



*Jeff Artz - President
Linda Scott - Vice President
Jack Jones - Treasurer
Monica Williams - Secretary
James Schmidt - At-Large*

August 2020 Board Meeting
City of Bel Aire City Hall

Minutes

August 27, 2020

Call to Order at 7pm by President Jeff Artz

Introductions, Board: Jeff Artz, Linda Scott, Jack Jones, James Schmidt, Monica Williams, and HOA Management Services (HMS) representative Jen Lillibridge.

Homeowner Attendees: Gary Young, Pat & Teresa Houchin, Carol Dreifort, and Dave & Tricia Lehman

Proof of Notice of Meeting – Requirement met by website posting, signage, and email reminder

Approval of July meeting Minutes –approved

August 2020 President's Remarks

We all continue to adjust our lives during this COVID-19 Pandemic and hopefully we can all get back to a semblance of our formal lifestyles in the coming months. However even during these times your HOA Board continues to work for the improvement of our neighbourhood. For the record I want to recognize two of our board members for their recent efforts in making our HOA a better place to live in. On behalf of all the small children in our HOA I want to thank Jack Jones for his initiative, coordination and follow through with the playground project. Also on behalf of the HOA I want to thank James Schmidt for all his hard work on trimming the trees and removing the under brush on the east side of the pond. He saved our HOA hundreds of dollars with his volunteer service. Already I have received many compliments on both of these projects.

- **HMS report** – Jen Lillibridge
 - Had report provided at July meeting, no new information.
 - No follow up on out of compliance roof fine
 - No follow up on bids for next year's mowing contract.
 - HOA Management Services (HMS) is now fully staffed.
- **Vice-President's Report**, Linda Scott
 - Linda has contacted 2 new home owners with welcome packets
 - Ginger Koelling provided several nominations for Yard of the Month, this month's choice is 4881 N. Homestead, Guadalupe & Chris Montero. Point of correction – yard of the month should be reported under Committee Reports.
- **Treasurer's Report**, Jack Jones

- Review of current account balances and discussion of financial report provided by Ashley George with HMS.
 - Approval of South Data invoice for billing done my HMS
 - Question asked about the balance kept in savings. Reply that it is roughly one year's operating budget held in reserve.
 - Motion to accept the report made by Jeff Artz, seconded by Linda Scott, motion passed.
- **Secretary's Report**, Monica Williams – No Report
 - **Member at Large Report**, James Schmidt – No Report

Committee Reports/ Unfinished Business

House & Grounds Committee – James Schmidt

- Playground – discussion about using additional Parkurb to build a sandbox. Looking into cost and options for sand for fill. Kinetic sand or very fine sand for building has been difficult to locate in large quantity for reasonable price. Will continue to look for source.
- Thanks to Jack Jones and Sunrise Christian Academy for use of their tractor in completing the playground infill with sand. And to Jack Stobart, Jeremy Smith and Tony Walsh for hand filling and smoothing.
- Playground bench to be replaced next week.
- Tree trimming and spray weeds and underbrush continues
- Tony Walsh assisted with tree removal
- Discussion of mowing contract – HMS was to have put it out for bid, project pending.

Social Committee – Linda Scott

- Dates for board meeting at City Hall are set through October 22. Will need to get on the calendar for November and December dates since the 4th Thursday will interfere with holiday schedules.
- Discussion about one meeting for Nov-Dec or two. Will ask about Nov 18th (Wednesday) and other possibilities. Linda to check with City Hall to find dates available and will email board to finalize the calendar.
- Motion made by Monica Williams to approve Yard of the Month discussed earlier, seconded by Jeff Artz, motion passed.

Bylaws & Covenants – Linda Scott, chair

- Question about when to put forth for a vote the updated covenants drafted in 2019. This fall, at annual meeting, or leave up to incoming 2021 board.
- Motion made by Linda Scott to table covenants to the next board. Motion failed.
- Discussion of Covid-19 issues and concerns on being able to contact homeowners face to face, annual meeting during holidays and bad weather makes it difficult to canvas neighborhood. Will require a significant percentage of homeowner participation and approval to move forward. Cost incurred of about \$6,000.00 in legal fees, would leaving it to the next board start the process all over?

- Jack Jones made motion to table the Covenant approval for the next board to decide. Seconded by Linda Scott, motion passed.

Fall Newsletter

Discussion about when the next newsletter should go out to Homeowners. Decision made for HMS to distribute the next newsletter by October 1st by email.

Architectural Approval forms

Discussion of forms submitted. All approved but one – moved to new business.

New Business

- **Proposal for solar panel install**
 - Solar installer had submitted a request on behalf of a homeowner to install a solar array on both sides of the roof.
 - Installer was asked to provide information including pictures and other homes in the area with a similar system in place. Installer did not follow through.
 - Questions about home values for resale, ease of resale, visual impact, weight concerns for roof structure, young man door to door “no upfront” cost sales pitch earlier this summer without company identification – possible scam?, life span of unit, effectiveness of units, etc.
 - Motion made by Jack Jones to deny request for the time being and look into drafting a policy. Seconded by Jeff Artz and motion passed.
 - Asked to set up outside expert to provide non sale oriented information for board consideration.

Attendee comments:

Appreciation for the slide and new play area

Thanks to HMS for follow up on removal of dumpster in driveway for weeks prior

Further discussion of play sand for sand box. Cost found of 34.59/50 lb bag., discuss quantity needed for 10X10 area 6 inches thick, type available isn't common at landscape suppliers.

