

HAWKS PRAIRIE COMMUNITY ASSOCIATION
Regular Meeting of the Board of Directors
AGENDA

Wednesday, April 27, 2022

5:30 P.M. via Zoom

Debbie Crews, President
Steve Lake, Vice President
Rhonda Ewing, Treasurer
Cheri Wilkins, Secretary
Steve Deshaies, Director
Bruce Koty, Director
Tim Delehanty, Director
Heather Thomas, CMCA, AMS; Assoc. Mgr.

- **CALL TO ORDER**
- **ROLL CALL & ESTABLISHMENT OF QUORUM**
- **APPROVAL OF BOARD MEETING MINUTES**
 - Motion to approve the March 2022 Meeting Minutes (**Attachment 1**)
- **APPROVAL OF UNANIMOUS CONSENT EMAILS**
 - Motion to ratify email approval for bk mailbox for 1 mailbox on Whitney for the amount of \$2,389.84.
- **COMMITTEE & BOARD REPORTS**
 - Budget & Finance Committee – Kathy Rayle*
 - Motion to accept the March 2022 Budget & Finance Report as presented. (**Attachment 2**)
 - Design Review Committee – Bruce Koty*
 - No Report attached
 - Landscape Maintenance Committee – Joe Kasper*
 - Report attached (**Attachment 3**)
 - Parks and Trails Committee –*
 - Report attached (**Attachment 4**)
- **OLD BUSINESS**
 - Fences
 - Columbia & Keystone
 - Mailboxes –
 - 1 box on Whitney
 - Deposit sent to vendor
 - Trail Signage
 - Electronic Voting - Update
 - Nisqually Land Trust - Update
 - Rules Update
 - Architectural Guidelines

HAWKS PRAIRIE COMMUNITY ASSOCIATION
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5:30 P.M. via Zoom

- Reservation Violation Penalty
 - Pickleball Guest Policy Violation Penalty
 - Publishing and Distribution
- Mailbox Curb Painting
- Electronic Card Key System update – Tim
- Basketball Court Expansion Project
-
- **NEW BUSINESS**
 - Reserve CD Investment Options
 - Bathroom Cleaning Contract (**Attachment 5 & 6**)
 - Pond 10 Update
 - Shared Fences
 - Eagle Bluff Fences (**Attachment 7**)
 - Irrigation Controller Improvements (**Attachment 8**)
 - Maintenance between Eagles Bluff and Woodland Cove (**Attachment 9**)
- **MANAGER’S REPORT – Heather Thomas, Vantage**
 - PIR Log – (**Attachment 10**)
 - CSAR Report (**Attachment 11 & 12**)
- **GOOD OF THE ORDER**
- **EXECUTIVE SESSION (Attachment 13, 14, 15 & 16)**
 - Motion to convene to Executive Session to discuss personnel, legal matter and potential violations.
 - Motion to reconvene to open Board Meeting.
- **MOTION(S) RESULTING FROM EXECUTIVE SESSION**
- **ADJOURN**
 - Motion to adjourn the meeting.

Next Meeting – May 25, 2022 at 5:30PM

ATTACHMENT 1

Hawks Prairie Community Association
Regular Meeting of the Board of Directors
ZOOM Meeting 5:39PM

HPCA Minutes, March 23, 2022

CALL TO ORDER: At 5:39 pm by President Debbie Crews

ROLL CALL AND ESTABLISHMENT OF QUORUM: Board members present were, Debbie Crews, Steve Lake, Rhonda Ewing, Cheri Wilkins, Bruce Koty, and Steve Deshaies. Also present: Heather Thomas, Vantage Community Association, and Guest Kathy Rayle from Budget and Finance Committee,

APPROVAL OF BOARD MEETING MINUTES:

- A motion to the Board to approve the February Meeting minutes was moved by Bruce Koty, seconded by Rhonda Ewing and passed by unanimous approval.

APPROVAL OF UNANIMOUS CONSENT EMAIL

- A motion to ratify email approval for the Brightview Landscape Proposal to install bark in the front yards for \$34,944.02 was made by Bruce Koty seconded by Tim Delehanty passed by unanimous approval
- A motion to ratify email approval for Brightview Landscape proposal for irrigation repairs for an amount of \$11,000 was made by Rhonda Ewing seconded by Bruce Koty passed by unanimous approval.

