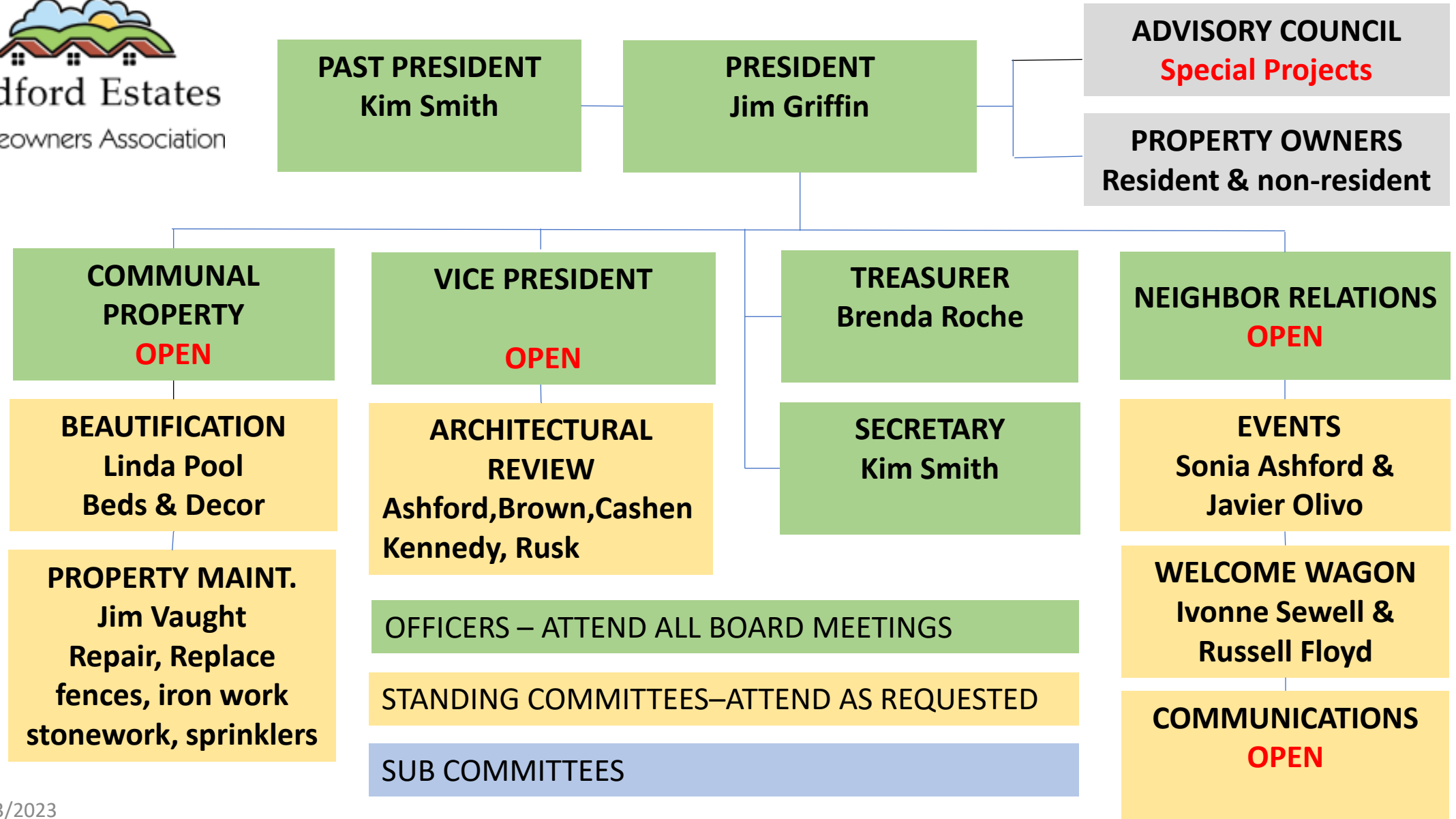




## BOARD OF DIRECTORS FOR 2023 - 2024



# PRESIDENT

***Purpose: Represent Bedford Estates and the BEHA, Inc. to Homeowners and the City of Bedford***

- Preside at meetings of the Board and membership
- Exercise general supervision over the Association's interest and welfare
- Execute legal documents on behalf of the Association.
- Exercise the power to appoint and dissolve ad hoc committees.
- Exercise the power to call special meetings of the Board of Directors and any Ad Hoc meetings that are needed.
- Set meeting agendas and facilitates meetings
- Vote only in the event of a tie vote of the Board
- Liaison to real estate agents, other HOAs and the City of Bedford on issues that affect Bedford Estates

# ADVISORY COUNCIL

***Purpose: Provide Ad hoc personal and/or professional advice when needed***

This council does not meet, rather it consists of individuals who have specific expertise and are willing to be available if the Board or any of the committees need advice or research on an issue. Examples might include:

