



*Benjamin Relph - President  
Jon Von Achen - Vice President  
Steve Olsen - Treasurer  
Jeff Madding - Secretary  
Andy Titus - At-Large*

Bel Aire City Hall Library

## **January 29, 2018 – Bel Aire Heights HOA Board Meeting MINUTES**

### **Introductions / Attendees:**

Board: Ben Relph, Jon Von Achen, Andy Titus, Steve Olsen, Jeff Madding  
Homeowner Attendees: Ramona Becker

**Proof of Notice of Meeting** – Website posting, neighborhood signs, emails to member list

**Approval of Agenda.** – Agenda was approved as written.

**Approval of minutes** – Minutes from the December, 2017 board meeting were approved as written.

### **Election / Assignment of Board Positions:**

- Jeff Madding accepted the position of Secretary
- Steve Olsen accepted the position of Treasurer
- Ben Relph accepted the position of President
- Jon Von Achen accepted the position of Vice President
- Andy Titus accepted the position of At Large

### **Board Meetings:**

- We discussed and decided that Board Meetings will be on the 2<sup>nd</sup> Thursday of each month at 7:30pm.

**Treasurer's Report** – Steve presented the December financial reports which were accepted. We are beginning 2018 with \$32,451.34 in the bank.

**2018 Budget:** The board unanimously approved a budget of \$35,120 for 2018. This is based on dues from 205 single family and 30 twin homes.

### **Other:**

- We briefly discussed the erosion under the Hedgerow planter. Board members will look at it and discuss action at the next meeting.

**Adjournment** – motion approved to adjourn.

**Next Board Meeting is Feb. 8, 2018.**

## **February 8, 2018 – Bel Aire Heights HOA Board Meeting MINUTES**

### **Introductions / Attendees:**

Board: Ben Relph, Jon Von Achen, Andy Titus, Steve Olsen, Jeff Madding  
Homeowner Attendees: Linda Scott

**Proof of Notice of Meeting** – Website posting, neighborhood signs, emails to member list

**Approval of Agenda.** – Agenda was approved as written.

**Approval of minutes** – Minutes from the January 29, 2018 board meeting were amended and approved. Minutes from the January 29, 2018 members meeting were not available yet so this was tabled until the next board meeting where they will be tentatively approved. Formal approval will be in the January, 2019 members meeting.

**Treasurer's Report** – Steve presented the January financial report which was accepted. We started the month with \$32,451.34 and ended with \$56,438.09. 2018 dues of \$24,000 have been received and deposited in the bank. Expenses for Jan were \$1,192.77.

**Vice President Report** – Any items needed from previous board? Steve will provide mowing contract and bids from last year. 4 Star has a 3 year contract with us. Jon will review contract.

**Secretary Report** – transition from Peggy / Ramona. Need the annual meeting minutes and the 2017 directory info. Jeff has the password and will begin updating the website. Ben will do agendas and “blast” emails for the monthly board meetings.

**At Large Report** – transition of compliance and existing notices / agreements. Linda provided some info on existing non-compliances with due dates in the spring. A more complete list will be provided in next meeting.

### **President's Report:**

- Ben reviewed responsibilities for each position.
- On Line location for storage and communication is recommended.
- Welcoming Committee – Andy will do welcome packets. Ramona volunteered to help with welcoming.
- Social Committee – TBD. Ginger and Jack Koelling and Lydia did this last year.
- Grounds Committee – Jon will do this. Jack Koelling has volunteered to help.
- Financial – We will do 2 signatures on checks until covenants are revised. An annual audit will be performed.

### **Report of Committees:**

- ByLaws and Covenants – waiting for attorney response – expected next week. Then we need to review, approve and present to members.

**Old Business**

- Erosion under Hedgerow planter – Tony Walsh did a “band aid” fix by wrapping the gap with sheet metal. The board approved a \$25 thank you gift. Ben will check on options for a more permanent fix.

**New Business**

- 2018 Goals – update website. Electronic storage. Do what we say in the bylaws and covenants.

**Other:**

- We briefly discussed the erosion under the Hedgerow planter. Board members will look at it and discuss action at the next meeting.
- All board members need to go to the bank and complete their personal info for signature cards.
- No Soliciting signs – the board approved purchase of 3 more signs @ up to \$150.
- Playground – Andy will check into a possible used playground.

