

Bedford Estates 2022 Annual Meeting*

*Presentation & Ballot
Sent electronically via email

AGENDA

- ▶ 2022 ACCOMPLISHMENTS
- ▶ INTRODUCE NEW BOARD CANDIDATES
- ▶ INTRODUCE NEW COMMITTEE VOLUNTEERS
- ▶ 2023 GOALS AND CHALLENGES
- ▶ BASIC BELIEFS
- ▶ VOTING ON 2021 ANNUAL MEETING MINUTES, 2023 BUDGET AND BOARD OFFICER CANDIDATES

2022 ACCOMPLISHMENTS

- ▶ FILED MANDATORY MANAGEMENT CERTIFICATE WITH TREC
- ▶ FILED MANDATORY BOARD RESOLUTIONS WITH COUNTY
- ▶ DRAFTED AMENDED BYLAWS & CCRs WITH NEW LAWS & CHANGES TO HOA GOVERNANCE FOR OWNER REVIEW
- ▶ CONSULTED WITH HOA LAWYER FOR REDRAFT OF BYLAWS & CCRs W/OWNER INPUT & 2021 TX HOA LAWS (to be voted on in 2023)
- ▶ REPAIRED AGING SPRINKLER SYSTEM AND STONework
- ▶ HOSTED SEVERAL NEIGHBORHOOD EVENTS
- ▶ WELCOMED SEVEN NEW NEIGHBORS - 24 SINCE JAN.2021!



Bedford Estates
Homeowners Association

**PROPOSED BOARD
2023 - 2024**

BOARD AND COMMITTEE VOLUNTEER OPPORTUNITIES



VOLUNTEER CANDIDATES FOR BOARD*

PRESIDENT:	Jim Griffin
VICE PRESIDENT:	Renee Chapell
TREASURER:	Brenda Roche
SECRETARY:	Kim Smith
NEIGHBOR RELATIONS:	Kelli Farco

To take office January 2023 for two-year term

Please vote to approve these candidates or add your name or an alternate on the ballot sent via email.

*** Nominating Committee: Sonia Ashford, Judy Jones, Kim Smith**

CANDIDATE FOR PRESIDENT: Jim Griffin



- ▶ Jim, wife Wynette, and daughter Liz have lived in Bedford for 33 years and in Bedford Estates for eight. They are strong proponents of the climate and culture of our neighborhood and look forward to contributing to its continued growth and success.
- ▶ In addition, Jim has been actively involved for twenty-eight years in several community endeavors including serving as our Bedford Mayor from 2010-2019, as a City Council representative for eight years and as a member of the Planning and Zoning Commission.
- ▶ The non-profit 6Stones, Woodland Heights Baptist Church, Mid-City Basketball Association and the HEB Chamber of Commerce all benefit from his involvement.
- ▶ The acumen Jim has gained from 37 years with Verizon as well as a Master's degree in Business/Finance and a Bachelor's in Planning will serve the Bedford Estates Homeowners Association very well.

CANDIDATE FOR VP: Renee Chappell



Renee has been an HEB resident since she was nine and her partner, Russell, was born and raised here. She graduated from Trinity and him from L.D. Bell. As she says - a house divided!

As a graduate of UNT with a BA in Fine Arts, Renee is enjoying a career in architectural/interior design (not to be confused with decorating) and is well versed in reviewing construction projects.

Renee was on Bedford's Zoning Board of Adjustments and is planning on joining Planning and Zoning when their three teens have graduated.

Recent residents, Renee and Russell were drawn to Bedford Estates because of the obvious care residents put into their homes and the variety of architectural design.

CANDIDATE FOR TREASURER: Brenda Roche



Brenda and Tim have been residents for 16 years. She worked in IT for her entire career with American Airlines, Sabre, EDS and HP in various capacities such as programming, systems engineering, flight ops and as a business analyst. Her experience with accounting was as the treasurer for a high school band booster organization and her attention to detail is legendary.

She has served a two-year term as our Treasurer and has been an asset in keeping our finances in order and has:

- worked with Paul Caironi to run successful dues campaigns
- conducted clean audits
- documented and presented board quarterly, YTD and profit and loss reports along with a yearly budget.

She also puts her IT background to good use by maintaining our HOA website database with dues and donor records and property owner contact information.

