



Jeff Artz - President
Linda Scott - Vice President
Kent Hansen - Treasurer
Ramona Becker - Secretary
Jack Jones - At-Large

2019 OCTOBER Board Meeting
Bel Aire City Hall Library

Minutes

October 17, 2019

Call to Order and Introductions

Board: Jeff Artz, Linda Scott, Ramona Becker, Kent Hansen, Jack Jones, Mandi Harris, Heidi Dunbar, HOA Management Company

Homeowner Attendees: Steve Olsen, Fred Shope, James Schmidt, Carol Dreiling, Jack and Ginger Knolling

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

Approval of Agenda - Stand approved as written

Approval of Minutes - Jeff requested two changes under Management Company report to: discussed with no action. Minutes approved with requested changes.

Officer's Reports

- President's Report
 - Jeff recognized Jack and Ginger Knolling for their outstanding work on our fall festival and ask them to give us an after action report
 - Jack & Ginger Koelling - (See attached Event Report) - suggested that we investigate demographics of neighborhood before planning the next party as to the percentages of children. Jeff also wanted to recognize, Jack Jones and Garrett Scott for all the work they did setting up, cooking hot dogs and taking down tables etc.
- Management Company Report - Mandi gave report
 - Nov 1 all late notices will be sent out
 - What about payment for bridge and bench work? Linda said the new people did a good job. There was an additional charge. Management Company asked if they had approval to pay for the bridge bench work. Jeff noted that the bridge on west side of lake also needs to be painted. Jack moved and Linda seconded that a bid be obtained for additional work and all bills be paid.
 - Accent Lighting found two photocells that need to be replaced in entryway and would be another hour and a half. Bill \$201. Additional needed. Jack moved and Linda seconded to pay the additional costs
 - Compliance letters were again mostly trash cans.
 - Only had one bid returned so far for next year's lawn care for the HOA. Jeff wants a minimum of 3 bids.
 - About 25 directories were handed out at the Social. Jeff asked for the plan to finish distribution. Kent will ask his neighbors if their kids have a need for service job. Jack suggested paying the Smith children if Kent's idea does not pan out.
- Treasurer's Report
 - Budget Report - Recommendations for 2020 Budget
 - Bill from Previous Attorney to be discussed in Executive Session.

- Kent reported balance of \$68,185.91 – (see attached report). Jeff suggested that we discuss next year’s budget at our next meeting
- Secretary’s Report – no report
- Vice-President’s Report
 - Welcoming New Members – Linda delivered HOA material to new resident on Farmstead, Nathan and Lora Dix
- At-Large Report
 - Jack has one new paint job for Roger and Lori Theis, 4630 N. Farmstead Ct. but he did not bring form will do next time.
- House and Grounds Control Committee – Linda Scott, chair
 - Contractor has forms in and were supposed to pour today but will do tomorrow. Jack said that the plan changed as they could not pound rock into ground due to existing rock in ground. Excess rock will be hauled away instead.
 - Linda noted the carpet had been damaged so severely it can’t be reused. She moved that we buy new carpet for up to \$75 and pay Tony \$50 to replace it. Jeff seconded. Motion passed.
- Bylaws & Covenants – Proposed Changes –
 - Committee submitted Recommendations in July. New attorney responded and said he has no objections to any of committee recommendations. HOA mgmt. will combine and refine committees changes and give to Tim McLemore for final review
 - Jeff got a bill for \$1,870 for work done so far. \$935 balance now due.
 - Heidi and committee will merge Tim’s comments with other suggestions to streamline the process. The committee will resent to the board before sending to McLemore.
 - Jack moved and Linda seconded to pay Tim MacLemore the bill he summited. Motion passed.
 - Jeff asked about the Dannenberg bill and that Board go into Executive session,
- Roofing Committee – Jack Jones

New Business

- James Schmidt presented a proposal to create a pet memorial sign at the pond area. He had received bids for the materials and requested the Board purchase the sign materials and that the individual homeowners who wanted to place their pets' names on the memorial sign would pay the nominal cost of \$4 for each name tag.
- Jeff moved the pet memorial proposal by James Schmidt with a cost of the bid of \$159.06 for the memorial sign and the bid of \$321.18 for steel post, hardware and delivery be approved and furthermore a pet memorial committee be created consisting of James Schmidt, Linda Scott and Jeff Artz to oversee and implement this project. Linda seconded. Discussion followed. Motion passed.

