



2020 Annual Meeting Minutes

Date: December 12 – 20, 2020

Due to Corona Virus restrictions, the Board voted not to attempt an in-person meeting but rather opted to conduct the required Homeowners Annual Meeting electronically. The President, Vice President and Treasurer each recorded a video containing the information that would have been presented at an in-person meeting using a composite Power Point presentation. In addition, homeowners were given access to an interactive Google Forms document which allowed them an opportunity to cast their ballots for open Board and Committee positions and to vote to approve/amend the 2019 year-end financial reports, upcoming 2020 budget, and 2019 Annual Meeting minutes. There was also an opportunity for residents to volunteer, comment and/or recommend changes via the Google Form. Ballots were collected electronically.

Notification of the meeting was sent to all residents for whom we had a valid email address; those who had chosen not to share their email address or who had unsubscribed were sent a physical copy of the presentation, a ballot for voting, and a link to YouTube so that they could view the videos mentioned above. Notification was also posted on the Bedford Estates NextDoor site as well as our BEHA Facebook page and links to the videos on YouTube and the presentation were posted to the Bedford Estates website at www.bedfordestates.org

Board Member	Position	Present
Kim Smith	President	X
Carol Brooks	Vice President	X
Treasurer	Deborah Cashen	X

Committee Chairs	Committee	Present
Linda Pool	Beautification	n/a
Charla Masarik	Events	n/a

Quorum of Members Established: A quorum was met with 36 individual homeowner households in good standing (2020 dues paid) participating. The required minimum was 21 households.

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

President's Presentation – Kim Smith:

- Overview of the digital annual meeting process and qualifications for voting were explained.
- Homeowner recognitions:
Robert Gagliardi elected to Bedford City Council.
Hendrik Prufer tapped to serve on Bedford City Zoning Commission.
Paul Caironi provided oversight for neighbor-to-neighbor care group instituted at start of Pandemic.
- Review of changes in the city of Bedford with a new Mayor elected, hiring of a new City Manager, Economic Development Manager, and Interim Police Chief, as well as a 2-year construction process has begun to completely redo Generations Park @ Bedford Boys Ranch. Homeowners were encouraged to check back of monthly water bill for coupons offered by local merchants and to follow the City of Bedford Facebook page for timely information and updates.

- A recap of 2020 Board Actions was presented which included: decision to request elimination of Compliance Chair position with duties moved to Vice President responsibility, renaming Compliance Committee to Architectural Review Committee, creating a committee to focus on HOA property that works in tandem with the Beautification committee, renaming Zone Delegate position to Neighbor Relations, moving Dues Campaign oversight to responsibility of the Treasurer, moving Communications oversight to Neighbor Relations chair responsibility, joined DFW chapter of Community Associations Institute to stay informed of all state & federal legislation regarding HOA's, and provided continuity of HOA business via virtual Board meeting beginning in March 2020. The board has approved to document all standard operating procedures for board & committee positions, as well as the acquisition of a safe deposit box for storage of critical HOA documents.
- A link was provided to review the minutes of the 2019 Annual Meeting with opportunity to vote to adopt at end of the presentation. The minutes were unanimously approved by the participating homeowners.
- Proposed changes to the BEHA Bylaws were presented as follows:
Change the wording of Section 3.5 - Duties of Officers to read as:
 1. The Vice President shall chair The Architectural Review Committee. The Vice President shall be responsible for the resolution of any infractions to the CCR's (Covenants, Conditions & Restrictions – also referred to as Deed Restrictions).

2. Change the name of Zone Delegate Chairperson to Neighbor Relations Chairperson.

Change the wording of Section 6.3 – Board of Director Meetings to read as:

Board of Director Meetings shall be held quarterly, unless cancelled by the Board, and shall be responsible for the government of the association.

Change the wording of the last sentence of Section 6.6 – Notice of Meetings to read as:

This notice shall be given at least seventy-two hours (72) before the date named for the meeting, with the exception of Regular Quarterly Meetings for which a firm date, time and place have been publicized to all Association members.

