



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

2020 March and April Board Meeting/Email and special board only meeting
Duck Haven Pond Picnic Shelter

Minutes

March - April, 2020

Homeowner Attendees: None

Proof of Notice of Meeting - Due to Covid 19, restricted to board only

Approval of Agenda - none

Approval of February meeting Minutes -approved

- **President's Report, Jeff Artz**
 - HOA Management Services (HMS) will not attend in person meetings during Covid-19 quarantine. Available by phone. Offices are closed and employees are working from home.
 - Jeff Artz called HOA management service in regard to changes in service. No adjustments will be reflected in the bill per Heidi Dunbar.
 - No community manager has been assigned to our HOA at this time. Heidi and Jen are to fill in. Plan on approximately 2 months to train new community manager.
 - 90+ letters for compliance issues were mailed out.
 - Discussion on quantity of inspection violations and how to handle those that are superfluous or merely seasonal in nature. Decision made to inform HMS to suspend mailing compliance letters for minor issues at this time. Jeff will contact HMS and prepare a statement to send out to HOA.
 - Billing for \$203.40 from South Data per HMS for physically mailing out newsletter had been questioned since no one said it was to be printed and mailed. Heidi Dunbar refused to waive the fee since she asked for email approval of the newsletter from the board and she used the verbage "mailed". One board member had asked to further discuss the newsletter format and content but was never contacted by Heidi. Board voted 4 to 1 to pay the invoice.
 - Decision made to cancel April meeting
 - Yard of the month, social events, and group work days are on hold
- **Treasurer's Report, Compliance Issues, Roofing Committee** Jack Jones
 - Review of current account balances and discussion of financial report provided by Ashley George with HMS.

- Review of unpaid dues, about 15 homes outstanding. 3 homes that are now current were granted a one-time courtesy waiver of additional fines.
 - Discussion of roof out of compliance. Homeowner had offered to pay \$500.00 and asked for another 5 year extension. Board denied.
 - Camper parked at home extended duration. Discussion on length of time and circumstances. Since it isn't long term storage, exception granted through May 15th.
 - New Roof for home on 47th street - approved
 - Flag pole request on Highland Ct - approved (4 yes, 1 abstain)
 - Discuss fines for existing tree stumps. Decision to delay until June
 - Discuss additional one time waiver of additional late fees for a homeowner now current on dues. Board approved
 - New paint color for home on 48th Circle N - approved
- **House & Grounds Committee** - James Schmidt
 - **Board approved the following work around the pond and reviewed 2 bids for tree removal also described below and accepted one.**
 - 1.) clean out the vines, dead limbs and volunteer saplings in the evergreens north of the pet memorial, South of the north bridge on the east side of the pond.
 - 2.) Finish cleanup around the playground
 - 3.) Purchase a trash can for the shelter house along with trash bags
 - 4.) Replace broken board on park bench by the smith resident. Board and paint have been purchased
 - 5.) Seal the crack in the dam spillway. Sealant already purchased
 - 6.) Rake out and seed the area where the new spillway is at the north end of the pond both sides of the bridge.
 - 7.) Walk around pond and pull out the limbs in the pond
 - 8.) Cleanup and spray the south east corner of the pond where the big willow tree is located.
 - 9.) Cleanup and seed the face of the dam
 - 10.) We have three pine trees with Pine Blight that need to be cut down and one locust that was split in half during a storm in the past. There are two bids I have received to cut down and grind stumps and haul off the brush that we have cut down and piled up at the southeast corner of the dam.

