

January 9, 2012

Bel Aire Heights HOA Board Meeting

Attendance: Jack Jones, Ramona Becker, Steve Olsen, Steve Guhl, Audra Relph and other members including Carol Dreifort, James & Connie Schmidt, Ben Relph, Linda Scott, Julie Walsh, Phil Gee, Paula Wisenhant, and others.

- Call to order by Ramona Becker.
- Jack moved to approve minutes from December 2011 meeting. Steve seconded. Approved.
- Audra move to approve the agenda for tonight's meeting. Jack seconded. Approved.
- Audra moved to add Audra Relph, Ramona Becker, and Steve Olsen to the signature card at the bank; and remove Julie Walsh, Linda Scott, and Phil Gee. Jack seconded. Approved.
- Assignment of Board Positions:
 - Ramona was nominated for President by Audra. Jack seconded. Steve Olsen was nominated by Ramona, Steve G seconded. After discussion, Ramona was elected 4-1. Steve Olsen was nominated and elected for Treasurer. Audra was nominated and elected for Secretary. Jack was nominated and elected for Vice President. Steve Guhl was nominated and elected to the At Large Position.
- Signoffs:
 - None this month.
- Volunteers:
 - Audra requested help with the duties of compliance committee and greeter. Volunteers were requested from the floor but none volunteered.
 - Greeter would involve delivering a welcome packet to new members and welcoming them to the neighborhood.
 - Compliance committee would require walking or cruising the neighborhood monthly to note compliance with the covenants and reporting possible issues to the board for action/review.
- Budget
 - It will be discussed in much more detail next month. This month we took ideas from the floor and assigned tasks for getting budget numbers on the proposed items for more discussion next month.
 - Ideas include: painting and repair of the front wall, Jack to get updated bids; look at adding to the playground area, a slide or climbing apparatus were suggested, Steve G to look into it; south face of the dam needs repair, seeding, maintenance, options will be discussed; signs need repair, Jack to get estimates.
- Items from the floor:
 - Communication:

- Carol asked about distributing the minutes and agendas to the members on the website. Ben requested that the draft of the minutes be sent by email to the members for review and information.
 - Audra moved that a detailed agenda be published on the website before the meeting, the meeting minutes be emailed to the members for comment, and be published on the website immediately following approval. Jack seconded. Approved by all.
 - Carol also suggested looking at changing the meeting notice signs to exclude “board” to help the members feel welcome. No changes were approved but it can be brought up again for discussion. The board is helping the increase in communication through email and the website will help members feel more welcome at the meetings and encourage attendance.
- Upcoming Meetings:
 - Steve O. moved to continue holding the meetings at City Hall at 7 pm on Mondays. Preferably the 2nd Monday of the month with 3rd as backup for scheduling conflicts. Seconded by Jack. Approved.
- Newsletter:
 - Steve G. was asked and agreed to work on the newsletter to go out this spring.
- Steve O. moved to adjourn. Jack seconded. Approved.

February 20, 2012

Attendees:

Board Members:

Ramona Becker – President

Jack Jones – Vice President

Steve Olsen – Treasurer

Steve Guhl – At-Large Rep.

Audra Relph – Secretary

Guest Members: Carol Dreifort, Phil Gee, Ginger Koelling, Kent Hansen

Agenda: Jack Jones moved to approve, Steve Guhl seconded. All approved.

Minutes: Jack Jones moved to approve, Steve Guhl seconded. All approved.

Introductions of all present. (This will become a standard part of the meeting at Ramona’s request.)

Old Business

Treasurer’s reports:

- Phil Gee, outgoing treasurer - reviewed reports: December 2011 Asset Report & the Annual Income and Expense Report 2011, see attached.

- Jack Jones moved to approve both reports, Steve Guhl seconded. All approved.
- Phil recommended that Steve submit IRS form 1120-H. He noted that this form was last done in 2010 for 2008 and 2009.
- Jack asked what the Board wanted to do about the CPA financial review and report. The board requested that Phil ask the company that had done it in the past could do it again for the same price of \$500. The board also discussed asking for additional quotes for the financial review. Steve Olsen and Audra Relph were each going to ask other CPAs for additional quotations.
- Steve Olsen – presented the January Asset report: see attached.
- Jack moved to accept the January Asset report. Ramona Becker seconded. Approved by all.

Architectural Improvement Request Sign-offs:

- Gordon Jones, 6001 E 47th N, replace roof, approved.
- John White, 4644 N Farmstead Ct, redo back deck, approved.

Compliance:

- Need officer, the board asked Jack Jones to fulfill these duties, he accepted. The other board members have agreed to help keep eyes open for things. He will request help as needed.

Board Updates:

- Dues: Audra reported that approximately 90% of dues are in. She will email/call those that have not already turned in dues. Those that have not turned in dues by the first late deadline will then receive a hard copy letter, reminding them of the deadline and increasing amounts.

New Business

Budget:

- Steve Olsen presented a budget for review and discussion by the board. The board approved the budget after discussion and slight modifications. See attached for the approved 2012 budget.

By-laws and Covenant Committees:

- Ramona Becker and Jack Jones had nothing to report.

Newsletter:

- Steve Guhl asked for help on ideas and content. Ramona is going to send over her templates and Audra is going to look for old ones in Julie's old files for ideas as well. Steve will have final draft ready to present to the board at the March meeting for approval by the board so it can be sent out right after the next meeting.

Capital Improvement:

- Playground lighting. Ramona suggested that we may need lighting at the swings area for safety. She suggested solar lights similar to what is already at the lake. The board agreed to study it further and get quotes for lighting before making a decision. Audra Relph will work on site plan for lighting, more discussion next month.
- Wall repair & sign repainting: The board reviewed quotes for repair of the wall and repainting of the signs. Jack Jones will get corrected quotes for painting of the signs based on review comments from the board. There are a total of six signs that need painting; the original quote

only had the three signs on the 45th street planters. Further action will be taken on these quotes at the March meeting.

