



## BHP Board Meeting Minutes 1/17/2024

(standard meeting cadence: 3<sup>rd</sup> Wednesday of month, 9am-Noon)

### Board Attendance



- ✓ Craig Lee, Board President
- ✓ Joe D’Avanzo Board, Vice President
- ✓ Phil Dennis, Board Treasurer
- ✓ Sharon Garbarz, Board Secretary
- ✓ Mark Nelson Board, Member at Large (remote)
- ✓ Valencia Hall, Homestead PM
- ✓ Autumn Williams, Homestead Senior Property Manager
- ✓ Joe Zimmer, Capital Committee (Special Topic)
- ✓ Ed Buckle, Capital Committee (Special Topic)



**Meeting called to order: 9:12am and closed at 12:10pm.**

### Next two meetings:

- Feb 14, 2023 , 9am – Noon
- April 9, 2023, 9am - Noon

### Major Agenda Topics:

Topic	1/17 Discussion/Updates/Decisions	Action Items
<b>Special Topic</b> Driveways and Sidewalks Replacements 	<ul style="list-style-type: none"> <li>• MacDemo agreement reached following review of 4 bids.</li> <li>• The association’s capital project team negotiated a 12.4% reduction in cost per sq. ft. They further reduced the cost per unit by measuring driveways which reduced the proposed sq ft to be replaced. This effort also resulted in a \$15K credit for 2023 work.</li> <li>• 2024 negotiated cost is \$487.7K for 47 remaining driveway and walks, and all parking and mailbox pads.</li> <li>• Planned July, 2024 start.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Phil</b> to update the capital budget.</li> <li>• <b>Valencia</b> to sign contract with MacDemo.</li> </ul>
<b>Financials Review</b> 	<ul style="list-style-type: none"> <li>• 2024 budget and HOA Dues increase letter were sent to homeowners on 12/1/2023, per Bylaws.</li> <li>• As of end of November, the association had \$300K in reserves and \$218K in the operating account.</li> <li>• Multiple homeowners are still in arrears for monthly dues and special assessments. Action planned to recover money owed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Phil</b> work with Homestead to resolve remaining discrepancies on balance sheet.</li> <li>• <b>Valencia</b> to ensure monthly financials are sent to Board by 10<sup>th</sup> of each month (committed 1/19).</li> <li>• <b>Valencia</b> to immediately pursue late</li> </ul>

Topic	1/17 Discussion/Updates/Decisions	Action Items
	<ul style="list-style-type: none"> <li>• Homestead is still working through balance sheet discrepancies that will require financial statements reruns for 2023.</li> <li>• 2024 financial statement formats to be changed to better segregate assessments from normal operating expenses, more closely match spend, and reduce income statement line items.</li> <li>• February board meeting agenda item required to finalize 2024 capital budget and associated assessments: <ul style="list-style-type: none"> <li>○ Decision on remaining capital projects (e.g. gazebo bridge, signs)</li> <li>○ Decisions on 2024 assessments (effective 4/1) and associated communication plan.</li> </ul> </li> </ul>	<p>fees for homeowners with dues in arrears and follow-up on person where check did not clear. Board approved actions up through mortgage notifications and liens, as required in the Bylaws.</p> <ul style="list-style-type: none"> <li>• <b>Valencia</b> to provide Phil with access to financials in Strongroom app (complete 11/18)</li> <li>• <b>Sharon</b> to add 2024 capital budget decision to February board meeting.</li> </ul>
<p><b>Compliance Bylaw and Rules and Regulation Changes</b></p> 	<ul style="list-style-type: none"> <li>• No update on engagement of attorney at this time (Kevin Hirzel).</li> <li>• Board reviewed Mark’s observations regarding Bylaws, in anticipation for more comprehensive discussions by the compliance committee.</li> <li>• Items discussed during the meeting: <ul style="list-style-type: none"> <li>○ <b>Furniture on decks during winter months</b> – While there is board interest in changing bylaws to allow the furniture to remain, we must abide by the current bylaws today and pursue penalties for non-compliance.</li> <li>○ <b>Satellite dishes/antennas</b> (Article VI Section 3) While there is board interest in changing bylaws to eliminate all satellite dishes for aesthetic reasons, there are restricted allowances in the current bylaws that must be followed. The January audit will record all dishes for potential future action.</li> <li>○ <b>Speed limit reduction:</b> There is an interest in reducing the speed limit to 15 MPH for safety reasons, especially considering blind spots and the lack of sidewalks in the complex. While future speed limit reductions may be pursued, short term actions will be taken to encourage compliance to current speed limit including police monitoring/electronic speed signs, and newsletter reminders.</li> <li>○ <b>Homeowner input into Bylaw &amp; Rules changes</b> – board will consider a survey or other ways to seek input. Board will tentatively use the annual meeting for approval of bylaw changes unless other electronic methods can be pursued sooner (e.g. google forms).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Phil</b> to reduce legal line item in budget in support of future bylaw changes (Completed)</li> <li>• <b>Valencia</b> will conduct an audit in January to look for non-compliance with deck furniture, satellite dishes, and “no salt” signs, with the intent to pursue penalties for non-compliance. She will provide a list of intended penalties for board review and action.</li> <li>• <b>Autumn</b> to send an example of a collection policy letter for the board’s consideration of late fees, to be discussed in a future meeting.</li> <li>• <b>Initial board discussion</b> in January with more in-depth discussion planned for February.</li> <li>• <b>Valencia</b> to contact police to request ongoing monitoring of speed limit within the complex and inquire about potential use of an electronic speed sign (initiated)</li> <li>• <b>Sharon</b> to add Bylaw/Reg changes to future Board meetings through closure.</li> <li>• <b>Sharon</b> to add reminder in newsletter to stop at signs/reduce speed with gentle warning that actions will be taken to promote safety.</li> </ul>
<p><b>Painting</b></p> 	<ul style="list-style-type: none"> <li>• <b>Board approved final quotes for 2024 painting and wood repair</b>, planned to start in May: <ul style="list-style-type: none"> <li>○ Buildings 10-14 - painting only</li> <li>○ Buildings 15-23 - wood repair and painting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Valencia</b> to process contract by end of week and get scheduled for spring (Completed 1/17)</li> </ul>