COMMITTEE AND BOARD REPORTS:

- Budget and Finance** Motion by Bruce Koty to accept the February 2022 Budget and Finance Report as presented, seconded by Tim Delehanty and passed by unanimous approval.
- Design Review Committee:** Bruce Koty: Bruce and Steve had a meeting with JCA to try and figure out what to do with fences to JCA DRC that they will make decisions about fences in Eagles Bluff and Woodland Cove. We will need to make a resolution to change the Architectural Guidelines regarding 50/50 fences becoming full owner ownership. This is something Steve and Bruce will be working on with JCA. HPCA still would have the authority to state when a fence needs to be repaired/replaced. This would not apply to Edgewater 50/50 fences. A motion by Bruce Koty to conceptually agree with this letter and move it on to JCA seconded by Cheri Willkins passed by unanimous approval. Not many PIRs over the winter
- Landscape Maintenance Committee:** Joe Kasper report attached. 3500 dollars for 4 to remove the metal frames and 100 per frame. Bruce will see if he can find someone locally to take them out and sell them.
- Parks and Trail Committee:** No report attached; Tim to speak on Committees behalf. Secretary and president resigned. Soccer net is being addressed and net replaced and new

Hawks Prairie Community Association
Regular Meeting of the Board of Directors
ZOOM Meeting 5:39PM

pet poop station on the trail where they needed one. Concerns about the waiver may be causing concern for the volunteers. Waiver form is going to be revised. Tim would like to kill the waiver as we are losing our volunteers.

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- **Vandalism:** Todd Kuebler. Cheri spoke about the Community Service officer and trying to get more community involvement to stop this as well as cameras, signage and possible more lighting. We need to address this issue seriously.

•

- **Old Business:**

Fences:

Columbia and Keystone.

Heather has reached out to Southgate fence to get the entire fence replaced where rotted or damaged.

- Sheldon's Handyman has not sent the invoice for repairs to the fences that she completed Heather is trying to get her invoices so that she can bill the homeowners their 50/50 portion. Rhonda stated that Heather should send out the final invoices to the homeowners and a note that they may get another bill once we receive the final invoices from the contractor. Debbie Crews asked if we could give her a deadline to get us the invoices.

Mailboxes:

Mailboxes: One box on Whitney needs to be replaced she has asked for an invoice. Waiting for the City of Lacey to go out and approve the painting of the curb by the mailboxes.

US Bank – regarding the signers on the bank account. Debbie and Heather are working to get the signers corrected.

- **NEW BUSINESS:**

Trail Signage: Tim stated that Steve and he have finalized the verbage and type of signs cost will be between \$800 to \$1400 dollars. Tim will send out the verbage to the board to approve.

Question about motorized bikes being allowed because it is a grey area not letting other types of motorized vehicles. This will be removed from the sign.

- **Electronic Voting** – update –Steve Deshaies has put together a timeline to get the electronic voting. Possibly using a 3rd party company to see what the costs are as an option. Meeting with Debbie Crews and the website committee and with Heather to see how to get access to all residents. Met with JCA Cheri to get information from them. Complicated process but working through the project.
- **Nisqually land Trust** – Update –Executive Session

Hawks Prairie Community Association
Regular Meeting of the Board of Directors
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Rules update: Steve is ready to send out the changes for Pickleball, MOU and guest policy. Heather will check with an attorney to see if we can just send out the pages that were modified or or do we need to send out the entire item packet

Architectural guidelines - update -

Reservation Violation Penalty Tabled to next meeting

Pickleball Guest Policy Reservation Penalty Tabled to next meeting

Card Key System information Update: .Only Pioneer Fire and Security is the only company that works with the JCA card key system. We will be getting a quote for all three. We may ask them about security cameras

NEW BUSINESS:

A motion was made by Steve Deshaies consideration for allowing the Picklball club to make yearly payments of \$250.00 over 4 years to purchase AED that is in the pickleball closet. Tim Delehanty seconded, unanimous approval. Heather to send an invoice and a contract, should the pickleball decide to leave they need to pay us in full.

Adopt a Roadway Program Debbie Crews will provide Jubilee contact so I can put this in the newsletter and see who may be interested.

NLS Discussion Attachment 4: A motion by Steve lake moved to contact NLS and tell them we will pay them one month payment to clean up 41st, Merriwood and Columbia street leaves and weeds and pay them one month contract with a timeline to be completed by the end of April and our contract will be finalized.

