

Monthly Agenda
March 20, 2018
Quail Springs Condominiums Phase I Association

- I. Open Meeting
- II. Determination of Quorum
- III. Approval of Minutes
- IV. Financials

- a. **February 2018** Phase I HOA Operating Account
 - i. Total Income: \$ 42,826.01
 - ii. Total Expense: \$ 46,721.49
 - iii. Net Income: \$ -4,954.34
 - iv. Capital Improvements: \$ 19,079.66
- b. **February 2018** Phase I HOA Reserve Account \$ 75,787.13
- c. **February 2018** Phase I HOA Operating Account \$42,133.89
- d. **Collections: \$21,437.01** as of 02/03/18 (**\$23,831.47** last month)

Type	Description	0-30	31-60	61-90	91+	Total
NSFPFE	Non-Sufficient Funds Fee	0.00	0.00	0.00	45.00	45.00
LC	Late Charge	387.38	303.62	303.62	2,402.20	3,396.82
DC	Dues Charge	4,514.44	1,824.44	1,282.97	8,738.75	16,340.60
LG	Legal Fees	0.00	0.00	0.00	1,106.20	1,106.20
CL	Closing Letter	50.00	0.00	0.00	0.00	50.00
AGRADJ	Account Group Adjustment	0.00	0.00	0.00	195.60	195.60
LegRem	Legal Reimbursement	0.00	633.55	234.04	284.96	1,152.55
		4,951.82	2,761.61	1,800.63	12,772.71	22,286.77

\$21,437.01

v. **Liens filed:** none

vi. **Current Legal:**

1. **13F** \$6,171.01 – CJ-2017-1866 Mortgage Company foreclosing. Judgment granted. Appraised at \$65,000. Sheriff sale set for March 8th.
2. **18A** \$ 3,082.11 – Owner responded to demand letter and is currently working a payment plan out with counsel. Made large payment in Feb.
3. **16E** \$ 1,571.29– CJ-2017-4247 Bank foreclosure. Board voted to hold liens since mortgage payoff so little to secure payment.
4. **19E** \$ 1,665.27 Demand letter sent 12/13/17. Owner wanting to set up payment plan with counsel.
5. **19A:** \$ 1,944.61 Instructed counsel to file suit.
6. **14C:** \$ 2,753.42 CJ-2017-5676 Bank foreclosure. Notice that unit sold 3/8/18 for \$63,000. Notice of Hearing set for April 13th @ 11 am.

vii. Released legal: none

viii. Request legal: none

V. Old Business

- a. Exterior siding project
 - i. 14401 building work in progress with A Step Above Roofing
- b. 14315 Stone Wall potential damage to unit B condensing unit (Exh 6.a)
 - i. Owner requests that HOA agree to be responsible for potential damages to condensing unit. Board tabled item until quote from vendor notating actual damages presented for consideration.
- c. Driveway repairs
 - i. Obtaining quotes to resurface drive in front of clubhouse. Recent inspection of entire phase reflects many areas needing attention. Management is looking in to best solution to prevent all from getting worse. Cost to property patch still outstanding
- d. 14417-F Interior Damages insurance subrogation
 - i. No response from any party
- e. Private Garden Signs approved for Owners to prevent Landscapers from working in their privately maintained gardens. Management created and ordered for resale. (Project completed. Signs in and being released)

VI. New Business

- a. Management semi-annual community inspection (work in progress)
 - i. Looking all all building exteriors, patios, fences, doors, violation, grounds, parking, drives and carports for problems. Inspection completed and compiling review now complete with photos. Main problems that have been found are fences that need replaced, grass areas that have gone bare and heavy cracking in the parking / drives. Will have electronic copy available to Board within next couple of weeks.
- b. Building fence replacement quotes:
 - i. 14319 \$6263.00 (Fence Okc)
 - ii. 14317 \$6670.00 (Fence Okc)
 - iii. 14315 \$6661.00 (Fence Okc)
 - iv. 14425 \$6596.00 (Fence Okc) *Worst of the 4 and most cosmetically unappealing.*

**VII. VIOLATIONS Exhibit 7
(Notices sent 6/18/2017)**

- a. 14419-23A Storm door frame – EXB 7.A
 - i. Being challenged by Homeowner. Counsel involved
- b. 14423-21E Trees/Shrubs overgrown
- c. 14419-23G Strom door frame
- d. 14419-23E Storm door frame
- e. 14401-4C Front door color
- f. 14401-4A Storm door frame
- g. 14311-8N Front door color
- h. 14311-8E Strom door frame
- i. 14305-2G Storm door frame

VIII. Announcements and Recommendations to Members

IX. Homeowner Time

- a.

