



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

2019 DECEMBER Board Meeting
Bel Aire City Hall Library

Minutes

December 19, 2019

Call to Order and Introductions Board: Jeff Artz, Linda Scott, Ramona Becker, Kent Hansen, Jack Jones
Homeowner Attendees: Steve Olsen, Gary Young, Carol Dreifort, Jen Lillibridge, HOA Mgmt. representative
Proof of Notice of Meeting - Website posting, neighborhood signs, emails to member list

Approval of Agenda - approved

Approval of Minutes Jack moved, Kent seconded. Motion passed

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

- President's Report - (see below)
 - Jeff commented on the confusion for the notification of tonight's meeting. The consensus of the Board and Mgmt. Co that previous notifications were adequate to meet the requirement.
- Management Company Report - Jen Lillibridge represented the HOA Mgmt. Co at the meeting and stated that Mandi Harris was no longer working for their company and a new representative for our HOA would be appointed beginning in January.
 - Accounting:
 - Late Notices sent Dec. 1st
 - 2020 Assessment Notices will be mailed January 1st
 - 2020 Proposed Budget has been adjusted since my last email per Kent's direction. Please review Ashley George's email with corrections sent on 12/18.
 - Commons/Maintenance
 - Shire Graphics - Metal sign for the Pet Memorial has been completed and invoiced.
 - Dragonfly - Please review the Dragonfly contract to see if any other corrections will need to be made.
 - Compliance:
 - See compliance report. I am available to answer any questions the board may have. HOA Management does not do inspections the last three weeks in December due to property audits. The last inspection date for 2019 was 12/11/19. This is when we audit every home to verify address and match it to records to verify homeowner.
 - Individual compliance issues should always be discussed in executive session.
 - Other:
 - December Newsletter - Emailed to homeowners 12/18
 - Annual Meeting Next Month - Agenda, Proxy and Budget need to be finalized by 12/20 for homeowners to receive in a timely manner.
- Treasurer's Report ○ Budget Report -

- See attached financial reports and 2020 budget proposal below.
- Jack moved and Jeff seconded to approve 2020 budget proposal, motion passed.
- Kent moved and Linda seconded that HOA initiation fee be increased to \$175. Motion passed.
- Jeff stated he would write letter to the members of dues increase for next year, \$184 for single family and \$92 for duplex. He asked Mgmt. Co to send it in the upcoming annual meeting packet.
- Secretary's Report –
 - Ramona stated that she and Linda had been working on updating member data base.
- Vice-President's Report
 - Welcoming New Members – none to report this month
- At-Large Report
 - Jack asked Mgmt. Co. to send letter to member whose roof has been out of compliance
 - Gail Coe had contacted the Board that her husband had just passed away and ask that she be allowed to keep their camper in the driveway for a two week period. Jack then suggested that she be given four weeks under the circumstances. Board approved.
Jeff moved and Linda seconded that in the future the Board should send sympathy cards to members. Motion passed.
 - Architectural Approvals were submitted and signed

Report of Committees and President's Report

- Dragonfly 2020 Bids on 2020 mowing contracts were discussed and Dragonfly bid was accepted. Jack moved and Linda seconded that Jeff sign new contract. Motion passed.
- Pet Memorial – James Schmidt (not able to be present) – 26 pet names
 - Pet must have lived here
 - Must email a board member, each name \$4, collect fees at Board meeting and new names added each month. Jack moved to make this a policy, Linda seconded. Motion passed.
 - Monica and Larry Williams bought a Crabapple tree to grow beside the memorial.
- Nominating Committee – Jeff presented the committee's proposed 2020 ballot for officers: Jeff Artz, Linda Scott, Ramona Becker, Kent Hansen, Jack Jones, Monica Williams and James Schmidt. Due to personal commitments Ramona and Kent declined their names to be placed on the ballot.
 - Kent moved to accept the nominating committee slate. Linda seconded. Motion passed.
- Bylaws & Covenants – Proposed Changes –
 - Steve Olsen gave a summary of the Committee and attorney proposed updates and recommendations. A motion to table any decision tonight was defeated. A lengthy discussion then followed with several differences of opinions made. With several changes made to the initial proposal, Jack moved and Linda seconded that the revised proposed updates and recommendations be approved. Motion passed. Jeff then read his prepared letter to be sent to all members regarding the proposed Covenants and Bylaws updates and changes.
- House & Grounds Control Committee – No report.
- Roofing Committee – No report.

Unfinished Business

- Jack said our current contract with the Management Company runs until March of next year and they want to get it on a January-January basis and authorize Jeff to sign contract Linda seconded. Motion passed.
- Jack moved to have an HOA employee come and take minutes at the Annual meeting. Linda seconded. Motion passed.

New Business

Jack moved to hire a secretary to take minutes for \$30 a month, and he has checked into getting the website done by the Management Company for \$40 a month.

Attendees' Comments

Gary said that the board needs to demand more from the Management Company and we are paying big money to be flushed down the toilet.

Steve asked where all the violation fees are going. Jen answered that since Mandi is gone now it will be January before any fines are paid.

Executive Session - Jack moved for Executive session and Jeff seconded. Motion passed. No action taken.

Adjournment - Jack moved, Linda seconded. Motion passed.

