BRIDLESPUR HOMEOWNERS’ ASSOCIATION BOARD of DIRECTORS MEETING

Meeting Date: February 21, 2023

Start Time: 6:14pm End Time: 8:20pm\_\_\_\_\_\_

Location: Mid-Continent Red Bridge Library\_\_\_\_

Call to Order by: DaVonchio Oliver

Roll Call:

DaVonchio Oliver, President Present

Jon Goodwin, Vice President Present

Marsha McBratney, Secretary Present

Micah Fritz, Treasurer Present

Katie Mahoney, Director of Events/Social Media Present

John Rudis, Director of Neighborhood Upkeep Present

Bob Gillespie, Director of Neighborhood Upkeep Present Absent

*Vacant*, Lead Director of Neighborhood Upkeep N/A N/A

*9th Board Position Vacant* N/A N/A

Guest: Elliot Olson, website manager and candidate for 9th board position

Motion by DaVonchio Oliver to approve January 10, 2023, Meeting Minutes. Motion Seconded by Jon Goodwin and motion to approve minutes was carried unanimously.

**OFFICER REPORTS:**

**President:** Misc. including: Marian McKnight resigned her position via email and Jon Goodwin thinks her

health is the reason. Secretary was asked to include article in newsletter thanking Marian for her many years of

service to the BHA. Secretary will also send Marian a copy of meeting minutes from tonight, February 21, since

Marian’s resignation is based on receiving those minutes. Website update regarding migration is in progress

and we are no longer going to use BIDS for our website management company and Elliot & Kenny Olson are

working on getting things switched over.

**Vice President:** Jon reported that having our annual BHA dues collected by the city as part of the tax structure

is not possible since we do not meet the criteria in which the monies collected would have to be a special

assessment. It would also cost us $1,000 per year to have the city collect the money for us which is a moot point

since we do not qualify for the program. Discount Cards have been printed and turned over to the Board

Secretary for distribution. The cards are valid for two (2) years. Jon will send a thank you letter to the

businesses who again support the discount card program for us. The secretary will put out a mailing to all

residents who have paid their 2023 dues and included in the mailing will be: the discount card, a thank you note

from the treasurer for paying dues on time, a volunteer form, and a directory form for residents to fill out and

return. Marsha will also email the forms to residents who paid their dues in the event some people want to

complete online and return to her. email The cost of approximately 40 printed directories from Almar Printing,

who we’ve used for years, is $204. Jon has the written estimate. Anyone who gets their newsletter via email

will be sent the 2023 Directory via email. The rest of the directories (approximately 40) will be mailed via USPS

once enough forms are sent back to the secretary. Elliot will make sure a safe path is provided so that the

emailed directory cannot be accessed in the event a resident has their email hacked.

**Secretary:** Since there are none/few written Standard Operating Procedure (SOP) for many

Actions/tasks/activities in which board members will participate/lead, the secretary took it upon herself to

create multiple SOPs & emailed SOP drafts and several other forms to all members, with hand-delivery to Bob

Gillespie. DaVonchio Oliver motioned for all forms and SOPs to be approved for use and Katie Mahoney

seconded the motion and the motion passed unanimously with no ‘nay’ votes. Secretary reviewed report that

was in the February newsletter about Sun Fresh closing, based on the information at the Center Planning &

Development meeting. Secretary also attended the January county budget meeting & reports that it had

nothing that pertains to neighborhoods. Secretary reported that she’s received some emails about the changes

in the monthly newsletter and all except one has been very positive. DaVonchio Oliver reports that she’s also

heard from some residents and other than a few thinking the newsletter was a little bit “lengthy”, the response

was very positive.

**Treasurer:** Micah updated the board on dues collected so far, to the amount of $15,605.08, with 207 homes paid. He is preparing a new budget for 2023 since we won’t spend as much on snow removal (mild winter) and no longer pay wages to an administrative aid and knows the website amount will be different since we will no longer be paying BIDS. He asked how we know that we have 261 homes in Bridlespur, and response was that we’re going on stats from previous years. He will prepare a thank you note to go in the discount card mailing for residents who paid on time. He will have a revised 2023 budget to be presented at our March board meeting.