Other Business

List of duties by officers

- Ramona requested that each board member create a document to keep track of their duties that can be shared with future new board members. She will look for a template to provide to the board members to help keep it organized.

New Homeowner's Welcome Packets

- Our new greeter, Ellie Guhl, requested guidelines concerning gifts for new homeowners. She would like some discretion to put together a creative gift instead of the \$20 gift card used in the past. Jack Jones moved that the board allow the greeter to have discretion in putting together new homeowner's gifts not to exceed \$20 per gift. Steve Olsen seconded. All approved.
- Steve Olsen has passed on the notebooks for new homeowners that were used in the past to Ellie for updating and distribution. Audra needs to work with Ellie to make sure everything in the notebooks is up to date to hand out to new homeowners.

Member Comments

- Members at the meeting complained about the state of the street surface at the entrance of 45th and Farmstead, and all down Farmstead to 49th, as well as Farmstead courts. Board suggested that members contact our city manager, Ty Lasher. Member, Kent Hansen, offered to contact him before the next meeting to find out where the repaving of Farmstead was on the city's maintenance list and report back to the board next month. Audra Relph suggested that the board send a letter to the city. No action to be taken by the board at this time.

Gifts for outgoing members:

- Ramona suggested that we get gifts for the outgoing members of the board that have served us for a long time. Audra Relph moved that Ramona put together a certificate and a \$50 gift of cash or other gift specific for each member. Jack Jones seconded. All approved.

Jack Jones moved to approve the mowing and grounds maintenance contract with Countryside for the coming season. Steve Guhl seconded. All approved.

Jack Jones moved that the board authorize the Steve Olsen to obtain a new debit card in his name from the bank for the HOA account. Steve Guhl seconded. All approved.

Jack Jones moved to adjourn. Steve Olsen seconded. All approved.

Next meeting is March 12 at 7 p.m.

May 21, 2012

Bel Aire City Hall Community Room

Attendees:

Board Members:

Jack Jones – President,

Steve Olsen – Treasurer,

Steve Guhl – Vice President,

Audra Relph – Secretary

Guest Members: Kent Hansen

Agenda: Steve Olsen moved to approve, Steve Guhl seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes, Steve Guhl seconded. All approved.

Officer's Reports

- Treasurer's Report
 - Budget Report-Beginning Balance \$47,168.46, ending balance \$47,426.96.
 - IRS Forms for the HOA, he has obtained the forms, but not submitted them yet.
- Secretary's Report
 - Dues Collection: 6 dues left to collect. Audra Relph sent certified letters to remaining overdue accounts with deadline of May 31, 2012 for payment.
 - For the home that is closing soon, we will ask the title company to obtain payment of the omitted late fees at closing.
 - The home with a lien, another payment was made this month, we will send a receipt.
 - On the account discussed last month, Jack will send new letter, certified, that all fees are now due, since there was no response to his letter.
 - The newsletter and directory updates have been mailed to all residents and homeowners.
- Vice-President's Report
 - Greeter Packets-Audra needs to send a new cover letter to Ellie for packets.
 - Compliance
 - 5816 E 49th St – Dead tree needs to be removed
 - 5615 E 49th St – Dead tree needs to be removed
- President's Report
 - Architectural Approval Forms
 - 4945 N. Highland, repaint with same colors, approved after receipt of form.
 - 4860 N. Farmstead, expand and screen in deck similar to existing, approved.
 - 4811 N. Homestead, new roof, approved.
 - 4919 N. Homestead, new paint colors, approved.
 - Website-We are still looking for someone who can help us with the website. Audra is going to learn more about using it. In the meantime, minutes will be emailed to all homeowners with an email address on file.

Report of committees

- Bylaws-no action, the board wants the committee to look at electronic communication for votes, proxies, etc.
- Covenants-no action

Election of directors

- The board is still looking for candidates for the at-large position.

Unfinished business

- Status of Farmstead Street Improvements: The entrance has been completed; the board will send a thank-you note to Ty Lasher and ask for the continuation of the Farmstead to be added to next year's city budget.
- Capital Improvements
 - Master Plan for commons/reserve: Jack will give Audra a copy of the survey of the reserve.
 - Painting: In progress, should be done within a week.

New business

- HOA Board Member Liability Insurance continuation: The policy is approximately \$1400 per year for a 3-year contract. Audra moved to accept the proposal, Steve Olsen seconded, all approved.
- The soaker hoses in the planters on 45th Street were damaged in the recent division of the pampas grass. After discussion, Audra moved that Jack can spend up to \$200 to get the planters soaker hoses fixed.
- During discussion of the landscaping and maintenance of the reserve, Kent Hansen suggested that next year we add one application at the beginning of the season of fertilizer/weed killer, particularly for the dandelions.
- The board received a proposal of \$1640 from Countryside for pruning and trimming of many of the trees around Duck Haven pond, the spillway, and along 45th Street. After reviewing the scope of the proposal during a walk through, several questions remained. The board agreed to let Jack and Audra meet with Greg Yeley of Countryside to clarify the scope and negotiate any changes. Steve Olsen moved that changes from these negotiations could go up to but not exceed \$1750. Steve Guhl seconded, all approved.

Adjournment: Steve Olsen moved. Steve Guhl seconded. All approved.

Next meeting is June 11, 2012 in the Bel Aire City Hall Community room at 7:00

March 12, 2012

Bel Aire City Hall Community Room

Attendees:

Board Members: Ramona Becker – President
 Jack Jones – Vice President - absent
 Steve Olsen – Treasurer
 Steve Guhl – At-Large Rep.
 Audra Relph – Secretary

Guest Members: Linda Scott, Phil and Janet Gee, Julie Walsh, Ben Relph, Lesli and Hannah Cryer

Agenda: Steve Olsen moved to approve as amended, Steve Guhl seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes, Steve Guhl seconded. All approved.

