



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

2020 FEBUARY Board Meeting  
Bel Aire City Hall Library

## **Minutes**

February 20, 2020

**Call to Order** at 7pm by President Jeff Artz

**Introductions, Board:** Jeff Artz, Linda Scott, Jack Jones, James Schmidt, Monica Williams, and Jen Lillibridge, HOA Mgmt. representative

**Homeowner Attendees:** Connie Schmidt, Gary Young, Amanda Schraeger, Richard Schraeger, Gordon Depledge, Carol Dreifort, Jennifer & Mason Stobart

**Proof of Notice of Meeting** – Requirement met by website posting, neighborhood signs, and emails to member list

**Approval of Agenda** - approved

**Approval of Minutes** - approved

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

- **President's Report**, Jeff Artz
  - Second term as President and looking forward to working together to make our neighborhood a better place to live.
  - Goals for the year are to improve communication and increase involvement from HOA members. These goals are addressed in the upcoming newsletter in more detail.
- **Management Company Report**, Jen Lillibridge, the HOA Mgmt. Services (HMS)
  - A new community coordinator has not been assigned for our HOA but would be appointed soon.
  - Accounting:
    - 30 homes with unpaid dues for a total of \$4,302.00 outstanding. 206 homes paid. Due date was February 1st
  - Other:
    - Spring Newsletter – Heidi with HMS to send draft to board in coming weeks
- **Secretary's Report**, Monica Williams

Go Daddy domain/website host had included email hosting at no additional charge but the free service will end March 5<sup>th</sup>. Her recommendation is to pay the \$5.99/month while other options are researched. Jack Jones made the motion to pay the monthly fee for email hosting, Linda Scott seconded and motion passed.
- **Vice-President's Report**, Linda Scott

There were 2 home sales for the month of January. Welcome new members: Penny Lamb and Amanda and Richard Schraeger.

- **At-Large Report**, James Schmidt – no report
- **Treasurer's Report**, Jack Jones
  - Review of account balances and discussion of financial report provided by HMS
  - Jack Jones made the motion to file annual tax reports on behalf the HOA. Jeff Artz seconded, motion passed
  - Questions about petty cash, reimbursement procedures, credit card, and updating signature cards were asked and answered. Jack will contact bank and let board members know when they can come in and sign.

### Report of Committees

- **Pet Memorial** – James Schmidt
  - Added 6 pet names to the sign.
- **Bylaws & Covenants** – Linda Scott
  - Discussed process to vote on changes to Bylaws & Covenants. Make the proposed version available on the website this spring with a summary sheet before calling a special meeting and vote this summer. Will require 75% membership support to pass. Paper mailings will be sent to every homeowner. Sending a prepaid envelope and timing of door to door contact to gather proxy ballots was debated.
- **House & Grounds Control Committee** – James Schmidt
  - Itemized list of issues needing repair and maintenance with general cost for supplies needed and photos. See attached.
  - Jack Jones made the motion to move forward with paint and repair to the picnic structure to have it ready for summer use. Linda Scott seconded, motion passed. Proposed color to be grey with white trim, Linda and James to finalize color choice.
  - Discussion of work days to focus on projects with volunteer labor by neighbors. Possibly provide lunch, dates discussed but no action at this time.
  - James is gathering bids for reseeding and erosion mitigation along drainage ditch and south side of dam.
  - Trees on south side of dam, landscape timber boxes are deteriorating, may not be a good place for trees in concern for dam structure. Discussed using cement block to update the boxes, remove entirely, or remove boxes and regrade with soil. No action taken at this time.
  - Pine blight in trees near pet memorial and slight indication in tree near south sidewalk entrance. Clarification on how trees have been treated. Dragonfly has been spraying evergreens for bag worms and pines for blight in HOA public areas.
  - James has begun removing sucker trees from around the base of existing trees and will apply Dynatrol caulk to crack in cement on the spillway.

- o Large tree removal was discussed. Cost of company to remove versus private individual, private party does not have same insurance coverage that a company does. If a private individual works on a HOA project, a signed release of liability would be needed. HMS to send a draft version to the board for review.
- **Playground Committee**, Jack Jones
  - o Proposal to be brought to the board at the March meeting for a vote. Project is an addition of a climbing structure with slides to augment the existing swing set in place. Gravel base instead of chopped tires is cleaner and is already in use around the swing set. Additional insurance cost is relatively minimal and has been figured into budget costs.
- **Audit Committee**, Jack Jones – no report
- **Roofing Committee**, Jack Jones
  - o Asked for confirmation from HMS about letter in regard to roof out of compliance, Ms. Lilibridge of HMS to follow up.

**Unfinished Business - none**

**New Business - none**

**Attendees' Comments**

- Appreciation for the pet memorial
- Concern that grounds maintenance will fall to one board member and homeowner turnout for work days will be low
- Future proxy ballots should have a specified address to send them for proper tabulation instead of assuming a homeowner will hand it off to a neighbor to bring to the meeting.
- Question as to why a signature is needed on the ballot to vote in person – required to show proof of one vote per person if election is contested.
- Possibility of online vote in the future? Not with current Bylaws & Covenants, paper ballot required
- Timely response to inquiries – if using the website ‘contact us’ portal or email at [hoa@belaireheights.org](mailto:hoa@belaireheights.org), a message is sent to each board member *and* HMS. Currently 2 members of HMS, one of which is no longer with the company while we await a new community contact. Ms. Lilibridge suggested an alternate email for HMS, Monica will look into adding it to the email chain.

**Executive Session - none**

**Adjournment**

Motion made to adjourn at 8:02 by Jack Jones, seconded by Jeff Artz. Motion carried.

