

Bella Flora HOA Board of Directors

Meeting Minutes

April 11, 2022

I. Call to order

Ken Merchant called to order a meeting of the **Bella Flora Board of Directors** at **7:03 PM** on **April 11, 2022**.

II. Roll call

The following were present: Zach Long, Dale Thomson, Vince Borrello, and Ken Merchant were in person and Ann White and Cyndi White from the management company participated by phone.

III. Welcome New Board Members:

- a. The Board welcomed its new members, Ann and Zach.
- b. Election of 2022 Officers: Vince nominated Ken to be President, Dale and Ann seconded and the vote carried. Ken nominated Ann to be Secretary and Dale seconded, vote carried. Ann nominated Vince for treasurer, Zach seconded, vote carried. Vince nominated Zach as Vice President, Dale seconded, and the vote carried. Dale will remain member at large.
- c. Committee Assignments:
 - i. Prior committees were Security, Social and Trash. Trash committee was initiated to aid in the competitive bidding process and has run its course, so it is no longer needed. The Social committee still needs chair. Dale will continue as the Board rep to that committee. A resident had expressed an interest in assisting on Social; Dale plans to speak with her.
 - ii. As discussed during the Annual Meeting, Vince proposed splitting Infrastructure into Landscaping and Capital Improvement. The Capital Improvement Committee proposed by Ann would help the Board prioritize and time phase future projects. Each committee is required to have at least three members, at least one of which must be a Board member. Cyndi recommended an Infrastructure Study like the one Bella Ranch conducted recently.

The intent of the study would be to inform the community of what bills may need to be absorbed down the road. The Benbrook City Engineer lives in Bella Ranch. He had provided a reasonable estimate for repairing the collapsing area on Bella Sera and led the Bella Ranch study. Cyndi will approach him to see if he could run a similar study for Bella Flora.

Ann asked what the Board anticipated would be our largest future costs. Mainly, street repairs, wells, pond pumps, etc. make up the largest projected costs.

- iii. Landscaping Committee: Zach expressed an interest in leading this committee.
- iv. Architectural Control Committee: Steve Moore, Laura Fauntleroy and Jim Purner will continue in their present roles. Ann suggested some overlap in tenure to avoid all three departing at the same time. Board agreed.
- v. The Infrastructure and Landscaping committees will need volunteers.

IV. Old Business:

- a. **Entrance Fountain:** Vince found a few companies who may be able to repair or rebuild the fountain on Bella Flora. He suggested trying to extend the life of the current fountain thru 2022 and defer the rebuild until 2023. The present fountain is nearly 15 years old and is showing its age. Continued swings in temperature, chemicals that have been used in the past and recurring pranks involving dish detergent have contributed to its condition. Dale and Vince will continue to explore ways to separate the circuits to allow the pump to circulate periodically in freezing temps without running the fountain. Lighting is on the same circuit as the pump, so Dale agreed to determine if there's a way to redistribute power.
- b. **Entrance Fencing:** Fence Fixers provided a verbal bid of \$14k previously but has not come forth with a written bid. Frank Retzlaft proposed \$42.5k so we need to understand why the bid range is so broad. We also want to obtain some additional (Buzz Fence, Lambert Ornamental Iron, etc). Vince will work the bid process with Cyndi.
- c. **Irrigation Automation Bid:** The Board discussed alternatives to a full Wi-Fi controlled system to reduce implementation costs. With the improved Wi-Fi coverage at the gate, we may be able to use Wi-Fi for the sprinklers in that area. A more affordable alternative to a complete system replacement is to leave the system as is, manage timer settings, relocate rain sensors and combine the six stations that are currently on the battery system with the front portion of the property. The Board will ask the Infrastructure committee to bring a plan forward.
- d. **Attorney Updates:** We have one resident who still hasn't paid their 2021 dues and a lien and foreclosure are likely remedies. The Board plans to be more aggressive relative to collections. Late fees are currently \$15 per month and finance charges run 18% on outstanding balances. Late letters have historically been sent out on 1 May and the lien process starts after that. A warning letter prepared by our HOA attorney is then presented to the resident with 45 days to respond prior to the lien being filed. The Board discussed accelerating the late letters in the future, with 1 March or 1 April alternatives. .
- e. **Feedback Annual Meeting:** The Board discussed feedback received from the community.
 - i. All agreed to add a second mic in the future for the audience to use to ask questions.