Unfinished Business

- Smithcon/Drainage Way Updates – Linda reported that work will be progressing soon
 - Bridge/Benches – Pond Area – this work has been completed
 - 2020 Mowing Bids – Mgmt. Company will begin to solicit bids.
- Jeff moved and Linda seconded to go into Exec session. 8:10 -8:28 – no action was taken.
- Jack moved and Linda seconded that the proposed fine policy be approved – motion passed.
- Kent moved that we pay \$180 for 3 lien releases and additional \$300 for work done and have Mgmt. Company pay the bill. Linda seconded. Motion passed.

- Jack moved that we go ahead and fine members who are in violation after 2nd notice. Linda seconded. Motion passed
- Jack moved and Linda seconded that we raise 2020 dues to \$184. Motion passed.

Attendees' Comments

- Carol Dreifort said Dragonfly had bashed into one of their posts at their house. Mandi said the Mgmt. Company will contact Dragonfly about it. Carol also mentioned the lack of grass on the south side of the damn under the trees.
- Steve Olsen suggested shutting water off in winter to save money.

Session Adjournment -

- Jack moved and Linda seconded that we adjourn at 8:47 pm. Motion passed.

Next Meeting Scheduled for Thursday, November 21, 2019 at 7:00 p.m.

Attachments

Bel Aire Heights 2019 Fall Social & Chili Cook Off - Expense Summary

Date Prepared: 10/16/2019

Category	Item	2019 Actual	Due Jack K	Paid by HOA	Comments
Food	Hot Dogs/Buns	69.66	69.66		160 Hot Dogs purchased & 80 served. The remaining 80 were donated to the Childrens Home
Food	Chips	27.91	27.91		100 chip bags purchased & served. The 50 remaining was donated to the Childrens Home
Food	Tableware	28.44	28.44		We Used approx 1/2 Plates/Bowls/Forks etc.
Food	Condiments/Ice	76.00	76.00		Cheese/Ketchup/Mustard/Relish donated to the Childrens Home
Food	Chili Contest Prize	70.00	70.00		Tie for 1st and 2nd places - awarded 1st to Lydia Haugen and Shenel Smith and 2nd to Bethany Schroder (Kent Hansen was not eligible)
Food	Beverage Cooler Rental	35.25		35.25	Jack Pd \$35.35 and was reimbursed by Mgmt Co
	Food Sub Total -	307.26	272.01	35.25	
Entertainment	Big Sky Bounce House	429.20		429.20	
Entertainment	Face It	200.00	20.00	180.00	Jack Pd \$25 Deposit and was reimbursed by Mgmt Co. \$155 Chk from Mgmt Co was delivered to artist. Jack tipped the face painter \$20
Entertainment	Helium Balloons	33.30	33.30		50 Helium Baloons
	Entertainment Sub Total -	662.50	53.30	609.20	
Advertising	FedEx Printing of Flyers	104.81	104.81		325 Flyers
Advertising	35 Yard Signs	91.94	91.94		32 Yard Signs are in reusable condition.
	Advertising Sub Total -	196.75	196.75	0.00	
Misc	Name Tags	21.91	21.91		
	Grand Total -	1,188.42	543.97	644.45	
	Approximate Attendance	86			
	Approx Per Person Exp	\$14			

