

# AUNE HOA 2022 ANNUAL BOARD MEETING MINUTES

Wednesday, March 23, 2022

6:00 PM

Zoom Conferencing

**I. Called to Order;** 6:03 pm

**II. Roll Call**

*Members Present:*

Tony Ayala Lot 4

Tyler Korner Lot 9

Kevin Ringled Lot 11

Don Sherwood Lot 20

Brooke Jensen Lot 23

Sandy Racz Lot 28

Michael Furr Lot 31

Alexandria Nielson Lot 34

Karen & Bob Swanson Lot 35

Roxanne Yun Lot 36

Eric Nicholson & Kathie Golden Lot 39

Rhett & Raena Quinn Lot 42

By Proxy: Jacob Jensen Lot 23

*Others present:*

Lori Borders

**III. Introductions**

Lori Borders introduced (explained about) the board.

**IV. Reviewed the Agenda.**

**V. Determination of quorum**

A. It was determined that a quorum, defined in the bylaws as 10% of total votes (or 5 lot owners), was in attendance for any actions except as otherwise provided in the Articles of Incorporation, the Declaration (CCR) or by the bylaws. Twelve lots represented.

B. It was determined that, while a quorum was present for regular activities, a quorum for certain activities of the HOA was not present. Article I, Section 1.4 of the CCR prohibits certain actions such as disbanding except by a vote of 70% of total votes (or 33 lot owners.)

**VI. Vacancies and Nominations**

A. Covered Vacancies, description of positions

Eligibility requirements:

- 1) Must be the owner of record of a lot in the Aune neighborhood
- 2) Must be available for meetings on short notice year-round.
- 3) Must be a member in good standing.

## B. Nominations and Elections

Following the review of the election cycle and directors' duties the need for one director for a three-year term was determined.

Kathie Golden nominated Eric Nicholson for the three-year term.

Lori asked for a second from the floor for the nominated candidate.

Karen Swanson seconded the nomination.

Lori Borders asked if there were nominations or volunteers for a two year.

Eric Nicholson nominated Jacob Jensen for a two-year term.

Lori asked for a second from the floor for the nominated candidate.

Tony Ayala seconded the nomination.

Lori Borders asked if there were nominations or volunteers for a one year. There were none. Eric asked for volunteers. Tony Ayala volunteered.

(Eric) nominated Tony Ayala for a one-year term.

Lori asked for a second from the floor for the nominated candidate.

Rhett Quinn seconded the nomination.

Lori Asked if anyone objected to voting online rather than by private poll. All were fine with a public vote.

Lori asked for a motion to vote for the nominees as a slate. Eric made the motion and Rhett seconded.

Lori Borders asked for a vote and the nominees (Eric Nicholson, Jacob Jensen and Tony Ayala were elected to Three-, two- and one-year terms respectively.

## VII. **2021 Financial review and 2022 Budget**

### A. 2021 Budget vs. Actual

*Lori reviewed the 2021 Financials (see attached)*

- *Income* was over the budget of \$ 7,081 by \$ 385, due to the collection of fees for late payment and transfer fees.
- *Budgeted expenses* were \$ 6,460 as compared to actual expenses of \$ 8,203 (before Reserve Fund Allocation; 7466+737=8203.)

Expenses were over budget for the year by \$ 1,742 before the budgeted Reserve Fund Allocation of \$ 621; do to us having to pay for the \$1,770 for fence repairs, some portion of which will be reimbursed this year.

We transferred a net loss of \$ 737 to Reserves for this year.

B. 2021 Check Register

Check register is attached. Beginning balance was \$4,336.30; ending balance was \$4,335.52. Reserves of \$7,711.08 decreased to \$6,975.41 in a separate, interest bearing, account for the Contingency Reserve. Total Cash on hand at the end of last year was \$12,047.38 and as of 12/31/2021 cash on hand totaled \$11,310.93. The drop is dues to the fence repair done in 2021 which will be reimbursed in part in 2022.

C. Vote on 2021 Financial Report

The report for 2021 Financial activity needs to be approved by the members. The Treasurer's report comes as a recommendation (or motion) from the board, Tony Ayala seconded, and motion passed unanimously.

