



Jeff Artz - President
Linda Scott - Vice President
Ben Relph Treasurer
Ramona Becker - Secretary
Jack Jones - At-Large

2019 April Board Meeting
Bel Aire City Hall Library

Minutes

April 11, 2019

Call to Order and Introductions

Board: Jeff Artz, Linda Scott, Ramona Becker, Ben Relph, Jack Jones – Guests: Heidi Dunbar and Mandi Harris from HOA Management Services

Homeowner Attendees: Fredrick Shope, Kent Hansen, Gary Young, Dave Bosarge and two daughters

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

Approval of Agenda – all approved with no changes

Approval of January 10, March Minutes and Special Meeting March 30 Minutes – all approved with no changes

Management Company, Officer's and Committee Reports

- Management Company remarks – Heidi said the state and federal taxes are ready to be signed tonight and filed as well as Corporation papers.
- President's Report
 - Jeff said we got off to a late start this year and thus needed to hire a mowing company as soon as possible which is why we needed to have a special meeting
 - Report from Special Meeting – the board decided to hire Dragonfly with their reasonable, thorough bid and knowledge of our property.
 - Appointment of Social Committee – Ramona is the Chair as noted earlier
- Treasurer's Report
 - Dues update – there are two left members' accounts that are unpaid – one of them has contacted Jack and needs to set up a payment plan which he will accommodate. Someone called Ben and asked for a receipt for a closing. This will be handled by Brenda.
 - Ben has three requests for payment from Ramona for \$14.61 for the magnetic paper for the signs and Linda for \$8. for material for the Welcoming packet materials and one for Arbor Master for \$100 for stump removal. Each request was voted on and motions passed to pay for all three. Ben paid water and electric bills of \$61.58.
 - Budget Report – We deposited more dues money in February and earned \$7.68 in interest and paid water and electric bill.
 - Ben passed out a proposed budget. (see attached)
 - Ben added a line for savings account interest and a line for transfer fees paid by Title companies (he estimated five for the year)
 - Ben lowered the amount of money spent for an attorney, he increased the amount for printing and postage, \$1000 for social, and he put in \$10,000 for the repair to the drainage project restoration.
 - Ben also added a full audit of our HOA for the last few years as it is stated in the Bylaw and a less expensive and less complete audit had been done in recent years. Heidi said it is not common to have in By-laws now because of the high expense of \$2500.
 - Heidi said it is not common to have a requirement in the ByLaws now because of the high expense of \$2500.
 - Ben stated that the total budget expenses are \$11,227 less than we bring in. Ramona moved to accept the budget Ben prepared, Linda seconded, all thought the budget was reasonable and the motion passed.
 - Ben got three invoices that he stated were not authorized.

1. March Invoice from HOA Management Services including initial setup fee per contract in the amount of 1203.70. This invoice was approved by the board.
2. April Invoice from HOA Management Services in the amount of 825.98. This invoice was approved by the board. Jack moved to pay April invoice of \$825. 98. Linda seconded and all approved
3. MJ Accounting invoice in the amount of \$ 150. This invoice was withdrawn by HOA management services and stated that it was part of the initial contract setup fee. It was not approved and will be handled by HOA Management services. Jack asked about MJ Accounting Services fee for preparing and filing taxes. Heidi said that this is supposed to be included in out fees. She will take it back to them.

- Heidi stated the Board can get the packets before the meeting via email if they have received the bank statements in time and save on printing costs. Ramona asked if they want to know tonight and suggested they email the packets and save paper and money. They offered to do first draft of agenda also and send it to board which was quickly accepted.
 - They will bring sign in sheets to meetings and extra printed agendas for members who attend.
- Ramona moved and Jack seconded to approve the Treasurer's report. All approved
- Ben asked if he needed to make a report in the future and the answer was no. The treasurer will continue to reconcile books as that is all that is needed.
- Secretary's Report
 - 2019 Directory – Ramona requested this from the new Management Company as soon as possible.
 - Heidi said she sent an email to Kim Rix from Sunflower to do a directory for us. Ben gave her the forms sent in with the dues to use for the directory.
 - Ramona will share her database with HOA Mgmt. so they can just update the list. Jack suggested that if it takes too long we hire someone but Ramona said we should wait and save money because it would be very expensive.
- Vice-President's Report
 - Welcoming New Members – Linda went through all the information and said a number of new members have not been contacted from last year. She is still putting in the old directories at this point.
 - Yard of the Month parameters. Ramona suggested that we ask for suggestions from the Management Company. Linda suggested we get it done by end of first week for nominees and end of second week for decision. Jeff recapped that we do it five days before board meeting and vote at board meeting. Ramona so moved and Jack seconded. Motion passed with four yes and one abstaining.
 - Jack said the usual time frame has been to start in May and go through to the Halloween decorations contest. Jeff asked who was on committee and Linda said there hasn't been a committee to make selections in the past. Heidi with the Management Company said they would be unbiased and since they will be driving the entire neighborhood on a regular basis, they will be glad to make the selections.
- At-Large Report
 - Architectural Approvals – Jack had three proposals he has reviewed and ready for signatures.
 - Dave Bosarge is here tonight and is replacing a fence.
 - Lawn work – moving a couple of trees and putting in a couple of new ones
 - Compliance – discuss active compliance issues and matrix suggestion coordination with Mgmt. Company
 - They have driven through and looked at neighborhood a couple of times already. They will be back out next week and they will send the board a compliance report. Ramona asked if the board just wants letters sent or if the board wants to discuss it. The majority of the board wants to see the list before letters go out.