Executive Session - none

Adjournment

Kappelmans Bel Aire Heights Homeowners
Association, INC

End of Month Reports

March 2020



Kappelmans Bel Aire Heights Homeowners Association, INC

Balance Sheet

Transaction 03/31/2020

Assets

Cash Assets

Community Association Bank-Checking	14,681.11
Chisholm Trail State Bank-Checking	8,726.01
Chisholm Trail State Bank-Savings	47,025.28

<u>Total Cash Assets</u>	<u>70,432.40</u>
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<i>Total Assets</i>		<u><u>70,432.40</u></u>
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Liabilities & Equity

Liability

Prepaid Income	99.99
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<u>Total Liability</u>	<u>99.99</u>
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Equity

Retained Earnings	41,005.90
Net Income	29,326.51

<u>Total Equity</u>	<u>70,332.41</u>
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<i>Total Liabilities & Equity</i>		<u><u>70,432.40</u></u>
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Kappelmans Bel Aire Heights Homeowners Association, INC

Statement of Revenue & Expense

Transaction 3/1/2020 To 3/31/2020 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
<u>Assessment Income</u>							
2020 HOA Assessment	1,908.00	0.00	1,908.00	38,270.00	40,480.00	(2,210.00)	40,480.00
TOTAL Assessment Income	1,908.00	0.00	1,908.00	38,270.00	40,480.00	(2,210.00)	40,480.00
<u>Income</u>							
Bank Interest Income	6.22	0.00	6.22	8.24	0.00	8.24	0.00
Late Fees	26.53	0.00	26.53	26.53	0.00	26.53	0.00
Returned Check Fees	30.00	0.00	30.00	30.00	0.00	30.00	0.00
Pet Memorial Funds	0.00	0.00	0.00	24.00	0.00	24.00	0.00
Transfer/Initiation Fee	0.00	0.00	0.00	300.00	0.00	300.00	0.00
TOTAL Income	62.75	0.00	62.75	388.77	0.00	388.77	0.00
TOTAL Income	1,970.75	0.00	1,970.75	38,658.77	40,480.00	(1,821.23)	40,480.00
Expense							
<u>Administrative</u>							
Management Services	803.70	804.00	0.30	2,411.10	2,412.00	0.90	9,645.00
Website Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Postage	38.45	33.00	(5.45)	205.60	99.00	(106.60)	400.00
Printing/Reproduction	41.06	67.00	25.94	523.98	201.00	(322.98)	800.00
Bank Service Charge	20.00	0.00	(20.00)	20.00	0.00	(20.00)	0.00
Tax Prep/KS Annual Reprc	0.00	60.00	60.00	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
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	903.21	964.00	60.79	7,965.68	9,372.00	1,406.32	17,805.00
<u>Capital Expenses</u>							
Playground Fund-Capital F	0.00	0.00	0.00	0.00	12,000.00	12,000.00	12,000.00
TOTAL Capital Expenses	0.00	0.00	0.00	0.00	12,000.00	12,000.00	12,000.00
<u>Community Events</u>							
New Neighbor/Contests	0.00	50.00	50.00	0.00	150.00	150.00	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	0.00	150.00	150.00	2,100.00
<u>Insurance</u>							
Liability/ D&O Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00
TOTAL Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00
<u>Landscaping</u>							
Mowing	752.50	0.00	(752.50)	752.50	0.00	(752.50)	11,000.00
Grounds & Maintenance	0.00	200.00	200.00	340.95	400.00	59.05	2,000.00
TOTAL Landscaping	752.50	200.00	(552.50)	1,093.45	400.00	(693.45)	13,000.00
<u>Repairs & General Maintenance</u>							
General Repairs/Maintena	0.00	17.00	17.00	81.69	51.00	(30.69)	200.00
TOTAL Repairs & General M	0.00	17.00	17.00	81.69	51.00	(30.69)	200.00

Kappelmanns Bel Aire Heights Homeowners Association, INC

Statement of Revenue & Expense

Transaction 3/1/2020 To 3/31/2020 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
<u>Utilities</u>							
Electric Utilities	28.90	33.00	4.10	95.16	99.00	3.84	400.00
Water Utilities	32.39	58.00	25.61	96.28	174.00	77.72	700.00
TOTAL Utilities	61.29	91.00	29.71	191.44	273.00	81.56	1,100.00
TOTAL Expense	1,717.00	1,322.00	(395.00)	9,332.26	22,246.00	12,913.74	49,505.00
Excess Revenue / Expense	253.75	(1,322.00)	1,575.75	29,326.51	18,234.00	11,092.51	(9,025.00)