D. Review and vote on 2022 Budget

Lori presented the budget (*see attached*)

The proposed 2022 Budget comes as a recommendation (or motion) from the board. Discussions as follows:

The last increase in dues was \$10/year in 2015. That was the last time the charge for Administrative services changed as well.

The Board is recommending a \$10.00/year (6.25%) increase in dues this year to cover reserve buildups and increased administrative costs from \$1,920 to \$2,400. The duties of the position were presented.

Karen Swanson seconded the recommendation to accept the budget as presented; Lori called for a vote on the motion which passed unanimously.

## VIII. 2019 Home Sales and property values


### A. Sales

# 2021–2022 Home Sales

▶ 01/04/2021	Lot 13	1,166 sq. ft.	\$430,000	\$369/sq. ft.
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▶ 04/26/2021	Lot 19	1,566 sq. ft.	\$531,000	\$339/sq. ft.
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▶ 07/16/2021	Lot 09	1,014 sq. ft.	\$480,000	\$473/sq. ft.
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▶ 08/18/2021	Lot 14	1,014 sq. ft.	\$466,000	\$460/sq. ft.
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▶ 11/05/2021	Lot 23	1,014 sq. ft.	\$470,000	\$464/sq. ft. (listing price)
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▶ 02/16/2022	Lot 36	1,302 sq. ft.	\$520,000	\$399/sq. ft. (listing price)
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**Avg of \$412/sq. foot in 2021**

(2020 was \$335/sq ft)



### B. Home Values

It was noted by Lori that residents should be encouraged as home values in our zip code rose 12.9% in 2020 and 20.0% and in 2020 and are projected to rise more than 8% in 2022.

## IX. **Website**

Website and email information. Is presented below:

Website can be found at [www.aunehoa.org](http://www.aunehoa.org)

Email: [aune98270@hotmail.com](mailto:aune98270@hotmail.com)

## X. **Old Business**

A. None

## XI. **New Business**

A. None

## **XII. Questions**

- A. None

## **XII. Miscellaneous Business**

- A. Loud Vehicles speeding through neighborhood

Various solutions were discussed including potentially installing speed bumps. The streets belong to the City and they have denied requests for speed bumps in the past. Basically, this is a civil matter and not an HOA matter. Members should notify the local authorities and perhaps they can increase patrols.

- B. Security of Mailboxes

Board will investigate the feasibility and affordability of more secure mailbox.

- C. Roof and all other exterior projects

Obtain prior approval by submitting colors and materials to the Board at [aune98270@hotmail.com](mailto:aune98270@hotmail.com). The ACC will inform you of their decision.

- D. Water Heaters are at the end of their useful life

Kevin Ringled has offered to share the results of his research on this matter. Contact us by email if you would like information on replacement options.

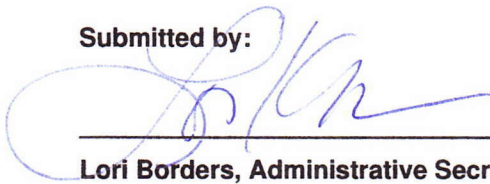
- E. Lot 14 had a truck burglarized

A poll of the attendees yielded no other incidents other than a toolbox that was ransacked with nothing stolen.

## **XIII. Adjournment**

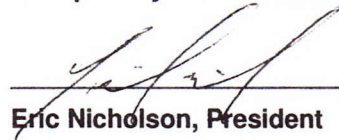
Eric called for a motion to adjourn at 06:51 pm; Motion passed unanimously.

**Submitted by:**



\_\_\_\_\_  
**Lori Borders, Administrative Secretary**

**Accepted by the Board of Directors:**



\_\_\_\_\_  
**Eric Nicholson, President**

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AUNE HOA  
Board of Directors  
Election Cycle Summary

Director	Year elected/ appointed		Term Expiration		Directors								
	term				03/2022 to 03/2023	03/2023 to 03/2024	03/2024 to 03/2025	03/2025 to 03/2026	03/2026 to 03/2027	03/2027 to 03/2028	03/2028 to 03/2029	03/2029 to 03/2030	
Eric Nicholson	2022	3	03/2025	proposed	EN	EN	EN						
New 22	2022	2	03/2024	proposed	new 22	new 22							
New 22	2022	1	03/2023	proposed	new 22								
New 23	2023	3	03/2026			new 23	new 23	new 23					
New 24	2024	3	03/2027				new 24	new 24	new 24				
New 25	2025	3	03/2028					new25	new25	new25			
New 26	2026	3	03/2029						new26	new26	new26		
New 27	2027	3	03/2030							new 27	new 27	new 27	

WE MUST HAVE AT LEAST TWO BOARD MEMBERS !! ONE TO FULFILL THE DUTIES OF PRESIDENT, ONE TO FULFILL THE DUTIES OF SECRETARY.  
Ideally we will have at least three board members; electing one person to a three year term each year.

