

Bella Flora HOA Board of Directors Meeting Minutes

November 21, 2022

I. Call to order

Ken Merchant called to order a meeting of the Bella Flora Board of Directors at 7:02 PM on November 21, 2022.

II. Roll call

The following were present: Ken Merchant, Ann White, Vince Borrello, and Zach Long attended in person and Dale Thomson, and Cyndi White from the management company participated by phone. Residents in Attendance: No residents in attendance.

No resident issues were requested ahead of the meeting. At future meetings, Residents are asked to contact GloboLink in advance to request specific topics to be presented to the Board. This process will allow the Board to adjust the meeting agenda as needed to ensure sufficient time is available to discuss the topic(s). The Board may choose to defer discussion of requested topics to allow for research to be done. The purpose of Board meetings is to permit the Board to conduct Association business and the meetings are not meant to support open discussion on Board business. Residents attending should refrain from commenting on the discussion unless specifically asked for input by the Board.

III. Approval of Minutes from the October 10, 2022, 2022 Meeting: The Board approved the minutes as submitted. Vince moved; Zach seconded. Minutes approved.

IV. Committee Reports

V. Infrastructure Committee Report – presented by Vince Borrello; met on November 7, 2022.

a. 2023 Budget Proposal was the focus of the November meeting with the following items to be included at a minimum

- i. Cantera Stone Fountain Replacement in 2Q 2023 estimate approximately \$25,000 - \$40,000. Two bids have been received with very differing cost estimates, however still waiting to receive final submittals as well as a third proposal.
- ii. Bridge at the front common area – plan to replace the bridge as a proposed community project. The current cost estimate is \$5,000.
- iii. Irrigation Phase II Automation Project – estimate \$5,000 to replace 2" valves at wells, electrify and automate timer on Modena common area. Once an estimate is in place for these items, the amount will determine whether to include in 2023 budget.

b. Discussed hiring Electricity Concierge service such as Energyogre.com or similar to manage TXU/Oncor accounts. Need to determine contract duration for TXU/Oncor on the 3 year term.

c. Entry fountain – new pump covered by warranty. Need to have Texas Lawns to clean out the fountain pool however there has been difficulty getting the work done. Need to determine a quarterly cleaning plan with service provider who will do engagement with BF for the service.

d. Pond 1 Fountain Status Repair of Pond Pump Motor – The pump was repaired and installed but it would not run. Expect the installation within the next week or so. The warranty replacement pump will be delivered the first week in December and set aside for a spare. *NOTE: The pump was installed and is in working order as of November 28, 2022.*

- VI. Social Committee Report – presented by Dale Thomson.
 - a. Reviewed October/November events.
 - b. December 10th event will be Santa in the Park 10 AM – 12 PM. Includes pictures with Santa. Pictures will be available digitally. Hot chocolate and coffee will be served.
 - c. It was noted that the 2022 Social Committee actual expenses are below budget primarily due to cancellation of the Fall Festival due to weather. (see Kens email) and thank the current committee.
 - d. A heartfelt thank was expressed to Cheryl Moehling, Stephanie Cleveland and Julie Schneider for their commitment to Bella Flora social activities during 2022. Unfortunately, the chairs have resigned however Janet O'Donnell has graciously agreed to service as Social Committee Chair in 2023.
- VII. ACC Committee Report – submitted via email directly to the Board.
- VIII. Flag Committee Report – presented by Ann White
 - a. No report this month. Will have 2023 proposed budget in December 2022. An email reminder will be sent to residents to pull their flags in.
- IX. Landscape Committee Report – presented by Zach Long
 - a. All trees in front common areas were treated for disease & insects in October at a cost of \$2,000.
 - b. Tree & shrub assessment for weather damage is needed. Bids will be solicited bids and factored into the 2023 budget.
 - c. Bids will be solicited for landscape maintenance which includes irrigation repair and maintenance for 2023 and beyond. Will request damaged plant replacement included in the bid scope.
- X. Security Committee Report – presented by Ken Merchant
 - a. Left Hand Gate – bushes overgrown near the gate sensors have impacted gate operation however they have been trimmed therefore the issue is resolved.
 - b. Back gate is still having sensor issues with the reflector. Have requested Axxess to provide an option.
 - c. ADM has notified Bella Flora of contract increase in 2023 they are willing to pay guards \$15.50 per hour over the current \$13. A Request for Proposal for security companies will be sent as a part of the 2023 budget process.
 - d. Increased vehicular activity entering Bella Flora between 11 PM and 4 AM. It is noticeably common for 40 accesses to occur between those hours.
 - e. A laptop will be located in the gate house enabling the guards to track visitor info and enter into the database. The laptop will eventually be used for the drivers' license scanner.

f. An updated technology front gate keypad will be forecast in the 2023 budget. Cost will be the driving factor when finalizing the 2023 budget on this item.

