

BEL-AIRE ESTATES HOMEOWNER ASSOCIATION BOARD MEETING MINUTES JUNE 8, 2020

PURPOSE OF MEETING: Quarterly Board Members Meeting

TIME and LOCATION: 6:30 RL home

BOARD MEMBERS
IN ATTENDANCE: Richard Warshaw
Richard Lewis
Barb Schwulst
Teresa Marshall
Caroline Kim
Kimberly Lourier (via phone)

MEETING CALLED TO ORDER: 7:00 pm

REVIEW AND APPROVAL
OF MINUTES: Jan 9 and Jan 16 Board meeting minutes
reviewed and approved

I. FINANCIAL REVIEW

- A. Balance sheet as of May 31 - 95,673.19
 - 17K -checking, 50K -CD, 27K-MM
 - CD renewal due in Oct 2020. Do we renew?
 - a) Wait to see rates and possibly renew all or portion
- B. Budgeted dues 30+K, Actual: 29600 - one homeowner not paid until today
 - Total expected dues including fines and bank interest - 30,492
- C. Expenses over budget
 - Federal Tax (budgeted 250, owe 339)
 - Office supply & postage (150) mistakenly ordered with HOA cc. RW reimbursed
- D. Other expenses for concern
 - Water - concern as it increases
 - Snow removal - unpredictable expense
 - a) New snow removal vendor - satisfied with service so far.
 - b) Minor issues: blade dug into rock and pulled into street. Big pile of snow on Purdue complaint
 - Camera - will increase to 6K/year
 - BBQ - cancel 2020 BBQ because of COVID. Option to do potluck style gathering at annual resident meeting in January - cannot bring own food
- E. Financial summary: operating at a 15K deficit right now
 - Budgeted 46K expenses
 - Expected to take in 31K - need to raise dues

(KL joined via phone 7:13pm) KL ok'd meeting minutes and financials

II. HOA DUE INCREASE

- A. General resident acceptance when brought up at annual meeting
- B. Cannot arbitrarily raise rate - need to go back 20 years using CPI
- C. RW calculated \$664 maximum due increase
- D. Goal is to not have less than 50K in CD also expenses keep climbing

III. BOARD PRESIDENT COMPENSATION

- A. Resident concern raised that others will want job now because of salary
- B. Suggestion to compensate as semi-annual bonus vs. salary
- C. Board can revoke compensation at any time
- D. RW listed duties
 - Annual dues letter & meeting preparation
 - Quarterly board meeting preparation
 - Post office and banking - weekly
 - Pay all HOA expenses
 - Vendor management, meetings
 - Monthly bank reconciliation, monthly financial reports
 - Financial analysis
 - Tracking covenant violations and complaints
 - Handle home improvement requests
 - Process title company packet for home sales
 - Update HOA website (need to work on)
 - Communication with residents

IV. COMMUNAL GARBAGE COLLECTION

- A. Pros: one day/week collection, less traffic, trash out only one day, vendors provide significant discount
- B. Cons: residents with contracts, need to purchase the bins? What about recycling?
- C. Including as part of dues - all residents need to approve
- D. Must explain that due increase is NOT because of trash collection
- E. Is there an "out clause" for residents?
- F. Bring up issue when Board goes door-to-door to collect signatures to get feel of residents' reactions
- G. Shoot for 2022 so people have time to get out of their contracts
- H. KL and RW to research. RW will do 5-7 year estimate w/15% increase/year

V. LANDSCAPE

- A. Using new vendor - Simon. \$6800 for 7 months
 - Concern with edging - looks like its dying
 - Option to give bonus at end of season

- B. Other vendors: \$9500 for 7 months. Smitty \$8200 for taking off sprinkler heads. \$500 just to turn on. Smitty getting too expensive.
- C. Manifold cage installation - Smitty's quoted \$1200
- D. RW to reach out to Don re sprinkler heads & manifold

VI. BYLAW AMENDMENT - vehicle parking

- A. RW to send out to Board members: forms, map, amendment to covenant for dodr-to-door signature. Pair up male & female. Prepared bullet points
- B. Specific verbiage will be highlighted
- C. RW will mail to all residents before and after the approval
 - Need to obtain emails from more residents - not easily obtainable
- D. Other option for signature retrieval:
 - "town hall" style/Zoom meeting - need more phone numbers
 - Docusign - need emails
- E. RW to draft cover letter, RL to approve. Consent form and notarization form will NOT be sent
- F. Need to be done quickly

VII. OUTSTANDING FINES AND DUES

- A. No outstanding fines - previously assessed fine was paid
- B. One home HOA dues not paid but RW received payment today after the fine letter was sent. RW to disregard fine.
- C. Violation warning letters sent out May 1
 - Resident #1 - weeds in flower bed
 - Resident #2 - weeds in lawn
 - Resident #3 - garbage cans outside
 - Resident #4 - not submitting plans for landscaping project
 - a) Already began work, does Board still assess the fine?
 - b) Precedent set when shed was built without approval-fine levied
 - c) Need to be consistent - levy a fine

VIII. HOMEOWNER REQUESTS FOR IMPROVEMENTS

- A. 2 homes submitted requests to build sheds. Specifications of shed were provided. If over 600 sq. ft., needs city approval
- B. 1 home on Purdue submitted approval for wrought iron fence install
- C. Turf lawn options - RW to research covenants for any restrictions

IX. MEADOWHILLS - Neighboring HOA

- A. Security system still not installed
- B. Yearly use of rolloff - would Bel-Aire HOA be interested?
 - Spartans \$300 for 3days, 30yd, max 3 tons
 - Exclusions: concrete, electronics, fridges, flammables, paint, tires, batteries - will charge \$50 for each 1 ton overage
 - Concern about illegal dumping

- RW to find out if bin can be covered

X. HOA STORAGE BOXES

- A. RW cleaned out 10+ boxes of old files
 - Kept all financials and meeting minutes
 - Threw out all materials 7+ years older

XI. NEW BUSINESS

- A. Bel-Aire website confusion - **.net** vs. **.com**
- B. Garage sale - maybe need to check with city if there are COVID restrictions
- C. Newsletter - last year first one was sent out but others were to be put on website
 - Would like to keep up - KL too busy to continue?
 - HOA website really needs to be updated
 - a) Wordpress not easy to use
 - b) Add meeting minutes
 - c) Update new homeowners
 - d) Update PAR letters
 - e) Add amendments
 - f) All docs need to change to pdf
 - g) Delegate website upkeep?

XII. Meeting Adjourned - 9 pm