**This year:**

- 1) We need to elect one person to a THREE year terms to fill the vacancy created by the end of Eric's term and
- 2) We need to elect one person to a TWO year term to fill the vacancy created by Lisa selling her interest in Aune HOA
- 3) We need to elect one person to a ONE year term to fill the vacancy created by Peter selling hisr interest in Aune HOA

**Aune Homeowner's Association**  
**Profit and Loss Budget Performance**  
January through December 2021

	Actual			Proposed Budget	
	Jan - Dec 21	Budget	\$ Over Budget	2022	Change
Ordinary Income/Expense					
Income					
Investments					
Interest-Savings, Short-term CD	1	1	-0	1	0
<b>Total Investments</b>	<b>1</b>	<b>1</b>	<b>-0</b>	<b>1</b>	<b>0</b>
Program Income					
Membership Dues	7,080	7,080	0	7,480	400
Program Service Fees	385	0	385	200	200
<b>Total Program Income</b>	<b>7,465</b>	<b>7,080</b>	<b>385</b>	<b>7,680</b>	<b>600</b>
<b>Total Income</b>	<b>7,466</b>	<b>7,081</b>	<b>385</b>	<b>7,681</b>	<b>600</b>
Gross Profit	7,466	7,081	385	7,681	600
Expense					
Contract Services					
Administrative Services	1,920	1,920	0	2,400	480
<b>Total Contract Services</b>	<b>1,920</b>	<b>1,920</b>	<b>0</b>	<b>2,400</b>	<b>480</b>
Facilities and Equipment					
Maintenance Common Areas	1,600	1,600	0	1,600	0
Maintenance Detention Pond	2,431	600	1,831	800	200
<b>Total Facilities and Equipment</b>	<b>4,031</b>	<b>2,200</b>	<b>1,831</b>	<b>2,400</b>	<b>200</b>
Operations					
Annual Meeting Expenses	0	150	-150	0	-150
Business Registration Fees	10	10	0	10	0
Collections Expense	0	0	0	0	0
Insurance - General Liability/Property	696	543	153	615	72
Insurance - Liability, D and O	1,212	1,212	0	1,215	3
Postage and PO Box	198	150	48	225	75
Printing and Copying	6	25	-19	25	0
Website and Software	130	250	-120	250	0
<b>Total Operations</b>	<b>2,252</b>	<b>2,340</b>	<b>-88</b>	<b>2,340</b>	<b>0</b>
Other Types of Expenses					
Reserve Fund Allocation	-737	621	-1,358	541	-80
<b>Total Other Types of Expenses</b>	<b>-737</b>	<b>621</b>	<b>-1,358</b>	<b>541</b>	<b>-80</b>
<b>Total Expense</b>	<b>7,466</b>	<b>7,081</b>	<b>385</b>	<b>7,681</b>	<b>600</b>
Net Ordinary Income	0	0	0	0	0
Net Income	0	0	0	0	0