Discussion on distribution of the minutes: Ramona Becker requested clarification on the procedure for publishing of the minutes as she had the understanding that the minutes would not be emailed to everyone until they had been reviewed and approved by the Board. She also cautioned that some homeowners may not want too much email from the association. After discussion about making sure that the unapproved minutes are labeled as draft, that members have the option to opt out of the emails, and that the board gets a chance to review and comment before they are sent to all members. The motion from January on procedure for distribution of the minutes and agendas remained unchanged.

Introductions of all those present.

Recognition of Outgoing Board Members. In thanks for their hard work and dedication, the board presented certificates and \$50 cash to each of our former board members, Linda Scott, Julie Walsh, and Phil Gee.

Old Business

Treasurer's Report:

- The asset report will match the checkbook; the budget form will reflect our expenses vs. our budget. Our beginning balance was \$24,990.34 and ended at \$42,734.32. Expenses totaled \$584.05 for the month. See attached for detailed report.
- Budget: Tree removal bill from Countryside for \$765.00. Steve Olsen moved to add a "HOA Board Miscellaneous Expenses" category of \$250 funded from the budget surplus. Audra Relph seconded. All approved.
- CPA Report and IRS Forms: Steve Olsen & Audra Relph each spoke with a different CPA. Both said they saw no reason why we should not do it ourselves and save the money. Ramona Becker moved that based on the information obtained from the CPAs, we can forgo that expense for the neighborhood, and leave the money in the budget for contingency. Steve Olsen seconded. All approved.
- Steve Olsen has obtained the debit card for the HOA checking account as approved last month.
- The board received the county appraisal this month. Taxed value is zero; taxes are zero.

Secretary's Report:

- Dues: Audra Relph reported 14 homeowner's dues are still outstanding. She sent letters to all remaining outstanding accounts on March 8.

VP's Report: Jack not present.

- Compliance: No action this month.

At-Large Report:

- Newsletter: Steve Guhl brought the draft newsletter to the board tonight for review. Ramona Becker and Ellie Guhl would like to make the newsletter more community building with features such as recipes, gardening tips and other items of common interest to the neighborhood.
- New Greeter Packets: Janet Gee was the old greeter; she said it worked better for her to send a postcard to the new owner letting them know that we have a directory and gift for them. Steve Guhl said he thought Ellie Guhl will plan on the same thing.

President's Report:

- Tree Removal from recent storm: Ramona Becker said she thought Countryside did a great job with the tree removal from the pond. Countryside accessed the lake through two privately owned lots on Highland and reported to the neighborhood that the work would have cost the neighborhood an additional \$400-700 if they had not been able to access the area via this private property. During the fallen tree removal process, the sidewalk was broken, and ruts were left through both lots. Ramona Becker will get an agreement from Greg with Countryside about the repairs for the damages, and then Steve Olsen will pay the bill in full. Ramona Becker informed the board that the association needs to look at better access to the northwest section of the pond as there is no viable access at this time without going through private property.
- Website: Ramona Becker has updated the website more this month. The board thanked her for all her hard work on it.

Architectural Improvement Sign-offs:

- Harney, 4917 N. Farmstead Ct., landscape plan, approved.
- Romero, 4868 N. Farmstead, new roof, approved, after Jack informed them of the proper shingles to install. The owners will submit the approval form when they are back in town.

New Business

Guest Comments:

- Hannah Cryer, 4808 Hedgerow, asked if she could have a chicken coop. They have a privacy fence, would not have any roosters, would have a coop, and limit the amount of chickens. The covenants, Article VII, Section 3, do not restrict the animals in this manner. The board requested Hannah obtains approval from the city and talk to her surrounding neighbors before the board will give this request more consideration. Hannah will bring back an Architectural Approval form for the coop/shed next month.
- Pony at a party: Laura Lauber emailed the board to find out if she could have pony rides at a birthday party, in May, at the commons area by the lake. The board would like more information on insurance liability and clean up procedure before deciding. Audra Relph will contact her to let her know we need more information.

Capital Improvement:

- Playground lighting. Audra Relph will work on it this month. Ramona Becker is going to go ahead and try to talk to the vendor who supplied the solar lights last time. If he comes out to look at the sight, Audra would like to meet with him while he is here.

- Wall repair & sign repainting: Ramona Becker presented the revised bid from R. Schmidt Painting that Jack received for the painting of the signs and repainting of the wall. The board members present would like to paint the signs now and table the wall repairs until the fall. The board is still very interested in using R. Schmidt Painting for the wall repair when it is done later. Steve Guhl moved that we approve the painting price with the Duration upgrade for a total of \$714.00, and revisit the wall repair approval in August. Steve Olsen seconded. All approved.

By-laws and Covenants Committees: No action this month. Ben Relph is interested in joining the by-laws committee.

45th and Farmstead Street Status Update: Several members have asked our city manager and neighbor Ty Lasher about resurfacing Farmstead Street from 45th to 49th street. Ramona Becker will send a follow-up letter from the board to Ty Lasher.

Meeting Room: Ramona would prefer to not meet in the large community room and is looking into possibly holding meetings in the senior center instead. More information to come.

Backup drive for archiving: Audra Relph would like to digitize as many of the old files as is reasonable. Ramona Becker moved that Audra Relph find a backup system for archiving, and purchase one for up to about \$100. Steve Guhl second. All approved.

Adjournment: Audra Relph moved to adjourn. Steve Olsen seconded. All approved.

