

# ***Bella Flora HOA Board of Directors***

## ***Meeting Minutes***

February 4, 2021

### **I. Call to order**

**Chuck Peterson** called to order a special meeting of the **Bella Flora Board of Directors** at **7:14 PM** on February 4, **2021** in **Fort Worth**.

### **II. Roll call**

The following persons were present on a conference call: Chuck Peterson, Russell Karr, Vince Borello, and Ken Merchant.

### **III. New Business**

#### **a. Replacement of Board Member**

- Zach Long had previously been appointed to fill the position vacated by Hadley Woerner after Hadley moved away in October 2020. Zach subsequently submitted his resignation to the Board on 2 February 2021. The Board chose to accept his resignation and will respond to the letter of resignation in the same manner it was received (email).
- Per the published by-laws, the Board has the option of appointing a replacement to serve the balance of Hadley's term or open the position up for voting. The Board discussed both options and chose to appoint a replacement. The Board considered opening the position to election, however, one of the three newly elected Directors would only be able to serve the remainder of Hadley's term, which ends in 2022. That would have required a separate election given the difference in term length. In order to allow the planned election to proceed, the Board will move forward with the appointment of a replacement. This decision will be explained in the upcoming newsletter.
- Zach had served briefly as Treasurer, so the Board elected Vince Borrello by majority to assume the role until the new Board is seated and Board positions can be elected.

#### **b. Annual Meeting Date**

- Despite the earlier announcement that no Annual Meeting would be held due to COVID concerns, the Board has reconsidered based on resident concerns. The Board discussed options for Annual Meeting venues including in person, virtual means or a combination of the two. Per our by-laws, meeting notice must be given to the residents along with the topics to be covered not less than 10 days and not more than 60 days ahead of the meeting date. The date of the Annual Meeting will be selected after appropriate consideration to COVID-19 safety and upcoming local Spring Breaks (Aledo & FWISD, 15-19 Mar; private schools). The Board chose to target late March.

- In person venues: Mira Vista is available for an in person meeting on the following dates in \_\_\_ March and \_\_\_ April; Ridglea is available the following dates in \_\_\_ March and \_\_\_ April.
  - Virtual means: In the event a member is unable to attend an alternative will be offered via Zoom, Teams, or WebEx. Each of these options permit phone access. Meeting discipline will be important to maintain given the potential number of attendees. Time limits must be applied and managed. Ground rules will be provided to the HOA Members in advance.
- Ken suggested the Board develop a survey to obtain the community's preferences for the meeting venue. The Board concurred.
  - The same survey will also be used to collect community inputs on common trash collection, trash can removal from streets, trash can screening requirements, water conservation/restrictions on watering days, speed bumps versus speed control devices, expanded security hours at our gates, added security patrols, golf cart access to Bella Ranch via the back gate. The Board will ask GloboLink to clarify what is required to implement CCR changes. Does it require a majority of the community? Majority of votes? What constitutes a quorum when it comes to modifying or amending the CCRs?

**c. Elections**

- The Board discussed election format and process and decided to solicit and provide Homeowner questions to the Board candidates and publishing candidate responses ahead of the meeting and vote. Each candidate will also be given an opportunity to provide a written overview and will have no more than three minutes to address the community at the Annual Meeting whether in person or virtually.

**d. Facebook Policy**

- The proposed Facebook Policy has completed legal review. The Board agreed to have GloboLink publish the new policy to the HOA page immediately.

**e. Newsletter**

- The Board approved development of an HOA newsletter. Topics will include welcome to new residents, President's message, security, social, gates, upcoming meetings. Sue Merchant volunteered to tackle the initial draft. Intent is to publish in advance of the Annual Meeting. Include other community members. Targeting mid-Feb for the initial newsletter with one to follow monthly. The intent will be to collect Committee and Resident inputs in future editions.

**f. Variance Request for Above Ground Propane Tank**

- The Board was asked to consider a resident's request for a variance for an above ground propane tank for a second time. The Board voted to deny the request.