## **AUNE HOA ADMINISTRATIVE ASSISTANT SUMMARY OF JOB DUTIES**

1. **Obtain and maintain knowledge of Declaration, CC&R's, Bylaws and Rules as well as Washington State RCW's regarding HOA's** - ensure compliance/enforcement and send out violation/fine notices, with Board approval, create amendments to governing documents and create and/or update Rules, as necessary.
2. **Financial, Corporate, and Member Files records maintenance** –
  - a. reconcile monthly bank statements,
  - b. prepare monthly, year-to-date, and annual financial statements
  - c. prepare annual budget
  - d. prepare annual Federal Form 1120H tax return
  - e. process State of Washington corporate renewal, File annually
  - f. process accounts payable
  - g. process member dues statements, mail out member dues statements, collect dues
  - h. monitor/remedy delinquent dues accounts
  - i. research and update member list
  - k. keep all records (paper and computer) file organized
  - l. respond to demand notices from escrow companies
  - m. Maintain records of e-mail permissions
3. **Create and distribute all correspondence (paper/email) and flyers** to members and occupants. Mail new member packets. Obtain Board approval for non-compliance correspondence.
4. **Create agenda for Board meetings, maintain and distribute copies of minutes to Board members (all monthly and annual).**
5. **Check Aune email** and respond to member inquiries and/or problems.
6. **Purchase supplies** – Staples for office-type supplies, Post Office for postage and collect certified mail forms and local stores for miscellaneous supplies like signs, etc....
7. **Keep in regular contact with Board members** regarding all pending issues; bring matters of significance or indecision to Board's attention for clarity and/or review and seek Board approval for major expenditures.
8. **Manage Common Area landscaping maintenance and improvements** - obtain bids and hire a landscaper and meet with the Board for improvement ideas and then research and obtain bids on supplies and labor.
9. **Obtain bids** for services when necessary; **hire outside vendors** as appropriate and as approved by the Board.
10. **Maintain Property and Liability insurance.**

## Aune Homeowner's Association Check Register - Operations 2021

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>BOA Checking/ Operations Fund</b>						
Transfer	12/31/2020		Balance Forward			4,336.30
Check	01/09/2021	01df2febd	Lori Borders	Administrative Services December 2020	-160.00	4,176.30
Check	01/14/2021	191942712	HUB International	AUNEHOM-01 Invoice 2100/025113872/22972	-1,212.00	2,964.30
Deposit	01/15/2021			Deposit	160.00	3,124.30
Deposit	01/26/2021			Deposit	1,120.00	4,244.30
Check	02/05/2021	4d3450689	Lori Borders	Administrative Services January 2021	-160.00	4,084.30
Deposit	02/11/2021			Deposit	640.00	4,724.30
Deposit	02/16/2021			Deposit	480.00	5,204.30
Check	03/08/2021	Zelle030821	Lori Borders	Administrative Services February 2021	-160.00	5,044.30
Deposit	03/10/2021			Deposit	1,120.00	6,164.30
Deposit	03/10/2021			Deposit	160.00	6,324.30
Deposit	03/11/2021			Deposit	160.00	6,484.30
Deposit	03/22/2021			Deposit	160.00	6,644.30
Deposit	03/22/2021			Deposit	960.00	7,604.30
Deposit	03/26/2021			Deposit	160.00	7,764.30
Deposit	03/30/2021			Deposit	160.00	7,924.30
Check	03/30/2021	2137	Lori Borders	reimburse for expenses SOS annual report 10.0	-22.75	7,901.55
Deposit	03/31/2021			Deposit	640.00	8,541.55
Check	03/31/2021	Zelle033121	Lori Borders	Administrative Services March 2021	-160.00	8,381.55
Check	04/03/2021	2138	US Postmaster	PO Box rental annual	-146.00	8,235.55
Check	04/29/2021		Liberty Mutual Insurance	General Liability Insurance	-467.00	7,768.55
Check	05/03/2021	RH0Z3-6FDWW	ARELLANO LANDSCAPING MAINTENANCE	April Landscaping	-380.00	7,388.55
Check	05/06/2021		Lori Borders	Administrative Services April 2021	-160.00	7,228.55
Deposit	05/13/2021			Deposit	360.00	7,588.55
Deposit	06/03/2021			Deposit	170.00	7,758.55
Check	06/03/2021	RM08T-J8D7M	ARELLANO LANDSCAPING MAINTENANCE	May Landscaping	-320.00	7,438.55
Deposit	06/10/2021			Deposit	170.00	7,608.55
Check	06/10/2021	Zelle060421	Lori Borders	Administrative Services May 2021	-160.00	7,448.55
Check	06/30/2021	RPQH0-112TM	ARELLANO LANDSCAPING MAINTENANCE	June landscaping	-380.00	7,068.55
Check	07/01/2021	Zelle070121	Lori Borders	Administrative services June 2021	-160.00	6,908.55
Check	08/08/2021	RTST3-YRSDC	ARELLANO LANDSCAPING MAINTENANCE	July landscaping	-320.00	6,588.55
Check	08/08/2021	Zelle080821	Lori Borders	Administrative services July 2021	-160.00	6,428.55
Check	08/30/2021	2139	North Sound Fence	Repair damaged fence; insurance to reimburse	-1,770.66	4,657.89
Check	09/02/2021	2141	Liberty Mutual Insurance	Property Insurance Policy no. BKS58582179 Ac	-229.00	4,428.89
Check	09/02/2021	2140	Void	VOID:	0.00	4,428.89
Check	09/02/2021	Zelle090221	Lori Borders	Administrative services August 2021	-160.00	4,268.89
Check	09/02/2021	BOA090221	ARELLANO LANDSCAPING MAINTENANCE	August 2021 Landscape	-200.00	4,068.89

