

Bel-Aire Estates Home Owners Association Board Meeting Minutes

TYPE OF MEETING: Board Meeting

DATE AND LOCATION: Oct 10, 2015 – 6:30 PM
Janet Buckner’s House

BOARD MEMBERS IN ATTENDANCE: Richard Warshaw
Janet Buckner
Missy Wiggs
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 from 7/13/2015 were approved

PURPOSE OF MEETING

1. Recurring Business
 - a. Bookkeeping discussion
 - i. YTD financials
 - b. Discussion of any outstanding fines/liens/warning letters
 - c. Snow Removal companies for upcoming season
 - d. Greenbelt wall repairs
 - e. Purdue tree trimming & maintenance
2. 2016 Annual Dues Letter
 - a. Date to be sent & amount (\$400.00)
 - b. Any additional topics or info to HOA
3. New Home construction plans approval
 - a. 4133 Elkhart
4. 2016 Annual HOA Meeting Agenda discussion
 - a. Date to be held (Jan)
 - b. 2015 Financials
 - c. 2016 Budget
 - d. Election of new board member (Katie’s term up)
 - e. Additional HOA issues
5. Other Business
 - a. Any open issues
6. Adjournment

DISCUSSION

- Recurring business
 - Review of 2015 Jan-Sep P&L with Judi
 - Actual 2015 expenses are on-target to budgeted; some areas to watch:
 - Landscaping/maintenance: Increased expenses related to additional tasks not thought by provider to be contracted (trees/bushes trimmed; fertilizing)
 - JB to meet with Ahn; may need to solicit bids for 2016
 - Water costs high; possible to petition city for partial reimbursement due to sprinkler system leak (RW?) **We did get a \$450 credit**
 - Smittys to **replace stop-waste underground shut-off and install a new stand-pipe & cap** for \$2k
 - Collections versus Legal costs: On P&L, show offset
 - Outstanding fines, etc
 - All are paid or will be paid end-of-year per agreements
 - There is one property with \$289 outstanding and no agreement in place
 - Homeowner with poor landscaping and illegal RV parking has been notified by board by letter on 5/1, 6/9 and 9/24 with no remedy. Board members to set meeting with homeowners (\$250 fine). Next step: get attorney involved.
 - Web site/ admin
 - RL to have someone convert map to user-friendly format
 - MW completed Welcome Letter
 - Convert meeting notes to pdf and **posting will be completed by Jason Kirk.**
 - Snow Removal
 - Company from year was good, but required to get bids (MW, RL to do this)
 - Greenbelt wall repairs
 - Received estimate from Henley's: **\$2,700k** felt to be excessive, and mortar repair unnecessary
 - Chris Wiggs recommended alternative approach (caulking) – more effective and half the price
 - MW to follow up on possible contractors
 - Purdue tree-trimming & maintenance
 - **RW has contacted 2 companies and awaiting bids**
- 2016 Annual dues letter
 - To be mailed to homeowners on January 2nd (\$400)
 - Due on Jan 31st, with 30-day grace period
 - Meeting notice will be sent to homeowners under separate cover two weeks prior to annual meeting
 - Board **to have additional board meeting prior to YE** to finalize agenda
- 2016 Annual HOA Meeting agenda discussion
 - RW to check Meadow Hills availability for ~3rd week of January (MLK Day is the 18th)
 - Judi to review 2015 Financials
 - Richard will do first take at 2016 budget for board review and HOA presentation
 - Review status versus goals
 - Nominations and election for new board member to replace KC
 - Katie to grudgingly remove photos from presentation
- New home construction plans approval – 4133 Elkhart
 - Plans were reviewed and approved
 - (RL to check bylaws on dimensions of standalone buildings)

- RW to notify builder of approval
- Landscaping still requires approval

- Other business
 - File storage: what to shred and what to digitize
 - RW to check legal requirements on how many years of documentation must be available – digitize that and shred the rest
 - Salmons property not being maintained
 - Contact realtor first, then city (JB)

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 January 2016 HOA annual meeting.

ADJOURNEMENT The meeting was adjourned at 9:15 PM.