

January 8, 2011
BEHA Board Meeting Notes

Attendees: Bridget Keeler, Matt Spencer, Nathan Cruz, Tom Asp

1. Discussed the make-up and roles of the board and association
 - a. Authority
 - i. Maintenance and repair of common properties (3 out-lots, boardwalk, fence, and entry signs)
 - ii. Maintain records
 - iii. Maintain funds
 - iv. Hold annual meeting
 1. Budget approval
 2. Non-maintenance/repair spending approval
 - b. Role of By-laws and covenants
 - c. Termination of association (see attached notes)
2. Reviewed board members and term
 - a. Must have at least 3 members on board with a maximum of 7.
 - b. Bridget Keeler, Matt Spencer, Nathan Cruz, and Tom Asp were appointed to a one-year term.
 - c. Erika Bourdeaux has one year remaining of her 3 year term.
3. Election of officers was held:
 - a. President : Tom Asp
 - b. Vice-President: Erika Bourdeaux
 - c. Secretary: Nathan Cruz and Matt Spencer
 - d. Treasurer: Bridget Keeler
4. Reviewed board activities (discussed level of effort , required resources {Office 2007, cute pdf or other}, and made assignments)
 - a. Web-site (Bridget Keeler)
 - b. Membership list (Nathan Cruz and Matt Spencer)
 - i. Update via county records (web-based)
 - c. Mailings (Nathan Cruz and Matt Spencer)
 - i. Annual meeting announcement
 1. Transmittal letter
 2. Ballots
 - a. Budget
 - b. Board
 - ii. Annual assessment
 1. First notice
 2. Second notice (certified mail)
 - d. Assessments (Bridget Keeler)
 - i. Track payments
 - ii. Initiate collections
 - e. Filing of liens (Tom Asp)
 - i. Attorney contact (need to select attorney)
 - f. Financial records (Bridget Keeler)
 - i. Check signing (2 signatures needed, Tom Asp and Bridget Keeler)
 - ii. Bank statements and receipts

- iii. Title company communications
 - iv. Treasurer report
 - v. Tax filing
 - 1. State Corporate
 - 2. Federal
 - vi. Pay property taxes
 - g. Board meetings
 - i. Scheduling (Tom Asp)
 - ii. Agenda (Tom Asp)
 - iii. Meeting minutes (Nathan Cruz and Matt Spencer)
 - h. Park mowing (Contract with Rob Aderhold – see notes for draft contract)
 - i. Fund approval (Needs approval at next board meeting)
 - ii. Contract with waivers (Tom Asp)
 - iii. Wed treatment contract (Tom Asp)
 - i. Regular inspection of properties
 - i. Boardwalk (Carrie Aderhold and Bridget Keeler)
 - ii. Fence (Matt Spencer)
 - j. Annual picnic (Erika Bourdeaux and Bridget Keeler)
5. Prepared initial 2011 goals
- a. Recruit board members
 - b. Obtain quorum at annual meeting
 - c. Update web site
 - d. Enhance communications with membership
 - e. Encourage more association activities
6. Action items
- a. Complete year end treasure report (Tom Asp)
 - b. 2010 Federal and state taxes (Tom Asp)
 - c. Train treasurer (Tom Asp)
 - d. Train web site maintenance (Tom Asp)
 - e. Sign bank signature cards ((Tom Asp and Bridget Keeler)
 - f. Repair fence (Matt Spencer)
 - g. Mowing contract (April) (Tom Asp)
 - h. Mail assessments ((Nathan Cruz and Matt Spencer)
 - i. 2011 picnic (Erika Bourdeaux and Bridget Keeler)
 - j. Create Facebook page (Bridget Keeler)

Notes

Termination of the Association

The requirement for the Association is set forth in the covenants. To dissolve the Association, the covenants need to expire. There are two sets of covenants one for Bayview Estates (lots 1 to 34) signed on April 2, 1992 and the other for the First Edition of Bayview Estates (lots 35 to 65) signed on August 15th 1995. Each set of covenants are in force for 30 years, with an automatic 10 year extension. The 10 year automatic extension can only be rescinded with an agreement of the majority of all eligible voters (2 votes per lot).

The covenants expire for Bayview Estates (lots 1 to 34) on April 2, 2032, unless 35 of 68 voters rescind the automatic extension before April 2, 2022. If rescinded, the covenants expire on April 2, 2022.

The covenants expire for First Addition to Bayview Estates (lots 35 to 65) on August 15, 2035, unless 32 of 62 voters rescind the automatic extension before August 15, 2025. If rescinded, the covenants expire on August 15, 2025.

Mowing Agreement (Draft)

Park Mowing Agreement
Between
BEHA and Robert Aderhold

1. Robert Aderhold will obtain waivers from all parents of children that assist in the mowing - releasing BEHA of any and all liabilities for injuries, repair of equipment, damage of mowers, and other maintenance or expenses.
2. All mowers will be operated according to operator's manuals and other safety procedures. For example only one person will be on the mower and people other than the operators of the mowers will be allowed to be in the park during mowing.
3. Grass shall be kept no shorter than 3 inches and no longer than 5 inches.
4. Mowing to include weed trimming along trees and rock in the park and the entrance to the lake access.

In consideration for the above, the undersigned will be paid a total of \$1,650 (\$330 per month for five months commencing on April 15, 2011).

Agreed upon the 15th day of February 2011.

Robert Aderhold

Thomas Asp
BEHA President