**Adjournment** – motion approved to adjourn.

**Next Board Meeting is March 9, 2018.**



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4825 N. Farmstead

## **Agenda – Bel Aire Heights HOA Board Meeting**

March 08, 2018

### **Introductions**

Board: Benjamin Relph, Jon Von Achen, Steve Olsen, Andy Titus

Homeowner Attendees: Linda Scott

**Proof of Notice of Meeting** – Website posting, neighborhood signs, emails to member list

**Acceptance of Agenda:** Steve moved to accept the agenda. Andy seconded. Motion carried 4-0.

### **Officer's Reports and further definition of duties with each office**

- Treasurer's Report
  - Budget Report: Ending balance in the checking account in February was \$11,050.89. Ending balance in the savings account in February was \$55,454.96. The total balance for all accounts was \$66,505.85. There were a total of \$187.24 in expenses for February. There are still four outstanding dues for 2018 and the homeowners were sent letters March 5.
- Secretary's Report

Website: Website renews with Go Daddy in May. Cost for two years would be \$11.99 per month. Board will review for final decision in April.
- Vice-President's Report
  - Mowing: Mowing contract has been reviewed and there is an option to get out. Advised that a better time to review would be in fall after season is over to see if there are any more problems. Mowers will be contacted to go over maintenance areas and begin work.
  - Sprinklers: Sprinkler company will be contacted to turn on sprinklers and look at moving sprinkler head near Hedgerow planter.
- At-Large Report
  - Welcome Packets: Andy is finishing Welcome Packets.
  - Compliance
    - Previous Agreements: Homeowners with agreements to abate their 2017 complaints in 2018 will be contacted (4927 N. Farmstead Ct., 4870 N. Homestead, 4602 N. Farmstead Ct.). Linda provided list of new compliance issues and owners will be contacted.
  - Architectural Approval Forms
    - Sid Johnson: Sid Johnson submitted an architectural approval form for a workshop. Andy moved for approval, Steve seconded and motion carried 4-0.
  - Used Playground Equipment: Andy updated that the "used" playground equipment that was offered was not suitable for our needs and the Board will continue to explore options.
- President's Report
  - Bank: Ben asked if everyone had gone by the bank to update their information. All present had. Will need one more to get new signature cards for the checking account.
  - Hedgerow Planter: Ben is still looking in to the issue of what could be causing the culvert separation under the Hedgerow planter and will update next meeting.
  -

### **Report of Committees**

- Bylaws & Covenants: Has completed their work and waiting on attorney revisions and review.
- Master Plan Committee: none.
- Roofing Committee: will likely meet again this year to review new products.

### **Other Business**

- Check writing policy: Board discussed and agreed this needs to be addressed in bylaws revision.
- Additional (3) No Solicitation Signs: Board discussed the three entrances to the HOA that did not have no solicitation signs. Only entrances off of 45<sup>th</sup> street have them. Andy moved that we add the additional signs at a cost of up to \$150. Jon seconded. Motion carried 4-0.
- Blue Bird House: board discussed Jeremy Smith's request to put up a bluebird house in the common area. Mr. Smith may put one up so long as it does not damage the tree. No formal action taken.
- Signs of muskrats: Muskrats have been spotted near the pond. They will cause damage to the bank if they remain. Andy agreed to talk to Kansas Wildlife and Parks about trapping and removing them.
- Path around Lake: Complaint has been lodged about ice and goose droppings around the pond. Board agreed that there is nothing feasible that can be done. Board discussed the bridge tread needing replacement on the north pond bridge and installation on the west bridge. Jon agreed to handle installation on both bridges.

**Adjournment:** Andy moved to adjourn. Steve seconded. Motion carried 4-0.

Next Meeting Scheduled for Thursday, April 12, 2018 at 7:30 p.m.



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**April 2018 – no minutes**

**May 2018 – no board meeting**

Preliminary

Bel Aire City Hall Library

## **June 7, 2018 – Bel Aire Heights HOA Board Meeting MINUTES**

### **Introductions / Attendees:**

Board: Ben Relph, Jon Von Achen, Andy Titus, Steve Olsen

Homeowner Attendees: Linda Scott, Ramona Becker, Kent Hansen, Jeremy Smith, Paul and Leslie Lindstrom

### **Proof of Notice of Meeting** – Website posting, neighborhood signs, emails to member list

- **Approval of Agenda.** – Agenda was amended to add 4 items: Updating directories, Loud Party, Life Preservers and Tree Roots. Steve moved and Andy seconded to approve amended agenda. Approved unanimously.