X. Next Meeting: Tuesday, April 17, 2018 @ 7:00

XI. Adjournment

Monthly Minutes
February 27, 2018
Quail Springs Condominiums Phase I Association

- **Open Meeting** : Meeting call to order at 6.57pm. Meeting postponed from Feb. 20th to Feb. 27th due to weather.
- **Determination of Quorum** : Patrizia, Mark, John and Marie present.
- **Approval of Minutes** : John made a motion to approve the Minutes. Mark seconded. Motion passed.
- **Financials** : Patrizia made a motion to approve the Financials. John seconded. Motion passed.
 - **January 2018** Phase I HOA Operating Account
 - Total Income: \$ 44,262.64
 - Total Expense: \$ 29,664.22
 - Net Income: \$ 7,452.72 (transferred to Reserve)
 - Capital Improvements paid out of Reserve: **No expense this month.**
 - **January 2018** Phase I HOA Reserve Account **\$68332.75**
 - **January 2018** Phase I HOA Operating Account **\$36409.01**
 - **Collections: \$ 23,831.47** as of 01/31/18 (**\$24,782.81** last month)
 - **Current Legal:**
 - **13F** \$6,171.01 – CJ-2017-1866 Mortgage Company foreclosing. Judgment granted. Appraised at \$65,000. Sheriff sale set for March 8th.
 - **18A** \$ 3,082.11 – Owner responded to demand letter and is currently working a payment plan out with counsel. Made large payment in Feb.
 - **8N** UNIT SOLD AND ACCOUNTS BROUGHT CURRENT.
 - **16E** \$ 1,571.29– CJ-2017-4247 Bank foreclosure. Board voted to hold liens since mortgage payoff so little to secure payment.
 - **19E** \$ 1,665.27 Demand letter sent 12/13/17. Owner wanting to set up payment plan with counsel.
 - **19A:** \$ 1,944.61 Instructed counsel to file.suit.
 - **14C:** \$ 2,753.42 CJ-2017-5676 Bank foreclosure. Judgment granted 1/8/18. Notice of sheriff sale published. No date set but bank notified that property was vacant to secure & winterize unit
 - Released legal: 8n
 - Liens filed: 20B & 18A
 - Request legal:
- **Old Business**
 - Exterior siding project

- 14401 building work in progress with A Step Above Roofing. **Need to clean up paint on Fences and Windows.**
- Fence completion assessment: (EXH 5.B) Elect for a one-time assessment to complete the remaining privacy fences in Phase 1 instead of raising dues further to complete project. 9 Buildings are remaining. Cost per building by outsourcing to a fence vendor = \$7,500 (8 unit building) Estimation for all: \$67,500

(a) Special assessments to provide for the actual operation, management or maintenance of the Units, including emergencies, repairs or replacements, and infrequently recurring items of maintenance, provided that, any single assessment may not exceed five percent (5%) of the aggregate annual budget, nor may the total of such special assessments in any twelve (12) month period exceed twenty percent (20%) of the aggregate annual budget;

(b) Special assessments for additions, alterations or capital improvements, the cost of which exceeds ten percent (10%) of the aggregate annual budget, shall not be levied without the prior approval of members holding two-thirds (2/3) of the Ownership Interests;

Is Project a Capital Improvement?

