

Bel-Aire Estates Home Owners Association Board Meeting Minutes

TYPE OF MEETING: Board Meeting

DATE AND LOCATION: Jan 7, 2015 – 6:30 PM
Katie Cole's House

BOARD MEMBERS IN ATTENDANCE: Richard Warshaw
Janet Buckner
Eric Cook
Richard Lewis
Katie Cole

BOARD MEMBERS ABSENT: none

OTHER ATTENDEES: Judi re: HOA financials

MEETING CALLED TO ORDER The meeting was called to order at 6:45 PM

REVIEW AND APPROVAL OF MINUTES Prior meeting minutes were approved

PURPOSE OF MEETING

1. Recurring Business
 - a. Bookkeeping discussion (Judi)
 - i. Annual dues
 - ii. Budget discussion and approval for annual meeting on 2/12/2015
 - b. Discussion of outstanding fines/liens/letters (incl Brinkman house)
 - c. Violation letters that have been mailed
 - d. Web site completion and discussion of inclusions
2. Annual meeting discussion
 - a. Attorney meeting mailer
 - b. Meeting letter and proxy responsibilities
3. Other Business
 - a. Snow removal contract
 - b. Any open issues

DISCUSSION

- Review of 2014 P&L with Judi
 - Presentation of differences between budgeted and actual for 2014
 - Actual 2014 expenses were ~\$2500 less than budgeted for 2014.
 - Landscaping/maintenance was significantly under-budget, but work so-so – new contract is necessary
 - Management fees same because contract term paid to K-Mngmnt (will go away in 2015)
 - Water costs high; possible to petition city for partial reimbursement due to sprinkler system leak (RW?)

- To show that HOA is solvent, post PL/balance sheet on website
 - RL: show y-o-y comparisons
 - Password protect (e.g., Meadow Hills: username=lastname; password=address)
- 2015 Budget
 - Proposed budget approved with minor changes
 - Change verbiage: meals & entertainment=HOA events, bookkeeping=accounting services, collapse misc, office supplies, mileage into administrative expenses
 - Include liens & fines line item in income section, whether zero or not
 - Eliminate tax prep and management fees, up landscaping, reduce legal fees
- Outstanding fines, etc
 - Fines, liens and notices for 8 properties were reviewed
 - There are follow-ups for four properties
- Web site
 - KC to get permissions from Jason/RW; review with JB how to make basic changes and post information
 - JB and KC to work on Welcome Letter (web version) and EC (title company version) containing important information for new homeowners
 - Discuss with Jason the setup of password-protected access to certain content (RW)
- Annual meeting preparations
 - Reviewed and clarified attorney materials
 - In particular, the rotation of board members
 - Another meeting TBD to review logistics and responsibilities for proxy-gathering and meeting execution
 - RW to send materials and instructions to RL: his admin will compile
 - Mail materials by Monday, Jan 12th
 - Starting Friday, Jan 16th: canvass neighborhood to confirm receipt and solicit proxies
 - Obtain proxy whether HO plans to attend or not; destroy proxy if HO is present
 - Divide neighborhood and assign households to board members and volunteers; JB and KC to organize and manage
 - Anticipated HOA concerns:
 - Increased legal fees (a 1-time expense; RL to address);
 - No reduction (and no increase) in annual dues at this time (anticipated capital outlays and repairs to green belt – need more data to see what changes will net the HOA)
- Open Issues
 - EC took boxes from K-Management that had been in KC's garage for storage
 - Snow removal contract from Keene Landscape Management to be reviewed and a second bid solicited (RW, KC)

DATE FOR NEXT MEETING The next meeting of the board has not been scheduled, but there will be at least one more board meeting prior to the 2/12 HOA annual meeting.

ADJOURNEMENT The meeting was adjourned at 9:15 PM.