### **Approval of minutes** – See discussion below

### **Officer's Reports**

- Treasurer's Report – all 2018 dues have been received.
  - Budget Report – Since there was no meeting in May, Steve reported on April and May:
    - April - We began the month with \$67,471.38 (\$55,463.10 in Savings and \$12,008.28 in checking). After 3 deposits and expenses of \$278.17, we ended the month with \$67,638.21 in the bank.
    - May - We began the month with \$67,638.21 (\$55,463.10 in Savings and \$12,175.11 in checking). After expenses of \$544.12, we ended the month with \$67,094.09 in the bank. Expenses are well below budget, but will increase over the coming months.
    - Andy moved and Steve seconded that the Treasurer's report be accepted. Approved unanimously.
- Secretary's Report (VACANT Position report given by Ben Relph). Jeff submitted his resignation from the board on June 1, 2018. Ben accepted the resignation for the board.
  - Website – Status of minutes.
    - Meeting Minutes Page on website needs updated and approved minutes need to be posted
    - Since the secretary position is vacant, the board is working to create and approve missing minutes. Drafts of agendas from 2018 meetings were passed out as well as a draft of Feb and April minutes. We have March minutes. Board members action to review, fill in where possible and send to Steve who will consolidate and give to Ben for posting on the website prior to next meeting.
    - Discussed cost of continuing with Go Daddy and believe it will be comparable to past costs.
  - Central Storage location – Ben has set up DropBox and will send the password to Board members.
  - Replacement? We are looking for a volunteer to join the board as secretary (or positions could be adjusted to accommodate new member's best fit). Ben will include this opening in the next email blast. Please contact the board if you are willing to serve in this position for the rest of 2018.
- Vice-President's Report
  - Mowing – Jon reported 4 Star will be mowing on Mondays from now on. He will talk to 4 Star about weeding various areas mentioned by members.
  - Drainage Proposal (under north bridge) – Jon will meet with Eden and Tree Top to get competitive bids for this work.
  - Cattails – have been sprayed twice. 4 Star will clean them out.

- At-Large Report
  - Welcome Packets– Andy has 3 new residents to contact by the end of June.
  - Compliance – Andy has sent out over a dozen letters and will continue to monitor. Some have been resolved; others remain. We discussed lawn maintenance briefly. It is too hot now, but need to prepare for fall. September is the best time to oversee fescue lawns. Ben will include some helpful websites in the next email blast.
  - Architectural Approval Forms – received one request for re – painting. Need samples of color before approving – preferably painted on board in front of house.
- President's Report
  - Sign on 49<sup>th</sup> - Tony Walsh put a new bolt in the sign, but it still has cracking welds. Steve will get it repaired and add the last No Soliciting sign to it.
  - HOA Email Responses – the board has been receiving emails to the website and we need to respond. If the concern falls within your jurisdiction, please respond and cc the rest of the board. Otherwise, Ben will try to respond.
  - Status of the Pond
    - Fallen Tree Branch – Tony Walsh and Steve cut up and removed the fallen branch from the 47<sup>th</sup> St. dam area. Tony also trimmed trees around the pond and hauled off all the brush. Thank you, Tony.
    - Wildlife – we have received reports of dead turtles (one very large – 45 – 50 lbs) and one fish. Discussed but don't know what is causing this. Steve or Andy will call Fish and Game to see if they know of any trends or could look at our pond.
      - Jeremy Smith offered to build a trap to catch and re-locate snapping turtles if the board approved reimbursing expenses. No action taken at this time.
  - Next Months Meeting – Normally scheduled for July 12<sup>th</sup>. Would July 5<sup>th</sup> work?
    - Due to schedule conflicts, Steve moved and Andy seconded a motion to move next months meeting to July 5. Approved unanimously.
  - Email Address Updates – We need contact info for new residents (and some long time residents). Steve passed out a list of new residents since the 2017 directory was published. We will add info as we can get it, so if you do not receive the email blast, please give a board member your contact info. Steve has also added this contact info request to the new buyer's closing form.
  - A quarterly newsletter was suggested as another good way to communicate with members.

