

## **From the Desk of Iris Copeland, Secretary of Belmar HOA Board**

Feb 11, 2022

HOA preliminary List of duties and Committees (Operational and proposed)

Welcome New HOA Board Members:

This is a preliminary list of duties of the HOA Board that are outstanding currently. I have included the names of the current board members who are currently assigned to the committee (s) or were the point of contact for a particular task.

1. Gate Programming POC for all new homeowners/old owners out of the system- Aria /Dustin monitor
2. Website management, announcements, - Secretary
3. Financial/Budget - paying bills - Treasurer
4. Maintain contact list - President/Secretary
5. All compliance email correspondence, tracking -?
6. Main Point of Contact for Aria- Bills, questions, issues - President
7. Manage gate camera system - Dustin
8. Overall communication management for HOA via email - President?
9. Agenda creation - secretary
10. Quarterly Newsletter - secretary
11. Meeting planning - President
12. Upkeep of notification signs in the neighborhood-
13. Maintain HOA files, Archives, and master forms -Secretary
14. Admin owner for GroupME, and HOA Google Drive Accounts -
15. Need New Signers for Bank Accounts
16. Need a new HOA Debit card holder for small purchases. - must approve by the board
17. Road maintenance - Rob Griffin
18. Architectural Committee Chair - Rob Griffin
19. Compliance Committee Chair -Dustin
20. The overarching Community Service Program Director - (oversight on community service committees) - maybe VP?
21. There are three community service committees (see attachment)- all chairs are vacant - the former treasurer managed the Special Events Committee - we can use neighborhood volunteers, but a board member must manage the committee.

## **From the Desk of Iris Copeland, Secretary of Belmar HOA Board**

I have provided information on HOA Committees attached to this email. The Architectural Committee and the Compliance Committee have been operational. The Special Events Committee had been active with the Yard of the Month and the July 4th parade. The other activities were on hold pending the new board election. The President or VP was the coordinator/director of three community-focused communities. The treasurer was the chair for the Special Events last year.

### **THIS IS JUST INFORMATIONAL**

#### **1. Architectural Committee - Operational**

**Purpose:** There was no straightforward procedure for members to submit requests to the HOA Board because there was no formal Compliance or Architectural Committee. The HOA Board instituted a process of Transparency, Communication, and Organization of the HOA Board as stated in the Bylaws. The Belmar North HOA board has developed a process for submitting the Architectural Request Form to the HOA. The Architectural Committee will provide an assessment and determine the Bylaw reference. The Belmar North HOA Board will send the homeowner a Compliance or Noncompliance response via email within 30 days.

**Process:** Architectural Committee review based on covenants and bylaws:

Rob Griffin, Current Chair

Iris Copeland - Member

Discussion: Additional Guidance

#### **2. Compliance Committee: - Operational**

**Purpose:** The HOA was established to maintain a neighborhood standard through compliance with established bylaws. We strive to maintain home maintenance guidelines that were established to preserve and enhance the value of Belmar North Homes. We desire that property values in the community will continue to rise and attract buyers.

This has not been an easy task because, for the past three years, our HOA has not provided clear guidance to our homeowners. The HOA board is responsible for restoring our neighborhood to its original vision by looking at most of the obvious compliance issues that can make an immediate difference in the appearance of our neighborhood.

Therefore, the HOA Board has pledged a transparent and succinct plan- so HOA members can become accountable, and the committee can ensure compliance with the covenant/bylaws.

**Process:** Compliance Committee does periodic inspections HOA members send emails and fill out online compliance forms. The Compliance Committee does periodic inspections – the current focus is trash cans that are in front of houses.

Dustin Watts is Chair

Rob Griffin is a member.

Discussion: Need more members & Guidance

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Note: New committee proposed by the lawyer to change the bylaws -process is that currently states that to change our bylaws, a 70% vote is needed - to change anything. The lawyer says that it should be 50%. The lawyer will also offer free board training to new members as part of his contract.

“The HOA Board has received some recommendations from the HOA attorney to ensure successful and productive operations. The board should form a committee made up of 2 board members and include 3 general membership volunteers to formulate a proposal for covenant enforcement guidelines and to propose Bylaw amendments based on the current conversations. These proposals must be voted on at a full membership meeting. Must be available for review and comment.”

Sincerely,

//signed//

Iris Copeland

Acting Secretary

Belmar HOA Board

# Community Activities Service Chairperson

## OVERVIEW

The following is a proposal for the establishment of a Community Activities Service Committee ( CASC ) under the direction of the Belmar North HomeOwners Association to plan, provide and encourage community activities and service help among the residents of Belmar North Addition.

The formation of these committees will support residents to form bonds as a community that will benefit the Board in the long term. . Service promotes support activities that to bring us together and understand and welcomes new residents by plugging them into the neighborhood. These attributes are needed to have a thriving, prosperous, sustainable neighborhood.

## GOALS and SPECIFICATIONS

### 1) SPECIAL EVENTS COMMITTEE

Plan quarterly activities for the residents of the neighborhood to encourage a sense of community. The following times of year would be suggested ***Spring Fling, July 4, Fall/Halloween, and Winter Holidays***. Examples of activities are *Family movie night, food trucks, bands, **parades**, street dances, fall festivals.* Possible contest **Yard of the Month** and Best Christmas lights. Details per activity to be determined upon approval. The location is the greatest challenge for a community event since Belmar North does not have a free common area within our development. One area that could be used is the section of street on Vista Dr. between Belmar Estates and Belmar North. This area would require the least amount of disruption to community members who did not want to participate because they would have access to the front gate to enter their homes. We would have to have consent from the four homeowners that would be directly impacted by activities. Another option that could be considered would be asking one of the cul-de-sacs to “host” the event. Naturally, they would all have to agree to close their street and restrict their activity on the day of the event. If we can not obtain a common area, we will have to consider driveways or separate outside locations. This may be counterproductive to building community since everyone would be spread out. As these details need to be considered by the Board before forming a committee. As the Board moves forward with activities during the year, the Sub-Committee Chair can request a meeting with the supervisory board member to discuss expectations and budget before the first committee meeting.