Under the IRS regulations, capital improvements have the following characteristics:

- They **add value** to the property.
- They **prolong the useful life** of the property.
- They adapt the property into a **new or different use**. A use is "new or different" when it is not the same as what the property was intended to be used for when it was first placed into service.
- They restore the property into a "like new" condition.
- They **increase the capacity, productivity, and efficiency** of the property.
- They **fix a material defect or flaw** of the property that existed before you acquired the property.
- **The Board Members voted to keep the Assessment of \$135.29 for June 2018 and to have the same Assessment in June 2019 so the fences can be finished in 2018. Mark made a motion to approve the Assessment. John seconded. Motion passed.**

PROPOSED DUE DATE TO JUNE 30 2018**

Unit Type/SqFt	Obligation %	#units	10% of Annual Budget \$51,953.25	5% of annual budget: \$25,976.63
1134	0.5208	34	\$ 270.57	\$ 135.29
1063	0.5208	34	\$ 270.57	\$ 135.29
1214	0.5588	20	\$ 290.31	\$ 145.16
1209	0.5588	40	\$ 290.31	\$ 145.16

770	0.4106	12	\$	213.32	\$	106.66
854	0.4106	13	\$	213.32	\$	106.66
586	0.3313	32	\$	172.12	\$	86.06
646	0.3313	32	\$	172.12	\$	86.06

- **New Business**

- 14315 Stone Wall potential damage to unit B condensing unit (Exh 6.a). **Need to have more informations. Table for later.**

- Owner requests that HOA agree to be responsible for potential damages to condensing unit.

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10.2 Latent Defects, Association Not Liable. The Association shall not be liable for injury or damage to the Property of a Condominium Owner caused by any latent condition of the Property, notwithstanding the Association's duty to repair and maintain the Common Elements and Limited Common Elements.

- Driveway repairs : **Received a bid but too expensive. Waiting for more Bids.**
- Repair to driveway in the front of clubhouse is actually a Phase issue. Recreation was working on a project to potentially resurface entire drive but project is still in discussion stage. According to Declarations, these drives are actually Phase issues as they are located on Phase land and not land owned by Recreation. Cost to property patch still outstanding.

- 14417-F Interior damages insurance subrogation (**EXH 6.C**)
- Leak from common element caused damages to unit on July 18, 2017. (Former) Owner filed insurance claim and their insurance company is now attempting to collect from HOA. This matter was turned over to QSHOA counsel, Jay Scott with Nash Firm for response. Owner sold their unit 12/2017. **Have not heard from them for the last 2 weeks.**

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- \$1365.00 Inspection service
\$12,376.23 Actual cash value, minus deductible
\$2,712.15 Recoverable depreciation
TOTAL: \$16,453.39

- Had previously turned over to our insurance company who denied the claim because it was under the HOA deductible for occurrence.

- **VIOLATIONS Exhibit 7**

(Notices sent 6/18/2017)

- 14419-23A Storm door frame – EXB 7.A

- Being challenged by Homeowner. Counsel involved
- 14423-21E Trees/Shrubs overgrown
- 14419-23G Storm door frame
- 14419-23E Storm door frame
- 14401-4C Front door color
- 14401-4A Storm door frame
- 14311-8N Front door color
- 14311-8E Storm door frame
- 14305-2G Storm door frame
- **Announcements and Recommendations to Members**
Management filed a complaint with USPS on temporary mail servicepersons refusing to deliver mail to community. Several Owners received their payments back in January and early February with labels citing 'undeliverable as addressed'. Case #CA136840043. **We need owners to complain at the post office.....**
- **Homeowner Time**
 - Marie talked about Owners that wanted to move their fences. #14401 C and D cannot be change, has to be conforming. #14407 K (Resend email)and 14417 F has flowers on the outside of her fence and want to move her fence.
 - Barbara Barrowman asked to have a sign to put outside of her fence where her garden is to warn the Landscape Company that it is private. The Board Members voted to have uniform signs that owners can buy. John made a motion to approve. Marie seconded. Motion passed.....
- **Next Meeting:** Tuesday, March 20, 2018 @ 7:00
 - Annual Meeting Monday, March 19th @ 8:00 pm. **Board voted to change time to 7.00pm.**
- **Adjournment** : John made a motion to adjourn the Meeting at 7.35pm. Marie seconded. Motion passed.