### **Report of Committees**

- Bylaws & Covenants – Ken (attorney) will send response by today? Steve will follow up.
- Master Plan Committee – No activity.
- Roofing Committee – No activity – Jack Jones will check with roofers and make any recommendations for changes later this year.

### **Other Business**

- Additional (3) No Solicitation Signs- 1 left to be installed after 49<sup>th</sup> St sign is repaired.
- Yard of the Month – Jon moved and Andy seconded a motion to continue this practice – it is a good reminder to all. Motion passed unanimously. Steve provided a non exhaustive list of potential nominees. Board members are to look at them (and add any others they like) and vote on June's winner by Saturday, 6/15/18.
  - HOA Liability Insurance Policy – The HOA Board liability policy is up for its 3 year renewal. Cost of \$1677 per year is up \$25 from last 3 years. Andy moved and Steve seconded a motion to renew this policy at \$1677 per year for the next 3 years. Approved unanimously.





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- Updating Directories – We need to update the 2017 directories as soon as all the info can be gathered.
- Loud Party – Steve rec'd and email about a loud party. He will contact the homeowner and ask them to be considerate of their neighbors and neighborhood. The emailing party was also advised to contact Bel Aire Police if things get to that point.
- Life Preservers (cords tangled, hard to get loose) – Jeremy Smith will check all life preservers around the pond to be sure they are functional.
- Tree Roots (hard to mow over) – Jeremy Smith mentioned some large tree roots coming from trees by the pond are hard to mow over. Previous owners have brought in fill dirt. A retaining wall was also mentioned. No action taken.

**Adjournment** – Motion approved to adjourn.

**Next Board Meeting is July 5, 2018.**

Preliminary

## July 5<sup>th</sup> Bel Aire Heights HOA Board Meeting Minutes

### Introductions

Board Attendees: Ben Relph; Jon Van Achen; Steve Olsen; Andy Titus

Homeowner Attendees: Ramona Becker; Linda Scott, Ken ?

Proof of Notice of Meeting: discussed signs placed and notice on site

Approval of Agenda: Motion-Steve 2<sup>nd</sup> Jon, unanimous

Approval of Minutes:

Motion to approve June Minutes- Steve 2<sup>nd</sup> Jon Unanimous.

Motion to approve January Minutes-Andy 2<sup>nd</sup> Jon Unanimous

Discussion to try to recreate minutes from February and April for posting to web. Steve Volunteered to write draft

### Officer's Reports

Treasurer: Steve fixed sign that was broken and called KDWPT about pond and possible cause of fish kill.

Budget Report: Discussion of Yard of the Month. Steve withdrew \$100 for 2 months of prize money. Steve asked Jon about mowers and high grass areas.

### Secretary's Report (Ben)

Website- Ben is Updating as he can. Approved to pay for domain name @ \$200/year

Motion-Steve 2<sup>nd</sup> Jon Unanimous. Discussion about minutes posting on website.

Central Storage Location: Discussion of dropbox account already started

Replacement- Steve asked Jolene T but got no response. Jon asked Corey A but got no response.

Ben sent 1 email will send another.

### Vice President's report:

Mowing: Discussion about asking Dewey about mowing South Side of Pond

Drainage: Discussion of Bids- Calling for new Bids. Jon will contact more people. Ken suggested Names.

Approval of June 4 Star Bill- Differed- Jon will ask for clarification from Dewey and some Accountability. Asking which trees were sprayed.

### At-Large Report

Welcome Packets- Andy is working on welcome packet information. Will get out ASAP

Compliance- Discussion of Fences at 4819 & 1847 N Farmstead Ct. No approval. Discussion about

Sending email reminder to do approval forms. Discussion of yards in neighborhood needing

work. Send email in July/August reminding people of yard requirements. Steve offered help with

Compliance issues. Ben's neighbors need to clean up weeds on street

Architectural Approval Forms: 5611 E 49<sup>th</sup> (Shed); 5714 E 49<sup>th</sup> (roof); Smith's (fence) All approved.

### President's Report:

Next Month's meeting Aug 9, and Ben stated we are working on an updated contact list for Homeowners

### Committees Report:

Bylaws/Covenants: NO REPORT- Steve will contact lawyer for meeting

Master Plan: Jack K, Linda S, Ramona B, for volunteers?

