

The Board Packet

October meeting · prepared for the board of Willow Creek Station, a ~340-door association (fictional). Built from the association accounting system and the work-order log, delivered the Thursday before every board meeting. Nobody assembles it.

THREE DECISIONS ON THE TABLE

- 1

Vote the irrigation repair funding — utilities are running 15% over budget. SERIOUS · ~\$11,500

The June irrigation main break is the driver. Two options are costed for the vote: reserve-funded repair vs. carrying it in operating through year-end.
- 2

Vote the lien letters — three owners crossed 90 days. WATCH · \$11,500

\$11,500 sits past 90 days. The letters are drafted and attached — one vote, they go out the next morning.
- 3

Approve the reserve catch-up line — contributions are \$17,600 behind the study schedule. WATCH · \$17,600

The catch-up line in the draft budget closes the gap by March; the reserve sits at \$512,400 against a \$530,000 study target.

THE ASSOCIATION IN FOUR NUMBERS — WITH THE EIGHT QUARTERS BEHIND THEM



BUDGET VS. ACTUAL — YEAR TO DATE, STRAIGHT FROM THE LEDGER

LINE	ACTUAL	BUDGET	VS. BUDGET	— BUDGET LINE	NOTE
Assessments collected	\$611,300	\$634,100		96.4%	96.4% collection rate
Landscape & snow	\$148,700	\$152,000		97.8%	under, mild winter start
Utilities & irrigation	\$88,400	\$76,900		115%	15% over — see item 1 above
Insurance	\$64,100	\$64,100		100%	renewed flat in September

DELINQUENCY — \$28,900 TOTAL, BY AGE · NO NAMES ON THE BOARD COPY



- 11 owners in current-30 — 9 of these paid within the cycle last quarter.
- 5 owners at 31-90 — payment plans active on 2.
- 3 owners past 90 — lien letters drafted, queued for board vote (item 2 above).

WORK ORDERS — 23 OPEN