Next Meeting Scheduled for Thursday, January 16, 2019 at 6:30 p.m. - Annual Meeting

Kappelmans Bel Aire Heights Homeowners Association, INC

Balance Sheet

Transaction 11/30/2019

Assets		
<u>Cash Assets</u>		
Community Association Bank-Checking	6,382.50	
Chisholm Trail State Bank-Checking	8,726.01	
Chisholm Trail State Bank-Savings	27,015.01	
<u>Total Cash Assets</u>	<u>42,123.52</u>	
<i>Total Assets</i>		<u><u>42,123.52</u></u>
Liabilities & Equity		
<u>Equity</u>		
Retained Earnings	51,474.27	
Net Income	(9,350.75)	
<u>Total Equity</u>	<u>42,123.52</u>	
<i>Total Liabilities & Equity</i>		<u><u>42,123.52</u></u>

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

Transaction 11/1/2019 To 11/30/2019 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	0.63	0.00	0.63	27.84	0.00	27.84	0.00
Late Fees	0.00	0.00	0.00	50.00	0.00	50.00	0.00
Transfer/Initiation Fee	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
TOTAL Income	0.63	0.00	0.63	1,577.84	0.00	1,577.84	0.00
TOTAL Income	0.63	0.00	0.63	36,617.84	35,200.00	1,417.84	35,200.00
Expense							
Administrative							
Management Services	803.70	826.00	22.30	7,633.30	7,811.00	177.70	8,637.00
Website Maintenance	0.00	0.00	0.00	298.52	100.00	(198.52)	100.00
Postage	19.70	58.00	38.30	220.57	638.00	417.43	700.00
Printing/Reproduction	30.47	58.00	27.53	664.76	638.00	(26.76)	700.00
Tax Prep/KS Annual Repc	0.00	0.00	0.00	60.00	40.00	(20.00)	40.00
Legal/Corporate Fees	0.00	0.00	0.00	1,915.00	2,500.00	585.00	2,500.00
Lien/Collection Services	0.00	0.00	0.00	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	65.01	100.00	34.99	100.00
TOTAL Administrative	853.87	942.00	88.13	11,129.16	13,327.00	2,197.84	14,277.00
Capital Expenses							
Playground Fund-Capital F	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
TOTAL Capital Expenses	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
Community Events							
New Neighbor/Contests	50.00	0.00	(50.00)	353.59	600.00	246.41	600.00
Annual Social	0.00	0.00	0.00	1,159.22	1,000.00	(159.22)	1,000.00
TOTAL Community Events	50.00	0.00	(50.00)	1,512.81	1,600.00	87.19	1,600.00
Insurance							
Liability/ D&O Insurance	0.00	0.00	0.00	3,241.00	3,300.00	59.00	3,300.00
TOTAL Insurance	0.00	0.00	0.00	3,241.00	3,300.00	59.00	3,300.00
Landscaping							
Mowing	910.00	0.00	(910.00)	6,240.00	9,300.00	3,060.00	9,300.00
Grounds & Maintenance	415.00	0.00	(415.00)	4,330.85	700.00	(3,630.85)	700.00
TOTAL Landscaping	1,325.00	0.00	(1,325.00)	10,570.85	10,000.00	(570.85)	10,000.00
Repairs & General Maintenance							
General Repairs/Maintena	547.16	0.00	(547.16)	1,445.49	0.00	(1,445.49)	0.00
North Area Drainage	12,874.95	0.00	(12,874.95)	17,112.45	10,000.00	(7,112.45)	10,000.00
TOTAL Repairs & General M	13,422.11	0.00	(13,422.11)	18,557.94	10,000.00	(8,557.94)	10,000.00
Utilities							

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

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

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Electric Utilities	30.04	29.00	(1.04)	339.03	319.00	(20.03)	350.00
Water Utilities	77.22	75.00	(2.22)	617.80	825.00	207.20	900.00
TOTAL Utilities	107.26	104.00	(3.26)	956.83	1,144.00	187.17	1,250.00
TOTAL Expense	15,758.24	1,046.00	(14,712.24)	45,968.59	44,371.00	(1,597.59)	45,427.00
Excess Revenue / Expense	(15,757.61)	(1,046.00)	(14,711.61)	(9,350.75)	(9,171.00)	(179.75)	(10,227.00)

Bel Aire Heights 2020 Budget

Categories	2019 Projected Year End	2019 Proposed Budget	2020 Proposed Budget
(30 Twin Homes @ \$92 & 205 Single Homes @ \$184)	\$35,040.00	\$35,200.00	\$40,480.00
Other Income (Interest/Transfer Fees, etc.)	\$2,791.40	\$530.00	
Income Totals	\$37,831.40	\$35,730.00	\$40,480.00

Management Services	\$8,437.00	\$8,637.00	\$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	\$4,000.00
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
2020 Capital Projects-Playground Fund	\$0.00	\$5,000.00	\$12,000.00
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	\$4,330.85	\$700.00	\$2,000.00
General Repairs/Maintenance	\$1,631.11	\$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
Prior to HMS Expenses	\$553.77		
Expenses Totals	\$47,731.17	\$45,757.00	\$49,505.00
Income:	\$37,831.40	\$35,730.00	\$40,480.00
Expenses:	\$47,731.17	\$45,757.00	\$49,505.00
Profit/Loss:	(\$9,899.77)	(\$10,027.00)	(\$9,025.00)

Balance:

Beginning Blance 2019:	\$50,974.27
End Balance 2019:	\$41,115.41
Beginning Balance 2020:	\$41,115.41
End Balance 2020:	\$32,090.41