BRENDA HAS VOLUNTEERED TO CONTINUE AS OUR TREASURER

CANDIDATE FOR SECRETARY: KIM SMITH



Kim has served previously as both Secretary and President of the Association. She has a keen sense of the need to keep accurate records of board proceedings, is aware of the team effort required to support the neighborhood and will help provide a smooth transition for incoming officers.

Terry and Kim have been Bedford Estates residents for 25 years and all four kids attended HEB schools.

She began her career with Foleys in Houston & rose to account manager here in DFW with one of the largest independent sales rep firms in women's fashion. She is a pro at setting and managing to achievable goals, within a set budget, and in collaboration with other conscientious people.

CANDIDATE FOR NEIGHBOR RELATIONS: Kelli Farco



Although Kelli and husband Steve are new residents of Bedford Estates, she spent almost 25 years working for the City of Bedford. Most of her tenure was providing support for our law enforcement although her last assignments were as Assistant City Manager and Interim City Manager. Her husband, Steve, is our most recently elected City Council member, so Kelli has keen insights into our city and will be a great asset to that relationship.

In addition to a relatively new career in real estate, she and Steve have two sets of twins - two in their late 20s who live in Ft. Worth and two currently in their Junior year at UT Austin. Kelli already has some great ideas for neighborhood get-togethers and feels strongly about hosting events for all age groups.

BOARD POSITION STILL AVAILABLE

COMMUNAL PROPERTY - BOARD OFFICER

- Provides oversight for Beautification and
- HOA Property Maintenance Committees

The electronic ballot will provide an opportunity to volunteer

ARCHITECTURAL REVIEW COMMITTEE

- ▶ The following volunteer members were approved for a two-year term in 2021 & all have agreed to continue serving in 2023.
- ▶ - John Ashford
- ▶ - Chris Brown
- ▶ - Mike Cashen
- Steve Kennedy
- Greg Rusk

BEAUTIFICATION CHAIR - LINDA POOL



New members

Janet Helsel

Melanie Kogucz

Charla Masarik

Jamie Matacia

Dick and Karen Pafford

Dena Rhea

Kim and Terry Smith

Karol Swanson

Karin Vaught

Syed & Ikram Qadri

EVENTS COMMITTEE: CO-CHAIRS - SONIA ASHFORD AND
JAVIER OLIVO



New members

John Ashford

Caitlin Edwards

Russell Floyd

Lydia Gagliardi

Kristen Hudson

Rosemary Jobe

Mike and Judy Jones

Charla Masarik

Karen Pafford

Roma Rusk

WELCOME WAGON: Ivonne Sewell

Russell Floyd will be working with Ivonne and the Zone Ambassadors to:

- Welcome new neighbors

- Ensure that new neighbor contact information is entered into our database

- Engage with homeowners when materials need to be delivered and/or picked up.

COMMUNICATIONS CHAIR: Carol Brooks

- ▶ **HANNAH MOLTZ** HAS VOLUNTEERED TO BACKUP THE CURRENT CHAIR BY BECOMING FAMILIAR WITH THE WORKINGS OF THE HOA WEBSITE AS WELL AS THE SOURCES FOR OUR:

- ▶ SOFTWARE
- ▶ HOSTING
- ▶ LOGOS; ARTWORK
- ▶ NEIGHBORHOOD BSIGNAGE

SHE WILL WORK CLOSELY WITH

NEIGHBOR RELATIONS AND THE EVENTS COMMITTEE TO DRAFT ANNOUNCEMENTS FOR UPCOMING EVENTS

THE BOARD SECRETARY TO ENSURE THAT ALL HOA LEGAL DOCUMENTS ARE POSTED TO THE WEBSITE AND ALSO PROPERLY ARCHIVED

THE BOARD TO SEND OUT EMAILS TO ALL RESIDENTS WITH PERTINENT INFORMATION AS WELL AS UPDATE THE HOA FACEBOOK PAGE AND NEXTDOOR