Basketball Court Expansion Project: Have gotten positive feedback.

MANAGERS REPORT - Heather Thomas, Vantage

PIR log

CSAR Report

•GOOD OF THE ORDER:

•Possible Future CIF projects

- : Expanding the Basketball Court to a full court, could then possibly fit two pickleball courts but the impetus is for the full Basketball Court. Positive input. Robert Johnson is interested in this project.

4-6 Benches installed over the next couple of years positioned around the edge Edgewater Park. Benches cost from \$350.00 to \$500.00. if we do the Basketball expansion we can combine the bench install at the same time.

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Expanding or adding another Pavilion along with seating similar to the Jubilee Pavilion

•**Garage Sale:** Nextdoor, craigslist, website. JCA puts them out. Bruce will put out the signs.

•**EXECUTIVE SESSION:**

Rhonda Ewing made a Motion to convene to Executive Session to discuss personnel, legal matters and potential violations, seconded by Cheri Wilkins, unanimous approval at 7:54 p.m.

#2017.08 request waiver of final \$816.40. Steve Lake made a motion to waive the final bill of \$816.40 Steven Deshaies seconded. 4 in favor 3 against. Motion carries.

Case#2022.01 Tim Delehanty made a motion to send this to the collection agency and placing a lien on the property, Rhonda Ewing seconded, approved by Unanimous approval

Cheri Wilkins made a Motion to reconvene to open Board Meeting, 8:45 p.m. Seconded by Steve Deshaies, unanimous vote.

Rhonda Ewing motioned to Adjourn, Steve Deshaies Seconded, passed by unanimous approval

Adjourned at 8:49 p.m.

Minutes submitted by:

Cheri Wilkins, Secretary

Date:

3/23/2022

ATTACHMENT 2



Financial Report through March 31, 2022

Available cash for HPCA is \$354,966.82

Balance Sheet

HPCA Community in total	<u>2/28/2022</u>	<u>3/31/2022</u>	<u>March Change</u>	<u>YTD Change</u>
Operating Account	\$365,864	\$354,967	(\$10,898) ¹	\$49,807
USB Money Center	\$0	\$0	\$0	\$0
Ops-CIF	\$124,386	\$126,022	\$1,636 ²	\$1,635
Reserves - GAC,FYC,Alley	\$1,105,792	\$1,122,858	\$17,066 ³	\$4,703
Accounts Receivable	\$24,887	\$27,485	\$2,598 ⁴	(\$17,390)
Allow-Doubtful Accts.	(\$9,599)	(\$9,599)	\$0	\$0
Prepaid Insurance	\$0	\$0	\$0	\$0
TOTAL ASSETS	\$1,611,332	\$1,621,734	\$10,403	\$38,756
Deferred Income	\$33,548	\$34,893	\$1,345	\$2,054
Accounts Payable	\$1,170	\$1,220	\$50	\$0
TOTAL LIABILITIES	\$34,717	\$36,112	\$1,395	\$2,054

Notes on Balance Sheet changes

- 1 Decrease due to payment to Daniel's for prior work off-set by expenses less then monies received.
- 2 CIF funded for March.
- 3 Reserves funded for March plus interest.
- 4 Receivable are up due to increased violation charges.

Financial Status

HPCA Community in Total

Income

1 Year to Date total income \$ 227,706 vs. a budget of \$ 228,972 for a total of \$ (1,266)
under budget which is -0.6% due to FYC lower violation & collection fees.

Expenses

1 Year to Date total expenses \$ 192,986 vs. a budget of \$ 220,231 for a total of \$ (27,245)
under budget which is -12.4% primarily due to lower landscaping expenses off-set by higher GAC legal & general expenses in FYC



COST CENTER ACCOUNTING

Balance Sheet

General Area Component (HP General) - Operating

	<u>2/28/2022</u>	<u>3/31/2022</u>	<u>March Change</u>	<u>YTD Change</u>
Operating Account	\$126,488	\$133,375	\$6,887 ¹	\$25,770
USB Money Center	\$0	\$0	\$0	\$0
Ops-CIF	\$124,385	\$126,021	\$1,636 ²	\$1,635
Reserves - Common Area	\$621,418	\$636,311	\$14,893 ³	\$2,527
Accounts Receivable	\$2,235	\$2,160	(\$75) ⁴	(\$14,364)
Allow-Doubtful Accounts	\$0	\$0	\$0	\$0
Prepaid Insurance	\$0	\$0	\$0	\$0
TOTAL ASSETS	\$874,526	\$897,867	\$23,341	\$15,569
Deferred Income	\$675	\$690	\$15	\$0
Accounts Payable	(\$250)	(\$250)	\$0	\$0
TOTAL LIABILITIES	\$425	\$440	\$15	\$0

Notes on Balance Sheet changes

- 1 Increase due to expenses less than monies received
- 2 CIF funded for March.
- 3 Reserves funded for March plus interest.
- 4 Minor change.

