



Bedford Estates
Homeowners Association

**Annual Homeowner Meeting Minutes
Woodland Heights Baptist Church
(Not yet approved)**

Date: November 12, 2019

Call to Order at: 7:02 PM

Attendance:

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

Committee Chairs	Committee	Present
Jim Vaught	Compliance	x
Linda Pool	Beautification	x
Charla Masarik	Events	x

Quorum of Board Members Established: Yes

Quorum of Voting Member Households Established by Treasurer: Yes

President’s Report:

Kim Smith welcomed homeowners and presented a synopsis of the efforts of the current board over the last several years. Emphasis of the presentation was the creation of a sustainable organization with clear goals, a strategic multi-year plan, standard operating procedures, and archival of all board documentation. The current board feels this foundational work will ease the introduction of new board members, committee chairs and volunteers and provide continuity for BEHA as well as future leadership teams.

Kim also covered the primary goals going forward and acknowledged the financial and personal contributions of our volunteers that make this work successful.

Secretary’s Report:

Carol Brooks gave a brief overview of the strategic plan developed by the board in 2019 including the percentage accomplishment of each item. Plans are in place to review and update the Plan in the Spring of 2020.

Homeowners were given a copy of the minutes from the 2018 Homeowner Meeting and asked to review.

Carol Brooks made the motion to approve the 2018 minutes; Deborah Cashen seconded. Approved as presented.



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Treasurer's Report:

Deborah Cashen reviewed the 2019 Profit and Loss Report covering year-to-date through November 6, 2019 and showing a total income of \$17,191.96, total expenses of \$5,055.18, resulting in a net operating income of \$12,136.78. A 2019 budget analysis was then covered showing projected vs actual expenses to date as well as projected expenses through year end which would result in a net income of \$6,959.00.

Since dues were raised to \$100.00, \$25.00 of that has been deposited into a special fence fund to help offset future replacement costs. Additional monies have been contributed through homeowner donations and income from special HOA sponsored events. We ended 2019 with a total of \$3,759.49 in this fund after expenses of \$854.00 for repair and staining of the Cummings fence. Current bank balance is \$32,710.31 and the Board of Directors has approved moving \$10,000.00 from that account into the fence fund and opening a separate bank account for the fencing.

Deborah then reviewed the proposed line item budget for 2020 using 2019 expenses and a projected dues campaign participation rate of 75% which would result in a total income of \$17,200.00 with projected expenses of \$16,210.00, leaving a net income of \$990.00.

Deborah Cashen made the motion to approve the proposed 2020 budget, Maria Fernandez seconded. Approved as presented.

Zone Delegates

Jim Davis recognized those zone delegates in attendance for their contributions to the dues campaign, welcoming new homeowners and contributing to the overall camaraderie of the neighborhood. He also encouraged those in attendance to get involved and motivate others to volunteer as well as to emphasize the importance of the BEHA and the work done to maintain the community property and to protect property values.

Committee Reports:

Compliance Chair

Jim Vaught underscored the importance of the process that his committee has documented by which homeowners submit requests to the committee for approval, the routing to committee members for review, to the board for approval and final archiving for future HOA members and homeowners. He has also researched and solidified the extent to which BEHA has jurisdiction over compliance issues vs the City of Bedford or the State of Texas.

Throughout 2019 this committee has needed to issue multiple variances for roofing replacements and found itself hampered by the outdated CCRs in its ability to readily resolve issues. This has underscored the need to bring the existing Codes, Covenants and Restrictions in line with current state laws and building materials. Since compliance is one of the primary duties of the BEHA, this process will be a priority project in 2020.

Jim brought the homeowners up to date on the repairs and staining required on the Cheek Sparger perimeter fencing and the issues surrounding the need to resolve the water drainage



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issues with the City of Bedford prior to that work being started. A question was raised by a homeowner about matching stain colors for the Cheek Sparger fencing to the recently stained Cummings fence. The discussion was tabled for a future meeting.

Beautification Chair

Linda Pool acknowledged great support from volunteers on several projects including Stephanie Mims for décor for special holidays and events; Wayne Clay for alerting her to problems with the irrigation system; Jim Vaught and Mike Pool for installing more efficient drip irrigation. Major projects for 2020 include separating the irrigation of the beds from the grass and refreshing the soil in the flower beds to lessen water usage.

Open items for future discussion include flower beds at Cheek Sparger entrances once drainage is resolved, possible lighting at entrances and replacement of Bedford Estate signs with more pleasing design.

Events Chair

Charla Masarik mentioned that feedback from homeowners has been very positive for all HOA sponsored events. Her committee is trying to ensure a variety of experiences to suit the demographics of the neighborhood and will be asking for input.

The third annual Christmas Crawl is scheduled for Saturday, December 7 and will be a fund raiser for the fencing. Registration and a payment of \$10/each will be through the Bedford Estates website. Prior registration will also help host homes plan for food to avoid waste.

The board is also considering additional fee events to help support the fence fund as well as business sponsorships for this and other events in 2020 to offset costs to the HOA.

Nominating Committee Chair

Carol Brooks presented an overview of the proposed organization for 2020-2021 with an emphasis on more clearly defining committee and subcommittee roles to encourage more volunteerism as well as the formation of the Advisory Council. Carol then presented a slate of candidates for Board of Directors positions to the homeowners for consideration and approval.

Kim Smith – President (2nd term)

Carol Brooks – Vice President (new position on board)

Wynette Griffin – Secretary (new board member)

Robert Gagliardi – Zone Delegates (new board member)

Duane Buuck made the motion to approve the Board of Directors candidates; Len Bussey seconded. Approved as presented.

Carol then explained that the BEHA by-laws require that the homeowners approve the at-large board members that make up the five-member Standing Compliance Committee: Mike Cashen, Doug Rhea, Hendrik Prufer, Steve Sewell, one open position.



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Maria Fernandez made the motion to approve the Compliance Committee members; Kim Davis seconded. Approved as presented.

The final list of at-large board members requiring homeowner approval were:

Linda Pool – Beautification Committee (2nd term)

Charla Masarik – HOA Events (2nd term)

Carol Brooks – Communications (2nd term)

Deborah Cashen made the motion to approve the At Large Board members; Karen Vaught seconded. Approved as presented.

Closing Remarks

Kim Smith formally introduced the new board, recognized new members Wynette Griffin and Robert Gagliardi and called for recognition of the contributions of the outgoing members:

Maria Fernandez – Vice President

Jim Davis – Zone Delegates (moving onto the Advisory Council)

Jim Vaught – Compliance Committee Chair (moving onto the Advisory Council)

Adjourned: Without objection at 8:45 PM

Submitted by: Carol Brooks, BEHA Secretary

Attachments: Minutes of 2018 Homeowner Meeting

Slide presentation from 2019 Homeowner Meeting