Bedford Estates
Homeowners Association

Bedford Estates
Board of Directors Meeting Minutes

Date: November 4, 2019
Call to Order at: 7:05 PM

Attendance:

Board Member	Office	Present
Kim Smith	President	x
Maria Fernandez	Vice President	
Deborah Cashen	Treasurer	x
Carol Brooks	Secretary	
Jim & Peggy Davis	Zone Delegates	x
Charla Masarik	Past President	X by Phone

Quorum of Board Members Established:

Committee Chairs	Committee	Present
Jim Vaught	Roofing, Fencing & Compliance	x
Linda Pool	Beautification	x
Charla Masarik	Events	

Consent Agenda:

A. Adopt Agenda
B. Approve Minutes
C. Motion to adopt the consent agenda was approved with amendments previously noted.

Board members are serving as members of Bedford Estates Homeowners Association and not in their professional, executive or administrative capacity.

President's Report: Kim Smith reported that new signs were distributed for the Annual General Meeting. The water bill reporting another leakage was discussed.

Treasurer's Report: Deb Cashen reported a check balance of $32,710.31 and presented the Year-to-date Profit and Loss report. She also discussed the 2020 budget to be presented at the Annual General Meeting on November 12, 2019. Deb Cashen made the motion to accept the budget as presented. Peggy Davis seconded the motion. All approved. (See attachments.)

Establishing a Savings account for the Fence Fund was presented to the board. Linda Pool made the motion to establish a savings account at Chase Bank for the purpose of keeping the fence fund separate and adding an additional $10,000 from the checking account. Deb Cashen seconded the motion. All approved.

Secretary's Report: Kim Smith reported in Carol's absence. Carol is requesting input for the 2020 Calendar year to be added to the BEHA website by the end of December, 2019. She suggested we get the old and newly appointed board members together for a potluck for our December board meeting. Carol also encourages continued work on the Standard Operating Procedures, especially from those leaving the board.

Zone Delegates Report: Jim Davis is writing a farewell email to the current Zone Delegates and preparing for the incoming Zone Delegate. All thanked both Jim and Peggy for their dedication to Bedford Estates.

Committee Reports:

Nominating Committee – Deb Cashen reported for Carol Brooks, Nominating Chair. The slate of officers was presented to the board of directors. The only positions that had no volunteers as of this meeting were: Compliance Committee Chair (a board position) and one additional Compliance Committee Member. These positions would be presented before membership at the Annual General Meeting, as well as the new slate of officers. Nominating Slate Reported: Kim Smith, 2nd term as President, Carol Brooks as Vice President, Wynette Griffin as Secretary, Robert Gagliardi as Zone Delegate Chair. Volunteer Positions: Chairman of the Dues Campaign, Paul Caironi – Welcome Wagon, Ivonne Sewell and Melanie Kogucz – Entry Gate decorations and Valentine Party Host, Stephanie Mims – New Yard of the Month Chair, Tanga Chapman.

Compliance Committee – Jim Vaught: The CCR committee met. It was recommended that we need to update the CCRs to include new laws, and also to make sure we can enforce all current and new requirements. The next CCR Committee Meeting will be held December 5 at 7:00 PM at Deb's house.

With regard to the tanks reported on Wimbleton Court – Two complaints were made to the City of Bedford from homeowners and followed up with further investigations from Jim Vaught. Jim talked with the owner and tenant and reported the largest of the vehicles has been moved.

Beautification Committee – Linda Pool: Judging for the Christmas Yard of the Month will be December 15th. Beds on Cummings entrances have been prepared for Fall months. Still trying to get the sprinkler system set up on one system to be able to more closely monitor.

Events Committee – Charla Masarik: Charla reported the National Night Out was attended, but it was difficult to get new people to attend.

The houses for the Christmas Crawl: Martini's (appetizers) Carol & John Brooks with help from Deb & Mike Cashen – Clarence's (Main Course) Shelby & Daniel Brown – Bailey's (Desserts) Charla & Mark Masarik – Event Committee members will be assisting with food prep. Membership will be encouraged to register online on our website and there will be a $10 charge per person in order to reimburse food expenses to hosts. Paid members will receive wrist bands to identify them from house to house.

The Garage Sale will coincide with close neighborhoods.

New Business: Further discussion regarding the potluck Board of Directors Meeting in December.

Old Business/Updates/Announcements: The 2020 Dues Campaign needs to meet in December to get things ready for the new year.