Next meeting is April 16 at 7 pm in City Hall.

April 16, 2012

Bel Aire City Hall Community Room

Attendees:

Board Members:

Jack Jones – Vice President,

Steve Olsen – Treasurer,

Steve Guhl – At-Large Rep.

Audra Relph – Secretary

Guest Members: Ellie Guhl, Jackie Little

Agenda: Steve Olsen moved to approve as amended, Steve Guhl seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes, Steve Guhl seconded. All approved.

Officer's Reports

- Treasurer's Report
 - Budget Report-Beginning Balance \$42,734.32, ending balance \$47,168.46.
 - Payment was made to Countryside for tree removal on 4/5/12 in the amount of \$765.00.
 - IRS Forms for the HOA-no action yet.

- Secretary's Report
 - Dues Collection: 6 dues left to collect. Audra Relph will send final notice to remaining dues to collect that have not communicated with the board.
 - In regards to a letter to the board from a particular homeowner, Steve Olsen made a motion that we forgive last year's late fees if they pay this year's late fees within 30 days of receipt. Steve Guhl seconded. Jack Jones to write letter.
 - Discussion on distribution of the minutes: Jack Jones moved to stop sending draft minutes to membership before approval, and send after approval instead. There was no second, the motion died.

- At Large Report
 - Newsletter: We will leave the newsletter as written but edit the contact information to show new board positions in light of Ramona's resignation. Audra Relph had more new homeowners to add.
 - Greeter Packets-Ellie and Audra Relph will work on that in the next month to go meet people, Ellie will work on the greeter packet to hopefully include coupons or incentives from local businesses to our new homeowners with their welcome packet.

- Vice-President's Report
 - Compliance
 - 4646 N. Hedgerow – Dead tree needs to be removed
 - 4644 N. Farmstead Ct. – Dead trees need to be removed
 - 4666 N. Farmstead – Siding and trim is in poor repair
 - 4700 N. Farmstead – Poor yard maintenance outside fence along 48th St., and bulging garage door
 - 4705 N. Homestead - Poor yard maintenance outside fence along 48th St.

- President's Report
 - Website-Ramona has volunteered to continue to helping with the website.
 - Architectural Approval Forms
 - 4825 N. Farmstead Ct. – Fence proposal for backyard, wrought iron on the sides of the house and back of the yard, wood and galvanized posts on the sides, approved contingent upon city approval. Approved.
 - 4863 N. Homestead Ct. – New roof, approved.
 - 5816 E. 48th N. Ct, New roof, approved.
 - 4808/4810 N. Hedgerow – New paint colors, need to see bigger samples before approval.

Report of committees

- Bylaws-no action
- Covenants-no action

Election of directors

- Audra Relph moved to promote Jack Jones to President and Steve Guhl to Vice President, Steve Olsen seconded, approved by all.

Unfinished business

- Request for Chicken coop: The homeowner has received approval from their neighbors, as requested by the board. They have contacted the city for a special permit and have not heard back yet. Audra Relph moved to give conditional approval, if city approval is obtained with a special permit and barring complaints from immediate, adjoining neighbors. Steve Guhl seconded, vote tied 2-2, motion failed.
- Request for Pony in commons: Jack Jones moved to approve if the homeowner provides the board copies of the insurance and cleanup. Steve Guhl seconded. Motion passed.
- Status of Farmstead Street Improvements: Steve Olsen volunteered to follow up with Ty Lasher to find out actual scheduling for repaving of Farmstead.
- Backup Drive for Archiving: Audra Relph will work on obtaining this hopefully this month.
- Capital Improvements
 - Playground Lighting: The previous solar lighting supplier is no longer in business and identical products are not available. Similar products could be found for a currently unknown cost. The board is going to postpone selection of lighting for now, while we work on a master plan.
 - Wall Repair: This has postponed till fall.
 - Painting: Jack Jones reported that the contractor will work on the painting in the next few weeks, he stated by the end of April.

New business

- Steve Olsen move to recognize Ramona's service with a certificate and \$50 gift. Jack Jones seconded. All approved.
- Audra Relph requested reimbursement for the printing of the dues notices. She will bring receipt her new toner cartridge to satisfy reimbursement.

Adjournment: Steve Olsen moved. Steve Guhl seconded. All approved.

Next meeting is May 21, 2012 in the Bel Aire City Hall Community room at 7:00

May 21, 2012

Bel Aire City Hall Community Room

Attendees:

Board Members:

Jack Jones – President,

Steve Olsen – Treasurer,

Steve Guhl – Vice President,

Audra Relph – Secretary

Guest Members: Kent Hansen

Agenda: Steve Olsen moved to approve, Steve Guhl seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes, Steve Guhl seconded. All approved.

Officer's Reports

- Treasurer's Report
 - Budget Report-Beginning Balance \$47,168.46, ending balance \$47,426.96.
 - IRS Forms for the HOA, he has obtained the forms, but not submitted them yet.
- Secretary's Report
 - Dues Collection: 6 dues left to collect. Audra Relph sent certified letters to remaining overdue accounts with deadline of May 31, 2012 for payment.
 - For the home that is closing soon, we will ask the title company to obtain payment of the omitted late fees at closing.
 - The home with a lien, another payment was made this month, we will send a receipt.
 - On the account discussed last month, Jack will send new letter, certified, that all fees are now due, since there was no response to his letter.
 - The newsletter and directory updates have been mailed to all residents and homeowners.
- Vice-President's Report
 - Greeter Packets-Audra needs to send a new cover letter to Ellie for packets.
 - Compliance
 - 5816 E 49th St – Dead tree needs to be removed
 - 5615 E 49th St – Dead tree needs to be removed
- President's Report
 - Architectural Approval Forms
 - 4945 N. Highland, repaint with same colors, approved after receipt of form.
 - 4860 N. Farmstead, expand and screen in deck similar to existing, approved.
 - 4811 N. Homestead, new roof, approved.
 - 4919 N. Homestead, new paint colors, approved.
 - Website-We are still looking for someone who can help us with the website. Audra is going to learn more about using it. In the meantime, minutes will be emailed to all homeowners with an email address on file.