XI. Financial Report – presented by Vince Borrello

- a. Status of 2022 budget as of October 31, 2022 – expect to be over budget by approximately \$15,000. November 2022 expenditures will need to be finalized in order to propose a 2023 budget.
- b. Outstanding dues – all accounts with outstanding balances are making payments or are on payment plans. 2023 invoices will be sent out December 20, 2022.
- c. Nothing unusual in October financials. There is still \$5,000 in outstanding speeding tickets.
- d. P&L – Balances are:
 - i. Operating account balance: \$152,000
 - ii. Reserve balance: \$110,000. Goal is to build to \$200,000.
 - iii. Accounts Receivable balance: \$10k which is primarily unpaid fines.
- e. 2023 Budget Planning
 - i. Approximately \$7,000 has been received as advance payment of 2023 due.
 - ii. Potential for dues increase to preserve/increase reserves balance to cover additional expenses and inflation. Current dues are no longer adequately covering expenses. It was noted that the BOD has the prerogative per the By-Laws to increase annual dues but no more than 20% without majority homeowner vote. That increase would be no more than \$500 annually on the current dues amount of \$2,500.
 - iii. Republic has notified Bella Flora that their costs will increase by 3% in 2023. Republic will increase by 3% in 2023 per our agreement.
 - iv. General cost increases due to inflation including the following items: \$6,500 electricity cost increase in 2022, expecting approximately 18% (\$22,000) increase to security costs primarily to increase guards' hourly rate to \$15.50 per hour; Landscape Maintenance has increased by 10% in 2022 with additional increases expected in 2023; and Globolink management fees have increased by 10% in 2022.
 - v. Competitive Bids – the BOD decided to request bids for the following services which are the two most costly services in the budget. Security and Landscape maintenance.

XII. Old Business

- a. Trash Policy Revision – BOD will review draft policy and finalize by the December meeting. Fines will be proposed for lack of compliance with policy. Most significant issue discussed is lack of timely removal of trash & recycling bins from driveways after trash pick-up and the visibility of bins at the front of residences.
- b. 2023 Annual Homeowners meeting date and location discussion. Potentially High Ridge Church however a tentative date of February 28, 2023 is being used for planning purposes. Once confirmed, residents will be notified. Although Mira Vista is convenient and reasonable to use it can be noisy during meetings. In addition

to normal annual business, there will be BOD elections held for two open positions. Cyndi White and Ann White will lay out nomination timeline and associated details.

c. Back Gate Radio Link: The system works but there is a weak signal lasting only about 15 seconds. Options include adjusting the external antenna on the Guard house and on the back gate to hopefully improve signal strength. GE radio is at end of life therefore a Canadian version has been ordered which is a 900 MHz unit. Still identifying an ideal location to place the repeater. Zach Long has offered to position the repeater at his house which would be ideal due to the direct line of site to the gate from his house. Jeremiah Huff offered to work with Dale Thomson.

XIII. New Business

a. All Committees will need to submit a 2023 budget before November meeting to the Board of Directors. A reminder will be sent to committees.

b. There will be a bi-annual review of the Bella Flora CCR's and By-Laws effective with the new BOD as of March 2023. The review is necessary to ensure updates relative to State law changes are addressed and the governing documents represent the manner in which Bella Flora operates. The CCR's and By-Laws were assumed from the original developer and have not been revised to date. Expect the review to occur every two years. Ken so moved Vince seconded.

VII. Next Executive Board meeting will be December 12, 2022; The next Regular Board meeting will be January 9, 2023.

VIII. Adjournment: 8:38 pm

Minutes submitted by: Ann White