Prepared by: Jack Koelling

Bel Aire Heights 2020 Budget

Categories	2019 Actuals YTD 9/25	2019 Proposed Budget	2020 Proposed Budget
(30 Twin Homes @ \$80 & 205 Single Homes @ \$160)	\$35,040.00	\$35,200.00	\$40,480.00
Other Income (Interest/Transfer Fees, etc.)	\$1,267.81	\$530.00	
Income Totals	\$36,307.81	\$35,730.00	\$40,480.00
Management Services	\$6,025.90	\$6,159.00	\$9,645.00
Website Maintenance	\$298.52	\$100.00	\$300.00
Postage	\$176.50	\$522.00	\$400.00
Printing/Reproduction	\$600.50	\$522.00	\$800.00
Tax Prep/KS Annual Report	\$60.00	\$40.00	\$60.00
Legal/Corporate Fees	\$500.00	\$2,500.00	\$2,500.00
Lien/Collection Services	\$30.00	\$0.00	\$0.00
Audit of Books	\$0.00	\$2,500.00	\$2,500.00
HOA Board Misc. Expense	\$53.20	\$100.00	\$100.00
2019 Capital Projects-Playground Fund	\$0.00	\$5,000.00	\$5,000.00
New Neighbor/Contests	\$303.59	\$600.00	\$600.00
Annual Social	\$460.25	\$1,000.00	\$1,500.00
Liability/ D&O Insurance	\$1,677.00	\$3,300.00	\$3,300.00
Mowing	\$4,510.00	\$9,300.00	\$11,000.00
Grounds & Maintenance	\$3,825.85	\$700.00	\$2,000.00
General Repairs/Maintenance	\$61.91	\$0.00	\$200.00
North Area Drainage	\$0.00	\$10,000.00	\$0.00
Electric Utilities	\$278.34	\$261.00	\$400.00
Water Utilities	\$452.63	\$675.00	\$700.00
Expenses Totals	\$19,314.19	\$43,279.00	\$41,005.00
Income:	\$36,307.81	\$35,730.00	\$40,480.00
Expenses:	\$19,314.19	\$43,279.00	\$41,005.00
Profit/Loss:	\$16,993.62	(\$7,549.00)	(\$525.00)

Kappelmans Bel Aire Heights Homeowners Association, INC

Balance Sheet

Transaction 09/30/2019

Assets

Cash Assets

Community Association Bank-Checking	13,944.89
Chisholm Trail State Bank-Checking	8,726.01
Chisholm Trail State Bank-Savings	45,515.01

