



Bedford Estates

Homeowners Association

Board of Directors Meeting Minutes April 4, 2022

ATTENDEES:

TITLE	OFFICE HOLDER	PRESENT
President	OPEN	
Vice President	Carol Brooks	x
Secretary	Catherine Ross	x
Treasurer	Brenda Roche	x
Neighbor Relations	Ivonne Sewell	x
Chair - Beautification Standing Committee*	Linda Pool	x
Chair - HOA Property Standing Committee*	Jim Vaught	x
Chair - Communications Standing Committee*	Carol Brooks	x
Chair - HOA Sponsored Events Standing Committee*	Lydia Gagliardi	x

**At large Board Members*

ADDITIONAL ATTENDEES:

NAME	TITLE	REASON FOR ATTENDANCE

Quorum of Board Members Established: Yes

Meeting called to order at: 6:36 P.M.

Voice approval of minutes of previous Board meeting: Approved as is.

REPORTS OF OFFICERS:

PRESIDENT - Kim Smith (not present)

VICE PRESIDENT – Carol Brooks

- Management Certificate was filed in the TREC (Texas Real Estate Commission) database as per 2021 state legislation requirement.
- Once the following resolutions are adopted by the Board and filed with the Tarrant County Clerk, the Management Certificate will be updated with the document numbers, notarized by the Board President and refiled with TREC.
- The following resolutions have been drafted using samples provided by CAI (Community Association Institute) as necessitated by TX SB 1588 legislation. Will be asking the Board to vote to adopt later in the meeting.
 1. Architectural Review Authority
 2. Architectural Review Hearing



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3. Contract Procurement Policy
 4. Permitted Rules and Regulations
- The following policy documents will need to be drafted, adopted by the Board and filed with the County Clerk:
 1. Records retention policy
 2. Records inspection policy
 3. Email registration policy
 4. ARC guidelines for solar, roofing, rain barrels, stand-by generators
 5. Guidelines for drought resistant landscaping and natural turf
 6. Conflict of interest policy
 - Request that the Annual Property Owners Meeting be moved from May to October.

SECRETARY – Catherine Ross

- No report

TREASURER – Brenda Roche

- Checking account balance as of 4/4/2022: \$18,442.78
- Reserve fund (Savings) balance as of 4/4/22 \$30,297.13
- Total bank account balance: \$48,739.91*
- 2022 Budget vs Actual and P&L statements were distributed for review
- 2022 Fundraising campaign status:
 - 121 paid addresses as of 4/3/2022: 61% participation
 - On pace with 2021: finished at 67%
 - Mailed letters seemed to be effective even with those who had received our emails.
 - Recommend a full print mailing next year (letters only, no stamped return) for all property owners regardless of email access.

NEIGHBOR RELATIONS – Ivonne Sewell

- Current list of Zone Ambassadors was distributed for review. Changes were made:
 - Removed Brenda Roche from zone 2 and Melanie Kogucz from zone 15; updated phone # for Catherine Ross for zone 15. Will be updated and posted to website
- Composite home visit status for 2021 and 2022 was distributed for review. Good snapshot of new residents to the neighborhood and status of visitation.

REPORTS OF STANDING COMMITTEES:

BEAUTIFICATION – Linda Pool

- All solenoid valves were replaced for the Cummings sprinkler system at a cost of \$1,135.00 which was taken from the HOA Property Maintenance budget. System is 40 years old and will eventually need to be replaced.
- New system would involve bringing everything up to current code; more eco friendly.



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- Bushes damaged by two very cold winters seem to be recovering; recommend keeping them for another season and allow them to grow naturally, rather than being severely trimmed.
- Not happy with pansies procured for the winter - will not order from this supplier again
- Brenda raised the question of removing the 2nd water meter; Linda agreed it was not needed.

COMMUNICATIONS – Carol Brooks

- Suggested that the Zoom license not be renewed.

HOA PROPERTY – Jim Vaught

- Contacted previous HOA Property Chair to discuss repairs to Cummings & Cheek Sparger fencing and inspected fences for broken, warped or rotted areas. Determined little needs done at this time - some minor rot.
- Will continue to work up replacement costs for fencing and sprinklers for long-range planning.

HOA SPONSORED EVENTS – Lydia Gagliardi

- Updated Board on reasons for canceling Valentine event (covid) and Crawfish Boil (no local equipment and expertise). Previous neighbor who sponsored the boil has moved.
- Several ideas and general discussion on how to involve new residents and those with young children. Options included:
 - May in Wimpleton Ct: BBQs perhaps as a competition and neighbors bring sides and desserts; Catherine Ross coordinate
 - June in Hampton Ct: No specifics; Committee to approach Roma Rusk to coordinate
 - July 4th parade for kids with decorated bikes etc. around Cambridge Circle with several stops for “goodies”; Lydia will coordinate

UNFINISHED BUSINESS: Solicitation of volunteers for audit.

NEW BUSINESS:

- Carol will draft new policy documents and seek review and adoption from Board via email
- Catherine will find a suitable location for the Annual Property Owners Meeting on October 18th with adequate audio/visual equipment.
- Lydia moved that the Board approve the Treasurer’s request to move \$2,875.00 to the Reserve Fund. This amount represented \$25 of the \$100 Association Fee from 115 households as of the end of March. Jim Vaught seconded. Carried.
- Brenda and Carol will work to solicit volunteers for the 2021 audit.
- Carol will draft a letter to all households with the results of the fundraising campaign.
- Brenda and Ilvonne will develop a process to ensure that contact information is collected for renters and remote property owners.



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- Ivonne raised concerns about the lack of ARC oversight for paint selections of homes. To be discussed more fully at the next board meeting.

FUTURE MEETINGS:

- Annual - Tuesday, October 18 @ 7:00 P.M. Location TBD
- Board - Monday, July 11 @ 6:30 P.M. Home of VP; 3805 Cambridge Cir E

ADJOURNED AT: 8:36 P.M.

MINUTES PREPARED BY: Catherine Ross