



**Board of Directors Meeting Minutes  
January 15, 2023**

**ATTENDEES:**

TITLE	OFFICE HOLDER	PRESENT
President	Jim Griffin	X
Vice President	Renee Chappell	X
Secretary	Kim Smith	X
Treasurer	Brenda Roche	X
Neighbor Relations	Kelli Farco	X
Communal Property	OPEN	
CHAIR - Beautification	Linda Pool	
CHAIR - HOA Property	Jim Vaught	X

**ADDITIONAL ATTENDEES:**

NAME	TITLE	REASON FOR ATTENDANCE
Carol Brooks	Previous VP & Acting President	Transition

**Quorum of Board Members Established: YES**

**Meeting called to order at: 3:01 pm by Carol Brooks**

**Voice approval of minutes of previous Board meeting: Minutes of the 10.03.2022 Board Meeting were unanimously approved.**

**REPORTS OF OFFICERS:**

**PREVIOUS ACTING PRESIDENT - CAROL BROOKS**

Carol provided a brief overview of 2022 completed projects, an update on BEHA compliance in terms of the new HOA state legislation most of which was effective September 1, 2021, and the required filing of TREC (Texas Real Estate Commission) certificate and mandatory Board Resolutions. A copy of proposed bylaw changes required by the enacted legislation & a draft of revisions to the existing CC&R were mailed to each property owner along with a ballot for voting in September 2022. 82 property owners responded to the information mailed and all comments received a response.



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The bylaws have been amended based on owner input and current TX HOA law and, after review by the incoming President and the board, will be put into effect in 2023. The CCRs will be amended by the incoming Vice President and put into effect in 2023.

Incoming officers were welcomed to the board. One board position, Communal Property is still open and needs to be filled as soon as possible. Until it is filled, the Beautification and Property Maintenance Chairs will continue attending the board meetings. Carol distributed an updated Organization chart detailing each positions' duties. She requested that each member review the document and email her with any necessary changes.

### **PRESIDENT – JIM GRIFFIN**

Jim introduced himself to the board with a brief recap of his prior volunteer activities, board positions, service as Bedford city council member and former Mayor of Bedford which will provide invaluable insight and leadership for BEHA.

### **VICE PRESIDENT – RENEE CHAPPELL**

Renee introduced herself to the board and explained that she is well versed in working with CC&R's, city permit processes and ordinances, etc. through her professional role as a member of a local architecture firm and work with the City of Bedford.

### **SECRETARY – KIM SMITH**

As a previous board member for 6 years, Kim provided background information and progress of BEHA from the time it was revitalized in 2015 until May 2022.

### **TREASURER –BRENDA ROCHE**

Brenda informed the new board of her responsibilities including quarterly financial reporting, proposing annual budgets, conducting the annual dues campaign, database management of the BEHA website, and management of the BEHA water account with the City of Bedford.

Documents provided in her presentation were:

**2023 Approved Budget**

**2022 Budget vs. Actual Expenditure Update**

<b>Profit &amp; Loss Final – Total Income</b>	<b>\$14,175.00</b>
- \$13,200 Association Fees	
- \$1075 Donations	
- \$3300 (25% of fees collected) were transferred to the Reserve Fund	



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<b>Current Checking Account Balance:</b>	<b>\$20,797.40</b>
<b>Current Reserve Fund Balance:</b>	<b>\$24,735.58</b>
	<b>-----</b>
<b>Total BEHA funds:</b>	<b>\$45,532.98</b>

The second water meter located at the Highbury entrance has been closed down and the annual water credit for that meter has been combined with the meter located at the southern Ashbury entrance. The city notified Brenda that the 2023 water credit will be \$3662 in exchange for BEHA mowing & maintaining the grass and sidewalk along Cummings.

**NEIGHBOR RELATIONS – KELLI FARCO**

Kelli is a former long-term City of Bedford employee whose responsibilities included management of city events. She is now a local realtor specializing in the HEB area and is very knowledgeable regarding legislation as it pertains to HOA's.

