

TBF HOA Board Updates

Townhomes of Bieneman Farm HOA, Inc.
Annual Meeting

December 2021 – April 2023



Board Members

- Pam Frank – President (2YR seat)
- Dan Hatalla – Vice President (3YR seat)
- Jamie Germain – Secretary (2YR seat)
- **Lyn Francois – Treasurer (1YR seat)**
- Bob Ott – Member at Large (3YR seat)

- **The 1YR seat is up for re-election this year.** Lyn Francois has chosen to run for another term.
- Officer assignments (President, VP, Secretary, etc.) are assigned immediately after the annual meeting per the Association's bylaws.

Owner Participation Encouraged!

- **Benefits of being a Board or Committee member**
 - Participate directly in Association decisions and duties
 - Vendor management, budgeting, conflict resolution, project management, etc.
- **Board Committees**
 - Please reach out to the Board if you are interested in forming or joining a committee, such as:
 - Landscape - participate in the planning, design, and monitoring of the Association's landscaping; organize clean-up days, etc.
 - Social - organize community events, welcoming committee, etc.
 - Covenants/Compliance - assist in matters of rule compliance and violations enforcement
- **Share your talents with the Association!**
 - If you or someone you know have a special talent or skill - painting, maintenance, asphalt work, landscaping, etc. - we'd love to enlist your help!

Board Goals

- **Reduce Expenses by:**
 - Soliciting multiple bids for vendor work
 - Using electronic notices to owners that are cost-effective
 - Encouraging automatic payments to ensure timely payment and avoid delinquency
 - Consolidating maintenance requests into larger projects to save on costs and ensure uniformity (e.g., shrub removal)
- **Maintain Reserve Account by:**
 - Shopping bank accounts to maximize interest income
 - Ensuring minimum reserve amount is transferred monthly from Operating Account to Reserve Account
 - Investing Reserve funds to maximize return
 - Following 2023 Reserve Study guidance regarding future project planning and scheduling

Board Goals, cont.

- **Uphold community standards by:**
 - Enforcing community rules
 - Monitoring unit upkeep
 - Monitoring registration of rental units to ensure landlords are held accountable and tenants are aware of all rules and regulations
- **Increase communication by:**
 - Proactive notices regarding maintenance/vendor work (not always possible, depends on vendor)
 - Board outreach and availability to owners (in-person conversations)
 - Improving communication flow between owners, management company, and Board
- **Defend owners' rights by:**
 - Reviewing governing documents to determine if amendments are needed to further protect owners' rights and ensure those rights are legally enforceable

2022 Projects

- Tree replacements
- Dryer vent cleaning
- Patch and crack-fill of all driveways
- Knotweed Removal
 - May need additional treatments in 2023
- Siding repair (hail damage)

Future Projects

- 2023 Projects
 - Gutter enhancements (inner units) (may become a future project for full replacement)
 - Painting of pillars, door frames, patio door kick plates
 - Power washing of south-facing units
 - Shrub & rock replacements - will likely need to be done in phases due to cost - more to come!
 - Installation of speed bump on Holly Curve
- Future Projects (2024 and beyond)
 - Driveway replacements - hopefully without a special assessment!

Other Board Accomplishments

- Successful collection of delinquent accounts
 - Overall delinquent amounts are published in meeting minutes
- Increased efficiency of Association management (Board and management company)
 - Board meeting frequency reduced to every other month
- Continued oversight of HOA vendors
 - Contracts and invoices are closely reviewed and negotiated to ensure work is satisfactory, charges are reasonable, and contract terms are in the HOA's best interests
 - Service performance continuously monitored
 - New landscaping/snow removal vendor - Davey Co.

Association Website: tbfhoa.com

- **TBF HOA Portal:** www.tbfhoa.com
 - Important community alerts, announcements, and bulletins, including work/maintenance notices
 - Governing documents, policies, forms, insurance information, etc. are all housed online
 - FAQ's and answers
 - Management company contact information and ability to email the Manager directly
 - Simple layout, user-friendly navigation
 - No login/password required
 - No personal information is stored on the site
 - **Suggestions welcome!**

Documents | Alerts

Winter Parking Rules Go Into Effect December 1, 2021 | [Learn More](#)

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- General Information
- Board & Meetings
- HOA Meeting Minutes
- Policies
- Forms
- Insurance
- Governing Docs

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- Broadcast Messages**
- Newsletters

Broadcast Messages



Winter Parking Rules Effective December 1, 2021

[Details here...](#)

Work Orders | FAQs/Contact

Work Order Request

Name*

Street Address*

Phone Number

Email*

Brief Description of Work Requested*

[Attach Photo\(s\) if Available](#)

[SEND](#)

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SIDING PROJECT WILL BE COMPLETED BY THE END OF MARCH 2023

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Frequently Asked Questions (FAQ's)

[CLICK HERE TO SEND A MESSAGE TO MATT @ MJF & ASSOCIATES](#)

Where Do I Send My Payment?

Payments may be sent to MJF & Associates at the address listed on the [Property Management](#) page. For your convenience, and to save the cost of postage, we encourage you to sign up for ACH payments through the management company; the sign-up form is found on the [Forms](#) page.

When Are My HOA Dues Due?

Your HOA Dues must be paid by the first day of each month. If your dues are not received by the last day of the month you will incur a late fee.

New Business

- **Legal Access to Property Title Issue**
 - Affects owners of Lots 17-48 (32 units)
 - Owners do not have legal access to their units
 - Owner's Title Insurance should cover the cost; however, it will require coordination between the various title companies and Association Counsel, and additional filings with the county will be necessary
 - Refer to the communication sent previously for details
- **Rental Policy Amendment**
 - Tabled until the title issue above is cleared up

Thank You

for attending!



Please reach out to the Board
with any questions or concerns.