



Jack Jones - President
Jon Von Achen - Vice President
Jeremy Smith - Treasurer
Monica Williams - Secretary
James Schmidt - At-Large

April 2021 Board Meeting
Community Bible Chapel

Minutes

April 15th, 2021

Call to Order by President Jack Jones

Introductions, Board: Jack Jones, Jon Von Achen, Jeremy Smith, Monica Williams, and HOA Management Services (HMS) Jeremy Tedford (Absent is James Schmidt).

Homeowner Attendees: Linda Scott, Gary Young, David Leaman

Proof of Notice of Meeting – Requirement met by website posting, signage, and email reminder.

Approval of February Minutes –

- **Minutes were Approved > Motion made by Jon Von Achen, seconded by Jeremy Smith. Motion Carried 4-0.**

President's Report

- Jack Jones stated that he drove through the community after the latest compliance report was sent out. Advised that as the warmer weather approaches, he will be sending an email out to residents asking them to look around their home and clean-up flowerbeds and other exterior maintenance. It will also advise homeowners to contact HMS and provide them with a plan and a timeframe for completion.

HMS Report – Jeremy Tedford, HMS representative

- Reported that newsletter was completed and distributed to membership via email.
- Asked for clarification from the Board asking if the Board would like a photo taken when the compliance is corrected/completed or if the Board would like him to just close it out.
 - Jack Jones stated that he would like a photo taken of the completed compliance and then a noted added to the report stating the violation has been corrected/completed then it can be closed and removed from the report.

Treasurer's Report

- Account balance, between the three accounts, is \$72,214.11.
- Stated that landscaping expenses should begin to increase next month.
- Unpaid Assessments – There are 5 accounts, #55866, 55958, 56039, 55917, 56165, are accounts that either owed a late fee or shorted their assessments by a couple of cents. Jack Jones asked the Board to consider a “good-will” gesture and waive the balances.
 - **Monica made the motion to waive the balance owed for the five stated accounts, Jeremy seconded. Motion carried 4-0.**
- 8 accounts remained unpaid for 2021 assessments. Jack Jones will be preparing a letter to include with their next late notice advising that their balance will increase due to late fees and lien fees if they do not pay soon.

- 3 accounts are delinquent for previous years assessments.

Vice-President's Report

- Architectural Request Forms > 3 of 4 were approved by Board.
 - 4600/4602 Hedgerow - wanting to paint exterior of home > Trim color will remain the same color, door will be green, body will be a darker grey > No Issues.
 - 5917 E 47th Street - paint exterior of home, repainting the same colors > No Issues.
 - First home off Farmstead Entrance - exterior siding repairs and paint exterior of home same colors > No Issues.
 - 4853 N Farmstead - paint exterior of home, changing colors. > Jon Von Achen will reach out to homeowners to determine new color choices and report back to Board. > NOT approved at this time.
- Jack Jones reported to Jeremy Tedford that there is a home at the corner of 49th and Farmstead that the owners have replaced some of the siding on their home but that it needs to be painted. He requested that Jeremy send them a letter asking them for an update on the timeline for completion.
- Monica Williams asked about a home that has a non-compliance regarding a trailer in the driveway. Jack Jones asked Jeremy Tedford to send a letter to both the owner and the resident/tenant. > Jeremy stated that he would check with his Manager and report back to the Board.

Secretary's Report

- Directory - reported she has found someone to assist with Publisher and formatting. Asked Board if they would prefer formatting by name or by address if only one is an option > Board stated that they would prefer the by name formatting.
 - Monica Williams asked Jeremy Tedford if anyone had reached out regarding babysitting or dog walking services and he stated that no one has.
- Website - Had to contact the help desk for GoDaddy and found out that an update to the platform is required. To have the website manufacturer move the old website over to the new website with the new platform would cost approximately \$1500-\$2000. Monica Williams stated that she can do this on her own as a slow process with the expectation of it being completed by June or July of this year.
 - Cost for the new platform: \$239.00/year, 2-year term with a long-time customer discount cost is \$383.00 or a 5-year term for \$719. Monica advised a 2-year agreement rather than a 5-year term.
 - **Jeremy Smith made a motion to accept a 2-year term agreement, Jon Von Achen seconded. Motion carried 4-0.**
- New Resident Welcome Letter - Monica Williams stated that she sent out a draft for Board review but only received one response. She then asked about the version that Ashley from HMS sent out asking if Board received. It was sent March 24th.
 - Monica advised that the version from HMS was good and would work great. Board would like to see the new website added to the Welcome Letter.
 - Monica stated she would check with Ashley George from HMS to confirm that a recent new homeowner has returned the new resident information sheet.

- No volunteers currently for website or landscaping committees.

Member-At-Large Report > No Report.

Report of Committees and Old Business - None.

New Business - None.

