

## ***Bella Flora HOA Board of Directors, Meeting Minutes***

January 9, 2024

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

Ken Merchant called to order a meeting of the Bella Flora Board of Directors at 7:00 PM on January 9, 2024.

### **II. Roll call**

The following were present in person: Ken Merchant and Ann White and Vince Borrello, Zach Long, Frank Kelley and Cyndi White, GloboLink Management company participated by phone.

Residents in attendance: Tom Potts. No residents submitted board inquiries.

*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 October Minutes:** Minutes were approved via email within the Board of Directors and posted to the Bella Flora HOA website.

### **IV. Committee Reports**

#### **A. Infrastructure Committee Report** – reported by Vince Borrello

- Fountain Update** - Fountain installation is complete and looks great! Committee has placed priority to prevent water scaling on the fountain and surrounding pond structure. Current leading option is the evaluation of a filtration system, lighting options and re-doing pavers surrounding the pool in Q1 2024. Bids will be solicited during the first quarter of 2024 initially from pool companies. There are funds set aside in 2024 for this project at an estimate of \$15,000. The committee is hopeful the project will not reach that figure however if the solution involves boring under the road to install a filtration system, there will be added expense. Preference is for remote controlled external (not installed within the walls of the pond under water) however the pond may not be large enough for external lighting. The current fixtures located within the walls of the pond have brass fittings and are causing issues with bulb replacement therefore red and green bulbs have remained in the lighting fixtures.
- Ponds** – The fountain light fixtures in ponds 1 and 4 have been out. The pond #4 light (an after market model, not Aquamaster) has been replaced under warranty and has been shipped. Pond #1 light is not under warranty nor is it repairable. The BOD approved via email in late December 2023 to replace light kit for pond #1 at a cost of \$1,900. The new light kit is an OEM light and replaces the original light fixture. Waiting for both light kits to be delivered then installation will occur.

3. **Iron Gate Repairs** – There appears to be some swelling on the iron gates in addition to peeling paint on a variety of areas. Vince Borrello will contact the contractor who repaired and painted the gates in 2023 to address issues and understand if this is considered warranty work. The repairs will need to be made even if not under warranty.
4. **Water Well Upgrades** – The two irrigation water wells have been automated, are now remote controllable and all seems to be in working order. The upcoming freeze will be an opportunity to use remote functionality. Vince Borrello thanked Tom Potts for his assistance with this project. There was discussion regarding how to manage the water flow at the new fountain during the freeze. The fountain installer recommended leaving the water running on the fountain during freeze as a protection to the stone and the fountain. This means the wells will need to be on but will need freeze protection, (heat tape) and flow meter installation.

**B. Social Committee Report** –from Janet O’Donnell, via email.

1. She is staying on as chair.
2. Flora Fridays will occur May through October
3. Welcome baskets for new residents will be delivered this year.
4. \$2,500 is requested budget for 2024.

**C. ACC Committee Report** – from Steve Moore, via email.

1. November: 1 garage door replacement
2. December: - no requests submitted
3. January: 1 retaining wall, 1 basketball goal installation; Variance approved. 1 horseshoe court.

**D. Flag Committee Report** – reported by Ann White

- i. Ann White moved to accept the flag display dates as presented by the Flag Committee to be: Memorial Day – May 25 – 28, 2024; Flag Day – June 12 – 15, 2024; Independence Day – July 2 – 5, 2024 and Veteran’s Day – November 9 – 12, 2024. Ken Merchant seconded the motion, all BOD voted in favor, motion carried.

**E. Landscape Committee Report** – reported by Frank Kelley.

Frank had no updates nor was a report provided.

**F. Security Committee Report** – reported by Ken Merchant

1. **Security Guard Management** - Will need to solicit bids for a new contract due to cost and time with current management company. Bella Flora has received one unsolicited proposal however a formal bid solicitation process will be necessary. Components will include maintaining competitive compensation package for the guards including increased hourly rate above current minimum, must maintain current weekly 113 hour schedule, more efficient schedule proposal, engaged management of employees, dispatcher to ensure a guard is onsite, officer training opportunities, geo-fencing for automated time entry at the management company expense, availability of rotational officer(s) to ensure vacant shifts are filled on short notice, uniforms that meet seasonal needs are the primary requirements.

Preference is to have company located in Fort Worth for quicker onsite response. Ken Merchant moved to solicit bids from a new Security Management company as noted above, Ann White seconded the motion, all BOD voted in favor, motion carries.

2. **Gate transponder issues.** NTTA will be issuing a newer toll tag that will not be read by our existing gate transponders. There are 2 options available to Bella Flora however the transponder purchase date, which will indicate Transcore production timeframe to determine if an upgrade is possible. If so, the upgrade cost will be \$1,600. If the unit cannot be upgraded a new Transcore unit will need to be purchased and the estimate is \$6,000. GloboLink will research stored invoices for additional information as the serial number on the unit itself has faded and is not legible.