For overdue BHA annual dues payments, Marsha would like to follow the SOP and make phone calls to those residents to find out their “why” especially based on some letters sent to BHA in past years by angry residents about not receiving a phone call or not receiving services to warrant the $75 annual dues. Micah said that he feels sending letters would also be a good option, and skip the phone calls. Marsha may try to make some phone calls and DaVonchio was in favor of phone calls and agreed to help if needed with phone calls as well as the discount card mailing.

**DIRECTOR REPORTS:**

**Events/Social Media:** Katie reported the list of events/activities she’s come up with, including:

Spring yard waste dumpster day August back-to-school block parties

Fall yard waste dumpster day September Chiefs spirit week

March Easter egg hunt October porch décor competition

April 18 open resident meeting November event TBD

Garage sale (move from June to May) December caroling with hot chocolate & Santa

July parade/food truck

Per DaVonchio, Bob Gillespie has not moved forward with his task to set up the spring dumpster so Katie started working on that under the Events role. Discussion was held on whether to have a trash dumpster AND a yard waste dumpster and whether to have 2 of each, putting them in different areas of the neighborhood. All in attendance agreed to four (4) total dumpsters and talked about placement but we will leave the paperwork and details to Katie who will submit the necessary form to the city. She spoke with Robert Wood at the city offices & he says they are short staffed so she’s not certain as to when we will get a response and we will get the date that the city assigns to us. Easter egg hung will be held on Saturday, March 25 and food and drinks will be provided so we discussed the unknowns, such as attendance, since it’s the first event in a very long time for Bridlespur so we will have to be flexible. Katie recommended that we move the garage sale from June to May and discussion was held and DaVonchio motioned to move the garage sale and Jon Goodwin seconded the motion and all members voted in agreement so the garage sale will be held May 4 through 6, thinking earlier is better. Treasurer mentioned that the original 2023 budget allowed $700 for events and we know that amount will change since we have so many events planned after so many years of having nothing. Several board members mentioned that we can probably get some things donated so Katie will evaluate those options. Secretary will hopefully have a list of volunteers to share with Katie for the planned events.

**Lead Director of Neighborhood Upkeep:** *Vacant position*:

**Director of Neighborhood Upkeep #1, John Rudis:** John reports that he’s been in contact with the snow plan contractor and that Tom Kimmerly has been helpful in learning the system. No snow has been plowed yet since the contract indicates we must have 2-inches of snow sticking to the ground. The contract is working as designed. The cost of sale/sand add to the snow removal cost which would average about $900 each time. John suggested that perhaps we offer the contractor a retainer to keep him engaged in future years so that we stay a priority. Group will continue to discuss in the future. John said he plans to investigate code compliance & also publish an article in our newsletter on bulky item pick up

**Director of Neighborhood Upkeep #2, Bob:** Status of Spring 2023 yard waste dumpster. No report – absent from meeting.

9th Board Position: *Vacant Position*

**Review of Action Items from Last Meetings:**  Most items on the Action Items running list have been completed. The dumpster scheduling is in progress. Still looking for a Lead Director of Neighborhood Upkeep. Website changes are underway, held up by BIDS at this point. Items from tonight’s meeting added to the running list and will be reviewed at March meeting.

**TONIGHT’S AGENDA:**

Motion made by Jon Goodwin to bring Elliot Olson onto the Board as Director of Website & Social Media, which would fill the position vacated by Marian McKnight. Katie Mahoney seconded the motion and vote passed unanimously. Elliot was welcomed to the board and gave brief update that her husband, Kenny, was scheduled to do phone call with BIDS representative to move forward on getting our website moved to a different platform with Elliot and Kenny managing it.

DaVonchio motioned to keep the Board of Director meetings on the 3rd Tuesday of each month. Marsha seconded the motion and all in attendance voted in agreement. Motion passed unanimously. Marsha is working with Red Bridge Library to get scheduled for June through December since we have to wait until they allow more meetings to be scheduled.

DaVonchio motioned that we make the BHA Directory virtual, unless residents still want to receive all communication through USPS. John Rudis seconded the motion and the motion passed unanimously, with no ‘nay’ votes cast. Elliot will make sure there are safeguards in place before we email the directories out. We are waiting on the new directory pending resident information forms being returned. Secretary said her goal is to have the directory out by mid-March or thereabouts.