Roofing: No Report- Ask Jack J to look at shingle recommendations

### Other business

Discussion of Fireworks on commons; add social to next month's agenda & contact volunteers

Yard of Month: 1652 Farmstead, Jones's for next month. Motion: Steve, 2<sup>nd</sup>: Jon Unanimous

HOA management: Steve to call several management companies.

Adjourn- Motion: Andy 2<sup>nd</sup> Jon unanimous.

Bel Aire City Hall Library

## **August 9, 2018 – Bel Aire Heights HOA Board Meeting Minutes**

### **Introductions**

Board: Ben Relph, Jon Von Achen, Andy Titus, Steve Olsen

Homeowner Attendees: Gary Young, Ramona Becker, James and Connie Schmidt, John and Carol Dreifort, Linda Scott, Jennifer Storen

**Proof of Notice of Meeting** – Website posting and neighborhood signs

### **Approval of Agenda.**

**Approval of minutes – July-** Von Achen moved to approve. Titus seconded. Passed 4-0.

### **Officer's Reports**

- Treasurer's Report- Beginning balance on both accounts was \$62,312.74. July expenditures \$1,974.32. Income of \$600 from transfer fees. Titus moved to approve. Von Achen seconded. Passed 4-0.
  - Budget Report- On pace to retain \$35,000 reserve.
- Secretary's Report (VACANT report given by Ben Relph)-skipped for time purposes
  - Central Storage location
  - Replacement?
- Vice-President's Report
  - Mowing- Discussion with attendees regarding mowing. Contractor is not attending to all common areas. Contract will likely not be renewed and board will seek new bids for 2019. Discussion about volunteers to fill in where contractor failed. Motion from Olsen for Board to accept volunteer help to cut fringe to approximately 6 in. and purchase and spray aquatic friendly weed control not to exceed \$75. Titus seconded. Passed 4-0.
  - Drainage Proposal (under north bridge) – New bid received from Eden Lawn Care. Significantly less than prior bids. Titus moved to accept bid from Eden at \$3,760. Olsen seconded. Passed 4-0.
  - Tree Spraying- At the request of the board, Linda Scott contacted Arbor Masters, who sprayed two trees on the north end of the pond. Trees appear to be doing well.
- At-Large Report
  - Welcome Packets– Titus reports they were caught up in July.
  - Compliance – Matrix will be prepared and letters sent out on priority items before the next meeting. Board will review full compliance list in September for changes.
  - Architectural Approval Forms
    - 4844 N. Farmstead- Not approved. Board will contact owner to get clarification on project.
    - 5714 E. 49<sup>th</sup> St North- Approved.
- President's Report
  - Next Month's Meeting – Normally scheduled for September 13, but is moved to September 6 to accommodate board members' schedules.

### **Report of Committees**

- Bylaws & Covenants- Met with attorney. Currently working on revisions.
- Master Plan Committee – no report.
- Roofing Committee – no report.

### **Other Business**

- Yard of the Month – Olsen suggested 6001 E. 47<sup>th</sup> St. Von Achen moved. Titus seconded. Passed 4-0.
- Consideration of HOA Management Company- Hiedi Dunbar presented on behalf of HOA Management Company. No action was taken.

**Adjournment** – Titus moved. Von Achen seconded. Passed 4-0.

Minutes of the September 6, 2018 HOA Board Meeting; Bel Aire City Hall Library

**Introductions:** Board Members Present: Ben, Jon, Steve and Andy – all present. Homeowner Attendees: Taylor Reynolds, Mike Megonigle, Gary Young, Linda Scott, Ramona Becker, Kent Hansen.

**Proof and Notice of Meeting:** Website Posting and Neighborhood Signs.

**Approval of Agenda:** Steve moved and Jon seconded to approve the agenda as revised and reflected in these minutes. Approved 4–0.

**Approval of August Minutes:** Steve moved and Andy seconded to approve the August minutes with a revision to delete email notice of meeting. Approved 4–0.

**Board Vacancy:** We have had 2 volunteers to fill the vacancy on the board - Ramona Becker and James Schmidt. Andy moved and Jon seconded to nominate James Schmidt. Approved 3–0 with Steve abstaining.