Homeowner Open Forum:

- Linda Scott - asked Board to put a note out to the membership asking for volunteers. Also stated that the berm across from her home needs attention in the form of mulch and plants.
- Recommend Board reach out to Steve Olsen regarding the landscape beds and volunteering.

Executive Session - None.

Meeting Adjourned at 7:44pm - Motion by Jon Von Achen, seconded by Monica Williams.

Kappelmans Bel Aire Heights Homeowners
Association, INC

End of Month Reports

April 2021



Kappelmans Bel Aire Heights Homeowners Association, INC

Balance Sheet

Transaction 04/30/2021

Assets

Cash Assets

CIT-Checking	41,740.94
Chisholm Trail State Bank-Checking	6,061.42
Chisholm Trail State Bank-Savings	25,048.02

<u>Total Cash Assets</u>	<u>72,850.38</u>
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<i>Total Assets</i>		<u><u>72,850.38</u></u>
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Liabilities & Equity

Liability

Prepaid Income	551.00
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<u>Total Liability</u>	<u>551.00</u>
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Equity

Retained Earnings	36,305.59
Net Income	35,993.79

<u>Total Equity</u>	<u>72,299.38</u>
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<i>Total Liabilities & Equity</i>		<u><u>72,850.38</u></u>
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Kappelmans Bel Aire Heights Homeowners Association, INC

Statement of Revenue & Expense

Transaction 4/1/2021 To 4/30/2021 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
<u>Assessment Income</u>							
2021 HOA Assessment	1,467.01	0.00	1,467.01	40,204.00	40,480.00	(276.00)	40,480.00
TOTAL Assessment Income	1,467.01	0.00	1,467.01	40,204.00	40,480.00	(276.00)	40,480.00
<u>Income</u>							
Bank Interest Income	1.70	0.00	1.70	9.80	0.00	9.80	0.00
Lien & Legal Reimburserr	0.00	0.00	0.00	25.00	0.00	25.00	0.00
Late Fees	216.80	0.00	216.80	241.79	0.00	241.79	0.00
Transfer/Initiation Fee	200.00	0.00	200.00	500.00	0.00	500.00	0.00
TOTAL Income	418.50	0.00	418.50	776.59	0.00	776.59	0.00
TOTAL Income	1,885.51	0.00	1,885.51	40,980.59	40,480.00	500.59	40,480.00
Expense							
<u>Administrative</u>							
Management Services	833.70	804.00	(29.70)	3,244.80	3,216.00	(28.80)	9,645.00
Website Maintenance	383.76	0.00	(383.76)	383.76	0.00	(383.76)	300.00
Postage	20.38	33.00	12.62	291.36	132.00	(159.36)	400.00
Printing/Reproduction	38.72	67.00	28.28	451.10	268.00	(183.10)	800.00
Bank Service Charge	10.00	0.00	(10.00)	10.00	0.00	(10.00)	0.00
Tax Prep/KS Annual Reprc	150.00	0.00	(150.00)	279.00	125.00	(154.00)	125.00
Legal/Corporate Fees	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
Audit of Books	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00
HOA Board Misc Expense	0.00	0.00	0.00	0.00	100.00	100.00	100.00
TOTAL Administrative	1,436.56	904.00	(532.56)	4,660.02	10,341.00	5,680.98	17,870.00
<u>Community Events</u>							
New Neighbor/Contests	0.00	50.00	50.00	75.00	200.00	125.00	600.00
Annual Social	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
TOTAL Community Events	0.00	50.00	50.00	75.00	200.00	125.00	2,100.00
<u>Insurance</u>							
Liability/ D&O Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00
TOTAL Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00
<u>Landscaping</u>							
Mowing	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00
Grounds & Maintenance	0.00	200.00	200.00	0.00	600.00	600.00	2,000.00
TOTAL Landscaping	0.00	200.00	200.00	0.00	600.00	600.00	13,000.00
<u>Repairs & General Maintenance</u>							
General Repairs/Maintena	0.00	17.00	17.00	0.00	68.00	68.00	200.00
TOTAL Repairs & General M	0.00	17.00	17.00	0.00	68.00	68.00	200.00
<u>Utilities</u>							
Electric Utilities	28.75	33.00	4.25	119.49	132.00	12.51	400.00
Water Utilities	33.30	63.00	29.70	132.29	252.00	119.71	750.00
TOTAL Utilities	62.05	96.00	33.95	251.78	384.00	132.22	1,150.00

Kappelmans Bel Aire Heights Homeowners Association, INC

Statement of Revenue & Expense

Transaction 4/1/2021 To 4/30/2021 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
TOTAL Expense	1,498.61	1,267.00	(231.61)	4,986.80	11,593.00	6,606.20	37,620.00
Excess Revenue / Expense	386.90	(1,267.00)	1,653.90	35,993.79	28,887.00	7,106.79	2,860.00