Budget Comparison

QUAIL SPRINGS PHASE 1 HOA

Comparison Periods: 02/01/18 - 02/28/18 and 01/01/18 - 02/28/18 (cash basis)

	Actual 02/01/18 - 02/28/18	Budget 02/18 - 02/18	\$ Change	% Change	Actual YTD 01/01/18 - 02/28/18	Budget YTD 01/18 - 02/18	\$ Change	% Change
INCOME								
302 Membership Dues Income	42,380.77	40,827.00	1,553.77	3.8 %	84,528.16	81,654.00	2,874.16	3.5 %
307 Interest Income	1.66	3.00	-1.34	-44.7 %	3.40	6.00	-2.60	-43.3 %
309 Late Fee Income	179.87	140.00	39.87	28.5 %	964.41	280.00	684.41	244.4 %
310 Legal Fees	13.00	0.00	13.00		130.02	0.00	130.02	
317 Other Income								
1065 General Reimbursement	-65.00	0.00	-65.00		64.88	0.00	64.88	
317 Other Other Income	229.19	0.00	229.19		424.19	0.00	424.19	
317 Total Other Income	164.19	0.00	164.19		489.07	0.00	489.07	
319 Closing Letters	86.52	40.00	46.52	116.3 %	140.00	120.00	20.00	16.7 %
321 Special Assessment	0.00	4,644.00	-4,644.00	-100.0 %	833.59	9,288.00	-8,454.41	-91.0 %
TOTAL INCOME	42,826.01	45,654.00	-2,827.99	-6.2 %	87,088.65	91,348.00	-4,259.35	-4.7 %
EXPENSE								
600 Management								
6002 Management Fees	2,655.76	2,741.00	-85.24	-3.1 %	4,960.37	5,482.00	-521.63	-9.5 %
6004 In-House Administration	1,270.00	1,800.00	-530.00	-29.4 %	2,779.00	3,600.00	-821.00	-22.8 %
600 Total Management	3,925.76	4,541.00	-615.24	-13.5 %	7,739.37	9,082.00	-1,342.63	-14.8 %
604 Utilities								
6041 Internet	54.42	50.00	4.42	8.8 %	101.53	100.00	1.53	1.5 %
6042 Electric	977.07	1,020.00	-42.93	-4.2 %	2,020.36	2,040.00	-19.64	-1.0 %
6043 Telephone	0.00	81.00	-81.00	-100.0 %	0.00	162.00	-162.00	-100.0 %
6045 Water And Sewer Utility	8,649.35	6,960.00	1,689.35	24.3 %	16,454.33	13,920.00	2,534.33	18.2 %
6047 Fire Supression System	79.90	80.00	-0.10	-0.1 %	159.80	160.00	-0.20	-0.1 %
604 Total Utilities	9,760.74	8,191.00	1,569.74	19.2 %	18,736.02	16,382.00	2,354.02	14.4 %
607 Repairs & Maintenance								
15 Roofing	0.00	250.00	-250.00	-100.0 %	0.00	250.00	-250.00	-100.0 %
16 Carports & Balconies	0.00	0.00	0.00		14.09	0.00	14.09	
612 Exterior Paint / Siding	49.69	0.00	49.69		49.69	0.00	49.69	
613 Electrical	143.52	425.00	-281.48	-66.2 %	287.70	850.00	-562.30	-66.2 %
614 Flooring	0.00	342.00	-342.00	-100.0 %	0.00	684.00	-684.00	-100.0 %
617 Materials & Supplies	0.00	250.00	-250.00	-100.0 %	60.20	500.00	-439.80	-88.0 %
618 Plumbing	61.25	1,055.00	-993.75	-94.2 %	1,219.10	2,110.00	-890.90	-42.2 %
619 Contract Labor	256.25	750.00	-493.75	-65.8 %	1,963.23	1,500.00	463.23	30.9 %
620 Pest Control	2,355.00	0.00	2,355.00		2,455.00	0.00	2,455.00	
621 Fence & Gate Repair	307.45	425.00	-117.55	-27.7 %	596.45	850.00	-253.55	-29.8 %
624 Structural/Foundation	0.00	0.00	0.00		0.00	12,500.00	-12,500.00	-100.0 %
607 Total Repairs & Maintenance	3,173.16	3,497.00	-323.84	-9.3 %	6,645.46	19,244.00	-12,598.54	-65.5 %