## Aune Homeowner's Association Check Register - Operations 2021

Type	Date	Num	Name	Memo	Paid Amount	Balance
Deposit	09/02/2021			Deposit	185.00	4,253.89
Check	10/05/2021	Zelle100521	Lori Borders	Administrative services September 2021	-160.00	4,093.89
Check	10/05/2021	BOA100521	ARELLANO LANDSCAPING MAINTENANCE	September 2021 landscaping	-260.00	3,833.89
Deposit	11/05/2021			Deposit	100.00	3,933.89
Check	11/05/2021	S3X57-8PH4P	ARELLANO LANDSCAPING MAINTENANCE	October 2021 Landscaping	-200.00	3,733.89
Check	11/05/2021	Zelle110521	Lori Borders	Administrative services October 2021	-160.00	3,573.89
Deposit	11/18/2021			Deposit	400.00	3,973.89
Check	12/06/2021	Zelle120621	Lori Borders	Administrative services November 2021	-160.00	3,813.89
Check	12/06/2021	EFT120621	ARELLANO LANDSCAPING MAINTENANCE	November 2021 landscaping Services	-200.00	3,613.89
Deposit	12/07/2021			Deposit	160.00	3,773.89
Check	12/17/2021	2142	Eric Nicholson	2 years renew domain aunehoa.org	-130.07	3,643.82
Check	12/28/2021	Zelle122821	Lori Borders	Reimbursement for postage	-44.86	3,598.96
Transfer	12/31/2021			Funds Transfer year end reserve fund	736.56	4,335.52
			Total BOA Checking/ Operations Fund		-0.78	4,335.52
<b>TOTAL</b>					<b>-0.78</b>	<b>4,335.52</b>

## Aune Homeowner's Association Check Register - Reserve/Contingency

2021

Type	Date	Num	Name	Memo	Split	Paid Amount	Balance
<b>BOA Reserve/Contingency Fund</b>							
	12/31/2020			Balance Forward			7,711.08
Deposit	01/31/2021		Interest		Interest-Savings, Short-term CD	0.06	7,711.14
Deposit	02/28/2021		Interest		Interest-Savings, Short-term CD	0.06	7,711.20
Deposit	03/31/2021		Interest		Interest-Savings, Short-term CD	0.07	7,711.27
Deposit	04/30/2021		Interest		Interest-Savings, Short-term CD	0.06	7,711.33
Deposit	05/31/2021		Interest		Interest-Savings, Short-term CD	0.07	7,711.40
Deposit	06/30/2021		Interest		Interest-Savings, Short-term CD	0.06	7,711.46
Deposit	07/31/2021		Interest		Interest-Savings, Short-term CD	0.07	7,711.53
Deposit	08/31/2021		Interest		Interest-Savings, Short-term CD	0.07	7,711.60
Deposit	09/30/2021		Interest		Interest-Savings, Short-term CD	0.06	7,711.66
Deposit	10/31/2021		Interest		Interest-Savings, Short-term CD	0.07	7,711.73
Deposit	11/30/2021		Interest		Interest-Savings, Short-term CD	0.06	7,711.79
Deposit	12/31/2021		Interest		Interest-Savings, Short-term CD	0.07	7,711.86
Transfer	12/31/2021			Funds Transfer year end reserve fund	BOA Checking/ Operations Fund	-736.56	6,975.30
Total BOA Reserve/Contingency Fund						<u>-735.78</u>	<u>6,975.30</u>
<b>TOTAL</b>						<b><u>-735.78</u></b>	<b><u>6,975.30</u></b>