Currently, just two above ground tanks exist in the neighborhood, one had been approved by the developer led Board prior to the residents taking control of the Board. The other resulted from an unscrupulous builder who had told the new homeowner he had obtained a variance when no such request was ever made. In a prior meeting, the Board discussed the matter and decided not to force a hardship on the homeowner and allowed an exception despite having denied several other requests. This new request precedes installation of a propane tank, the resident is also the builder, and the resident/builder received a copy of the CCRs which prohibit above ground tanks at closing. The Board chose to uphold the previous denial.

**g. Flagpole Placement**

- The Board considered a homeowner variance request regarding location of a flagpole which had previously been approved by the Board but was subsequently constructed in a different location in the utility easement. The Board agreed not to deny the variance and require the homeowner to relocate the pole to the originally approved location. The CCRs limit construction of permanent structures in utility easements.

**h. Annual Review of Governing Documents**

- Ken recommended an annual review of the HOA governing documents be enacted via amendment of the by-laws. Motion was seconded and all agreed. Motion carried. The reviews will consider and correct inaccuracies in the present document and make adjustments based on changes in the community and area.

**i. Security Company**

- Following up on a conversation from the last meeting, the Board agreed to terminate Stratton Amenities, our current security firm, and move to ADM Security, a national firm. ADM has agreed to hire all three of our current guards and pay them an increased wage. The Board's intent is to keep our current security guards at an increased pay rate and after a break in period, have ADM advise us on whether to expand hours or explore other options. The Board also considered pursuing off duty police officers or sheriff's deputies instead of paying ADM to patrol the property after hours in response to recent criminal activity. This will be discussed further at a later date.

**j. Speed Measurement**

- As a way to limit speeding in the community and increase safety, the Board agreed to test implementing of a laser speed measurement device currently in use in a neighboring gated community. As security lead, Ken will secure the evaluation device from LTI and conduct testing. Ken is working with a local company to develop a prototype box to protect and secure the device when in operation. The laser measures speed and collects details associated with the event. The information collected can be used to implement a ticketing system. The Board will publish traffic rules for the community outlining the use of the speed measurement device.

k. **Ethics and Confidentiality Statements**

- As proposed, the Board has drafted a set of Ethics and Confidentiality Statements to be signed by Board and Committee members prior to taking office. Chuck will check with Cyndi to determine where the requested legal review stands. The Board agreed to sign the agreements as written today and plan to amend our by-laws to require all new Board and Committee members to sign the agreements prior to taking office.

l. **Landscaping**

- Texas Lawns offered replacements for dead cypress trees and provided a bid to Chuck. Chuck will share with the other Board members for consideration. Improved pricing is available if the replacements are purchased in month of February.
- Texas Lawns is also working with Rainbird and Hunter to provide bids to replace the control boxes for the common areas' irrigation devices. This upgrade would replace our aging devices and allow remote control and operation.
- The Board discussed halting the practice of overseeding and watering of common areas during cooler months when the Bermuda is dormant. Given the neighborhood watering issues and the inability to control watering with our current equipment, the Board chose to direct Texas Lawns to stop the annual overseeding. Vince agreed to take lead on the irrigation issues given his previously appointed role as our lead for Infrastructure.

m. **Common Trash Collection**

- We now have three collection services in the neighborhood picking up on three separate days. Sue Merchant volunteered to inquire about community collection options from the available trash collection agencies. Reduced rate, bulk furniture pickup, overflow beyond assigned trash cans, central invoicing thru the HOA. Sue will inquire and report back to the Board.

n. **Gates**

- Axxess replaced the gearbox on the visitor arm on 3 February. The Board will receive an invoice for the repair. They also cleaned out the sensors.
- The electrician has been out to repair guard house lighting and add additional lights. We will receive an invoice for the work.

IV. **Adjournment**

**Chuck Peterson** adjourned the meeting at 10:04 PM.

Minutes submitted by: Ken Merchant