



**Board of Directors Meeting Minutes  
October 3, 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*	Sonia Ashford	x

*\*At large Board Members*

**ADDITIONAL ATTENDEES:**

NAME	TITLE	REASON FOR ATTENDANCE

**Quorum of Board Members Established: YES ☒ NO ☐ (meeting must be adjourned)**

**Meeting called to order at: 6:45 pm**

**Voice approval of minutes of previous Board meeting: YES ☐ NO ☒ If no, annotate below:**  
Brenda clarified that the cost in 2023 for lawn maintenance would increase to \$3,040.00. Voice approval of minutes as amended.

**REPORTS OF OFFICERS AND STANDING COMMITTEES**

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**PRESIDENT-**The position of president is currently unfilled. Carol Brooks is standing as a temporary president until the position is filled.

**VICE PRESIDENT-**Carol Brooks.

- As per last Board meeting and emailed approvals from the board of actual ballot, the ballot to allow property owners to vote on amendments to the current HOA bylaws and CCRs was mailed via USPS to all property owners. Current bylaws and CCRs were not included due to printing costs but available on the website for review. Mailing vs email was chosen to collect actual owner signatures.
- Treasurer has created a spreadsheet to record all YES/NO answers. Ballot will then be given to Vice President to respond individually to owners for each comment made. After all responses have been



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tallied, Board will meet to discuss the results of the ballots and next steps prior to annual meeting in November.

### **SECRETARY-Catherine Ross.**

- Several venue choices were proposed for the Annual Meeting in November. No space has yet been secured. Selection depends on available audio/visual equipment, capacity and price and date will be announced once venue is selected.

### **TREASURER-Brenda Roche**

- The current balance in the Bedford Estates HOA is \$15,475.83. The current balance in the Reserve Fund is \$33,173.76 for a total of \$48,649.59. A motion was made by Brenda Roche to move \$75.00 in fees from the 3<sup>rd</sup> quarter to the reserve fund (25% of Association fees from recent payments). Motion was seconded by Linda Pool and passed unanimously.
- "The total cost for the ballot mailing was \$672. \$422 for printing and envelopes (to be allocated to the Legal and Professional budget line item) and \$250 for postage (to be allocated to the Administrative budget line item)"
- Financial reports are posted on the website.
- Tax Exempt forms can be attained from Brenda Roche is needed for HOA purchases.

### **NEIGHBOR RELATIONS-Ivonne Sewell.**

- Ivonne reviewed the BEHA New Owners Visit spreadsheet. She is seeking any new ideas on how to welcome new residents and get them involved in activities.
- Feedback from Zone Ambassadors to the notification of the National Night Out event was well received and we hope will result in better attendance at NNO tomorrow night.

### **HOA SPONSORED EVENTS-Sonia Ashford**

- Lydia Gagliardi has resigned as Chair of the Events committee due to her teaching schedule and admissions into a master's program for gifted and talented. Sonia Ashford is coordinating NNO but does not wish to Chair this committee on her own.
- Plans for the National Night Out are well underway. Moos and Lous Ice cream truck will be there, and hot dogs and other snacks will be served. Visits are expected from the Bedford police and fire department (to meet and greet neighbors) and there will be lots of games well as music. Event will run from 5:00 – 7:30.
- Neighbors will be informally polled at National Night Out as to whether they would prefer a Christmas Get Together as in the past years or a New Year's Eve event.

### **BEAUTIFICATION-Linda Pool**

- The flower beds have been fertilized and weeded and look great! Thank you to Jim Vaught for fixing the leaking sprinkler system yet again.
- Looking for volunteers to help trim bushes and plant pansies when weather cools off.
- Does not expect to use all this year's budget.



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### **HOA PROPERTY-Jim Vaught**

- Jim is continuing to get bids on replacing the Cummings flower beds and frontage sprinklers to a bubbler system which will bring it up to code, use less water and be more energy efficient. The overall cost will be offset in the future with less maintenance and more effective watering of communal areas.

### **COMMUNICATIONS-Carol Brooks**

- Question was raised on who to call when homeowners cannot be reached due to failure of a mass email from the website. Since the Treasurer is responsible for the database, the Communications Chair will notify him/her to contact the homeowner for updated information.

### **IS THERE ANY UNFINISHED BUSINESS? YES   x   NO**

- A vote to accept Policies and Guidelines document as tabled at last meeting will be voted on in New Business.

### **NEW BUSINESS**

- A motion was made by Brenda Roche to approve the Policies and Guidelines as amended. It was seconded by Catherine Ross and passed unanimously. As acting President, Carol Brooks will get the document notarized and filed with Tarrant County.
- As per the amended by-laws, a request for nominations for Board Members will be sent out via e-mail. A slate of potential nominees will be presented and voted on at the Annual Meeting.
- Date and place for Annual Homeowners Meeting will be sent by October 17<sup>th</sup>.

**NEXT MEETING DATE/TIME/PLACE:** To Be determined

**ADJOURNED AT:** 8:57 pm