#### **Officer's Reports**

**Treasurer – Budget Report:** We started the month with \$60,957.10 and ended with \$59,687.27 in the bank. We had \$1,369.83 in expenses for the month of August. All expenses are in line with the budget and end of year projection is that we will spend all of the remaining budget. Legal expenses could be less than projected, depending on covenants and bylaws review process. Andy moved and Jon seconded motion to accept the financial reports.

**Secretary:** position vacant and James was out of town today.

#### **Vice President:**

- Mowing will continue weekly unless the weather stays hot and dry. We will begin soliciting bids soon for mowing for next year.
- Drainage Proposal (under north bridge) – we received a revised proposal for \$4,710 from Eden (omitted the ground fabric from previously approved proposal). Steve moved and Andy seconded motion to increase the previously approved amount to \$4,500. Approved 4-0.
- Grounds Committee will be activated to organize various projects on the commons areas and schedule a cleanup day by early October. Jon will contact Jack Koelling to chair this committee. Linda and Ramona were suggested to be on the committee. Need to publicize by emails and signs.

#### **At – Large:**

- Welcome Packets - We have one new closing in September.
- Compliance – We have a matrix of compliance improvement need from walkarounds in the neighborhood. We reviewed the list and assigned actions / letters to board members for the highest priority items. We will update in next meeting.
- Discussed new fence and red stain at 4847 N. Farmstead Ct. which was not approved on an architectural approval form. Andy will send owners a letter reminding them that the form is required and requesting them to submit one.
- Discussed / Updated approval of painting at 4844 N. Farmstead. The owners did submit a form and it was approved by the board.

**President:** The October board meeting will be held as scheduled on Oct. 11 at 7:30pm in the Senior Center / Library.

#### **Committee Reports**

- **Bylaws and Covenants** – Received an email from our attorney apologizing for the delays and promising a response soon.
- **Roofing Committee** – Jack Jones is contacting roofing companies to determine if any updates to our roofing policy should be considered.
- **Nominating Committee** – needs to be formed soon. Ben will chair and seek volunteers via email blast.
- **Social Committee** – Jon will contact Jack and Ginger Koelling and Lydia Haugen to see if they would serve again this year. Budget is \$1000 and social should be scheduled by end of October.

#### **Other Business**

- **Yard of the Month** – After discussion, Steve moved and Jon seconded that 4916 N. Farmstead is yard of the month. Approved 4-0.
- **HOA Management Company** – The board is considering this due to current workload. We briefly discussed that this will necessitate a dues increase of approximately \$40 per month per household. Ben will advise homeowners via email blast / newsletter.
- **Post / Sign Down on Pond** – Andy will address this. Sign could be put on the back of a bench. Linda has the sign and life preserver. Life preserver could be nailed to a tree. Rope should be coiled loosely (safely).
- **Large Carp in pond** – Mike reported there are some large carp in our pond and wondered if we wanted to authorize “catch and keep” for a short period of time. Discussed that there are good (grass) carp and bad (Asian) carp. The board concurred that Mike could try to catch one, take a picture, and send to the board or show pic to Kansas Fish and Wildlife to determine what we have.

**Adjournment:** Steve moved and Andy seconded motion to adjourn. Approved 4-0.

Preliminary

## **October 11, 2018 – Bel Aire Heights HOA Board Meeting Minutes**

### **Introductions**

Board: Ben Relph, Jon Von Achen, Steve Olsen, James Schmidt (last 20 minutes).

