



**Bedford Estates**  
Homeowners Association

**Board of Directors Meeting Minutes**  
**April 11, 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	X
CHAIR - HOA Property	Jim Vaught	X

**ADDITIONAL ATTENDEES:**

NAME	TITLE	REASON FOR ATTENDANCE

**Quorum of Board Members Established: YES**

**Meeting called to order at:** 6:16 pm by President Jim Griffin

**Voice approval of minutes of previous Board meeting:** The minutes of the January 15, 2023, Board meeting were unanimously approved.

**REPORTS OF OFFICERS:**

**PRESIDENT – JIM GRIFFIN**

Jim informed the board that the following documents have been completed, notarized (as needed) and filed with entities listed below. All are now available for review on the BEHA website.

Policy & Guideline document filed with Tarrant County on 2/22/2023

Management Certificate filed with Tarrant County on 3/03/2023

Updated Management Certificate refiled with TREC (Texas Real Estate Commission)



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- **City of Bedford:** City council has recently adopted a short-term rental ordinance (Chapter 26, Article V) that establishes for homeowners the standards, processes, permits, and inspection fees related to all homes identified as short term rentals in Bedford. City staff have identified approximately 40 properties by monitoring short term rental websites. Jim has made a request to be notified by city staff if any of the homes identified are in Bedford Estates. City staff was also made aware of a home in Bedford Estates that currently rents their pool / backyard on an individual basis. City staff will be examining their guidelines to ensure that they are applicable to this type of short-term rental situation.
- **CAI:** Membership contact has been transferred to reflect Jim as president. He is receiving frequent email updates regarding the legislation filed during the 2023 State session affecting HOA's. He will provide updates via email and a final report at the July board meeting.
- **Bylaw Revisions:** Proposed Bylaw revisions crafted by Carol Brooks were emailed to the entire board for review prior to the April meeting. Revisions were made necessary by passage of state legislation in 2019 and 2021 as well as the need to further clarify existing bylaws. Brenda Roche made the motion to approve the proposed bylaw changes as presented. Kelli Farco seconded. The motion passed unanimously.
- **Communal Property Position Opening:** The Communal Property Board position is still unfilled. Jim requested suggestions of homeowners to be contacted about filling the position. He will contact any identified homeowners.

**VICE PRESIDENT – RENEE CHAPPELL**

- **CCR Ballot Report:** Renee requested additional time to review comments made by homeowners during the Fall 2022 ballot process in order to proceed with the CCR revision process. Report tabled until July board meeting.
- **Architectural Review Committee (ARC) Activity:** Renee reported that one roof replacement for 3900 Ashbury was approved in the first quarter. Kim Smith advised that a document should be made for 2023 recapping all ARC activity. She will forward a previous year's document for Renee to use as a guideline. Document is saved in the BEHA archives.
- **CCR Infractions:** None to report

**SECRETARY – KIM SMITH**  
No report



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**TREASURER –BRENDA ROCHE**

Financial Documents presented to the board were Profit & Loss and first quarter Budget vs Actual Expenditures recap. ((January – March 2023)

As of April 11, 2023, the status of the BEHA bank accounts is:

Checking Account	\$15,059.78
<u>Reserve Fund Savings</u>	<u>\$24,736.22</u>
<b>TOTAL BANK BALANCE</b>	<b>\$40,496.00</b>

All reports will be filed with the minutes and made available on the BEHA website as well as filed in the BEHA archives.

At the January meeting Brenda reported the second water meter located at the Highbury entrance had been shut down and the water credit combined with the meter on Ashbury. The city had originally informed Brenda that the 2023 water credit for mowing & maintaining the grass and sidewalk along Cummings to be \$3662. The final document provided by the City listed the combined credit to be \$1841.41 Jim informed the board that the credit is based upon what the City calculates being charged by a third party for mowing. Recently the City hired a new third-party mowing contactor & the revised rated may be due to this change. Brenda will be contacting the City for clarification.

- **2023 Annual Dues Campaign:** The annual Dues Campaign kicked off on April 2<sup>nd</sup> with email notification including an invoice for 2023 dues being sent to 158 homeowners with current emails on file. No notification was sent to the 21 homeowners whose dues have been paid prior to April 1. After a short discussion by the board, the decision was made to mail via USPS notification and an invoice to each of the 23 homeowners with no current email on file. HOA signage with the Dues Campaign rider attached will be installed at all subdivision entrances on April 15<sup>th</sup>.

**NEIGHBOR RELATIONS – KELLI FARCO**

- **HOA Signage:** Javier Olivo has possession of HOA signs. He is to be notified of sign install and removal dates as well as the specific rider to be attached to each sign.



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- **New Homeowner Contact Update:** Kelli will contact Ivonne Sewell, Welcome Committee Chair, to obtain an updated recap of new homeowner visits as well as an updated Zone Ambassador contact list. Information will be forwarded to the Board and saved for the BEHA archives.
- **Spring Event:** The spring neighborhood event will on Thursday, May 4<sup>th</sup>, from 6-8 pm on Ashbury Court. Hot dogs, chips, dessert and bottled water will be provided. Live music entertainment will be provided by Javier Olivo, a Bedford Estates homeowner. A reminder invitation will be sent to all homeowners on April 17<sup>th</sup> to register for the event. Homeowners will be able to pay 2023 dues at the event. In addition, a box with 3 x 5 cards will be made available for homeowners to leave comments or suggestions for the board.