- Attendance at City Council meetings
- Attendance at HEB school district meetings
- Awareness of laws pending or enacted by the State of Texas that could impact the HOA and Bedford Estates
- Long term residents that can assist on precedence established by previous Boards

## **COMMUNAL PROPERTY**

**NEW - OPEN**

Provide oversight for HOA Property  
Maintenance & Beautification

### **BEAUTIFICATION CHAIR**

**Linda Pool**

**ENTRANCE MAINTENANCE:**  
Beds; sprinklers, mowing

**ENTRANCE DECORATING:**  
Holidays, HOA sponsored events

### **HOA PROPERTY MAINTENANCE CHAIR - Jim Vaught**

Perimeter fencing, stonework, iron  
work, drainage

Accompany VP and/or President to  
meetings with City as appropriate

## **VICE PRESIDENT – OPEN**

- Perform duties of President in his/her absence
- Assist President in discharge of duties
- Chair of ARC
- Liaison/mediate with property owners relative to adherence to CCRs.

### **ARCHITECTURAL REVIEW COMMITTEE**

John Ashford, Chris Brown, Mike Cashen,  
Steve Kennedy, Greg Rusk  
(Elected by the membership)

Roofing, fencing, additions, accessory  
structures



# COMMUNAL PROPERTY

*Purpose: Ensure that HOA owned property serves as an enhancement to Bedford Estates & helps upkeep property values*

- Meet either in person or via electronic means on a regular basis with the chairs of the Beautification and Property Maintenance Committees to understand issues
- Ensure that adequate budget is provided for the maintenance/repair/replacement that is necessary
- Survey fencing, stonework, ironwork etc. with Property Chair to document conditions
- Estimate replacement time and projected costs
- Present needs and issues/accomplishments of committees at board meetings.
- Liaison to the City of Bedford for issues pertaining to HOA property
- Liaison to property owners where/when communal property is impacted

# BEAUTIFICATION

***Purpose: Upgrade and maintain image and desirability of this community***

- Work with adjacent property owners at community entrances for continuity of landscaping
- Create budget estimates for decorative seasonal and holiday items for community entrances
- Recruit volunteers to assist in flower bed maintenance
- Solicit estimates for future replacement of entrance signage and addition of lighting for long-range planning

# Beautification sub committees

## ***ENTRANCE MAINTENANCE***

- Choice of plantings and maintenance of planting beds at Ashbury and Highbury
- Recommendations for future upgrades to entrances off Cheek Sparger
- Oversight for mowing contractor along Cummings
- Oversight with City of Bedford for mowing along Cheek Sparger
- Maintenance of sprinkler system and liaison with City for water charges

## ***HOA PROPERTY DECORATING***

- Determine suitability, purchase and install seasonal décor for all six entrances
- Purchase décor to promote HOA sponsored events and install at all six entrances
- Work with Beautification Chair and HOA Sponsored Events Chair on timing of decorations

# HOA PROPERTY MAINTENANCE

***Purpose: Determine the best approach to maintaining and/or replacing HOA Property to enhance appearance and protect property values***

- Work with perimeter fence owners for on-going care of inside of fencing
- Determine need for **maintenance** of perimeter fencing, stonework and ironwork, solicit quotes as requested.
- Solicit quotes for **eventual replacement** of fencing, sprinklers etc. for long-range forecasting and planning as requested.
- Recruit homeowners to assist in minor repairs as needed
- Bring issues to the attention of the head of Communal Property as they affect property owners.
- Coordinate maintenance of stone entrances, iron work and sprinklers with Beautification Committee Chair



# VICE PRESIDENT

## ***Purpose: Provide continuity of leadership and decision-making***

- Perform all duties of President in his/her absence and assist the President in the discharge of all duties
- Provide oversight for the Architectural Review, HOA Property and Beautification Committee processes.
- Inform President of CCR infractions and develop a plan to address with the homeowner; record and archive the resolution.
- Conduct a neighborhood-wide Compliance Sweep, document and archive all infractions that are “grandfathered” to avoid issues with new homeowners and future HOA Board (one-time only).
- Record and archive all variances to the CCRs that are to be allowed based on unique circumstances
- Coordinate amendments to the Covenants, Conditions and Restrictions based on new State and Federal Laws

# ARCHITECTURAL REVIEW

- *Purpose: work with homeowners on needed property updates*
- Using the CCRs in effect and a list of currently acceptable materials, review requests from homeowners for exterior property changes for compliance. Requests include, but are not limited to the following: roofing, fencing, additions, accessory structures whether connected to the main home or stand-alone.
- Meet directly with homeowner and/or contractor, when necessary, to facilitate projects and in order to make an informed decision.
- Make recommendation for approval, denial or clarification to Vice President and forward all supporting documentation for archiving.