Report of committees

- Bylaws-no action, the board wants the committee to look at electronic communication for votes, proxies, etc.
- Covenants-no action

Election of directors

- The board is still looking for candidates for the at-large position.

Unfinished business

- Status of Farmstead Street Improvements: The entrance has been completed; the board will send a thank-you note to Ty Lasher and ask for the continuation of the Farmstead to be added to next year's city budget.
- Capital Improvements
 - Master Plan for commons/reserve: Jack will give Audra a copy of the survey of the reserve.
 - Painting: In progress, should be done within a week.

New business

- HOA Board Member Liability Insurance continuation: The policy is approximately \$1400 per year for a 3-year contract. Audra moved to accept the proposal, Steve Olsen seconded, all approved.
- The soaker hoses in the planters on 45th Street were damaged in the recent division of the pampas grass. After discussion, Audra moved that Jack can spend up to \$200 to get the planters soaker hoses fixed.
- During discussion of the landscaping and maintenance of the reserve, Kent Hansen suggested that next year we add one application at the beginning of the season of fertilizer/weed killer, particularly for the dandelions.
- The board received a proposal of \$1640 from Countryside for pruning and trimming of many of the trees around Duck Haven pond, the spillway, and along 45th Street. After reviewing the scope of the proposal during a walk through, several questions remained. The board agreed to let Jack and Audra meet with Greg Yeley of Countryside to clarify the scope and negotiate any changes. Steve Olsen moved that changes from these negotiations could go up to but not exceed \$1750. Steve Guhl seconded, all approved.

Adjournment: Steve Olsen moved. Steve Guhl seconded. All approved.

Next meeting is June 11, 2012 in the Bel Aire City Hall Community room at 7:00 pm.

June 11, 2012

Bel Aire City Hall Community Room

Attendees:

Board Members:

Jack Jones – President,

Steve Olsen – Treasurer,

Steve Guhl – Vice President,

Audra Relph – Secretary

Guest Members: Ramona Becker, Linda Scott, Dave Bosarge

Agenda: Jack Jones moved to approve as amended, Steve Olsen seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes, Steve Guhl seconded. All approved.

The board recognized Ramona Becker for all her hard work over the years with a Certificate of Recognition and gift of \$50 cash.

Officer's Reports

- Treasurer's Report
 - Budget Report-Beginning Balance \$47,426.96, ending balance \$45,760.59.
 - IRS Forms-Both state and federal forms were filed today 5/11/12.
- Secretary's Report
 - Dues Collection-4 of the 6 certified letters were returned because the letters were not picked up at the post office. The board moved into executive session for 5 minutes to protect privacy and discuss individual accounts status.
 - Steve Guhl moved that the board hand deliver the 6 outstanding letters by hand with another 3rd notice with intent to fine up to \$500, preferably within the next week. Jack Jones seconded. All approved.
 - At the suggestion of a member, on our next communication to all members, we will survey to see which members would be interested in an electronic only newsletter to save on postage.
- Vice-President's Report
 - Greeter Packets- Ellie is working on this, hopefully within next month.
 - Compliance
 - Updates on previous issues. Steve Guhl is going to review the issues from the past few months to determine compliance and send a compliance form to those who still have issues outstanding.
 - New issues-no new issues this month.
- President's Report
 - Website-Ramona has offered to continue helping update the website, and the board accepted, requesting her teaching Audra how to do it as well as backup.
 - Architectural Approval Forms
 - 4901 N. Highland-add satellite dish, approved.
 - 5623 E. 49th St.-ornamental fence added, approved.
 - 4811 N. Homestead-new patio and privacy fence, approved.
 - 4945 N. Highland-new paint, same colors, already approved.
 - 4831 N. Farmstead Ct.-new paint, approved.
 - Yard of the Month – May winner: Montero, 4881 N. Farmstead Ct.

Report of committees

- Bylaws-no action yet
- Covenants-no action yet

Election of directors

- Fill vacant at-large position: After hearing from Jack that Kent would accept the nomination, Audra moved to elect Kent Hansen of 4856 N. Farmstead to the At-Large position for the remainder for the 2012 session. Steve Olsen seconded. All approved.

Unfinished business

- Backup Drive for Archiving, Audra is still working on obtaining one, will hopefully complete task this month.
- Capital Improvements
 - Reserve Master Plan-Jack still needs to get survey of the reserve to Audra.
 - Painting of the signs is complete and paid.
 - Tree Trimming around by Countryside
 - Need to ask for mulch in planters on 45th, and to use weed-eater around the swing area.
 - Steve Olsen moved to accept the proposal from Countryside to clean up the dead tree, brush, and volunteer trees at the northeast corner of the reserve, for \$595 including the 15% discount when it's done with the rest of the work.

New business

- A member noticed that the mailbox posts/enclosures need repainted. Steve Guhl will send a letter to the post office requesting that they be painted.

Adjournment-Steve Olsen moved to adjourn, Audra Relph seconded. All approved.

Next Meeting is scheduled for July 9, 2012 at 7:00 pm at City Hall.

July 9, 2012

Bel Aire City Hall Community Room

Attendees:

Board Members:

Jack Jones – President,

Steve Olsen – Treasurer,

Steve Guhl – Vice President,

Audra Relph – Secretary

Kent Hansen – At-Large

Guest Members: Carol Dreifort

Agenda: Jack Jones moved to approve as amended, Steve Olsen seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes, Steve Guhl seconded. All approved.

