

**Bella Flora HOA Board of Directors**

**Meeting Minutes**

January 11, 2023

**I. Call to order**

Ken Merchant called to order a meeting of the Bella Flora Board of Directors at 7:02 PM on January 11, 2023.

**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: Tom Potts & Janet O'Donnell (Social Committee Chair. No resident issues were requested ahead of the meeting.

*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.*

*In the event a resident would like to address the BOD at a meeting, residents need 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.*

**III. Approval of Minutes from November 2022 Meeting:** The Board approved the minutes as submitted during the December 2022 Exec meeting Vince moved; Ken seconded. Minutes approved.

**IV. Committee Reports**

**V. Infrastructure Committee Report – presented by Vince Borrello**

- a. Cantera Stone Fountain Replacement – Target for 2Q 2023. This has been in the works since April 2022. The 2 bids received initially came in at \$25,000 however updated bids were requested in November 2022. Only one vendor has responded to date with an updated bid of \$43,000 to replace the fountain, capstones and bowls with the option to eliminate the capstones and 4 bowls the bid estimate was reduced to \$33,000. The other original vendor has not yet returned an updated bid however three other vendors have been contacted for bids. The best and final bids are due by January 31, 2023 to determine next steps and hopefully move forward with replacing the fountain at the most reasonable price and workmanship possible.
- b. Fountain Status\_Motor – The warranty replacement pump was re-installed in Pond 1 after replacing a bad capacitor in the control panel. The Pond 4 pump motor mount was not level and a bolt was jammed in the unit. These adjustments have been made and the pump is now in working order. The repaired pump (from Pond 2) is the spare pump in storage.

- c. Pond Maintenance – In reviewing the 2023 budget detail, the pond maintenance expense has been evaluated. The expense primarily covers treatment of all four ponds to minimize algae and maintain the shoreline of each pond. Additionally, the pond fountain pumps are serviced and or repaired as needed. There was much discussion around the potential to reduce this expense, however there are very few services of this type therefore the decision was made to stay with the current service. A reduced rate negotiated with Texas Lakes & Landscape will result in savings of \$2,400 annually. The Board believes this is reasonable and will not create an adverse impact to the ponds.
- d. Electricity Concierge service evaluation: Continuing to evaluate Energyogre.com or similar to manage TXU/Oncor electricity rates. The current contract duration for TXU/Oncor is a 3 year term, expiring May 31, 2024 with a cancellation fee is \$300 per meter. Bella Flora has 3 meters. Our current average is 14 cents per KWh per month with a contracted rate of 9.2 cents per KWh plus delivery charge which equates to the 14 cent per KWh rate. The monthly cost is approximately \$1,000 -\$1,500 per month. Clark Roland is investigating options with Energyogre and will provide information to the Infrastructure committee.
- e. Community Projects: in an effort to seek cost effective measures and build community, the Infrastructure committee is recommending that a Community Project is planned for the following 2 items:
  - i. Re-stain Bridges & Pump Houses – front bridge has been repaired; all bridges need to be re-stained along with the pump houses. Expense would be the cost of stain and materials.
  - ii. Dead Tree & Shrub Removal – these can be removed however the challenge is having the debris cleared and hauled off. Haul off options and costs will be determined before the project is planned for spring.

**VI. Social Committee Report – presented by Janet O’Donnell**

- a. New Committee in place
- b. Still in planning stages for 2023. Current plans are to continue with a July 4<sup>th</sup> event, and targeting a spring and fall event. Social events are still in planning stages and more information will be communicated when available.
- c. A Patrick’s day adult event is in the works. This will be similar to the Octoberfest held last fall. There will be a cover charge and band. More information will be communicated before the event.
- d. New in 2023: Welcome baskets will be presented to new residents. Additionally, there will be a social for the new residents in order to welcome them to Bella Flora. Timing will be determined upon the number of new residents per quarter.
- e. 2023 Plans – continuing with Flora Fridays; food trucks are working well. Looking to add shaved ice, etc. in the summer months. Ice cream truck will also be scheduled.

VII. **ACC Committee Report** – submitted via email directly to the Board.

VIII. **Flag Committee Report** – presented by Ann White

- a. No report – meeting is scheduled for January 12, 2023. Steve Moore will be chair.

IX. **Landscape Committee Report** – presented by Zach Long

- a. Landscaping Services bids review – Have received three bids to review. The proposals include a wide range of services and fees. These will be reviewed in detail to ensure there is a comparison of the same services from each bid.
- b. Tree & shrub replacement due to weather damage – planning to reconnect with the arborist to evaluate any changes following treatment last fall. There is a split mesquite tree on the Bella Flora common area that needs to be evaluated. Greg Anderson Frank Kelley Ken O'Donnell suggested for committee.

X. **Security Committee Report – presented by Ken Merchant**

- a. Flock License Plate Reader – it was determined following several months of evaluating the implementation of a unit in Bella Ranch (through Globolink) to no longer consider for Bella Flora.
- b. Driver's license scanner – Since a laptop has been provided to the guard house, a driver's license scanner will be purchased and connect to the laptop. This will enable the guards to quickly scan all visitor driver's licenses which will be digitally stored in a database. Shout out to Goss for entering license info into a spreadsheet in the meantime.
- c. Back Gate Radio Status – radios finally received this week! They will be programmed installed in early February. A location has been secured for the repeater. Once installed, the radios can be tested.
- f. Other Gate Related Items – The keypad circuit board replaced at an expense of \$2,300. The phone lines at the gate are back in working order, however this seems to be an intermittent issue that will be monitored and AT&T contacted as needed.