Total Cash Assets 68,185.91

Total Assets

68,185.91

Liabilities & Equity

Equity

Retained Earnings	51,474.27
Net Income	16,711.64

Total Equity 68,185.91

Total Liabilities & Equity

68,185.91

Kappelmans Bel Aire Heights Homeowners Association, INC

Statement of Revenue & Expense

Transaction 9/1/2019 To 9/30/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
Assessment Income							
2019 HOA Assessments	0.00	0.00	0.00	35,040.00	35,200.00	(160.00)	35,200.00
TOTAL Assessment Income	0.00	0.00	0.00	35,040.00	35,200.00	(160.00)	35,200.00
Income							
Bank Interest Income	8.82	0.00	8.82	20.83	0.00	20.83	0.00
Late Fees	0.00	0.00	0.00	50.00	0.00	50.00	0.00
Transferral Fee	0.00	0.00	0.00	1,200.00	0.00	1,200.00	0.00
TOTAL Income	8.82	0.00	8.82	1,270.83	0.00	1,270.83	0.00
TOTAL Income	8.82	0.00	8.82	36,310.83	35,200.00	1,110.83	35,200.00
Expense							
Administrative							
Management Services	803.70	830.00	22.30	6,025.00	6,150.00	133.10	6,027.00
Website Maintenance	0.00	0.00	0.00	298.52	100.00	(198.52)	100.00
Postage	20.75	55.00	37.25	176.50	522.00	345.50	700.00
Printing/Reproduction	25.69	59.00	32.31	600.50	520.00	(78.50)	700.00
Tax Prep/RS Annual Rpt	0.00	0.00	0.00	80.00	40.00	(20.00)	40.00
Legal/Corporate Fees	0.00	0.00	0.00	500.00	2,500.00	2,000.00	2,500.00
Liens/Collection Services	242.00	0.00	(242.00)	272.00	0.00	(272.00)	0.00
Audit of Books	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00
HOA Board Misc Expense	0.00	0.00	0.00	53.20	100.00	46.80	100.00
TOTAL Administrative	1,092.14	942.00	(150.14)	7,986.62	11,445.00	3,458.38	14,277.00
Capital Expenses							
Playground Fund-Capital I	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
TOTAL Capital Expense	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
Community Events							
New Neighbor/Condos	53.58	0.00	(53.58)	303.50	600.00	296.41	600.00
Annual Social	460.25	0.00	(460.25)	460.25	1,000.00	539.75	1,000.00
TOTAL Community Events	513.84	0.00	(513.84)	763.74	1,600.00	836.16	1,600.00
INSURANCE							
Liability/O&D Insurance	0.00	0.00	0.00	1,677.00	3,300.00	1,623.00	3,300.00
TOTAL Insurance	0.00	0.00	0.00	1,677.00	3,300.00	1,623.00	3,300.00
Landscaping							
Mowing	1,025.00	0.00	(1,025.00)	4,510.00	6,300.00	4,790.00	8,300.00
Grounds & Maintenance	951.50	0.00	(951.50)	3,625.00	700.00	(3,125.85)	700.00
TOTAL Landscaping	1,976.50	0.00	(1,976.50)	8,135.00	10,000.00	1,664.15	10,000.00
Repairs & General Maintenance							
General Repairs/Maintenance	48.80	0.00	(48.80)	110.71	0.00	(110.71)	0.00
North Area Drainage	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
TOTAL Repairs & General M	48.80	0.00	(48.80)	110.71	10,000.00	9,889.29	10,000.00
Utilities							

Kappelmans Bel Aire Heights Homeowners Association, INC
Statement of Revenue & Expense

Transaction 9/1/2019 To 9/30/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	Annual
Electric Utilities	30.11	29.00	(1.11)	278.34	261.00	(17.34)	350.00
Water Utilities	93.51	75.00	(18.51)	452.63	675.00	222.37	600.00
TOTAL Utilities	123.62	104.00	(19.62)	730.97	936.00	205.03	1,250.00
TOTAL Expense	3,754.90	1,040.00	(2,704.90)	10,904.88	42,279.00	22,674.01	45,427.00
Excess Revenue / Expense	(3,746.98)	(1,040.00)	(2,700.00)	16,711.64	(7,079.00)	23,790.64	(10,227.00)