RECOGNIZING OUR OTHER VOLUNTEERS: ZONE AMBASSADORS

- ▶ OUR NEIGHBORHOOD IS BROKEN UP INTO 17 ZONES WITH A NEIGHBOR WHO LIVES IN EACH ZONE ACTING AS YOUR ZONE AMBASSADOR.
- ▶ THERE IS A LISTING ON THE WEBSITE www.bedfordstates.org ORGANIZED BY ADDRESS UNDER THE CONTACTS TAB
- ▶ FIND YOUR ADDRESS AND YOU WILL LOCATE THE NAME AND CONTACT INFORMATION FOR YOUR AMBASSADOR
- ▶ PLEASE CONTACT THEM WITH YOUR IDEAS, SUGGESTIONS OR ISSUES AND THEY WILL ESCALATE THEM TO THE APPROPRIATE PERSON ON THE BOARD OR COMMITTEE. CLICK THE LINK BELOW TO FIND YOURS!
- ▶ [ZONE AMBASSADORS](#)

ZONE AMBASSADORS

SONIA ASHFORD
PAUL CAIRONI
WYNETTE GRIFFIN
ROSEMARY JOBE
MELANIE KOGUCZ
VICKI MATA CIA
LINDA POOL
IVONNE SEWELL
KARIN VAUGHT

LINDA BUSSEY
KIM DAVIS
CAROLYN HYBARGER
JUDY JONES
CHARLA MASARIK
KAREN PAFFORD
CATHERINE ROSS
KAROL SWANSON

2023 GOALS

- ACTIVELY PARTICIPATE WITH CITY ON CHEEK SPARGER WIDENING PROJECT AND REVAMP OF LINEAR PARK
 - SEEK RIGHT-OF-WAY FROM CITY FOR FLOWER BEDS AT ENTRANCES & PROVIDE WATER SUPPLY
 - ENSURE HOA PROPERTY IS PROTECTED
 - ENSURE DRAINAGE ISSUES CONTINUE TO BE ADDRESSED
- ACTIVELY PARTICIPATE WITH CITY AND HEB SCHOOLS ON ISSUES THAT AFFECT BEHA RESIDENTS
- CONSIDER THE VALUE OF FORMING A PARTNERSHIP WITH OTHER HEB HOAs TO DISCUSS AND RESOLVE COMMON ISSUES AKIN TO THE NORTH FORT WORTH ALLIANCE

2023 GOALS: PROPERTY MAINTENANCE

CHAIR: JIM VAUGHT



- ▶ REVIEW SHORT & LONG-TERM FINANCIAL HEALTH OF THE HOA TO ADDRESS RISING COSTS FOR WATER, MOWING, INSURANCE, EVENTUAL FENCE & SPRINKLER REPLACEMENT AND ON-GOING MAINTENANCE OF STONework & IRONWORK
- ▶ EST. REPLACEMENT COSTS FOR FENCING ASSUMES:
concrete footings, metal posts & stone pillars are reusable
replacement of Cheeksparger fence in 10 years
replacement of Cummings fence in 5 years

Cheeksparger Fence

1072 linear feet = \$41,800

Cummings fence

1,404 linear feet = \$54,800

PROPERTY MAINTENANCE Continued

- EST. COSTS FOR CUMMINGS SPRINKLERS:

 - Upgrade four zones in Ashbury & Highbury beds = \$3,060

 - Upgrade total system in beds and grass to drip system = \$9,800

- EST. COSTS FOR MAINTENANCE OF FENCING >\$5,600/PER 3 YEARS X 2

- EST. COSTS FOR MAINTENANCE OF STONework >\$1,773/PER YEAR

- EST. COSTS FOR MAINTENANCE OF IRONWORK > \$1,000/PER 3 YEARS

2023 GOALS

➤ SECURE ESTIMATES AND FINANCING TO UPGRADE NEIGHBORHOOD IMAGE AT ALL ENTRANCES:

NEW LANDSCAPING AT FOUR CHEEK SPARGER ENTRANCES (8 BEDS)
LIGHTING AT ALL SIX ENTRANCES (12 PILLARS)
NEW SIGNAGE AT ALL SIX ENTRANCES (12 PILLARS)

PRESENT TO OWNERS THE REDRAFTED BYLAWS BASED ON CONSULATION WITH HOA LAWYER AND OWNER INPUT FROM BALLOT IN OCTOBER 2022

REDRAFT THE CURRENT CCRs BASED ON LAWYER INPUT AND OWNER COMMENTS FROM BALLOT

BETTER REFLECT MORE CONTEMPORARY NEEDS AND MATERIALS
DELETE CONDITIONS PERTAINING TO INTIAL DEVELOPMENT OF THE SUBDIVISION
MODIFY WORDING WHERE NEEDED TO ALLOW OVERSIGHT BY ARC &
ELIMINATE NEED FOR “VARIANCES”
ADD WORDING RELATIVE TO DISSOLUTION