Officer's Reports

- Treasurer's Report
 - Budget Report-Beginning Balance 45,760.59, Ending Balance 42,726.67.
- Secretary's Report
 - Dues Collection-no change at this time, 6 accounts still outstanding. Board members will hand deliver 3rd and final notices with two weeks to pay in full.
- Vice-President's Report
 - Greeter Packets-Ellie has obtained some coupons from local businesses, and is working on more.

- Mail box painting-The post office requested a letter noting which need painting to be sent to the Munger station. Steve Guhl will send the letter as requested.
- Compliance
 - New issues: 4604 N. Farmstead Ct - fence boards are down
- President's Report
 - Website-Ramona is updating Minutes/Agendas on the website. The board will ask her to check the pdf for the architectural approval form online, at least one person has had difficulty downloading it recently.
 - Architectural Approval Forms
 - 5623 E. 49th-repaint the house, approved.
 - 4897 N. Farmstead Ct-repairs to doors/window frames, repaint the same colors, approved.
 - 4642 N. Farmstead Ct-repaint the house, approved.
 - 4622 N. Farmstead-replace patio door, approved.
 - 4900 N. Homestead-repaint in August, approved.
 - Yard of the Month
 - Winner for June: Frank & Jolene Tritschler, 4666 N. Farmstead.

Report of committees

- Bylaws-no change
- Covenants-no change

Unfinished business

- Backup Drive for Archiving-working on it
- Capital Improvements
 - Reserve Master Plan-no change
- Tree Trimming around the reserve by Countryside-Jack and Audra met with Greg on Monday to review the work. The cottonwoods need a little more trimming and the work on the front wall still needs to be completed before payment.

New business

- Steve Olsen moved to approve the proposal from Countryside for spraying and brush-hogging of spillway south of 47th St in August, and stump grinding of the dead tree that was taken down by the swing set, Audra Relph seconded. All approved.

Adjournment-Kent Hansen moved to adjourn, Steve Guhl seconded. All approved.

Next Meeting is scheduled for August 13, 2012 at 7:00 pm at City Hal

August 13, 2012

Bel Aire City Hall Community Room

Attendees:

Board Members:

Jack Jones – President,
Steve Olsen – Treasurer,
Steve Guhl – Vice President,
Audra Relph – Secretary
Kent Hansen – At-Large

Guest Members: Michael Schwanke

Agenda: Steve Guhl moved to approve as amended, Kent Hansen seconded. All approved.

Minutes: Steve Guhl moved to approve last month's minutes, Steve Olsen seconded. All approved.

Officer's Reports

- Treasurer's Report
 - Budget Report-Beginning Balance 42,726.67, Ending Balance 42,507.33. Outstanding bills to Countryside for the tree trimming, etc have been paid and are now up to date.
- Secretary's Report
 - Dues Collection-All but two of accounts have been contacted and paid or arranged for a payment plan.
- Vice-President's Report
 - Greeter Packets-Ellie has written a cover letter to send to the new residents and put together the packets. She will proceed with handing out the packets.
 - Mail box painting-Steve Guhl has drafted a letter to the post office after inspecting all the mail boxes.
 - Compliance
 - No new issues this month.
- President's Report
 - Website-Ramona has been keeping the minutes and agendas up to date for us.
 - Architectural Approval Forms
 - 4666 N. Farmstead-replace siding and trim, approved.
 - Yard of the Month
 - Winner for July: 5718 E 49th North.

Report of committees

- Bylaws-no change
- Covenants-no change

Unfinished business

- Backup Drive for Archiving-After discussion, Audra is going to purchase two flash drives.
- Capital Improvements
 - Reserve Master Plan-Jack found the survey and will hand it off to Audra, however, the contour lines around the pond in the reserve are absent. Audra will solicit estimates for a survey of the reserve around the pond.
- Tree trimming around the reserve by Countryside: Jack has inspected the cottonwoods. Steve Olsen paid Countryside after the inspection.

- Countryside's work: Audra will contact Grey Yeley to make sure the spraying of the cattails and bush hogging occurs on schedule and to spray the path for weeds. The board will also get estimates from Countryside for spraying for weeds in the reserve and 45th street; and to backfill and overseed on the backside of the dam where it is washed out.

New business

- Watering of trees on the Reserve: After discussion with Michael Schwanke, he has agreed to help water the trees that are stressing from the heat and drought. Jack is going to investigate the cost to reconnect and repair the hose bib on the southeast corner of the pond with a new freeze-proof hose bib.
- Steve Guhl moved that the fishing signs around the pond be replaced, not to exceed \$100. Kent Hansen seconded. All approved. Jack Jones has a source for getting new signs for around \$20 each.
- Restocking of fish in the pond was discussed, but no action taken.

Adjournment-Steve Olsen moved to adjourn, Kent Hansen seconded. All approved.

Next Meeting is scheduled for September 10, 2012 at 7:00 pm at City Hall.

September 10, 2012

Bel Aire City Hall Community Room

Board Members:

Jack Jones – President,

Steve Olsen – Treasurer,

Steve Guhl – Vice President,

Audra Relph – Secretary

Kent Hansen – At-Large

Guest Members: David Bosarge

Agenda: Steve Olsen moved to approve as amended, Steve Guhl seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes as amended, Steve Guhl seconded. All approved.

Officer's Reports:

- Treasurer's Report
 - Budget Report-Beginning Balance 37,230.72, ending 38,435.32.
 - After reviewing recent bills from Countryside, he recommends that next summer, we remember to call Countryside and extend mowing around the pond to approximately every 3 weeks instead of 2 weeks, if we have another long drought spell like the last couple of years. This could save a couple hundred dollars per month.
 - One of the residents still owes \$168.75 after giving the board a check that did not clear when cashed. Kent Hansen moved that we charge the resident the \$10 fees from the bank instead of the \$30 fees for each check. Jack Jones seconded. All approved.