3. **Visitor Swing Arm:** Axxess recommended the installation of a ground loop and a sensor that was recently replaced since the swing arm is hanging. It appears the toggle switch to activate the swing arm, is worn out. However there has been no issue since the guards stopped using the toggle switch and are now using a button. Request has been made to Axxess to bring a new toggle switch. The ground loops and sensors are expensive solutions that will be reserved as a consideration if the new toggle switch and subsequent use of the button do not resolve the swing arm issue.

**G. Water Committee** – Jay White, reported via email.

1. Jay is continuing to experience difficulty connecting with the former committee chair, Chuck Freeman. Has reached to Chuck Freeman for information but has received nothing to date. Chuck is expected to return to Fort Worth and provide Jay his notebook on 9/11/24. Once Jay understands Chuck's information, he will schedule a Water Committee meeting. He recently spoke with Corey Jones, Manager of Northern Trinity Groundwater District regarding the Bella Flora Water Committee and issues within Bella Flora regarding water availability for fire protection. Corey is aware of Bella Flora and is supportive of the desire to secure water sources for fire and is looking forward to working with us.

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

**Year End 2023 Highlights**

- a. Routine unbudgeted items – finance charges, interest income are greater than originally budgeted. Also, CD's paid interest monthly rather than at maturity resulting in \$4,700.
- b. Dues – short \$7,600 including 4 residents have not paid outstanding balances.
- c. Speeding fines resulted in \$9,050
- d. There were 11 actual transfer fees which is in excess of the 8 budgeted resulting in additional income.
- e. Overall the income was approximately \$11,000 greater than budgeted.
- f. Expenses – the earned interest will be moved to reserves therefore will show as an expense line item.
- g. Electricity – although it was anticipated early in 2023 the rates would result in higher electrical expenses throughout the year fortunately, rates and usage settled yielding only \$500 over budget.
- h. Gate expenses were over budget as a result of the need to rehang iron gates after a storm; keypad main board replacement resulting in total expenses of \$12,783 for this category. We will look into filing an insurance claim for this loss since we received notice today that our

insurance carrier will be dropping us due to excessive claims resulting from our gate arms striking vehicles. ..

- i. Landscape expenses were less than budgeted which are primarily irrigation and landscape maintenance base contracted amounts for monthly mowing and 4 mowings under the power lines which are approximately \$110,000. Although there were damaged plants and trees removed, that expense was classified as a capital expense rather than landscape.
- j. Legal – minimal expenses in 2023 however there was discussion regarding the need to increase for 2024 depending upon what occurs with TXDOT and the 1187 expansion project. This is still being evaluated for a line item amount in 2024.
- k. Pond/Fountain – expenses were as contracted plus one service call and turtle trap purchase expense.
- l. Repairs /Maintenance – primary maintenance items in 2023 included the guard gate septic system maintenance; bridges were repaired; the new gate at the front of Bella Flora for lawn mower access, fence repair from fallen tree and minor guard house repairs.
- m. Security expenses were 1% over budget which is due to minimal overtime;
- n. Cantera Fountain expenses were 10% over budget however the 2023 budget was final before the fountain replacement project estimates were included. The addition of the coping around the pond (to match the fountain) was an additional expense to the estimate; flag expenses were less than budgeted; landscape replacement only incurred \$7,500.
- o. There was no reserves line item budgeted in 2023 however as a result of \$4,700 interest income, other unbudgeted income and actual expenses less than budgeted, Vince Borrello moved to . transfer an additional \$15,000 to the reserves account. Ann White seconded; all voted in favor and the motion carried.

## **XII. Old Business**

### **a. State Law to Property Code Change January 1, 2024**

As of January 1, 2024, the State of Texas Property Code has required that all HOA' s define types of fines, clear schedule of fine due dates, fine amounts, warning time for procedures for hearings, etc, There will be a requirement for all HOA's to define types of fines, a clear schedule of due dates, fine amounts, warning times procedures for hearings, etc. Once finalized, the Texas State Property Code requires notification to all property owners via two forms of communication and to be sent, annually. Email addresses are on file for all current Bella Flora homeowners therefore the final policy will be sent via USPS mail and email. The BOD finalized this By-Law in December 2023. Ken Merchant moved to accept the version as adapted for Bella Flora, Vince Borrello seconded; all in favor, motion carries.

## **XIII. New Business**

- a. Annual meeting date is set for Monday, February 26, 2024 at HighRidge Church; 7:00 – 9:00 pm.
- b. The Board of Director elections held in conjunction with the annual HOA meeting. The official annual meeting notification, Board of Director election information including nomination packets will be emailed to all residents. Elections will be held in the same manner as in 2023: all electronic voting will occur prior to the annual meeting with the required 20 day voting period. Election results will be announced during the annual meeting; there will be no voting during the annual meeting.
- c. Newsletter inputs due to Ann White by January 19, 2024.

**VII. Next Meeting:** There will be a special one item agenda only meeting held on January 16, 2024 via Zoom/Teams, at 6:00 PM. The agenda item will be to approve the final 2024 annual budget.

**VIII.** Adjourned to Executive session at 7:50 PM

**VIII.** Executive Session topics discussed:

1. Outstanding resident account balances.
2. Responses to individual resident inquiries of the Board.
3. Revised proposed 2024 budget to be voted on in special meeting on January 16, 2024.

Minutes submitted by: Ann White, Secretary