WE BELIEVE THAT THE HOA

- ▶ CONTRIBUTES TO THE DESIRABILITY AND LIVEABILITY OF BEDFORD ESTATES AND PROVIDES A RETURN ON THE INVESTMENT OF PROPERTY OWNERS THROUGH:
 - ▶ THE PRESERVATION OF OUR COMMUNAL PROPERTY
 - ▶ THE ADERENCE TO BUILDING STANDARDS BY APPLICATION OF THE DEED RESTRICTIONS AS DESCRIBED IN THE (CCRs) COVENANTS, CONDITIONS AND RESTRICTIONS OF THE SUBDIVISION.
 - ▶ HOSTING EVENTS & PROVIDING OPPORTUNITIES FOR NEIGHBORS TO KNOW ONE ANOTHER WHICH FOSTERS A SENSE OF COMMUNITY AND SECURITY.
 - ▶ PROVIDING A COHESIVE VOICE TO CITY AND COUNTY GOVERNMENT

WE BELIEVE THAT THE CCRs

- ▶ **HELP MAINTAIN A MUTUALLY BENEFICIAL LIVING ENVIRONMENT FOR ALL OWNERS**
- ▶ **HELP AVOID NEIGHBOR TO NEIGHBOR DISPUTES**
- ▶ **HELP MAINTAIN PROPERTY VALUES**

THE BEDFORD ESTATES CCRs HAVE BEEN IN-PLACE SINCE THE SUBDIVISION WAS DEVELOPED AND AUTHORITY TO ENFORCE THEM WAS LEGALLY GIVEN TO THE HOA WHEN IT WAS INCORPORATED IN 1997.

THEY “RUN WITH THE LAND” REGARDLESS OF WHO OWNS THE PROPERTY

IF YOU CHOOSE NOT TO BECOME A MEMBER IN THE HOA, THE LAW STILL REQUIRES THAT YOU COMPLY WITH THE NEIGHBORHOOD CCRs (COVENANTS, CONDITIONS AND RESTRICTIONS). THEY ARE ALSO CALLED DEED RESTRICTIONS AND WILL BE CALLED OUT IN YOUR DEED.

WHILE THE HOA HAS NO AUTHORITY TO FINE YOU FOR NON-COMPLIANCE, ANY BEDFORD ESTATES PROPERTY OWNER CAN SUE TO ENFORCE THE CCRs.

THE CCRs WOULD CONTINUE IN FORCE EVEN IF THE HOA WERE TO BE DISSOLVED.

PLEASE LOOK OVER THE NEXT FEW SLIDES FOR A FEW MORE DETAILS THEN COMPLETE YOUR BALLOT FOR:

- ▶ 2021 ANNUAL MEETING MINUTES
- ▶ 2023 PROPOSED BUDGET
- ▶ CANDIDATES FOR OPEN BOARD POSITIONS

2021 Annual meeting minutes

▶ **Presentation posted and email sent: 12/31/2021**

▶ 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 contributed to a comprehensive presentation as will be discussed below 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 online poll which allowed them an opportunity to cast their ballots for open Board and Committee positions and to vote to approve/amend the proposed 2022 budget, and 2020 Annual Meeting minutes. There was also an opportunity for residents to volunteer, comment and/or recommend changes via the poll. Ballots were collected electronically, and all items listed above were approved by a majority of those responding.

▶ Notification of the meeting was sent via email 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 details on who to contact for their ballot to be retrieved. Notification was also posted on NextDoor, our BEHA Facebook page and links to the presentation were posted to the Bedford Estates website at www.bedfordestates.org