- The Management Company will start looking at lawns as weather warms up.
- Kent asked if members can call the number on letter and report issues and got a positive answer.

Report of Committees and President's Report

- House and Grounds Control Committee – Linda Scott, chair, and Ramona Becker
 - Report on Drainage issue rectification at north end of pond – we have been in communication with Heidi who reported she has bids from seven Vendors and she is going to meet with four of them on site on Tuesday between 11:00-12:30. She will meet with another at noon on Wednesday
 - Heidi will email the proposals to the board.
 - Board discussed whether to have another special meeting if needed.
- Bylaws & Covenants – Steve Olsen, Chair - Linda Scott, Ben Relph, John Dreifort, Ramona Becker - need to set a meeting time to go over Attorney's submission to us
 - We do not have the revised bylaws. Jack asked attorney to send them to us and attorney has not responded.
 - Ben said the attorney's revised Covenants are in the dropbox – Ben will send these out to all the Board.
 - Heidi will check to see if they have a redline version from their attorneys
- Playground Committee – Ben said Audra Relph has to resign and Jack volunteered to take her place as he has been working on obtaining playground equipment at his job.
- Social Committee Report – Ramona Becker, chair report. Ramona has left a message for Jack and Ginger Koelling to ask them to plan the social since they did such a wonderful job in 2017. The Management Company will execute their plans.
- Roofing Committee – Jack Jones, chair, will find other people to serve on the committee if there is a change in roofing materials.

Unfinished Business Ben moved to accept and approve the annual report

Ben asked if the Management Company would like to buy the roll of stamps we have on hand since they will be doing the mailings from now on. Heidi said she would check

New Business

Attendees' Comments –

- Gary said that there is a stump on 48th street in the front yard that needs to be removed. Jack said he will put it on the compliance list and try to take care of it.
- Kent asked about his two emails that were sent to the HOA@belaireheights email box. All the board and Heidi said they saw the response back to him. He has a new email which may be the reason he did not get a response back.
- Jack moved and Jeff seconded that we add Heidi and Mandy to the HOA@blaireheights.org. All agreed
- Kent said he has been working on the two front entrance beds and the trees by the fence. Kent doesn't think the free mulch is good enough for them and he volunteered to get mulch and apply it. Ben moved to authorize Kent to buy and apply mulch for a price not to exceed \$75. Ramona seconded. All approved. Kent will wait until the sprinkler system it turned on to apply it.
- Jeff thanked Kent for all he has done to improve the appearance of the front entrance and said he would like to see more members take the initiative of volunteering to do some of the work that is needed to be done to maintain the commons areas such as the front entrance.
- Ben announced that he has a contract on a new home outside of our HOA and they will be moving the first part of May. Therefore, we will need to find a replacement for him on the board.

Adjournment - Ramona moved and Jack seconded. All approved at 8:12 p.m.



Kappelman's
Bel Aire Heights
Homeowner's Association Inc.

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Next Meeting Scheduled for Thursday, May 9, 2019 at 7:00 p.m.

Bel Aire Heights HOA 2019 Budget

CarryOver from 2018:	\$50,974.27		
Reserves: Contingency:	\$35,000.00	Playground:	5,000.00
Non Allocated Money from Prior Years			10,974.27
Projected Dues/Income	\$35,200 (30 Twin Homes @ \$80 and 205 Single homes @ \$160.00)		35,200.00
Other Income (Interest / Transfer Fees, etc.)			530.00
Total Available			46,704.27

	<u>2018 Budget</u>	<u>2018 Expenses</u>	<u>2019 Budget Presented in January</u>	<u>2019 Budget Presented in April</u>
Expense Category:				
Water	\$900	\$827.25	\$900	\$900
Electricity	\$420	\$343.63	\$420	\$350
Legal/Corporate Fees	\$8,000	\$519.66	\$7,000	\$2,500
Insurance	\$3,300	\$3,200.00	\$3,300	\$3,300
Mowing	\$6,540	\$5,900.00	\$7,000	\$9,300
Grounds Maintenance	\$7,000	\$7,434.95	\$8,000	\$700
Printing/Postage/Mailings/Website/Checks	\$1,900	\$843.94	\$1,840	\$1,500
HOA Misc Expenses	\$500	\$5.89	\$100	\$100
New Neighbor/Yard of Month/Lighting Contest	\$600	\$570.00	\$600	\$600
Annual Social	\$1,000	\$0.00	\$1,000	\$1,000
2019 Capital Projects - Playground Fund	\$5,000	\$0.00	\$5,000	\$5,000
HOA State Filing	\$40	\$40.00	\$40	\$40
HOA Management Services for 10 months, (803.70*10) + (50*12) =				\$8,637
North Area Drainage				\$10,000
Audit of Books				\$2,500
Total Budget	\$35,200	\$19,685.32	\$35,200	\$46,427

-11,227.00 2019 Amount Spent versus Received in 2019

277.27 Expected - Non Allocated Funds at the end of 2019