Topic	1/17 Discussion/Updates/Decisions	Action Items
<b>Gazebo Landscape</b>	<ul style="list-style-type: none"> <li>Update provided from beautification committee: <ul style="list-style-type: none"> <li>Three gazebo landscape bids reviewed (MLP, D&amp;B and Terraforma). 2<sup>nd</sup> round responses to be evaluated on 1/23 and recommendation to be made to board in February meeting.</li> <li><b>Board decision</b> to have Homestead dispose of wood tables at gazebo. Volunteers to be solicited to clean other tables in spring.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Valencia</b> to arrange disposal of wood tables at gazebo.</li> <li><b>Sharon</b> to add to gazebo recommendation to February agenda.</li> </ul>
<b>Directory Publication</b>	<ul style="list-style-type: none"> <li>Latest review indicates additional changes needed.</li> <li>Final input file due to Cathedral Publishing 2/15.</li> <li>Cathedral commitment to publish by 3/15 at no cost to homeowners, funded by advertisers.</li> </ul>	<ul style="list-style-type: none"> <li><b>Valencia</b> to update the directory file to reflect latest roster and 1/10 feedback provided by board. Updated file should be sent back to the board for one last review prior to submission.</li> </ul>
<b>Website and Newsletter</b>	<ul style="list-style-type: none"> <li>January newsletter to include updates from 1/17 board meeting.</li> <li>Website updates/enhancements to be pursued, beginning in January.</li> </ul>	<ul style="list-style-type: none"> <li><b>Sharon</b> to create January newsletter.</li> </ul>
<b>Nature Trail /Sub Cleanup in Spring</b>	<ul style="list-style-type: none"> <li>Board discussed homeowner recommendation to conduct a spring volunteer cleanup, like the effort done a few years ago.</li> </ul>	<ul style="list-style-type: none"> <li><b>Sharon</b> to notify homeowner that this would be a great idea should the homeowner be willing to lead the activity.</li> </ul>

### Quick Vendor Updates/Action Items

Vendor	1/17 Discussion/Updates/Decisions	Action Items
<b>MLP</b>	<ul style="list-style-type: none"> <li>Board awarded MLP three scopes of work for 2024: <ul style="list-style-type: none"> <li>Landscaping</li> <li>Snow plowing</li> <li>Tree spraying for all trees throughout complex.</li> </ul> </li> <li>Hydrangeas to be cut in spring (vs Jan/Feb)</li> <li>Snow removal discussion: <ul style="list-style-type: none"> <li>Board previously communicated that “No Salt” signs should be ignored due to Association liabilities.</li> <li>First snow removal was good, including follow-up days later to salt areas that had iced over due to wind and cold (cross complex).</li> <li>Individual requests for additional services should be directed to the Aid Brigade for assistance if homeowners cannot manage on their own. Aid Brigade can request support from MLP via Homestead.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Valencia</b> to process contracts for all landscape and snow plowing (completed 1/16).</li> <li><b>Valencia</b> to process contract for tree spraying by Friday, 1/19.</li> <li><b>Sharon</b> to set snow removal expectations in newsletter.</li> </ul>
<b>Signs and More</b>	<ul style="list-style-type: none"> <li>Proposals being modified by beautification committee.</li> <li>Committee will make recommendation to board in February.</li> </ul>	<ul style="list-style-type: none"> <li><b>Sharon</b> to work with beautification committee to finalize recommendation for February.</li> </ul>
<b>MIG annual subscription: 11/15/23</b>	<ul style="list-style-type: none"> <li>New agreement signed and posted to the resident site on 1/11/2023.</li> <li>Dave MacCarreall (MIG) will attend April 9<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li><b>Sharon</b> to add notice of insurance update in newsletter.</li> </ul>