Change the title of Article XII – Compliance Committee to read as:

Article XII – Architectural Review Committee

All bylaw changes were unanimously approved by the participating homeowners.

Vice President's Presentation – Carol Brooks:

- An overview of HOA Property Maintenance Actions for 2020 was presented which included Power washing, staining of the Cheeksparger perimeter fencing, as well as the cleaning & repainting of the metal ironwork enhancements at the north entrances for a total cost of \$6480. Plans for 2021 include working with the city of Bedford to eliminate the erosion and drainage issue on the east side of Ashbury at Cheeksparger Road. In addition, the committee will have stonework at all 6 entrances, 4 raised stonework flower beds, as well as the 42 stone pillars that are part of the perimeter fencing inspected for damage and solicit bids for repairs indicated. Doug Rhea is chair of the HOA Property Maintenance Committee.
- Architectural Review Committee updates include the implementation of new processes which will be More efficient for the committee members; updating the BEHA website with information regarding the Project approval process, materials listing, and homeowner forms to minimize delays; as well as Having the ARC review process, voting, & homeowner notification executed electronically where possible.
- Nomination of Steve Kennedy to fill the fifth open member position. Mr. Kennedy was approved Unanimously by the participating homeowners.

- Carol provided the Beautification Committee Report on behalf of the chair, Linda Pool. Activity for 2020 included displaying of American flags at all neighborhood entrances on all Federal holidays and election days, seasonal décor installed at entrances when appropriate, continuation of Yard of the Month recognition / reward program, maintenance throughout the year of the Cummings entrance flowerbeds with weeding, fertilization, seasonal plantings & supplemental watering, and lastly working with the HOA Property Maintenance Committee as needed.

Treasurer's Presentation – Deb Cashen:

- Current checking account balance as of 12/1/2020: \$10,135.65
- Current savings account balance (fence fund) as of 12/1/2020: \$21,518.65
- Review of 2020 Line-Item expenses vs. the approved budget (copy attached)
- 2020 dues participation was 69% with 139 homes participating
- Presentation of the proposed 2021 budget for approval (copy attached)
- Explanation of the revised dues campaign process for 2021. Invoices and payment will be executed Electronically except for those homeowners with no contact information on file. Those homeowners Will receive a dues campaign packet with remittance form via USPS.
- A link was provided for all participants to review the 2020 and 2021 financial reports and budgets. The 2020 financials and the 2021 budget were unanimously approved by participating homeowners.

New Business Updates – Kim Smith:

- Presentation of 2021 goals as formulated by the Board of Directors at the February 2020 planning session included:
 - Better engagement of tenured and new residents via Neighbor Relations
 - Redefine role of Zone Ambassadors with duty of soliciting of dues door to door being removed
 - Updating Bylaws to reflect changes in Board structure and meeting dates/requirements
 - Continue to conduct strategic planning session to update long term goals
 - Bring Covenants, Conditions and Restrictions (CCR's) current with state and federal laws governing HOA's. (last updated 2011)
 - Update the approved materials list used as guideline by Architectural Review Committee. (last updated 2018)
 - Continue to work with city of Bedford on Cheeksparger Road drainage issues
 - Assess feasibility of xeriscaping at Cheeksparger entrances
 - Repair of all stonework along both northern & southern perimeters and entrances
 - Explore use of solar lighting of signage at all entrances
 - Continue to offer neighborhood wide events based on interest & attendance
- A link was provided for homeowners to review the changes in the BEHA organizational chart
- Officer Elections: The following slate of new officers was presented for vote by the nominating committee to serve a 2-year term beginning in January 2021:
 - Secretary: Catherine Ross
 - Treasurer: Brenda Roche
 - Neighbor Relations Chair: Ivonne Sewell

All nominees were unanimously elected by the participating homeowners.
- A closing statement was presented by the president thanking homeowners for their support & participation; as well as encouraging all homeowners to pay their 2021 Annual Dues and to consider Becoming more involved in the BEHA community.

Electronic review & voting closed: Midnight, December 20, 2020

Submitted by: Kim Smith, President (Secretarial position was vacant)