Front Yard Component (Edgewater) - Other

	<u>2/28/2022</u>	<u>3/31/2022</u>	<u>March Change</u>	<u>YTD Change</u>
Operating Account	\$239,377	\$221,592	(\$17,785) ¹	\$24,037
USB Money Center	\$0	\$0	\$0	\$0
Ops-CIF	\$1	\$1	\$0	\$0
Reserves - Front Yard	\$339,774	\$341,382	\$1,609 ²	\$1,611
Reserves - Alley	\$144,600	\$145,165	\$565 ²	\$565
Accounts Receivable	\$22,652	\$25,325	\$2,673 ³	(\$3,026)
Allow-Doubtful Accts.	(\$9,599)	(\$9,599)	\$0	\$0
TOTAL ASSETS	\$736,806	\$723,867	(\$12,939)	\$23,187
Deferred Income	\$32,873	\$34,203	\$1,330	\$2,054
Accounts Payable	\$1,420	\$1,470	\$50	\$0
TOTAL LIABILITIES	\$34,292	\$35,672	\$1,380	\$2,054

Notes on Balance Sheet changes

- 1 Decrease due to payment Daniel's for prior work.
- 2 Reserves funded for March plus interest.
- 3 Receivable are up due to increased violation charges.



Financial Status

General Area Component (HP General) - Operation

Income

1 Year to Date total income	\$ 137,328	vs. a budget of	\$ 136,545	for a total of	\$ 783
over budget which is	0.6%	minor charge.			

Expenses

1 Year to date expenses	\$ 111,733	vs. a budget of	\$ 128,958	a total of	\$ (17,225)
under budget which is	-13.4%	due to landscaping other lower then budgeted.			

Front Yard Component (Edgewater) - Other

Income

1 Year to Date total income	\$ 90,378	vs. a budget of	\$ 92,427	a total of	\$ (2,049)
under budget which is	-2.2%	primarily due to lower violation fees & lower collection fees.			

Expenses

1 Year to date expenses	\$ 81,253	vs. a budget of	\$ 91,273	a total of	\$ (10,020)
under budget which is	-11.0%	due to landscape issues off-set by Daniel's payment.			

Summary for GAC & FYC

At the end of March we have \$ 133,375 in the GAC operating account, two months expenses in 2022 is approximately \$ 91,516 that leaves us with \$ 41,859 over, which is due to Landscape issues that need to be resolved in April so we can have a clearer picture of where we stand.

In the FYC operating account, we have \$ 221,592 with two months expenses in 2022 being approximately \$ 61,785 that leaves us with \$ 159,807. Landscape issues need to be resolved in April so we can have a clearer picture of where we stand. We still feel that \$30,000 should be applied to Alley Reserves but will hold off until we can get the landscape issues resolved. We need to look at what we can do to further enhance the appearance of the community.

A S S E T S

1000	OPS-CHECKING	221,592.13
1015	OPS-CIF	0.82
1020	RRSRVS-FYC	113,591.56
1030	RRSRVS-ALLEY	145,165.01
1040	RRSRVS-CDS/FYC	227,790.79
1070	ACCTS RECEIVABLE	25,325.24
1075	CR-DBTFUL ACCTS	9,598.58-

TOTAL CURRENT ASSETS	723,866.97
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TOTAL FIXED ASSETS	0.00
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TOTAL FIXED ASSETS - INTANGIBLE	0.00
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TOTAL ASSETS	723,866.97
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L I A B I L I T I E S