Vendor	1/17 Discussion/Updates/Decisions	Action Items
	meeting to provide insurance summary and address board questions (date change confirmed following meeting).	
<b>LandArc</b>	<ul style="list-style-type: none"> <li>• Homestead will retain record boxes for future reference.</li> </ul>	<ul style="list-style-type: none"> <li>• No action. Vendor relationship closed.</li> </ul>
<b>Homestead</b>	<ul style="list-style-type: none"> <li>• Board discussed performance issues and expectations with Homestead: <ul style="list-style-type: none"> <li>○ Need calendar of activities by end of March.</li> <li>○ Need extract of all work orders and modification requests, monthly, by 10th of each month to Sharon.</li> <li>○ Need immediate updates and then ongoing timely action on work orders.</li> <li>○ Need board notification of signed contracts.</li> <li>○ Need to respond to homeowner calls into Homestead. Homestead request that homeowners contact Valencia directly.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Valencia</b> to follow-up on discussed items to operationalize immediately.</li> <li>• <b>Sharon</b> to update website and newsletter to notify of new number for support.</li> </ul>
<b>J&amp;B</b>	<ul style="list-style-type: none"> <li>• See discussion on painting contract above.</li> </ul>	No action.
<b>MacDemo</b>	<ul style="list-style-type: none"> <li>• See discussion on cement contract above.</li> </ul>	No action.
<b>Sunrize</b>	<ul style="list-style-type: none"> <li>• Final invoice was paid and contract was terminated. (Closed)</li> </ul>	<ul style="list-style-type: none"> <li>• No action. Vendor relationship closed.</li> </ul>
<b>T&amp;T</b>	<ul style="list-style-type: none"> <li>• Contracts pending for sprinkler services including gazebo, and 2024 tree trimming. Will be discussed in February board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Valencia and Mark</b> to finalize language for multi-year contracting of these activities.</li> </ul>
<b>Hayward Bros. Holiday Decorations</b>	<ul style="list-style-type: none"> <li>• Decorations were well done; expectations met.</li> <li>• Contract needed early for 2024.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Valencia</b> to plan for early 2024 contracting (initiated)</li> </ul>
<b>PLM</b>	<ul style="list-style-type: none"> <li>• Fountains to be re-installed in spring.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Valencia</b> to plan for spring.</li> </ul>
<b>TBD</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Board discussion in February.</li> </ul>

### Committee Updates (As available):

Topic	1/17 Discussion/Updates/Decisions	Action Items
<b>Volunteer Engagement</b>	<ul style="list-style-type: none"> <li>• Team members still required for: Welcome (product help needed)</li> </ul>	<ul style="list-style-type: none"> <li>• No action item.</li> </ul>
<b>Social</b>	<ul style="list-style-type: none"> <li>• No update.</li> </ul>	<ul style="list-style-type: none"> <li>• No action items</li> </ul>
<b>Beautification</b>	<ul style="list-style-type: none"> <li>• See updates below on gazebo landscape and signs.</li> </ul>	<ul style="list-style-type: none"> <li>• No action items</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• <b>Compliance Committee</b> to update rules and regulations, and bylaw changes in 2024.</li> <li>• See Compliance related discussion above.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mark</b> to provide laymen language on current bylaws to provide to Homestead to improve support.</li> </ul>
<b>Lake</b>	<ul style="list-style-type: none"> <li>• No update.</li> </ul>	<ul style="list-style-type: none"> <li>• No action items.</li> </ul>
<b>Capital Projects</b>	<ul style="list-style-type: none"> <li>• No further action to be taken on capital projects until the board makes a decision on 2024+ projects, including project for new roads (2025+).</li> </ul>	<ul style="list-style-type: none"> <li>• Board will provide direction following February board meeting.</li> </ul>

**Miscellaneous Open Action Items**

Topic	Owner	Status	Action

**Closed Action Items**

Topic	Owner	Status	Action
<b>Resident communication required that landscape planting</b> will only be replaced spring and fall.	Valencia	Closed	<ul style="list-style-type: none"> <li>• <b>Valencia /Jill</b> to update maintenance requests to communicate spring (May/June) and fall schedule</li> </ul>
<b>Maintenance &amp; Arch. Review Requests</b>	Valencia	Closed	<ul style="list-style-type: none"> <li>• See Homestead discussion on the need to manage these requests on a timelier basis.</li> </ul>
<b>Deck Replacement Standards</b> (Jan Topic) Included in list of Rules/Reg standards	Sharon	Closed	<ul style="list-style-type: none"> <li>• <b>Sharon</b> has added to the Bylaw revision list.</li> </ul>
<b>Elections and newsletters</b> –Eliminate mailings; move to email. Sharon included in recommended change list.	Sharon	Closed	<ul style="list-style-type: none"> <li>• <b>Sharon</b> has added to the Bylaw revision list.</li> </ul>