Homeowner Attendees: Ramona Becker, Linda Scott, Gary Young, Carol Dreifort

**Proof of Notice of Meeting** – Website posting, email, and neighborhood signs

**Approval of Agenda**- as amended. Steve Olsen moved to accept. Jon Von Achen seconded.

**Approval of minutes – September** Steve Olsen moved to approve. Jon Von Achen seconded. Passed 3-0.

**New Board Member**- James Schmidt was appointed to replace Jeff Madding.

### **Officer's Reports**

- Treasurer's Report- Started September with a balance of \$59,687.27 in both accounts. The HOA received a \$100 transfer and had \$182.63 in expenses.
- Secretary's Report- None.
- Vice-President's Report
  - Mowing - Mowing to end the end of October. Four Star was informed the HOA is terminating the contract. 2019 services are going out for bid.
  - Drainage Proposal (under north bridge) – Contract with Four Star was for \$4,710. Steve moved to amend board approval for expenditure in September to match the contract amount. Jon seconded. Passed 3-0. Work will commence November 13.
  - Grounds Committee- Potential committee members were contacted. No one was interested in heading up the committee. It was agreed to go ahead and schedule a work day to take care of minor issues around the pond. Jon will contact Arbor Masters about tree issues.
- At-Large Report
  - Compliance – Reviewed Compliance Matrix responses to priority one issues identified in September.
  - Architectural Approval Form- 4847 N. Farmstead- Work had been performed prior to board approval. Discussion about quality and color of the fence. Only three options on form are to approve, reject, or take no action which allows the change by default. Board approved the form for work already performed as the quality of fence and color would have been approved had it been submitted prior to work being performed.
- President's Report
  - Nominating Committee- Ben is working on this.
  - Next Month's Meeting – Scheduled for November 8, 2018.

### **Report of Committees**

- Roofing Committee - Current products listed are all available. Steve moved approve them for 2019. Jon seconded. Passed 3-0.
- Bylaws & Covenants – No progress. Steve will contact current counsel to see if they can recommend someone else to finish the project.

### **Other Business**

- Halloween Contest- Discussion about continuing the contest from last year. Previous two year's winners are ineligible. Steve moved to continue contest. James seconded. Passed 3-0 (Von Achen abstained).
- Board insurance for 2019- Steve presented the renewal amount of \$1,523.00 to the board. Jon moved to accept and pay the renewal amount. James seconded. Passed 4-0.

**Adjournment** – Jon moved to adjourn. James seconded. Passed 3-0.

## November 20, 2018 – Bel Aire Heights HOA Board Meeting Agenda

### Introductions

Board: All in attendance

Homeowner Attendees: Mary Smith, Ramona Becker, Linda Scott, Gary Young, Kent Hansen, Debra York, Bob

**Proof of Notice of Meeting** – Website posting, email, and neighborhood signs

**Approval of Agenda- Steve added playground information**

**Approval of minutes** – October- Olsen made a motion to approve, Titus seconded. Unanimously approved

### Officer's Reports

- Treasurer's Report-
  - Budget Report- Titus made motion to accept, Von Achen seconded, unanimously approved
  - HOA Management Company- Discussion of members about dues increases and other questions. Von Achen tabled discussion on Management company
  - 2019 Dues Increase- Von Achen motion to keep dues at \$160/yr, Titus seconded, unanimously approved
- Secretary's Report - James Schmidt resigned from the board.
- Vice-President's Report
  - Eden is on track to start the 13th. The rock will be delivered the 12th. Dates changed to Nov. 26<sup>th</sup> & 27<sup>th</sup> to start due to weather issues.
  - Arbor Masters will be here Friday to do the tree trimming and removal. Von Achen walked with company and explained requests. Work has been completed
  - Still working on collecting bids for lawn maintenance for 2019. Von Achen has solicited bids, none have been returned at this time. Date for return bids is Dec 1 2018
  - Approval of 4 Star Final Invoice- 4 Star mowed 10/22/18 after written notice asking not to mow. Billed HOA for \$220 for work on 10/22/18. Discussion about not paying for that date Olsen motioned to not pay, Von Achen seconded, unanimously approved. Contract has been terminated by both parties.
- At-Large Report
  - Welcome Packets
  - Compliance - Signed Architectural approval forms for 4847 N Farmstead Ct. Fence.
    - 4808 N. Hedgerow – Trailer- 3<sup>rd</sup> letter sent to home owner. Trailer has been moved. Closed
    - 4869 N. Farmstead Ct – Camero- certified letter sent, gave 10 days to respond before action.
    - 4705 N. Homestead- certified letter sent to home owner. Home owner responded that all compliance issues would be corrected in spring of 2019.
- President's Report
  - Work Day - Relph thanked volunteers & reported on progress made on work day. 1 new tree was planted, grounds were cleaned up.
  - Nominating Committee- Relph will send email to volunteers (Kent H, Jeremy S)
  - Annual Meeting – date and time- set for 1/10/19 7:30 PM
  - Annual Mailing to members ~ 12/31/18
  - Next Month's Meeting – Normally scheduled for December 13, 2018.- Date changed to 12/11/18 to accommodate board members schedules. Von Achen motioned, Olsen Seconded, unanimously approved.

### Report of Committees

- Bylaws & Covenants – Attorney- Ken is still working on documents.