2000	ACCOUNTS PAYABLE	50.00
2085	TR FUNDS PAYABLE	1,419.76
2170	DEFERRED INCOME	34,202.72

	TOTAL CURRENT LIABILITIES	35,672.48

	TOTAL LONG-TERM LIABILITIES	0.00

	TOTAL LIABILITIES	35,672.48
		=====

O W N E R S E Q U I T Y

	TOTAL CAPITAL/OWNERS EQUITY	0.00

3350	RETAIN. EARNINGS	717,372.47
3351	PRIOR PRD ADJ	14,177.98-
3352	HPCA TRANSFER	15,000.00-

	TOTAL RETAINED EARNINGS	688,194.49

	TOTAL OWNERS EQUITY	688,194.49
		=====
	TOTAL LIABILITIES & OWNERS EQUITY	723,866.97

NOTE: PREPARED WITHOUT AUDIT

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.....MONTH TO DATE DATA.....ACTUAL vs BUDGET.												FISCAL YEAR TO DATE DATA.....ACTUAL vs BUDGET.				..CURR BUDGET TOTALS..	
	Mar 21	Mar 22	Budget	\$Diff	%Diff	Last Ytd	Curr Ytd	Budget	\$Diff	%Diff	Annual	Remaining						
MAINTENANCE																		
5560 LANDSCAPE-LRG	6,486	7,054	7,054	0	0.0	19,591	14,108	21,162	7,054	33.3	84,648	70,540						
5561 LANDSCAPE-SML	5,714	6,113	6,113	0	0.0	17,260	12,225	18,339	6,114	33.3	73,356	61,131						
5565 LANDSCAPE-OTH	0	4,750	16,978	12,228	72.0	0	4,750	22,284	17,534	78.7	34,516	29,766						
5566 NONBUDGTBODAPPRV	0	19,278	0	-19,278	N/A	0	19,278	0	-19,278	N/A	0	-19,278						
5600 IRRIGATION-LRG	0	525	525	0	0.0	0	1,049	1,574	525	33.3	6,295	5,246						
5601 IRRIGATION-SML	0	455	455	0	0.0	0	909	1,364	455	33.3	5,457	4,548						
5616 TREE TREATMENT	0	-210	0	210	N/A	0	0	0	0	N/A	0	0						
5617 BACKFLOW TESTING	0	0	0	0	N/A	0	0	0	0	N/A	4,415	4,415						
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FEES, INSUR & TAXES																		
6200 MANAGEMENT FEES	12,201	37,964	31,124	-6,839	-22.0	36,851	52,320	64,723	12,403	19.2	208,687	156,367						
6207 NON-CONTRCT MGMT	4,118	4,425	4,425	0	0.0	12,353	13,275	13,275	0	0.0	53,100	39,825						
6225 CPA FEES	0	0	0	0	N/A	0	108	0	-108	N/A	0	-108						
6230 LEGAL FEES	138	0	0	0	N/A	647	0	0	0	N/A	1,200	1,200						
6231 LEGAL-COLLECTION	766	0	300	300	100.0	1,895	0	900	900	100.0	3,600	3,600						
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OTHER EXPENSES																		
6305 RP FND-FYC/ALLEY	5,022	4,425	4,725	300	6.4	14,895	13,383	14,175	792	5.6	60,650	47,267						
	0	0	2,158	2,158	100.0	0	0	6,473	6,473	100.0	25,890	25,890						
TOTAL EXPENSES	19,040	45,310	40,065	-5,244	-13.1	56,636	74,780	91,273	16,493	18.1	370,712	295,932						
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====						
NET EARNINGS/LOSS	10,972	-14,319	-9,256	-5,063	54.7	31,569	15,598	1,154	14,444	1251.3	0	-15,598						

A S S E T S

1000	OPERATIONS-CKG	133,374.69
1015	OPS-CIF	126,021.46
1020	RSRVS-CDARS	257,812.94
1040	RSRVS-GAC MMA	378,498.19
1070	ACCTS RECEIVABLE	2,160.00

	TOTAL CURRENT ASSETS	897,867.28

	TOTAL FIXED ASSETS	0.00

	TOTAL FIXED ASSETS - INTANGIBLE	0.00

	TOTAL ASSETS	897,867.28

L I A B I L I T I E S

2040	DEPOSITS PAYABLE	250.00-
2170	DEFERRED INCOME	690.00

	TOTAL CURRENT LIABILITIES	440.00

	TOTAL LONG-TERM LIABILITIES	0.00

	TOTAL LIABILITIES	440.00
		=====

O W N E R S E Q U I T Y

	TOTAL CAPITAL/OWNERS EQUITY	0.00

3350	RETAIN. EARNINGS	881,784.85
3351	PRIOR PERIOD ADJ	642.43
3352	ECA TRANSFER	15,000.00

	TOTAL RETAINED EARNINGS	897,427.28

	TOTAL OWNERS EQUITY	897,427.28
		=====
	TOTAL LIABILITIES & OWNERS EQUITY	897,867.28

NOTE: PREPARED WITHOUT AUDIT

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HAWKS PRAIRIE COMMUNITY ASSN (#375)
INCOME STATEMENT FOR PERIOD ENDING: 31 Mar 2022