- For Halloween decorating, Steve Olsen moved that we award \$25 for first place, \$15 for second place, and \$10 for third place. Kent Hansen seconded. All approved.
- Secretary's Report
 - Dues Collection-We have contacted everyone, two of the remaining are on payment plans. The last one we have talked to, but need to clarify some details before a final notice is sent.
 - Dues: the board is interested in rounding the dues off to an even amount such as \$140 or \$145. No decision made at this time.
 - Audra ordered two 16 GB flash drives for use by the board for approximately \$20.
- Vice-President's Report
 - Greeter Packets-She has been gathering and will distribute this month.
 - Compliance-put note in email about taking care of yards
 - New issues-4951 N. Highland, the neighbor's shrubs are pushing down the fence; board will speak with neighbor to resolve issue.
 - Complaint on Homestead-Jack will speak with the family about cleaning up the house.
- President's Report
 - Website-Minutes and Agendas are up to date.
 - Architectural Approval Forms
 - 4839 N. Farmstead Ct.-repainted house, approved.
 - 4951 N. Highland-foundation repair, approved.
 - Yard of the Month-Michael & Tenille Schwanke, 5926 E 47th St. North.

Report of committees

- Bylaws- no action.
- Covenants- no action.

Unfinished Business:

- Capital Improvements
 - Reserve Master Plan-Audra will obtain survey of Reserve A around the pond and the honeysuckle area, major structures, elevations, major trees around the pond, existing paths, including the path past Koelling's house. Jack Jones moved to authorize survey not to exceed \$1000. Steve Olsen seconded. All approved.
- Landscape work on the reserve-
 - Seeding on spillway/dam-no action at this time because the board does not want to have to maintain more fescue.
 - According to Jack, a new water meter is a minimum fee of \$22/month, and \$100 to hook back up. City approved, frost proof spigot is approximately \$1000 installed. Jack Jones to send info to Audra for pursue possible other options.
 - Steve Olsen moved to have Countryside do a broadleaf weed liquid control not to exceed \$250, subject to clarification of the bid received this past week. Steve Guhl seconded.

- Painting and Fixing the wall on 45th Street-Audra Relph moved to approve bid from Schmidt to repair brick, wash and paint both sides not to exceed \$3600. Kent Hansen seconded. All approved.

New Business:

- New Landscaping for fall: Kent Hansen is going to contact a Sedgwick County Extension agent to help us with plan for the areas listed.
 - In reserve area?
 - New trees/shrubs along 45th
 - Replace pampas in planters?
 - In berm area on Highland?

Adjournment: Kent Hansen moved to adjourn, Steve Olsen seconded. All approved.

Next Meeting is scheduled for October 15, 2012 at 7:00 pm at City Hall.

October 15, 2012

Bel Aire City Hall Community Room

Board Members:

Jack Jones – President,

Steve Olsen – Treasurer,

Steve Guhl – Vice President,

Audra Relph – Secretary

Kent Hansen – At-Large

Guest Members: David Bosarge

Agenda: Audra Relph moved to approve as amended, Kent Hansen seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes as amended, Steve Guhl seconded. All approved.

Officer's Reports:

- Treasurer's Report
 - Budget Report-starting 38,435.42 ending 38,518.36. We are currently under budget for this point in the year by several thousand.
- Secretary's Report
 - Dues Collection-one outstanding left to be paid this week.
 - Audra to ask Ellie to help do email newsletter and post on website.
- Vice-President's Report
 - Compliance
 - Updates on Previous issues-4700 N. Farmstead, will contact again.
 - New issues
 - 4940 N. Homestead
 - 4874 N. Homestead

- President's Report
 - Website-David Bosarge to work with Audra to learn more about updating the website.
 - Architectural Approval Forms-
 - 4621 N. Farmstead-new patio, approved.
 - 4601 N. Farmstead-new roof, approved.
 - Yard of the Month-We have the Halloween decorating contest this month.

Report of committees:

- Bylaws-no action.
- Covenants-no action.

Unfinished business:

- Capital Improvements
 - Reserve Master Plan/Survey-Audra will get more estimates and discuss next month.
 - Update on painting and fixing the wall on 45th Street- Jack reported that it is scheduled for November. Jack will contact neighbors in person before the start of painting.
 - Watering of Trees in Reserve- Pray for rain until we can do more in the spring.
 - Weed killer on reserve- Moved to table till spring, plan on planting buffalo grass next spring/summer.
 - New Landscaping for fall
 - In reserve area? Yes, but wait till we have water in the area.
 - New trees/shrubs along 45? Kent received estimates for Taylor Juniper 4'x25' \$95-5', \$120-7'; Columnar English Oak. Audra Relph moved to allow Kent Hansen to spend up to \$1000 to install 3 or 4 trees along 45th and an ornamental tree on the berm at 48th & Highland. Steve Olsen seconded.
 - Replace pampas in planters? Yes, but wait until spring.
 - In berm area on Highland? Ornamental tree such as a plum.
- New signs for around the pond- Jack Jones is working on them.

New business:

- Christmas Lights? Audra will pick up old ones from Julie, the board will research best option for upgrading to LEDs
- Judges for Halloween-Guhl family will judge, results announced next month.
- Nominating Committee-Phil Gee, Kent Hansen, David Bosarge, members should contact the committee if interested in serving! Jack Jones moved to approve the committee members. Steve Olsen seconded, all approved.

Adjournment: Jack Jones moved to adjourn, Steve Olsen seconded. All approved.

Next Meeting is scheduled for November 12, 2012 at 7:00 pm at City Hall.