### Other Business

- Halloween Contest winners – Prizes have been awarded. These are not last year's winners.
  - 1st: 5718 E. 49th St. N.
  - 2nd: 4700 N. Farmstead



*Benjamin Relph - President  
Jon Von Achen - Vice President  
Steve Olsen - Treasurer  
Jeff Madding - Secretary  
Andy Titus - At-Large*

- Christmas Lighting Contest? - Do we want to do this year? Who will judge? - Olsen Motion to hold a Christmas lighting contest with prizes of \$75 for first place, \$50 for second place, and \$25 for third place. Von Achen seconded, unanimously approved.
- Hanging Christmas Lights on the front wall... In the past this has been done by Jack Jones.-Titus will ask Jack Jones to hang lights again this year.
- Playground added for discussion. Dreifort gave Olsen info on playground equipment.

**Adjournment – Von Achen motion to adjourn, Olsen seconded. Unanimously approved.**

Preliminary



## **December 11, 2018 – Bel Aire Heights HOA Board Meeting Minutes**

### **Introductions**

Board: Ben Relph, Jon Von Achen, Andy Titus, Steve Olsen

Homeowner Attendees: Linda Scott, Ramona Becker, Gary Young, Paul Lindstrom and Kent Hansen

**Proof of Notice of Meeting** – Website posting, email, and neighborhood signs

**Approval of Agenda** - Steve moved and Andy seconded to approve the agenda. Unanimous approval.

**Approval of November 8, 2018 minutes** – Steve moved and Jon seconded to approve the 11/8 minutes as written. Unanimous approval.

### **Officer's Reports**

- **Treasurer's Report** – Steve presented the financial report for November 2018. We started the month with \$54,908.85, paid expenses of \$2,286.80 and ended with \$52,622.05. Grounds and Maintenance will end the year overspent to budget by approximately \$2,500, but all other budget items will be under budget and we should finish the year with approximately \$1000 in the black, after subtracting \$35K contingency reserve and \$5K playground reserve. Jon moved and Andy seconded for approval. Unanimous approval.
- **Vice-President's Report**
  - Response to last payment from previous mowing contractor – Jon and Steve have not heard anything from our mowing contractor. He did deposit our last check, from which we deducted \$220 because he billed for 10/22/18 mowing. We told them not to mow on that date.
  - Mowing Bid Responses – Jon has only received one response which was a no bid from Eden. Jon will follow up and make sure we have bids in time to make a decision prior to the 2019 mowing season.
  - Eden – North Drainage Project Update. We had extensive discussion between the board and members present. Consensus was that we were disappointed with the result and do not believe it achieved the stated objective to correct the uneven grade from the culvert to the bridge to the north end of the pond by grading and installing weed barrier and rip rap. We also need the contractor (or someone) to repair damage to the grounds and sidewalk from the project. We will have a professional look at the situation and make recommendations. We will communicate with the contractor regarding our disappointment and to obtain his certificate of insurance. The board will then get together (maybe next meeting) to determine course of action.
- **At-Large Report**
  - Welcome Packets – 2 new packets for new residents were distributed.
  - Compliance – 3 open
    - 4705 N. Homestead – trimming, fence, landscaping, yard.
    - 4869 N. Farmstead – disabled car stored in drive.
    - 4814 N. Hedgerow. Trailer stored in drive.
- **President's Report**
  - Nominating Committee – is Ben, Kent and Jeremy Smith. They are busy calling potential candidates and will present the nominees to the board soon. Please call one of the committee if you are interested.



*Benjamin Relph - President  
Jon Von Achen - Vice President  
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- Annual Mailing to members ~ 12/31/18. Will include Dues Statement, Ballot for Officers and Agenda for Annual Meeting.

### **Report of Committees**

- Bylaws & Covenants – Suggested changes were submitted to our Attorney in 11/17. He has said he is almost finished. We have asked him to send what he has. Ben will send him a letter stating that if we don't have something by 12/31/18, we intend to seek new legal counsel. Jon will provide any recommendations he has at our next meeting.

**Other Business** – Christmas Lighting Contest - Who will judge? Linda will contact Lydia Haugen's daughter and ask her. Excluded are last year's winners: 4901 N. Homestead, 4881 N. Farmstead Ct. and 4817 N. Farmstead.

**Adjournment** – Jon moved and Andy seconded a motion to adjourn. Unanimous approval.

Preliminary