**Next Meeting Scheduled for Thursday, March 19, 2020 at 7:00 p.m.**

Kappelmans Bel Aire Heights Homeowners  
Association, INC

End of Month Reports

February 2020



Kappelmans Bel Aire Heights Homeowners Association, INC

Balance Sheet

Transaction 02/29/2020

---

**Assets**

Cash Assets

Community Association Bank-Checking	34,416.75
Chisholm Trail State Bank-Checking	8,726.01
Chisholm Trail State Bank-Savings	27,020.56

<u>Total Cash Assets</u>	<u>70,163.32</u>
--------------------------	------------------

<i>Total Assets</i>		<u><u>70,163.32</u></u>
---------------------	--	-------------------------

**Liabilities & Equity**

Liability

Prepaid Income	84.66
----------------	-------

<u>Total Liability</u>	<u>84.66</u>
------------------------	--------------

Equity

Retained Earnings	41,005.90
Net Income	29,072.76

<u>Total Equity</u>	<u>70,078.66</u>
---------------------	------------------

<i>Total Liabilities &amp; Equity</i>		<u><u>70,163.32</u></u>
---------------------------------------	--	-------------------------

# Kappelmans Bel Aire Heights Homeowners Association, INC

## Statement of Revenue & Expense

Transaction 2/1/2020 To 2/29/2020 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
<b>Income</b>							
<b><u>Assessment Income</u></b>							
2020 HOA Assessment	7,049.34	0.00	7,049.34	36,362.00	40,480.00	(4,118.00)	40,480.00
<b>TOTAL Assessment Income</b>	<b>7,049.34</b>	<b>0.00</b>	<b>7,049.34</b>	<b>36,362.00</b>	<b>40,480.00</b>	<b>(4,118.00)</b>	<b>40,480.00</b>
<b><u>Income</u></b>							
Bank Interest Income	1.34	0.00	1.34	2.02	0.00	2.02	0.00
Pet Memorial Funds	0.00	0.00	0.00	24.00	0.00	24.00	0.00
Transfer/Initiation Fee	200.00	0.00	200.00	300.00	0.00	300.00	0.00
<b>TOTAL Income</b>	<b>201.34</b>	<b>0.00</b>	<b>201.34</b>	<b>326.02</b>	<b>0.00</b>	<b>326.02</b>	<b>0.00</b>
<b>TOTAL Income</b>	<b>7,250.68</b>	<b>0.00</b>	<b>7,250.68</b>	<b>36,688.02</b>	<b>40,480.00</b>	<b>(3,791.98)</b>	<b>40,480.00</b>
<b>Expense</b>							
<b><u>Administrative</u></b>							
Management Services	803.70	804.00	0.30	1,607.40	1,608.00	0.60	9,645.00
Website Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Postage	4.95	33.00	28.05	167.15	66.00	(101.15)	400.00
Printing/Reproduction	295.75	67.00	(228.75)	482.92	134.00	(348.92)	800.00
Tax Prep/KS Annual Repc	40.00	0.00	(40.00)	125.00	0.00	(125.00)	60.00
Legal/Corporate Fees	0.00	2,000.00	2,000.00	4,680.00	4,000.00	(680.00)	4,000.00
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
<b>TOTAL Administrative</b>	<b>1,144.40</b>	<b>2,904.00</b>	<b>1,759.60</b>	<b>7,062.47</b>	<b>8,408.00</b>	<b>1,345.53</b>	<b>17,805.00</b>
<b><u>Capital Expenses</u></b>							
Playground Fund-Capital f	0.00	0.00	0.00	0.00	12,000.00	12,000.00	12,000.00
<b>TOTAL Capital Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>12,000.00</b>
<b><u>Community Events</u></b>							
New Neighbor/Contests	0.00	50.00	50.00	0.00	100.00	100.00	600.00
Annual Social	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
<b>TOTAL Community Events</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>2,100.00</b>
<b><u>Insurance</u></b>							
Liability/ D&O Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00
<b>TOTAL Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,300.00</b>
<b><u>Landscaping</u></b>							
Mowing	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00
Grounds & Maintenance	340.95	200.00	(140.95)	340.95	200.00	(140.95)	2,000.00
<b>TOTAL Landscaping</b>	<b>340.95</b>	<b>200.00</b>	<b>(140.95)</b>	<b>340.95</b>	<b>200.00</b>	<b>(140.95)</b>	<b>13,000.00</b>
<b><u>Repairs &amp; General Maintenance</u></b>							
General Repairs/Maintena	81.69	17.00	(64.69)	81.69	34.00	(47.69)	200.00
<b>TOTAL Repairs &amp; General M</b>	<b>81.69</b>	<b>17.00</b>	<b>(64.69)</b>	<b>81.69</b>	<b>34.00</b>	<b>(47.69)</b>	<b>200.00</b>
<b><u>Utilities</u></b>							
Electric Utilities	27.80	33.00	5.20	66.26	66.00	(0.26)	400.00
Water Utilities	32.39	58.00	25.61	63.89	116.00	52.11	700.00

# Kappelmans Bel Aire Heights Homeowners Association, INC

## Statement of Revenue & Expense

Transaction 2/1/2020 To 2/29/2020 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
TOTAL Utilities	60.19	91.00	30.81	130.15	182.00	51.85	1,100.00
TOTAL Expense	1,627.23	3,262.00	1,634.77	7,615.26	20,924.00	13,308.74	49,505.00
Excess Revenue / Expense	5,623.45	(3,262.00)	8,885.45	29,072.76	19,556.00	9,516.76	(9,025.00)