November 12, 2012

Bel Aire City Hall Community Room

Board Members:

Jack Jones – President,

Steve Olsen – Treasurer, absent

Steve Guhl – Vice President,

Audra Relph – Secretary

Kent Hansen – At-Large

Guest Members: David Bosarge

Agenda: Kent Hansen moved to approve as amended, Steve Guhl seconded. All approved.

Minutes: Kent Hansen moved to approve last month's minutes as amended, Steve Guhl seconded. All approved.

Jack recognized David Bosarge, a veteran in attendance, for his service in honor of veteran's day.

Officer's Reports:

- Treasurer's Report
 - Budget Report- The report furnished by Steve Olsen was presented by Steve Guhl. The starting balance is \$38,518.36, and the ending balance is \$37,249.55.
- Secretary's Report
 - Dues Collection-they are done!
- Vice-President's Report
 - Compliance
 - Updates on Previous issues
 - 4602 N. Farmstead Ct., Jack will speak with the homeowner about previous complaints/issues
 - New issues
 - 4807 N. Homestead, needs to repaint.
 - 4811 N. Homestead, needs to repaint.
- President's Report
 - Website
 - Architectural Approval Forms-none this month
 - Halloween Winners 1. 4873 N. Farmstead Ct. Beulah Stevens 2. 4666 N. Farmstead Frank & Jolene Tritschler 3. 4901 N. Homestead Barrett & Alisa Medley
- Report of committees:
 - Bylaws-no action.
 - Covenants-no action.

Unfinished business:

- Capital Improvements
 - Reserve Master Plan/Survey-Audra will solicit more bids this month.
 - Update on painting and fixing the wall on 45th Street-brickwork is supposed to be this week, painting in two weeks; Jack will call to confirm.
 - Weed killer on reserve-wait until spring

- New Bids for Grounds Maintenance/Mowing: The board is pursuing other bids besides Countryside for the upcoming season possibly including but not limited to: TNT Lawn, Tree Top, and others.
- New Landscaping for fall
 - Watering-The board plans on putting in sprinkler/hose hookup and backflow preventer in the spring.
 - New trees/shrubs along 45th
 - In berm area on Highland-scheduled this week
 - Water availability-Countryside plans to shut off the sprinkler system for the winter by Nov 17th.
- New signs for around the pond-Jack is still working on them.
- Nominating Committee-Kent needs commitments from current board members and nominations for others.
- Christmas Lights-Jack Jones moved to approve up to \$350 for New LED Christmas Lights. Kent Hansen seconded, all approved.

New business

- Christmas Contest-Audra Relph moved that the prizes for Christmas Decorating be \$75, \$50, \$25 in cash. Steve Guhl seconded. All approved.
- Annual Meeting Date-Jack Jones moved to hold the annual meeting Jan 21st, 7:00 pm at City hall if available. Kent Hansen seconded. Approved.
- Dues amount-Kent Hansen moved that we change the dues to the even amount of \$145.00 for single lots and \$72.50 for the twin homes on Hedgerow for 2013. Jack Jones seconded. Approved, one abstention.

Adjournment: Audra Relph moved to adjourn, Kent Hansen seconded. All approved.

Next Meeting is scheduled for December 3, 2012 at 7:00 pm at City Hall.

December 3, 2012

Bel Aire City Hall Community Room

Board Members:

Jack Jones – President,

Steve Olsen – Treasurer,

Steve Guhl – Vice President,

Audra Relph – Secretary

Kent Hansen – At-Large

Guest Members: David Bosarge

Agenda: Steve Olsen moved to approve as amended, Steve Guhl seconded. All approved.

Minutes: Steve Olsen moved to approve last month's minutes as amended, Steve Guhl seconded. All approved.

Officer's Reports:

- Treasurer's Report
 - Budget Report-Beginning Balance 37,249.55, ending 34,863.97.
- Secretary's Report
 - Dues Notice-send to board via email for approval
- Vice-President's Report
 - Compliance-
 - 4604 N. Farmstead Ct-deck, trees, general maintenance
 - 4602 N. Farmstead Ct-dead trees along wall on 45th
 - 4611 N. Homestead-board will talk with homeowner about paint
- President's Report
 - Website-Audra is to get together with David Bosarge to discuss and send updated files to Ramona in the meantime.
 - Architectural Approval Forms
 - 5611 E. 49th St N.-handrail, approved.
 - 4951 N. Highland-foundation repair, approved.
 - Yard of the Month-Christmas Light contest to be judged Dec 21 through 24.

Report of committees

- Bylaws- no action.
- Covenants- no action.

Unfinished Business:

- Capital Improvements
 - Reserve Master Plan-Audra obtained the old survey boundary from Savoy Company and had an associate overlay the Google earth map. This map is rather grainy and Audra will work with the associate to hopefully clarify the map.
- Nominating Committee Report: All current officers have agreed to be nominated again to serve in 2013. Also, Audra Relph moved that the board appoint David Bosarge as social chair, Jack Jones seconded, all approved.
- Landscape work on the reserve-
 - The trees along 45th were planted and watered in. Everything else on hold until spring.
 - Painting and fixing the wall on 45th Street-The brick work has been completed and the painting is postponed until March due to cold weather.

New Business:

- Storage of HOA files: Audra needs a new location to store the large archive files and other HOA items. Steve Olsen has agreed to store all the HOA files that are currently spread out amongst several officers' homes together in his basement until a more permanent solution is agreed upon.
- Annual meeting: David Bosarge will arrange for light refreshment at the annual member's meeting. Audra will send out official notices and reminder postcards before the meeting.

Adjournment: Kent Hansen moved to adjourn, Steve Olsen seconded. All approved.

Next Meeting is scheduled for January 21, 2013 at pm at City Hall, immediately following the annual member's meeting that starts at 7 pm.