**2) SENIOR CORP COMMITTEE**

***The establishment of a service group to assist the HOA, seniors, weather emergencies within our neighborhood. The idea is to have the teens (middle school - high school) volunteer to perform supervised (adult volunteers) services to help their neighborhood.*** These services can include yard services, picking up the dog poop, delivering water during weather crises, shoveling driveways, pulling weeds, hanging Christmas lights, etc. In return, they would get a service certificate to add to their college applications and resumes. This could be a planned monthly activity where they perform the service then are provided a pizza lunch upon completion. It could also be approached as an on-demand help service by creating a link on the HOA website. This type of program could have so much impact on so many levels. It will help connect the teens in the neighborhood, as well as teach a sense of pride in the place they live, and serve to bridge the generational gap within the community. Belmar North is a golf community that draws many retirees; however, we also have many families with proximity to Tinker. Establishing a group where generations work together towards a common goal could lead to a more harmonious community. We may put it out there into the community and get no interest. However, it is worth exploring, even if it turns out to be just a group of adults providing senior support. If the Board agrees, we can include service as part of the volunteer commitment for this committee. If the Board decides not to add this project this year, I would ask that the board to consider adding a “senior Help line” to the website. During this last weather crisis, we had many seniors that needed help and had no way to ask.

**3) WELCOME TO THE NEIGHBORHOOD COMMITTEE**

Produce and deliver a welcoming packet to new residents to our community that will include Belmar North and surrounding community information. If the budget allows, it would be nice to deliver a small welcoming basket with baked goods, such as Eileen’s Colossal Cookies, in our area. Sweeten them up before they open the information packet. Inside the package would be a welcoming letter from the HOA, essential numbers, local information, flyer, or magnet with the HOA website and contact information printed. We can have magnets printed to be delivered to ALL houses in the neighborhood. We could have the HOA website contact information for the HOA and ARIA. Sticker Mule has 200 [custom magnets](#) for 159.00 plus shipping and tax. Getting off to a positive start with new residents by providing compliance information from the beginning will hopefully prevent future issues. What might be considered is when the house goes on the market, the committee makes sure the selling real estate agent has a copy of the by-laws available during their open house and are aware of any issues that need to be brought into compliance prior to the sale of the home. We realize that paper copies will dip into the marketing budget; however it will be less expensive in the long term.

# Belmar North HOA Architectural Review Request Form

**Date:**

**Please note the Architectural Committee has 30 days to review all requests and you MUST have written approval to proceed.**

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Project Information

*This information is being requested in accordance with the Homeowners Association CC&R's.*

**Areas for Review:** *(select all that apply)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Roofing                  | <input type="checkbox"/> Building Addition | <input type="checkbox"/> Shed/Gazebo              |
| <input type="checkbox"/> Painting                 | <input type="checkbox"/> Fence/Deck/Patio  | <input type="checkbox"/> TreeHouse/Play Structure |
| <input type="checkbox"/> Sport Court              | <input type="checkbox"/> Dog Run           | <input type="checkbox"/> Antenna/Satellite Dish   |
| <input type="checkbox"/> Outdoor Lighting         | <input type="checkbox"/> Siding            | <input type="checkbox"/> Major Landscape project  |
| <input type="checkbox"/> Other man-made structure |  |   |

**Project Description:** *(please provide a short description of the project and any specific information that may be helpful)*

**Contractor Information:** *(please provide name and contact info of the contractor handling your project)*

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**\*\*NOTE: homeowners are responsible to assure all municipal approvals are received and that all municipal and HOA Covenants & Restrictions are adhered to.**

**Instructions and Checklist:**

Please submit two copies of the following as it applies to your project:

- ☐ Paint Color and locations of the proposed color selections (2 sets of chips including paint brand and number)  
  
NOTE: Color change requires neighbor review. Please review color selection with your neighbors and include their approval in the details section below or in a separate email to [belmarnorthhoa@gmail.com](mailto:belmarnorthhoa@gmail.com)
- ☐ Final (working) plans and specifications      ☐ Building elevations      ☐ Type of material and colors to be used
- ☐ Site plan showing building location, property line setbacks, location of utilities, and primary/secondary drain fields.
- ☐ Copy of building permit (if applicable)      ☐ Anticipated impact on neighbors      ☐ Any other pertinent information

**Please Provide Details of the Project and any other pertinent information:**

## Questions?

Email. [belmarnorthhoa@gmail.com](mailto:belmarnorthhoa@gmail.com)

## Submit your building plans in one of these 2 ways:

- 1) **Email:** [belmarnorthhoa@gmail.com](mailto:belmarnorthhoa@gmail.com)
- 2) **Drop-in ACC Chair Rob Griffin's Belmar North Mailbox:**

See location at: <https://www.google.com/maps/@35.3011678,-97.424406,84m/data=!3m1!1e3>

# Belmar North Architectural Committee Response Form

To be completed by a member of the Architectural Committee or other qualified HOA Board Member

Address:

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Complete Information Received: YES / NO

Date information requested by the homeowner		Date information sent to the homeowner	
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## RESOLUTION

	APPROVED		APPROVED WITH RESTRICTIONS		DENIED
<i>If approved with restrictions or denied, including a full description of details. For denials, please include the statute within our covenants that supports the denial.</i>					

X\_\_\_\_\_ Date: \_\_\_\_\_

ACC Authorized Board Member