- ii. We also agreed to consider other facilities that might be quieter than the Mira Vista ballroom. The ballroom has been available at no cost since we have a member sponsoring. Other locations may require a fee.
 - iii. A facilitator/gatekeeper will be assigned for future meetings to keep things on track. The recent meeting ran nearly three hours.
 - iv. Some Residents expressed an interest in holding the meeting semi-annually. The Board will consider adding a second session.
 - v. At future meetings, question cards will be made available to allow an opportunity to submit items for discussion either during or after the meeting.
 - vi. The HOA balance sheet is currently listed in alphabetical order vice being categorized. Cyndi will investigate changing the format.
 - vii. The Board will consider asking the residents to hold questions to the end at future meetings.
 - viii. The HOA will remind the community where to find the CCRs, By-Laws and Policies ahead of the meeting.
 - ix. Ann asked how we ensure a quorum?
 - x. Future meetings should be run in accordance with Roberts Rules.
 - xi. The Board is required to present the Board-approved budget to the homeowners. The Board will consider presenting the budget earlier in the year or late in the prior year.
 - xii. Ann suggested we find a way to recognize prior Board members for their service.
 - xiii. Someone other than the members up for election should present election results.
- f. **Bella Buzz:** The Board discussed frequency of publication and chose to move the Buzz to bi-monthly vice monthly. Ann asked if she had any taskings for the newsletter and the Board suggested we include brief introductions for her and Zach. Ken will advise Penny of the change in frequency.
- g. **Meeting Minutes:** Ken requested quicker turnaround on approval of documents from the Board. The members agreed and Ken proposed implied consent if no response is provided in a certain timeframe, i.e., 48 hours.

Ann asked if the Board had considered assigning a note taker record notes and draft the minutes for each meeting. This would allow the Board members greater focus on the meeting. The note taker would be required to sign the same confidentiality agreement and code of ethics the Board member's sign. Ken proposed committee members also sign the same agreements. Zach and Ann were asked to sign agreements.

h. **Pond #4:** Dale reported the Light kit has been installed and the pond is now back to functioning properly.

V. New Business:

a. **Back Gate Radio Communication:** This equipment will add the ability to monitor back gate video remotely like we can from the front gate. Radios and antennas have been installed but we are still experiencing intermittent dropouts. Dale indicated we may need to relocate the guard house antenna externally. He's also having trouble registering the NVR at the back gate to the 5g router at the guard house. It works well at 2.4g but not 5g. He's purchased another component to help get it registered.

b. **Communicating with the Community:** The Board intends to be more proactive in communicating with Residents and will use all means available to do so. Ann will be given access to the BOD email account to help reduce response time.

c. **Guard House:** Dale noted some roof tiles on the guard house have been damaged. Vince will examine and determine a way forward with repairs.

VI. Security: Ken provided an update on security:

Morgan Lucas is our new security guard replacing Sherman. She's been coming up to speed quickly.

Need to check the soffit lighting. Vince and Dale will determine why it isn't coming on early enough.

Bid Ken secured an unsolicited bid from United Protective Services. We plan to get a bid from ADM as well. The Board discussed and believes we need to increase our guards' pay from the current rate of \$14 per hour to something more competitive but this will require an additional unplanned budget outlay.

Ann asked if we need to monitor the gate on Sera Roma. Dale indicated we could add a remote camera to cover that area but we'd need to add a power source.

VII. Financial Report: Vince provided an updated financial report. Our annual insurance bill came due and was paid this month. We collected on dues and fines; now above 90% on paid dues. Reserve stands at \$110k. Republic continues to underbill for services rendered.

VIII. Next Board Meeting: Scheduled for Monday, May 9th at 7 pm. Location Merchant's Pool House, 8112 Bella Flora Dr.

IX. Adjournment: Ken adjourned the meeting at 9:02 PM.

Minutes submitted by: Ken Merchant