**REPORTS OF STANDING COMMITTEES:**

**BEAUTIFICATION – LINDA POOL**

- Jamie Mataria has volunteered to store and be responsible for raising and taking down the HOA owned US Flags displayed on major national holidays.
- Spring planting day for the HOA flowerbeds along Cummings Dr is scheduled for Saturday, April 29<sup>th</sup> at 8 am. Kelli Farco volunteered to design a flyer to be sent to all homeowners notifying them of the event and asking for participation.
- Linda advised that the HOA entryway decorations (4<sup>th</sup> of July buntings and holiday wreaths) need to be replaced. Currently there is not enough money in the Beautification budget for these projects. Jim Griffin requested that Linda determine the cost of each project and email to the board for review and potential approval as soon as possible. Current Bylaws allow the board to approve expenditures up to \$1000 without homeowner approval.

**PROPERTY MAINTENANCE – JIM VAUGHT**

- **Cummings Drive Irrigation System:** The irrigation system along Cummings has been leaking water, on and off, since December. The latest reports from Eye-on Water indicate a leak rate of 1.6 gallons/hr. as registered by the Ashbury meter. No physical signs of leakage have been spotted either by Jim or the HOA mowing contractor, Raudel Martinez. All valves were recently replaced and reinspected again with no leakage detected. The estimate is now there is an underground pipe that is cracked. due to previous personal plans, Jim will begin at the end of April to cap off portions of the pipe to isolate the problem area. Once identified, the pipe can be easily replaced. Further update will be provided at the July board meeting.



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- **Cheeksparger Water Main Break:** On Monday, April 3<sup>rd</sup>, an Oncor contractor was replacing electrical lines and accidentally drilled through a 33-inch water main pipe running parallel to Cheeksparger. The resulting hole leaked approximately 200 million gallons of water prior to being turned off. The spray gouged a hole approximately 10 feet deep and 15 feet wide in the ground surrounding the leak. The hole in the pipe has been patched and the large ground hole has been filled in. During this event, the ground under the perimeter fence foundation was compromised and resulted in the loss of several stone columns. Jim visited with Giovanni Parrilla, construction inspector, for the Trinity River Authority of Texas. Mr. Parrilla informed Jim that TRA will pay for the fence foundation, fencing, and stone columns repair / replacement. Since that time, Jim has emailed Mr. Parrilla the contractors currently used by BEHA for fence and stone repairs. In addition, Jim has contacted the Brookwood Hills I HOA president, Gary Kudray, as half of the damage was on their community property. Jim and Gary will work together via email to agree on a contractor.

**COMMUNICATIONS – CAROL BROOKS (via email to HOA secretary)**

- **Transition Update:** Carol met with Hannah Moltz, incoming Communications Chair, to discuss website access and maintenance, creating mass mailings, as well as BEHA website and NextDoor usage. Due to Hannah's extensive travel schedule, it will be end of May or June before Hannah is on board.  
Carol also informed Kelli Farco documentation on current HOA signage, sources for replacement and usage within Bedford Estates.  
Abby Aldrich, City of Bedford Communications Director, was notified to begin sending Bulletins and publications to Hannah.  
The current Welcome Wagon letter and contact information documents were updated and sent to Ivonne Sewell, chair.
- **Website Updates:** The following updates have been completed since the January Board meeting:
  - Board minutes, Board contact information, Board organization chart that includes Officer and committee chair responsibilities
  - Annual Meeting minutes and presentation slides
  - Approved 2023 Annual Budget
  - 2023 Annual Newsletter sent via email



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**UNFINISHED BUSINESS:**

**PROPERTY MAINTENANCE – JIM VAUGHT**

- **ASHBURY STONE MASONRY UPDATE:** The Ashbury west flowerbed foundation on the North side of the structure has totally disintegrated. Jim contacted, Brick & Stone Master, a previous vendor used by BEHA for a quote to build a new foundation with inlaid rebar. The quote was \$6242 for the project.  
The board discussed the project and agreed that additional bids need to be solicited for the project. Both Kelli Farco and Jim Griffin offered to supply contact information of reputable stone masons that they have worked with either personally or professionally.  
To help expedite the repair process, Brenda Roche made the motion to plan to spend no more than \$6300 from the Reserve Fund to perform the required stonework foundation repair to the Ashbury West flowerbed. Jim Vaught seconded the motion, and it was unanimously approved by the board. If the other two bids are higher than \$6300, Jim will have Brick & Stone Master perform the repair. If the other bids are less than the original bid, Jim will notify the board via Email with all pertinent information for timely discussion and vote to approve the vendor of his recommendation.

**ADMINISTRATION TRANSITION – CAROL BROOKS (via email to BEHA secretary):**

Updated Officer Notebooks have been delivered to the President, Jim Griffin, and Vice President, Renee Chappelle.

**NEW BUSINESS:**

**PRESIDENT - JIM GRIFFIN**

- **REVIEW OF CURRENT ANNUAL DUES:** Jim has reviewed the current income versus expenditure status of BEHA and advised that board of the need to make a presentation to Homeowners at the next annual meeting regarding raising annual dues. After much discussion, it was decided that Jim, Renee, and Brenda would meet to determine the information and type of presentation needed to present at the Annual meeting later this year. They will provide an update at the July meeting.

**FUTURE MEETINGS:**

- **Board Meetings**  
July 11<sup>th</sup>. Time and location to be determined  
October 10<sup>th</sup> Time and location to be determined



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- Annual Meeting – to be determined at July board meeting

**ADJOURNED AT:** 7:38 p.m.

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