

## **BEL-AIRE ESTATES HOMEOWNER ASSOCIATION SPECIAL BOARD MEETING MINUTES JANUARY 6, 2022**

PURPOSE OF MEETING: Special Board Meeting to prepare for Annual HOA Mtg

TIME and LOCATION: 7:06pm start via Zoom

BOARD MEMBERS: Richard Warshaw, Barb Schwulst, Caroline Kim  
Kimberly Lourier (absent), Richard Lewis (absent)  
Teresa Marshall (alternate)

OTHER MEMBERS: None

### **I. Review And Approval Meeting Minutes**

- A. 10/7/21 Quarterly Minutes Reviewed
  - 1. Blacked out portions (addressed & names) did not format correctly in Word
  - 2. RW to remove all private information when uploading .pdf version on website
  - 3. CK & TM to figure out way to black out but not delete data
  - 4. Must have version with actual data readable for Board members only; not for public
  - 5. Board approved minutes – RW to uploaded on website
- B. 12/28/21 Special Meeting Minutes Reviewed
  - 1. Minutes will not be on website but kept on HOA computer
  - 2. Board approved minutes

### **II. Board Response Letter to 12/25/21 Letter**

- A. RW reads attorney's comments on response letter
  - 1. Attorney likes the way it was presented without getting too technical and without addressing all of his issues
  - 2. RW to send letter to homeowner tomorrow via email with letter as attachment and USPS; Will not mention that attorney reviewed

### **III. Homes in Violation of Covenants**

- A. [redacted] property maintenance fines past due balance of \$1500+
  - 1. Has made no recent effort to contact Board, pay or make any changes
- B. [redacted] property maintenance and vehicle violations
  - 1. Landscape – stopped fining 10/1/21; will resume in May. Fines were \$150/month
  - 2. Vehicles-RV and trailer still parked on driveway
    - a) Fine was \$150/month for vehicle violation
    - b) Board will increase to \$250/month beginning 1/1/2022 because homeowner has made no effort to remove vehicles
    - c) Homeowner did send in \$200 payment last month

- d) RW to put lien on home prior to Homeowner listing on market for sale

#### IV. HOA Annual Dues 2022

- A. Dues were mailed out Sunday. Board members received today.
- B. Homeowner (on 12/20/21) requested email invoice and payment via Zelle.
  - 1. RW responded – Invoice will be sent only via USPS and payment must be via check only
  - 2. Homeowner then requested late payment in March because he is out of the country
  - 3. Board discussion of allowing late payment, assessment of late fees and interest
  - 4. Typically, Board allows 30day grace period. If payment not received by March 3, then a \$25 late fee is charged and interest for every month not paid.
  - 5. Board agreed to charge late fee only if payment was made past 30 days – no interest charges
  - 6. Board discussion of allowing Zelle payments – not interested in this payment method

#### V. 2022 Annual Mandatory HOA Meeting

- A. Meeting Change of Venue and Time
  - 1. RW and RL had separate discussion about annual meeting in person and concerns regarding recent outbreak of Omicron Virus
    - a) RW reads “Notice of Change of Annual HOA Meeting”
    - b) Changed Date: 1/20/22, changed venue: Zoom Virtual Meeting; same time: 7pm
    - c) RW to send out to all homeowner via USPS tomorrow; RW to send Notice to Board members via email; RW to cancel Meadowhills meeting room reservation
    - d) Concern about polling via Zoom – RW to study procedure

#### VI. Election & Polling

- A. If possible, need candidates names in advance to put on ballot; otherwise RW to list as “Candidate A”, “Candidate B”, etc.
  - 1. Proxies should be emailed to HOA email – belaireestates.net
- B. No candidates/Lack of interest
  - 1. Board must have five (5) sitting members; Seats are being voted on
  - 2. Positions are decided by Board not homeowners
  - 3. If no candidate, TM agreed to fill in until 5<sup>th</sup> member comes onboard

#### VII. Financials

- A. 2022 Budget
  - 1. Categories with increased budget: annual meeting expenses, landscape, admin, electricity, legal, office supplies, postal box and postage
  - 2. Categories with decreased budget: federal taxes

3. Categories where no budget change: insurance, licenses, HOA events, R&M, security, snow, water, website
4. 2021 actuals were about \$6K under budget

VIII. **Slide Presentation for HOA Annual Meeting**

- A. Introduction of Meeting and Board members- **RW to change date**
- B. Introduction of new homeowners – 4245 S. Dawson and 14759 E. Navarro
- C. Accomplishments – no major changes from last year
  1. Monument lights (2) will be replaced tomorrow (\$250/each)
  2. Diseased trees were removed. Previous HOA management did not regularly maintain trees – this must be done
  3. Trees need trimming every 3-5 years. **RW to contact corner house on Purdue to request tree trimming in 2022**
  4. Change of sprinkler maintenance company -no longer using Smittys
  5. Purdue curve City of Aurora will not allow guard rail or speed bumps
- D. Covenant violations
  1. Board will not allow any homeowner to protest Board decisions at this meeting – not appropriate time for this kind of discussion
  2. RW will mute speaker if necessary
  3. Trash can violation -RW sent letter to home for leaving out for 10 days
- E. Security
  1. Flock will increase rates in 2023 - \$6000/camera. HOA must change in 2023
    - a) Meadowhills considering using Flock. MH will Cancel contract with Vigilant
    - b) Bel-Aire will consider possibly partnering with MH if they use Flock
  2. 2021 only report of 1 car break in
  3. Mail theft still an issue, even for locked boxes
  4. Wildlife: 2021 reports of 2 pets killed by coyote
    - a) Display picture of protective dog vest
- F. Financials 2021
  1. 2021 Balance Sheet- \$as of 12/31/21
    - a) Compared to 2020 (12/31/20) - \$higher due to increased dues
  2. 2021 P&L - income was \$1300 more than expected. Figures on slide show detail of extra
  3. Current HOA accounts – checking and MM. NO CD because rates too low
  4. Will not display Revenue vs. Expense tables and corresponding graphs, charts because not necessary

Commented [COK5]: VI.Hidden

- G. Election
1. Need a quorum (20%) to vote.
  2. Only one member per household can vote.
  3. RW to clarify one member/household for voting and quorum. Board members to remind RW if not mentioned during meeting.
  4. New Board member can serve total of 2 terms each for 3 years. After 2<sup>nd</sup> term, it will be year-to-year. (RW currently year-to-year)
  5. Board discussion of possible candidates. RW has approached one homeowner who is considering it
  6. RW to practice polling with BS and TM prior to meeting
- H. Covenant Amendment
1. Board discussion of need to bring to homeowner's attention again
  2. RW to simplify covenant – summarize and bullet points; make visually appealing
  3. Present this slide with "HOA Opportunities for Improvement"
  4. Home has expired tag on vehicle (brought to RW's attention by another homeowner) – should not be discussed at meeting
- I. Open Forum
1. No changes
  2. Guest speaker – would like to invite arborist when meeting can be in person
- J. Zoom Meeting
1. Attendance – Board must know who is in attendance to confirm quorum
    - a) CK to list all participants. RW will provide list of homeowners and addresses
    - b) Board must identify participants whose names/faces do not appear
    - c) BS will take minutes of meeting. CK to assist.
    - d) RW will mute all participants except Board members.
    - e) RW will finish presenting each slide before accepting questions. Board members to assist RW in notifying participants with "raised hands"
- K. Meeting Adjourned - 8:30p