	Actual 02/01/18 - 02/28/18	Budget 02/18 - 02/18	\$ Change	% Change	Actual YTD 01/01/18 - 02/28/18	Budget YTD 01/18 - 02/18	\$ Change	% Change
670 Taxes/Insurance	10,714.33	12,500.00	-1,785.67	-14.3 %	23,115.79	25,000.00	-1,884.21	-7.5 %
675 Insurance	10,714.33	12,500.00	-1,785.67	-14.3 %	23,115.79	25,000.00	-1,884.21	-7.5 %
670 Total Taxes/Insurance								
671 Legal, Professional Fees	-113.51	367.00	-480.51	-130.9 %	778.06	734.00	44.06	6.0 %
6710 Legal/Attorney	26.00	26.00	0.00	0.0 %	26.00	52.00	-26.00	-50.0 %
6712 Lien Filing Fees	-87.51	393.00	-480.51	-122.3 %	804.06	786.00	18.06	2.3 %
671 Total Legal, Professional Fees								
676 Accounting Software	0.00	110.00	-110.00	-100.0 %	0.00	220.00	-220.00	-100.0 %
6761 Software Rental	0.00	0.00	0.00	0.0 %	0.00	20.00	-20.00	-100.0 %
6762 Website	110.00	0.00	110.00	0.0 %	220.00	0.00	220.00	0.0 %
676 Other Accounting Software	110.00	110.00	0.00	0.0 %	220.00	240.00	-20.00	-8.3 %
676 Total Accounting Software								
700 Office / Administrative	0.00	5.00	-5.00	-100.0 %	0.00	10.00	-10.00	-100.0 %
678 Bank Charges/Fees	0.00	30.00	-30.00	-100.0 %	0.00	60.00	-60.00	-100.0 %
7000 Postage	45.35	45.00	0.35	0.8 %	45.35	90.00	-44.65	-49.6 %
7003 Office Supplies	45.35	80.00	-34.65	-43.3 %	45.35	160.00	-114.65	-71.7 %
700 Total Office / Administrative								
5014 CAPITAL IMPROVEMENTS	19,079.66	0.00	19,079.66	19,079.66	19,079.66	0.00	19,079.66	
501406 Windows, Siding or Painting	19,079.66	0.00	19,079.66	19,079.66	19,079.66	0.00	19,079.66	
5014 Total CAPITAL IMPROVEMENTS								
5102 Reserve Transfer	0.00	8,000.00	-8,000.00	-100.0 %	0.00	16,000.00	-16,000.00	-100.0 %
TOTAL EXPENSE	46,721.49	37,312.00	9,409.49	25.2 %	76,385.71	86,894.00	-10,508.29	-12.1 %
OTHER INCOME								
800 Unallocated Prepays	-1,058.86	0.00	-1,058.86	6,393.86	6,393.86	0.00	6,393.86	
TOTAL OTHER INCOME	-1,058.86	0.00	-1,058.86	6,393.86	6,393.86	0.00	6,393.86	
NET INCOME	-4,954.34	8,342.00	-13,296.34	-159.4 %	17,096.80	4,454.00	12,642.80	283.9 %
NET INCOME SUMMARY								
Income	42,826.01	45,654.00	-2,827.99	-6.2 %	87,088.65	91,348.00	-4,259.35	-4.7 %
Expense	-46,721.49	-37,312.00	-9,409.49	25.2 %	-76,385.71	-86,894.00	10,508.29	12.1 %
Other Income & Expense	-1,058.86	0.00	-1,058.86	6,393.86	6,393.86	0.00	6,393.86	
NET INCOME	-4,954.34	8,342.00	-13,296.34	-159.4 %	17,096.80	4,454.00	12,642.80	283.9 %

Balance Sheet

QSHOA1

As of 02/28/18 (cash basis)

ASSETS

Bank Account	
1013 Quail BOK op	30,382.13
1014 Quail BOK res	75,787.13
Total Bank Account	<u>106,169.26</u>
Accounts Receivable	
40011 Utility Reimbursement	-504.35
Total Accounts Receivable	<u>-504.35</u>
Other Current Asset	
1100 Undeposited Funds	430.39
2010 Pass-through	196.60
Total Other Current Asset	<u>626.99</u>
Fixed Asset	
1009 Equipment & Machinery	1,602.26
1010 Office Equipment & Furnishings	32.38
Total Fixed Asset	<u>1,634.64</u>
TOTAL ASSETS	<u><u>107,926.54</u></u>

LIABILITIES & EQUITY

Equity	
3000 Net Income	17,096.80
3001 Retained Earnings	90,829.74
Total Equity	<u>107,926.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>107,926.54</u></u>