Executive Session – none

Meeting Adjourned

Kappelmans Bel Aire Heights Homeowners
Association, INC

End of Month Reports

August 2020



Kappelmans Bel Aire Heights Homeowners Association, INC

Balance Sheet

Transaction 08/31/2020

Assets

Cash Assets

CIT-Checking	4,688.02
Chisholm Trail State Bank-Checking	6,770.18
Chisholm Trail State Bank-Savings	35,033.29

<u>Total Cash Assets</u>	<u>46,491.49</u>
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<i>Total Assets</i>		<u><u>46,491.49</u></u>
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Liabilities & Equity

Liability

Prepaid Income	268.64
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<u>Total Liability</u>	<u>268.64</u>
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Equity

Retained Earnings	41,005.90
Net Income	5,216.95

<u>Total Equity</u>	<u>46,222.85</u>
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<i>Total Liabilities & Equity</i>		<u><u>46,491.49</u></u>
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Kappelmans Bel Aire Heights Homeowners Association, INC

Statement of Revenue & Expense

Transaction 8/1/2020 To 8/31/2020 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
<u>Assessment Income</u>							
2019 HOA Assessments	0.00	0.00	0.00	160.00	0.00	160.00	0.00
2020 HOA Assessment	0.00	0.00	0.00	39,794.00	40,480.00	(686.00)	40,480.00
TOTAL Assessment Income	0.00	0.00	0.00	39,954.00	40,480.00	(526.00)	40,480.00
<u>Income</u>							
Bank Interest Income	0.23	0.00	0.23	18.49	0.00	18.49	0.00
Lien & Legal Reimburserr	0.00	0.00	0.00	156.00	0.00	156.00	0.00
Covenant Violation Fees	750.00	0.00	750.00	1,254.52	0.00	1,254.52	0.00
Late Fees	0.00	0.00	0.00	268.57	0.00	268.57	0.00
Returned Check Fees	0.00	0.00	0.00	60.00	0.00	60.00	0.00
Pet Memorial Funds	0.00	0.00	0.00	88.00	0.00	88.00	0.00
Transfer/Initiation Fee	100.00	0.00	100.00	1,500.00	0.00	1,500.00	0.00
TOTAL Income	850.23	0.00	850.23	3,345.58	0.00	3,345.58	0.00
TOTAL Income	850.23	0.00	850.23	43,299.58	40,480.00	2,819.58	40,480.00
Expense							
<u>Administrative</u>							
Management Services	803.70	804.00	0.30	6,429.60	6,432.00	2.40	9,645.00
Website Maintenance	51.34	120.00	68.66	231.22	300.00	68.78	300.00
Postage	23.30	33.00	9.70	494.85	264.00	(230.85)	400.00
Printing/Reproduction	71.43	67.00	(4.43)	843.54	536.00	(307.54)	800.00
Bank Service Charge	0.00	0.00	0.00	30.00	0.00	(30.00)	0.00
Tax Prep/KS Annual Repc	0.00	0.00	0.00	125.00	60.00	(65.00)	60.00
Legal/Corporate Fees	0.00	0.00	0.00	4,680.00	4,000.00	(680.00)	4,000.00
Lien/Collection Services	76.50	0.00	(76.50)	78.50	0.00	(78.50)	0.00
Audit of Books	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00
HOA Board Misc Expense	0.00	0.00	0.00	0.00	100.00	100.00	100.00
TOTAL Administrative	1,026.27	1,024.00	(2.27)	12,912.71	14,192.00	1,279.29	17,805.00
<u>Capital Expenses</u>							
Playground Fund-Capital F	293.57	0.00	(293.57)	13,517.35	12,000.00	(1,517.35)	12,000.00
TOTAL Capital Expenses	293.57	0.00	(293.57)	13,517.35	12,000.00	(1,517.35)	12,000.00
<u>Community Events</u>							
New Neighbor/Contests	0.00	50.00	50.00	160.83	400.00	239.17	600.00
Annual Social	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
TOTAL Community Events	0.00	50.00	50.00	160.83	400.00	239.17	2,100.00
<u>Insurance</u>							
Liability/ D&O Insurance	0.00	0.00	0.00	1,677.00	1,700.00	23.00	3,300.00
TOTAL Insurance	0.00	0.00	0.00	1,677.00	1,700.00	23.00	3,300.00
<u>Landscaping</u>							
Mowing	975.00	1,750.00	775.00	4,867.50	6,250.00	1,382.50	11,000.00
Grounds & Maintenance	50.12	200.00	149.88	4,194.64	1,400.00	(2,794.64)	2,000.00

Kappelmans Bel Aire Heights Homeowners Association, INC

Statement of Revenue & Expense

Transaction 8/1/2020 To 8/31/2020 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
TOTAL Landscaping	1,025.12	1,950.00	924.88	9,062.14	7,650.00	(1,412.14)	13,000.00
<u>Repairs & General Maintenance</u>							
General Repairs/Maintena	0.00	17.00	17.00	137.59	136.00	(1.59)	200.00
TOTAL Repairs & General M	0.00	17.00	17.00	137.59	136.00	(1.59)	200.00
<u>Utilities</u>							
Electric Utilities	28.54	33.00	4.46	237.97	264.00	26.03	400.00
Water Utilities	111.43	58.00	(53.43)	377.04	464.00	86.96	700.00
TOTAL Utilities	139.97	91.00	(48.97)	615.01	728.00	112.99	1,100.00
TOTAL Expense	2,484.93	3,132.00	647.07	38,082.63	36,806.00	(1,276.63)	49,505.00
Excess Revenue / Expense	(1,634.70)	(3,132.00)	1,497.30	5,216.95	3,674.00	1,542.95	(9,025.00)