Neighbor, Sam Bradley, reached out to learn more about the Director of Neighborhood Upkeep #3. Secretary reviewed her phone conversation with Sam Bradley, a Bridlespur neighbor who had expressed interest in this position. However, during the phone call Sam indicated that his busy work schedule would not accommodate meeting dates and overall, he does not feel he is a good fit for the time the role would take. Marsha did tell Sam that there will be single event volunteer activities and he said he would look into those as his time allows.

Discussion held on opening our April meeting to an "all member meeting' on April 18. We have access to the library community room from 6pm to 9pm. Katie will manage this event and plan is to hopefully have Officer Whitehead to speak on safety asset of block captains and neighbor, Sami Aarons, to speak on yard ‘maintenance’. Jon Goodwin expressed concern as to whether Sami Aaron is qualified to speak on the topic and DaVonchio referenced an email that Sami sent in December 2020 addressing her qualifications and concerns about a BHA newsletter that encouraged residents to remove leaves from their lawns (and how that relates to protecting critters, luna moths and bumbles).

The Social Media/Website job description was handed out to Elliot for her review. Elliot agreed to that job description and DaVonchio motioned that we (finally) approve all nine (9) Board of Director/Officer job descriptions. Katie Mahoney seconded the motion and the motion passed unanimously. DaVonchio will now begin to create board member binders for each role.

DaVonchio reviewed the status of PIAC sidewalk repair project and the city has an April decision date, so we continue to wait. DaVonchio also found out that the ticket for resurfacing of Walnut Drive was closed in July 2022, so she had it re-opened. The city representative with whom DaVonchio talked is escalating the ticket. marked as inactive by the city since they have it planned for 2024. DaVonchio made sure that they ticket was re-opened, and we will continue to wait and do needed follow-up on that resurfacing request.

**OLD BUSINESS:**

1. P.O Box is set up and active. DaVonchio checks the mail twice weekly. The 2nd key will be held by Jon Goodwin. DaVonchio gave Jon Goodwin a key to the post office box and they will divide time in picking up the mail.
2. Google Voice is set up with a local phone number & calls are coming in nicely.
3. US Bank & First Federal have been updated to reflect current board members with access to the account.
4. DaVonchio purchased 800 pages of copy/printer paper and 2 toner cartridges, and they have been delivered to Marsha.

**New Business:**

1. In October 2022, the board agreed that Marsha McBratney, now board secretary, could do a “Looking for the Helpers” article in the newsletter, along with an article on RBE happenings. A 3-month probationary period for Marsha doing those articles was set for 3 months. Tonight Marsha motioned that the probationary period be removed since she is the board secretary doing the entire newsletter and also because the newsletter is approved by President, DaVonchio Oliver, before it is published. Katie Mahoney seconded the motion, and the motion was unanimously carried with no ‘nay’ votes case.
2. Per our Declaration, we are a ***HOME*** Association, and Marsha mentioned that we are often referred to as an ‘HOA” and such, so discussion held that, based on our Declaration, we are a home association (an HA) and all printed materials and verbiage should reflect accordingly.
3. Discussion on whether we wait until we get permission from new residents to welcome them by name in the newsletter and decision was that the Secretary will send a form to the new homeowners and then follow-up as needed to see if they want to be welcomed in the newsletter and if so, how they want the welcome to read, what information to include, etc.
4. John Rudis said that he put in a ticket with the South Patrol regarding speeders in the neighborhood and a speed trap was set and the police department called him back. He was very pleased with the response from the South Patrol, and he will write a newsletter article about the positive experience. He suggests that neighbors utilize the South Patrol for such needs.
5. Linda Lepper, neighbor, suggests we have RBE scout groups help with neighborhood clean-up. This topic was tabled for another meeting.
6. Mark Broeker suggested previously that we put a preferred vendor list on the website. This topic was tabled for another meeting.

**Next Meeting Date:**  Tuesday, March 21, 2023  **Time:**  7:15pm

**Location: \_\_\_\_\_**Red Bridge Library

**Motion to Adjourn by: \_\_\_**DaVonchio Oliver  **Adjourned at:**  8:20pm