital - Pool	6,127	15,000	8,873
Credit Cards	-	457	900 Capital - Common Area	13,105	10,000	(3,105)
Total Liabilities	544	1,536	Total Expenses	71,025	129,080	58,055
Equity			Net Operating Income	58,694	3,605	(55,089)
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	58,694	28,760	Net Income after Transfers		(395)	
Total Equity	137,711	94,466				
TOTAL LIABILITIES AND EQUITY	138,255	96,002				

j) Architectural Approvals for September – David

18212 & 18220 Indian Creek Drive	Interior fence repair and replacement
18414 Sandpiper Way	Add Pavers next to driveway
4990 Centerwood St	Replace Gutters
18431 Indian Creek	Paint exterior of house
4859 Sage Henn Way	Pads and Path
4860 Sage Henn Way	Shed & Fence
18426 Sandpiper Way	Deck and Front Steps
18420 Deer Creek Ave	Front Yard Project
18365 Wood Thrush	Windows and sliding doors
18366 Wood Thrush	Fence Replacement
18760 Indian Creek Way	Front Fence replacement
18411 Deer Oak Circle	Fence Replacement

k) President's Comments

l) Date & Location of next meeting

m) Adjournment

Bryant Woods Homeowners Association

Minutes 2020 BWHOA Annual Member Meeting

September 24, 2020

- 1) President Kathy Taylor called the meeting to order at 6:00 PM via Zoom. Board and homeowners could join by going to www.BWHOA.org for login information. Meeting agenda was previously sent to all homeowner via MailerLite.
- 2) Minutes for the prior year were provided and accepted.
- 3) Kathy thanked retiring members, JD Taylor and Dick Audley, for their service on the board. Kathy's term is also ending. She thanked the board for their time and effort. It was an unusual year due to COVID-19. Unfortunately, social distancing prevented opening the pool or holding social events. There is hope a Holiday event can be produced. Over the last year the pool deck was replaced with a patio, pool lights and plumbing were upgraded, and the central path was paved. Pool cost savings for the year could be used to fund our Renewal and Replacement Reserve.
- 4) Secretary David Rohrer announced the Board Member election results. The slate of candidates was elected:

John Krause	4871 Centerwood	57 votes
Tracy Lewis	18740 Wood Duck Circle	56 votes
Chad Lindsly	4920 Centerwood	54 votes
Daniel Rocheleau	18770 Wood Duck Way	51 votes

At the Annual Meeting of Directors to be held in October, the person with most votes will choose a term, then second most votes will choose, etc. There are three 3-year terms and a 2-year term.

- 5) Information usually posted at the annual meeting is available at www.BWHOA.org :
2019 Financial Statement Review
2019 Federal Tax Return
Homeowner Encroachments into BWHOA Common Area
2021 Renewal and Replacement Projection was also distributed via MailerLite.
- 6) Members were invited to comment. Bing DeBuhr discussed the Bryant Neighborhood Associations.
- 7) JD Taylor thanked Kathy for her service and recognized her contributions especially the excellent financial condition of our HOA.
- 8) Meeting adjourned at 6:15 PM.

Bryant Woods Homeowners Association

Minutes Monthly Board Meeting 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: Discussed agenda, David will handle Ballot collection and the committee to count ballots.

Board Responsibilities: Kathy provided 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 was provided by email.)

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.

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