**REPORTS OF STANDING COMMITTEES:**

**BEAUTIFICATION (Linda Pool)** no report

**PROPERTY MAINTENANCE (Jim Vaught)**

Jim provided a recap of maintenance/repair activity performed in 2022.

1. Repair of all stone columns as part of the perimeter fencing and some stone entryways into Bedford Estates. Contractor was able to match existing stone. Total cost of the project was \$8,864.00. Funding was previously approved by the board and financed by the Reserve Fund.
2. Stonework at the southern Ashbury entryways were not part of the original contract but maintenance and repair is still needed. Project with costs will be presented to the Board at the next quarterly meeting in April.
3. In September, a major leak in the sprinkler system was discovered in the feed pipe between the Bedford water meter and the BEHA irrigation zone valves. The water was turned off for a few days pending repairs. In addition, a PVC pipe in one of the zones along Cummings was sheared. Repairs were made to both at a cost of \$0 for labor and \$104.87 for materials and supplies.



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4. All wood fencing was thoroughly examined. The northern perimeter fencing is in good shape and should not require any work this year. The southern perimeter fence will need maintenance and repairs in 2023.
5. All fence cement foundations and metal poles are in good shape. When it is time for a total replacement only the wooden slats will be involved which will make the project less costly.

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**

**PRESIDENT – Jim Griffin**

Carol Brooks will work with Jim to update existing bylaws to comply with Texas state legislation, as well as any additional changes deemed necessary based on consultation with HOA attorney. Date of presentation to homeowners at an annual meeting will be determined later. In addition, Jim, Renee Chappell, and Brenda Roche will evaluate moving the annual dues campaign from January to a date more appropriate later in the year. Discussion among board members resulted in a target start date of April 1 for the 2023 Dues Campaign.

**VICE PRESIDENT – Renee Chappell**

No New Business

**FORMER VICE PRESIDENT – Carol Brooks**

Carol will file the resolution regarding open records with Tarrant County. In addition, with the change in board positions, she will file an updated Management Certificate with TREC (Texas Real Estate Commission). Carol will also work with Renee Chappell to review and amend the BEHA CCR's based on recent Texas legislations and owner balloting with the goal to present at the next annual meeting.

**SECRETARY – Kim Smith**

Dates for future quarterly board meetings are April 11, July 11, and October 10<sup>th</sup>. Reminders with agendas will be emailed at least 1 week prior to Board Members. Communications Chair will post board meeting information on the BEHA website 1 week prior to the meeting, The date for a 2023 annual homeowner meeting was tabled.



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**TREASURER – Brenda Roche**

Brenda reviewed the annual Dues Campaign procedure. Further discussion of the timing of the campaign resulted in the board setting April 1, 2023, as the start date for the annual campaign. Invoices will be emailed to all residents immediately prior to the start of the campaign.

**NEIGHBOR RELATIONS – Kelli Farco**

Kelli will contact the Events Committee co-chairs to begin planning a HOA Kick Off Event to launch the Dues Campaign and for homeowners to meet the new board. Events committee also will present a 2023 event calendar at the next quarterly board meeting.

**COMMUNICATIONS – Carol Brooks**

Carol will be meeting with Hannah Moltz on January 31<sup>st</sup> to familiarize her with using the BEHA website, as well as our Facebook page and Next Door.

Kelli suggested sending out weekly informative “teasers” via social media to quickly inform homeowners of events and other pertinent information regarding BEHA. Carol will coordinate with Kelli to execute the teasers. Carol and Kelli will also review the draft of the 2023 Newsletter for posting to the website and to make available to new residents via the Welcome Wagon.

**FUTURE MEETINGS:** 6 pm, Tuesday, April 11<sup>th</sup> @ 3808 Cambridge Circle West

**ADJOURNED AT:** 4:53 pm

**MINUTES PREPARED BY:** Kim Smith / BEHA Secretary