Minutes Continued

- ▶ **Quorum of Members Established:** A quorum was met with 48 individual homeowner households participating and all approving of the items listed above; 47 were submitted electronically. The required minimum was 30 households.
- ▶
- ▶ **President's Presentation – Kim Smith**
 - Overview of the digital annual meeting process.
 - Significant turnover of homes in Bedford Estates amid escalation of property values. Seventeen new residents who cited our diverse home styles, large lots, and HOA upkeep as reasons for their purchase. Most are young families.
 - Mayor Boyter and new City of Bedford personnel doing a good job in communicating to residents on projects, issues, and accomplishments e.g., Mayor's monthly open forum outreach sessions.
 - The HOA Board quarterly meetings are a success and minimize burden of time commitment while keeping HOA projects/decisions/awareness on target using email.
 - Administrative processes under Neighbor Relations, dues campaign and board duties have been streamlined to ensure smooth transition to new board/committee members and improve timeliness.
 - Focused on transition planning and total transparency to residents.
 - 2022 goals include a focus on engagement of new residents, revamping HOA events, strategic planning and updating by-laws and CCRs to include new Texas laws.
 - Open Board and Committee positions were presented along with reasons to volunteer.
- ▶

Minutes Continued

▶ **Vice President's Presentation – Carol Brooks**

- Four nominations were submitted for approval: Jim Vaught for Chair of the HOA Property Committee and Chris Brown, Greg Rusk, and John Ashford as members of the ARC (Architectural Review Committee). All were unanimously approved by those taking the poll.
- Solicitation for nominations was also given for Vice President and President. It was hoped that volunteers would come forward so that a smooth transition could be provided as both these positions become vacant at year end 2022. No nominations were received, and another call will be announced in first quarter 2022.
- 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 the recognition of holiday lighting, 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 – Brenda Roche**

- As of 12/28/2021:
 - ▶ Checking Account Balance: \$14,101.99
 - ▶ Savings Account Balance: \$25,771.21
 - ▶ Dues Campaign ended with 68% participation: 136 households out of 200
- Budget vs Actual report was included for review and Proposed 2022 Budget was included and approval given via the poll.



▶ **Electronic review & voting closed: Midnight, January 31, 2022**



▶ **Submitted by:** Carol Brooks



2022 BUDGET VS ACTUAL
December 5, 2022

Category	2022 BUDGET	2022 Actual Dec 5	% 2022 Actual Income
INCOME	70% Participation	68% Participation	
Donations	600	1,075	
HOA Fees (\$100/yr)	14,000	13,200	
Refunds/Allowances			
Allocated to Fence Replacement	(3,500)	(3,300)	
Event Income			
TOTAL INCOME	11,100	10,975	100
EXPENSES:			
Bank Charges	350	323	3
Beautification Committee	600	625	6
Events Committee	400	84	< 1
HOA Property Maintenance	2,000	1,340	12
Mowing	2,600	2,700	25
Legal & Professional	1,300	422	4
Liability Insurance	2,000	1,639	15
Administrative	800	764	7
Meeting Facilities	50		
Signage	200		
Neighbor Relations	50		
Website	650	648	6
Utilities	100	10	< 1
Virtual Meetings			
TOTAL EXPENSE	\$11,100	\$8,555	78
Net Operating Inc.	\$0	\$2,420	22

2022 BUDGET VS ACTUAL

2022 BUDGET CONSIDERATIONS

TREASURER: BRENDA ROCHE

ANNUAL BUDGET WAS BASED ON 70% DUES PARTICIPATION

(Campaign is conducted in the 1st quarter of the year and dues can be paid via the Association website)

- SHORTFALL IN 2022 WAS MADE UP BY GENEROUS MEMBER DONATIONS
- MOWING COSTS HAVE INCREASED

CHECKING ACCOUNT BALANCE: \$11,432.56

RESERVE FUND BALANCE: \$33,599.31*

Less \$8,800 pending invoice for stonework repair to be paid by year end.



2023 PROPOSED BUDGET

Category	2022 BUDGET	2023 Proposed Budget
INCOME	70 % Participation	70% Participation
Donations	600	600
Dues	14,000	14,000
Reserve Fund	(3,500)	(3,500)
Refunds/Allowances		
Event Income		
TOTAL INCOME	11,100	11,100
EXPENSES:		
Bank Charges	350	400
Beautification Committee	600	600
Events Committee	400	400
HOA Property Maintenance	2,000	2,000
Mowing	2,600	3,800
Legal & Professional	1,300	1,300
Liability Insurance	2,000	2,000
Administrative	800	1,000
Meeting Facilities	50	100
Signage	200	200
Neighbor Relations	50	50
Taxes & Licenses		
Website	650	650
Utilities	100	100
TOTAL EXPENSE	11,100	12,600
Net Operating Inc.	0	(1,500)