Check Register

Check Date 9/10/2019 To 9/30/2019 11:59:00 PM

Kappelmans Bel Aire Heights Homeowners Association, INC

Community Association Bank-Checking

EFT	DATE	DESCRIPTION	AMOUNT	STATUS	PAID
EFT	9/10/2019	CITY OF BEL AIRE 6300 Water Utilities 4900 N HEDGEROW ST	93.51	Operating	PAID
EFT	9/20/2019	WESTAR ENERGY, INC. 6300 Electric Utilities 5830 E 45TH SIGN H	30.11	Operating	PAID
1011 Inv. # 056892	9/5/2019	Big Sky Party Rentals LLC 6310 Annual Social BOUNCY HOUSE RENTALS FOR HOA NEIGHBORHOOD PARTY	400.00	Operating	PAID
1012 Inv. # 116888	9/5/2019	HOA MANAGEMENT, LLC 6001 Management Services MONTHLY MANAGEMENT FEE 6010 Postage POSTAGE REIMBURSEMENT 6020 Printing/Reproduction COPIES REIMBURSEMENT	850.14	Operating	PAID
1013 Inv. # 025352	9/5/2019	Dragonfly Lawn & Tree LLC 6600 Mowing WEEKLY MOWING-(45TH ST FRONTAGE, LAKE COMMONS & NE RESERVE, DAM) AUGUST 1,8,15,22,29 6605 Grounds & Maintenance BI-WEEKLY WEEDING 3 FRONT LANDSCAPE BEDS- AUGUST 2, 9, 30 6605 Grounds & Maintenance BRUSH HOG INTERIOR OF DITCH & REMOVE ALL DEBRIS 6605 Grounds & Maintenance REMOVED MULBERRY TREE/SHRUB & GRIND STUMPS, TRIMMED EUONYMUS, TRIMMED MULBERRY TREE, & REMOVED W.I. TREE STUMP	1,975.50	Operating	PAID
1014	9/16/2019	Linda Scott 6300 New Neighbor/Concess PLAYING CARDS X7, GIFT BAG X7, STATIONARY ITEMS, VEGETABLE SEEDS X3, COV. BYLAWS	53.59	Operating	PAID
1015 Inv. # 11854-3	9/16/2019	Jack Koelling 6310 Annual Social REIMBURSE FOR \$25 DEPOSIT-JUST FACE IT 6310 Annual Social REIMBURSE FOR WATER COOLER X4- THE TABLE GLYS	60.25	Operating	PAID
1016 Inv. # 116718	9/27/2019	HOA MANAGEMENT, LLC 6100 Lien/Collection Services LIEN X2	242.00	Operating	PAID
1017 Inv. # 116719	9/27/2019	HOA MANAGEMENT, LLC 7000 General Repairs/Maintenance REPAIR & PAINT EVENT SIGN- LABOR & MATERIALS	48.80	Operating	PAID

Check Register

Check Date 9/1/2019 To 9/30/2019 11:50:00 PM

Kappelmans Bel Aire Heights Homeowners Association, INC

Total	3,754.00
Voided	0.00
Community Association Bank-Checking TOTAL \$	3,754.00

Bel Aire Heights 2020 Budget

Categories	2019 Projected Year End	2019 Proposed Budget	2020 Proposed Budget
Annual Dues Income (30 Twin Homes @ \$92 & 205 Single Homes @ \$184)	\$35,040.00	\$35,200.00	\$40,480.00
Other Income (Interest/Transfer Fees, etc.)	\$1,267.81	\$530.00	
Income Totals	\$36,307.81	\$35,730.00	\$40,480.00
Management Services	\$8,437.00	\$6,159.00	\$9,645.00
Website Maintenance	\$298.52	\$100.00	\$300.00
Postage	\$245.00	\$522.00	\$400.00
Printing/Reproduction	\$694.76	\$522.00	\$800.00
Tax Prep/KS Annual Report	\$60.00	\$40.00	\$60.00
Legal/Corporate Fees	\$1,915.00	\$2,500.00	\$2,500.00
Lien/Collection Services	\$272.00	\$0.00	\$0.00
Audit of Books	\$0.00	\$2,500.00	\$2,500.00
HOA Board Misc. Expense	\$65.01	\$100.00	\$100.00
2019 Capital Projects-Playground Fund	\$0.00	\$5,000.00	\$10,000.00
New Neighbor/Contests	\$400.00	\$600.00	\$600.00
Annual Social	\$1,159.22	\$1,000.00	\$1,500.00
Liability/ D&O Insurance	\$3,241.00	\$3,300.00	\$3,300.00
Mowing	\$6,250.00	\$9,300.00	\$11,000.00
Grounds & Maintenance	\$4,060.85	\$700.00	\$2,000.00
General Repairs/Maintenance	\$1,605.00	\$0.00	\$200.00
North Area Drainage	\$17,112.45	\$10,000.00	\$0.00
Electric Utilities	\$369.68	\$261.00	\$400.00
Water Utilities	\$695.80	\$675.00	\$700.00
Expenses Totals	\$46,881.29	\$43,279.00	\$46,005.00
Income:	\$36,307.81	\$35,730.00	\$40,480.00
Expenses:	\$46,881.29	\$43,279.00	\$46,005.00
Profit/Loss:	(\$10,573.48)	(\$7,549.00)	(\$5,525.00)