.....MONTH TO DATE DATA.....ACTUAL vs BUDGET.				FISCAL YEAR TO DATE DATA.....ACTUAL vs BUDGET.					..CURR BUDGET TOTALS..		
	Mar 21	Mar 22	Budget	\$Diff	%Diff	Last Ytd	Curr Ytd	Budget	\$Diff	%Diff	Annual	Remaining
INCOME												
4010 ASSMTS - ECA GAC	9,182	8,624	8,996	-372	-4.1	27,547	26,988	26,988	0	0.0	107,953	80,965
4011 ASSMTS - JCA GAC	18,426	17,805	18,432	-627	-3.4	55,224	55,533	55,194	339	0.6	222,603	167,070
4013 SET UP - JCA	1,000	2,400	1,500	900	60.0	2,600	5,000	4,500	500	11.1	18,000	13,000
4014 RSRV ECA/JCA GAC	13,967	15,900	14,744	1,156	7.8	41,900	44,323	44,178	145	0.3	177,692	133,369
4015 CIF ECA/JCA GAC	1,598	1,626	1,622	4	0.3	4,794	4,876	4,860	16	0.3	19,548	14,672
	44,173	46,355	45,294	1,061	2.3	132,065	136,720	135,720	1,000	0.7	545,796	409,076
OTHER INCOME												
4150 INTEREST	216	168	275	-107	-39.0	792	608	825	-217	-26.3	3,300	2,692
TOTAL INCOME	44,389	46,523	45,569	954	2.1	132,857	137,328	136,545	783	0.6	549,096	411,768
GENERAL OPERATIONS												
5090 SUPPLIES	522	472	557	85	15.3	1,566	1,446	1,671	225	13.5	6,684	5,238
5095 POSTAGE	516	495	0	-495	N/A	1,548	1,485	0	-1,485	N/A	0	-1,485
5110 COMMUNITY ENRICH	0	0	0	0	N/A	0	0	0	0	N/A	1,000	1,000
5650 OPS CONTINGENCY	0	0	226	226	100.0	0	0	679	679	100.0	2,717	2,717
UTILITIES												
6030 ELECTRIC-IRRIG	1,038	967	783	-184	-23.5	3,114	2,931	2,350	-581	-24.7	10,401	7,470
6060 WATER	72	55	75	20	27.3	195	202	225	23	10.4	900	698
	286	165	221	56	25.3	784	835	443	-392	-88.5	44,231	43,396
MAINTENANCE												
5500 FENCE MAINT	358	220	296	76	25.8	979	1,037	668	-369	-55.2	45,131	44,094
5560 LANDSCAPING	0	456	0	-456	N/A	0	456	0	-456	N/A	0	-456
5565 LANDSCAPE-OTH	9,652	10,347	10,346	-1	-0.0	29,154	22,053	31,039	8,986	29.0	124,159	102,106
5600 IRRIGATION MAINT	0	446	17,424	16,978	97.4	382	892	23,622	22,730	96.2	29,534	28,642
5610 STORM POND MAINT	0	769	769	-0	-0.1	0	1,539	2,307	768	33.3	9,232	7,693
5615 PARK/TRAIL MAINT	0	0	0	0	N/A	0	67	0	-67	N/A	3,600	3,533
5616 TREE MAINT	1,034	3,757	2,278	-1,479	-65.0	3,469	5,927	4,834	-1,093	-22.6	29,155	23,228
	0	0	0	0	N/A	0	9,567	0	-9,567	N/A	0	-9,567