XI. **Water Committee**

- a. Chuck Freeman volunteered to chair the committee in Fall 2022, however volunteers are needed to service one the Committee. Globolink will send a request to residents and the request will be included in the next newsletter.
- b. The Board would like the Committee to connect with the Tarrant County Fire Marshal to determine if funds are still available for use within Tarrant County. It was the Board's understanding that funds were available for special projects which could include a water tank installation and potentially a hydrant system within Bella Flora for emergency use. The estimated cost is \$2,000,000.00 and may qualify for the Tarrant County Fire Marshal funds.

**XI. Financial Report – presented by Vince Borrello**

- a. 2022 Financial Results Review – Experienced approximately \$47,000 of expenses in excess of the 2022 budget due to a variety of items that were unexpected such as fuel charge increases, electricity rate increase (Tri County); emergency repairs at the guard house and overtime paid to the Guards. The largest 2022 unbudgeted line item was the refinishing of the iron gates and replacement of the keypad circuit board. These were somewhat offset by other expenses that came in less than budgeted such as irrigation automation, Republic trash intentionally underbilling a one time amount. Unbudgeted 2022 income included amounted to approximately \$25,350. The result was net ordinary of approximately \$8,400 after a \$30,000 contribution to reserves.
- b. 2002 Outstanding dues – currently 2 residents have unpaid balances for 2022.
- c. Cash Management of Reserve Funds – Discussion occurred regarding changes in interest rates which have been in the .25% range until recently. There is a 7 month CD at 3% and a 13 month CD at 3.75%. The Board discussed investing the reserve funds equally into each CD rate. Given that the principal is not at risk and there is minimal penalty if any funds are needed prior to maturity. Treasury bills could be an option however our current bank does not offer T-bills. Ann moved to invest \$70,000 of the reserves into a 7 month CD and the remaining \$70,000 into the 13 month CD; Zach seconded Motion passed.
- d. 2023 Budget – for Final Approval – Ken moved, Ann seconded; Motion carries. Notes below:
  - I. During December executive session, the BOD created a variety of budget models in order to comply with the Texas State Laws governing non-profit best business practices to maintain a balanced budget.
  - II. Bids were solicited for the largest expense items including lawn mowing/maintenance and security. The BOD recognized that in order to keep the current guards, a wage increase would be necessary, which was factored into the bidding process.
  - III. Proposed capital expenditures, approximating an estimated 58,500 were thoroughly reviewed. There is \$35,000 allocated for the Cantera fountain replacement and \$16,000 for with the other largest expense item associated with replacement of trees and shrubs damaged from weather, \$3,500 for flags and \$4,000 for radio equipment to allow monitoring of back gate cameras
  - IV. Other expense items were reviewed individually and downward adjustments were made where feasible. Some expenses such as electricity in 2022 were 65 % over budget however there is no opportunity to adjust this type of expense.
  - V. Republic Trash – increased by 3%.
  - VI. No amount was budgeted for reserves in 2023.
  - VII. Unfortunately, it was determined that the \$2,500 annual dues assessment is no longer adequately covering Bella Flora Expenses. After much discussion, the BOD approved dues increase from \$2,500 to \$2,675 (7%) annually. This increase is just short of the recent inflation rate. *Note: the BOD per CCR, paragraph 7.3 is authorized to increase dues up to 20% without exceeding a 20% increase. See below.*

7.3. CONTROL FOR ASSESSMENT INCREASES. Until January 1 of the year immediately following the conveyance of the first Lot to any Owner, the maximum annual Assessment shall be Three Thousand and No/100 Dollars

(\$3,000.00) per Lot per year. Thereafter the Board may increase the Maintenance Assessment annually to meet the anticipated needs of the appropriate budget, but the Maintenance Assessment may not be increased in any year by an amount in excess of twenty percent (20%) above the previous year's Maintenance Assessment, unless such increase is approved by a majority vote of those Members of the Association present at a meeting, in person or by proxy, where a quorum exists.

**XII. Old Business**

- a. Trash Policy Revision – BOD has finalized the Trash policy to be presented to the residents of Bella Flora as a result of many residents failing to manage trash and recycle bin set-out/pick-up in a timely manner prior to and following trash pick-up. Often there have been bins remaining on driveway/streets for multiple days prior to and beyond pick-up days. There have also been bins visible from the streets that have overflowing bins and excess trash beside the bins. As a result, the BOD has created a policy that essentially the policy states trash and recycle bins may be set out 24 hours prior to Friday morning pick-up (or adjusted day for holiday schedule) and must be removed from the street no later than 24 hours after pick-up (or adjusted for holiday schedule). Bagged trash may not be set out until morning of pick-up. All bins must be stored in a location that is not visible from streets bordering a resident's property. A fine of \$50 will be assessed for lack of compliance with policy.
- b. The 2023 Annual Homeowners meeting date and location tentatively confirmed to be at High Ridge Church however on February 28, 2023. 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. Communications will be sent to residents via email and meeting information posted on Facebook once the date is confirmed.

**XIII. New Business**

- a. Fiber for Bella Flora – The BOD will connect with AT&T to understand what if any updates are available to running fiber to Bella Flora.
- b. Newsletter – target to send in February 2023.

VII. Next Board meeting will be the annual meeting tentatively on February 28, 2023.

VIII. **Adjournment:** 8:50 pm

Minutes submitted by: Ann White