Kim Smith looked into the CAI Homeowners Association for membership and will be attending those meetings.

Next Meeting Date: Checking calendar dates and will follow up with an email.

Adjourned: 8:29 PM

Submitted by: Deborah Cashen, BEHA Treasurer

Bedford Estates

Homeowners Association

2020 PROPOSED BUDGET

Category	11-6 2019 Actual	2019 Additional Projected	2019 Budget	PROPOSED 2020 BUDGET
INCOME			75% Projected participation	75% Projected participation
Donations	605			600
Dues	11,156		11,175	11,250
Fence Fund	3,719		3,725	3,750
Refunds/Allowances	40			
Event Income	1672			1,600
TOTAL INCOME	$17,492	$17,492	$14,900	17,200
EXPENSES:				
Bank Charges	12		35	10
Beautification Committee	963	562	2,400	1,800
Commissions/Fees				150
Events Committee	318		500	500
Fencing Expenses	654	200	3,500	7,000
Mowing/Landscaping	1,560		3,000	2,750
Legal & Professional *			1,000	
Liability Insurance		1,511	1,250	1,600
Administrative	745		1,100	800.
Rent/Lease		50	100	100
Signage	203	350	200	500
Sprinkler			500	250
Taxes & Licenses			100	
Website	540		540	600
Utilities	60	400	150	150
TOTAL EXPENSE	$5,055	$8,128	$14,375	$16,210
NET INCOME	$12,437	$9,364	$625	$990

An approved budget allows the board of directors to efficiently manage Bedford Estates Homeowner's Association yearly responsibilities without a general membership vote every time a need arises. Unexpected expenditures not listed in this budget are voted on by the Bedford Estates Board of Directors on an as needed basis.

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2020 PROPOSED BUDGET

Category	2019 EOY Projected	PROPOSED 2020 BUDGET
INCOME		75% Projected participation
Donations	605	600
Dues	11,156	11,250
Fence Fund	3,719	3,750
Refunds/Allowances	40	
Event Income	1,672	1,600
TOTAL INCOME	$17,192	**$17,200**
EXPENSES:		
Bank Charges	12	10
Beautification Committee	1,525	1,800
Commissions/Fees		150
Events Committee	318	500
Fencing Expenses	854	7,000
Mowing/Landscaping	3,040	2,750
Legal & Professional *		
Liability Insurance	1,511	1,600
Administrative	745	800
Rent/Lease	50	100
Signage	553	500
Sprinkler		250
Taxes & Licenses		
Website	540	600
Utilities	460	150
TOTAL EXPENSE	$9,608	**$16,210**
NET INCOME	$7,584	$990

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BEHOA

PROFIT AND LOSS

January 1 - November 6, 2019

	JAN - MAR, 2019	APR - JUN, 2019	JUL - SEP, 2019	OCT 1 - NOV 6, 2019	TOTAL
Income					
Donations	580.00	25.00	0.00	0.00	$605.00
Event Income	0.00	1,671.77	0.00	0.00	$1,671.77
HOA Dues	12,450.00	2,125.00	300.00	0.00	$14,875.00
Refunds-Allowances	40.00	0.00	0.00	0.00	$40.00
Uncategorized Income	0.00	0.19	0.00	0.00	$0.19
Total Income	$13,070.00	$3,821.96	$300.00	$0.00	$17,191.96
GROSS PROFIT	$13,070.00	$3,821.96	$300.00	$0.00	$17,191.96
Expenses					
Bank Charges	0.00	8.56	3.20	0.00	$11.76
Beautification Committee	0.00	368.65	270.00	324.75	$963.40
Events Committee	0.00	929.45	-795.23	183.97	$318.19
Fencing Expenses	0.00	260.00	394.00	0.00	$654.00
Mowing	600.00	0.00	960.00	0.00	$1,560.00
Other General and Admin Expenses	394.21	260.25	63.96	26.65	$745.07
Signage	0.00	202.73	0.00	0.00	$202.73
Uncategorized Expense	0.00	0.19	0.00	0.00	$0.19
Utilities	59.84	0.00	0.00	0.00	$59.84
Website Expense	540.00	0.00	0.00	0.00	$540.00
Total Expenses	$1,594.05	$2,029.83	$895.93	$535.37	$5,055.18
NET OPERATING INCOME	$11,475.95	$1,792.13	$ -595.93	$ -535.37	$12,136.78
NET INCOME	$11,475.95	$1,792.13	$ -595.93	$ -535.37	$12,136.78