MONTH TO DATE DATA.....ACTUAL vs BUDGET.				FISCAL YEAR TO DATE DATA.....ACTUAL vs BUDGET.					..CURR BUDGET TOTALS..	
	Mar 21	Mar 22	Budget	\$Diff	%Diff	Last Ytd	Curr Ytd	Budget	\$Diff	%Diff	Annual	.Remaining
5617 BACK FLOW	0	0	0	0	N/A	0	0	0	0	N/A	260	260
6240 WEBSITE MAINT	0	0	575	575	100.0	0	575	575	0	0.0	575	0
6241 VIRTUAL MTG PLAT	0	0	0	0	N/A	0	0	200	200	100.0	200	200
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FEEs, INSUR & TAXES	10,686	15,775	31,392	15,617	49.8	33,004	41,076	62,577	21,501	34.4	196,715	155,639
6200 MANAGEMENT FEES	3,830	4,130	4,130	0	0.0	11,490	12,390	12,390	0	0.0	49,560	37,170
6207 NON-CONTRACT MGT	0	175	0	-175	N/A	0	524	0	-524	N/A	0	-524
6210 GOVERNMENT FEES	0	0	10	10	100.0	0	20	10	-10	-100.0	10	-10
6225 CPA FEES	0	0	0	0	N/A	0	0	0	0	N/A	2,750	2,750
6230 LEGAL FEES	3,045	1,075	475	-600	-126.3	3,045	3,308	1,425	-1,883	-132.1	5,700	2,392
6235 RESERVE STUDY	0	555	0	-555	N/A	0	1,110	0	-1,110	N/A	1,090	-20
6250 INSURANCE-CORP	0	300	0	-300	N/A	0	300	0	-300	N/A	25,000	24,700
6265 INCOME TAXES	0	0	500	500	100.0	0	0	500	500	100.0	500	500
6270 OTHER TAXES	0	0	0	0	N/A	200	0	0	0	N/A	15,000	15,000
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OTHER EXPENSES	6,875	6,235	5,115	-1,120	-21.9	14,735	17,652	14,325	-3,327	-23.2	99,610	81,958
6305 CAP IMPRV FUND	0	0	1,622	1,622	100.0	2,633	0	4,860	4,860	100.0	19,548	19,548
6306 RPL FUND-GAC	0	0	14,744	14,744	100.0	0	0	44,178	44,178	100.0	177,691	177,691
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NET EXPENSES	18,957	23,197	53,952	30,755	57.0	54,465	62,695	128,958	66,263	51.4	549,096	486,401
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
NET OPERATING INCOME	25,432	23,326	-8,383	31,709	378.3	78,392	74,633	7,587	67,046	883.7	0	-74,633
RESERVE EXPENSES	28,873	0	0	0	N/A	28,873	0	0	0	N/A	0	0
6645 TREE RRSRV	1,627	0	0	0	N/A	1,627	0	0	0	N/A	0	0
6650 COURTS RRSRV	0	0	0	0	N/A	3,770	12,395	0	-12,395	N/A	0	-12,395
6665 MAILBOX RRSRV												

HAWKS PRAIRIE COMMUNITY ASSN (#375)
INCOME STATEMENT FOR PERIOD ENDING: 31 Mar 2022

.....MONTH TO DATE DATA.....	ACTUAL vs BUDGET.	FISCAL YEAR TO DATE DATA.....	ACTUAL vs BUDGET.		..CURR BUDGET TOTALS..	
Mar 21	Mar 22	Budget	\$Diff	%Diff	Last Ytd	Curr Ytd	Budget	\$Diff	%Diff
30,501	0	0	0	N/A	34,271	12,395	0	-12,395	N/A
49,458	23,197	53,952	30,755	57.0	88,736	75,090	128,958	53,868	41.8
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
-5,068	23,326	-8,383	31,709	378.3	44,121	62,238	7,587	54,651	720.3
TOTAL EXPENSES									
NET EARNINGS/LOSS									
								0	-12,395
								549,096	474,006
								=====	=====
								0	-62,238

ATTACHMENT 3

MINUTES

Hawks Prairie Community Association
Landscape Maintenance Committee
April 12, 2022 1P.M.

Zoom Call to Order: 1:02 PM

Roll Call:

Joe Kasper	Chairman Present
Robert Kajca	Vice Chairman Present
Michael Gillespie	Member Present
Christy Thomas	Secretary Present
Julie Burns	Tree Liaison Present

Visitors

Board Members	Cheri Wilkins Present
	Steve Lake Present
Budget Committee	Kathy Rayle Present
Vantage Community Mgmt. Rep	Heather Thomas Present
BrightView Representatives	Christie Butler Present
	Steven Hokenstad Present
	Matt BeVill Present

Approval for March 8, 2022 meeting minutes (minutes were approved by all attending committee members through e-mail).