## **SECRETARY**

**OPEN**

Board and Member meeting  
agendas and minutes  
Archival of all Association  
documentation  
Association meeting  
resevations

## **TREASURER**

**Brenda Roche**

Annual operating budget &  
quarterly reports  
Dues, donations, capital  
campaigns  
Banking, vendor payments

ANNUAL DUES CAMPAIGN

**OPEN**

# SECRETARY

***Purpose: Ensure all HOA legal obligations are met by documenting Board and Homeowner meetings and decisions***

- Work with President to prepare & distribute board & membership meeting agendas, minutes and materials referred to in minutes
- Contact local churches and organizations for meeting venues for Association meetings; ensure proper audio/visual and seating
- Archive onto Google Drive all official and legal records, including correspondence, contracts, Bylaws and CCRs.
- Forward all approved agendas, minutes and materials cited in Board and Residents meetings to Communications Chair for posting to [www.bedfordstates.com](http://www.bedfordstates.com)



# DUES CAMPAIGN

## *Purpose: Coordinate Annual dues campaign with Treasurer*

Work with Treasurer and Communications Chair to develop Campaign communications (Newsletter, emails) that:

- Educate residents on how dues help maintain property values
- Educate residents on how dues help fund upkeep of HOA property
- Encourage residents to participate on committees and attend neighborhood events
- Encourage residents to share email and/or phone information so that they can be kept informed
- Transfer all dues and resident information to Treasurer

## NEIGHBOR RELATIONS

**OPEN**

Staff all zones with Ambassadors  
Foster community spirit/volunteerism

### WELCOME WAGON

**Ivonne Sewell**

Newcomer's Packet  
Collect contact info  
Distribute bylaws/CCRs

### COMMUNICATIONS

**Carol Brooks – NEED  
BACKUP**

Association image  
Association website  
Organization  
chart/duties  
Resident  
communications  
Signage, Social media

### HOA SPONSORED EVENTS

**NEED CO-CHAIR**

LADIES EVENT

SPRING EVENT

FALL EVENT

NATIONAL NIGHT OUT

ZONE EVENTS

HOLIDAY EVENT

RESIDENT RECOGNITION

# NEIGHBOR RELATIONS

*Purpose: Foster community spirit and volunteerism through zone activities*

- Ensure a Zone Ambassador is in place for each zone in Bedford Estates
- Ensure that Zone Ambassadors understand the critical roles they play including
  - Public Relations on behalf of the HOA
  - Notifying the Neighbor Relations Chair when they become aware of construction
  - Notifying the Neighbor Relations Chair when they become aware of a home for sale
  - Encouraging volunteerism in HOA events
  - If questioned, provide positive examples of how HOA dues are spent
- Provide input for HOA Sponsored Events
- Encourage Zone Ambassador participation at HOA sponsored events
- Provide oversight for welcome wagon
- Coordinate all notifications etc. with residents via Communications Chair

# WELCOME WAGON

***Purpose: help ensure that new residents feel welcome and connected to the neighborhood***

- Deliver information about Bedford Estates and the City of Bedford that will be useful to new residents
- Deliver HOA bylaws and CCRs
- Collect contact information such as emails and phones
- Educate on use of website
- Encourage volunteerism
- Introduce concept of Zone Ambassadors and ensure they are introduced



# HOA SPONSORED EVENTS

*Purpose: Propose a variety of events that promote an inclusive and caring community*

- Solicit participation from residents to host decided-upon events
- Create and maintain annual calendar of events and submit to Communications Committee for publication
- Provide oversight for each sub committee
- Ensure all information is sent to the Communication Committee Chair for inclusion on website, Facebook and Next Door
- Submit budget and invoices to Treasurer for each event
- Debrief with committee chair and hosts on what worked/didn't work at event

# EVENTS

## *Purpose: Organize Individual Events*

- Work with Event Chair to staff committee for planned event.
- Work with host family/neighborhood on all logistics, resources etc.
- Create a working budget and submit to Event Committee Chair for board approval
- Manage all logistics for event including announcement, signage, location etc.
- Create announcement/media information for website and submit to Event Committee Chair for approval
- Greet and mingle with residents at events
- Take photos at events and submit to Communications Committee for publication
- Solicit feedback from members and hosts during and after each event

# COMMUNICATIONS

***Purpose: Enhance image & contribution of the HOA & encourage resident involvement***

- Coordinate with the Secretary to ensure that approved Board and Homeowner meeting minutes and all referenced materials are posted to the website in a timely manner.
- Keep residents informed via HOA website
  - Post & send emails about upcoming meetings and events
  - Post pictures taken at events, Neighbor recognition
  - Create and post Newsletter
  - Post events, meetings etc. on Facebook, Next Door and Instagram
- Send all HOA business emails to residents
- Install neighborhood signage for upcoming events