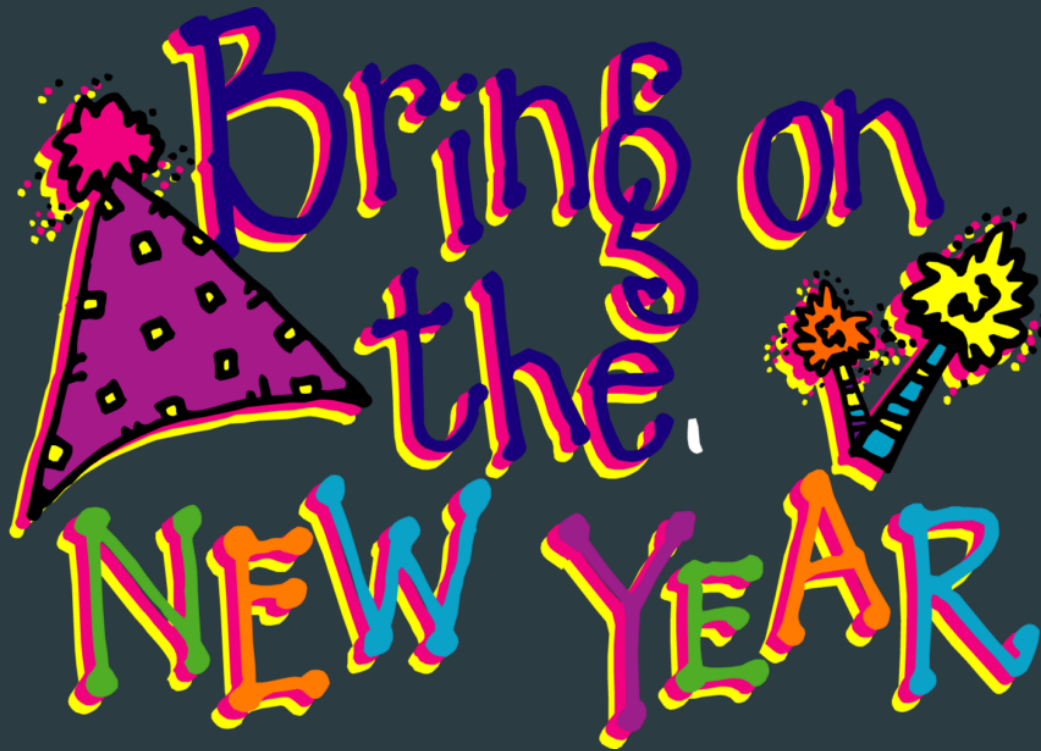
An approved budget allows the board of directors to efficiently manage Bedford Estates Homeowner's Association yearly responsibilities without a general membership vote every time need arises. Unexpected expenditures not listed in this budget are voted on by the Bedford Estates Board of Directors on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

2023 PROPOSED BUDGET

2023 BUDGET CONSIDERATIONS

- ▶ INCREASING BANK CHARGES TO REFLECT INCREASE IN ONLINE HOA FEES (DUES) PAYMENTS
- ▶ INCREASE FOR MOWING TO COVER NEW HIGHER WEEKLY FEES (BOARD APPROVED)
- ▶ INCREASE IN ADMINISTRATION TO COVER INCREASED COST OF QUICKBOOKS (\$70/ANNUAL) PLUS HIGHER POSTAL RATES FOR MAILINGS TO OWNERS WHO DO NOT REGISTER AN EMAIL WITH THE ASSOCIATION
- ▶ POTENTIAL INCREASE IN MEETING FACILITIES AS THE BOARD WISHES TO GET BACK TO IN-PERSON MEETINGS
- ▶ PLEASE WATCH FOR OUR DUES CAMPAIGN TO BE ANNOUNCED IN JANUARY

THANK YOU FOR TAKING THE TIME TO REVIEW THIS YEAR-END SYNOPSIS



- ▶ WE HOPE EVERYONE HAS A PLEASANT HOLIDAY SEASON AND WE LOOK FORWARD TO CONTINUING TO DO ALL WE CAN TO PROMOTE BEDFORD ESTATES, LISTEN TO OUR RESIDENTS AND MAKE OUR NEIGHBORHOOD A GREAT PLACE TO LIVE.
- ▶ PLEASE VOTE ON THE MINUTES, BUDGET AND BOARD CANDIDATES USING THE BALLOT SENT VIA EMAIL