Report from BrightView Representative

1. Review of March Accomplishments: **Edging complete – took longer than expected because of condition. Schedule is going to be updated soon now that Brightview is familiar with the area and knows what will be required.**
2. Review of schedule for April: **Fertilizing at the end of April. Will send an email a week prior to notify residents.**
3. Irrigation progress / issues: **Repairs almost complete and within budgeted amount. Need to verify that there is not an irrigation clock inside the building by Edgewater Park. Heather Thomas says there is not one; however, Kathy Rayle stated that she had**

an irrigation map that indicated a controller is within the Edgewater Park Building. Heather is going to double check. A couple of clocks do not get power to them. Power company needs to be contacted to fix the issue. Will send an email with specific addresses. 7542 Fairweather – Heather will send a notice about dog waste.

4. Mulch Timeline: **Brightview will send an update to schedule by tomorrow (4/13).**
5. Quarterly review of progress April 28. **Christie will share meeting details once she secures a location.**
6. Issues, Questions and Answers

Report from Vantage Community Management Representative

1. Crabapple spraying: **Specifically for bugs.**
2. Tree well metal retainer removal: **\$3500 quote seems excessive – Heather took note.**
3. 41st Street cleaning and trimming:

Budget Report – Monthly –

1. Kathy Rayle: **Nothing significant to report. Board is looking at the potential for additional enhancements to front yards.**

Old Business

1. Review status of removal progress from Thomas Tree.
McKinley/Brotherton: “scheduled to have tree removed last year and it wasn’t”. Heather confirmed all trees have been removed that were on the list. City has looked at and approved, but that particular location didn’t get on the list.
2. Discussion regarding sidewalks
3. Projects for the New Year. Discussion

New Business

1. Recruitment of committee members Monthly Mailer: **Ongoing**
2. Assignment maps for review of assignment and discussion areas- Joe Back 4/19/22
3. Reserve a day and time for Pavilion work on assignments: **Kathy can reserve Jubilee pavilion as a resident.**
4. Trash and Animal droppings – Monthly mailer: **Seems to be improving.**

5. Arborvitae trimming- committee approved, Next steps. **Heather will send out email blast to inform homeowners.**
6. Sidewalk review with City – Julie Burns: **Maintenance Manager (Mike Butler) at City of Lacey. 2 options: 1. Request evaluation and get on list (slower pace) 2. Identify specific high risk areas and send directly to Mike Butler. Julie will go ahead and contact city for them to get our area put on their list. Once individual areas are assigned to committee members, we will specify high risk areas.**
7. Water problem at the common area on Meriwood progress? Next Steps, Lighting Outlets.
Tabled from the January Meeting. **Heather is waiting for response from Brightview.**
8. Review of meeting, suggestions for improvement.

Quote of the month “a Flower blossoms for its own joy”. Oscar Wilde

**Next scheduled meeting
May 10, 2022 1P.M.**

Adjournment 1:40pm

ATTACHMENT 4

Issue	Action	Status
Gator Shed Window	Todd to attempt to apply spray	open
Dog Waste Station	Heather informs bags are backordered, will contact city for a new station	open
Soccer Net installation	on hold until decision is made to move the goal	closed
Basketball net and pad	Net is installed, Bruce has repaired the pad	closed
Gator shed downspout	has been installed	closed
Brightview drainage proposal	on hold waiting basketball court project assessment	open
Sports Field Improvement suggestions	Tim to advance Todd's proposal @ April board meeting	open
Basketball court expansion	On site meeting with R and M Enterprises shceduled for week of 4/11	open
Gator shed light repair	Todd to install	open
#2 Pickleball court crack	R&M to inspect	open

April 13th P&T meeting minutes

Members in attendance; Kathy R, Heather T, Todd K, Art B, Ted L, Tim D

Agenda; 1. Financials. Kathy presented the expenses vs. P&T budget for the first 3 months of 2022. No significant issues reported.

2. The committee reviewed the action log and we made additions and adjustments. See updated spreadsheet attached.

3. Open discussion; a. gator shed keys, Todd to keep his, Ted to speak with Don and get his. b. recent park vandalism, great discussion regarding what measures can we take.