BRIDLESPUR HOMEOWNERS’ ASSOCIATION

BOARD of DIRECTORS MEETING

| Meeting Date | September 19, 2023 |
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| Start Time: | 7 pm |
| Location | Red Bridge Mid-Continent Library |
| Call to Order by  | Mark Broeker |

Roll Call:

| Name/Title | Present | Absent |
| --- | --- | --- |
| President - Vacant |  |  |
| Jon Goodwin - Vice President (Acting President) |  | x |
| Joseph Jackson - Secretary | x |  |
| Micah Fritz - Treasurer |  | x |
| Katie Mahoney - Director of Events/Social Media | x |  |
| John Rudis - Neighborhood Upkeep | x |  |
| Elliot Olsen - Media and Web Director | x |  |
| Mark Broeker - Neighborhood Upkeep | x |  |
| Blakie Fortner - New Director (no assigned duties) |  | x |

Approval of Last Meeting’s Minutes: Approval of August minutes were tabled until the next meeting.

Officer Reports:

| President, V*acant* | ***Jon is acting President.**** Jon has started clearing out old files. Mark will audit discarded files before being shredded. Mark’s audit is scheduled for Tuesday, September 26 at Jon’s house.leaning out the filing cabinets of paperwork over 7 years old. Should be shredded.
* Library is reserved for the next Board meeting on Oct. 17.
* Due to conflicts with bookings, the Annual Meeting will be held Tuesday, Nov. 7 at the Library.
* Jon had scheduled an appointment with the back to get the CD name changed to the Association. During the meeting, Katie texted Micah to verify status. Micah reported the CD name has been corrected.
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| Vice President, Jon Goodwin |  |
| Secretary, Joe Jackson | * John Rudis inquired whether or not the HOA registration form had been updated. Joe indicated it had not. John offered to assist in getting the form updated to remove Wanda’s name and get current info filed.
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| Treasurer, Micah | * Not present
* Board needs a true accounting of past due amounts inclusive of legal fees, interest, etc. for delinquent accounts.
* Board is requesting a financial statement for year-to-date.
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BRIDLESPUR HOMEOWNERS’ ASSOCIATION

BOARD of DIRECTORS MEETING

(Continued)

Director Reports:

| Events - Katie | * With input from John Rudis, Bridlespur is hosting a brush pickup on October 14. It was also reported that the city has brush pickup schedule for October 17. A general discussion was had about changing our pickup to bulky trash. John R. was going to check to see if we could change this this cycle. Future events will be better coordinated with the city’s schedule.
* Katie is coordinating a Holiday Decor (houses) this Halloween.
* A Trunk or Treat event was mentioned.
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| Social Media - Elliot | * Elliot confirmed her resignation. Letter on drive so stating her last date is 12/8/23. She will be missed.
* She offered to continue hosting the Web site but would not have time to manage.
* She also extended an offer for coaching/training a replacement.
* While not confirmed, I believe John Rudis has expressed an interest in assuming these duties. Elliot will give him Admin Access.
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| Neighborhood Upkeep - John Rudis | * Snow removal - John reported our current contractor is retiring. The contractor is putting us in touch with another contractor. John is pursuing.
* PIAC Update - John reported on the current status of our PIAC request. A site meeting is scheduled Friday, September 22 at 1:30 PM with the project engineer. Wanda S. will be in attendance as the original applicant.
* Complaint Process - John is recommending this be placed on a dedicated page on our Website. He will work this out with Elliot.
* Neighborhood Map - Old map is a poor illustration showing the “boundaries” . Joe produced a map from the city which provides more clarity. Joe and John to work on getting the map updated on the website.
* Center Planing - Starting back up on Tuesday, Sept. 26. Blake and John are planning on covering these meetings. Many thanks to both.
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| Neighborhood Upkeep - Mark Broeker | * Directory Update - Mark reported on progress of updating the directory. He had sent out a draft Excel file with updated information. Work to date revealed there are 40 some homes with occupant issues involving ownership, actual occupant, etc. It was agreed that we should send out a form letter to those 40 some homes asking to have their profile information updated/confirmed. The form letter sent to new homeowners will suffice for this effort. Katie was kind enough to take on sending out this form letter. Joe will fire up the Association printer to support this effort.
* Delinquent/Past Due - As reported by Mark, there appears to be 21 homes that have not paid. He has requested help from the Executive Board to confirm the accuracy of the list and/or validate overdue accounts. Access to financial records is required to confirm payments.
* Mark Asked 4 Questions:
1. Do we want or need to publish a Directory? REPLY: Mixed among those present. Most felt we needed a Directory but the format was questioned. Published or virtual? This remains an open issue.
2. How do we validate the data in the Directory? Action: Katie is sending out letters in hopes of making final edits.
3. How do we maintain the Directory’s Status (live changes)? REPLY: The Master File will be placed on Drive so “live” edits can be made by all Board Members as edits are needed.
* 4. Mark asked if a 3rd Party Service (paid administrator) was needed? REPLY: Without exception all present felt we need outside help. To maintain an Association of this size is not sustainable with a “volunteer” board. Katie happened to have a conversation with DaVonchio about her new HOA. They use a 3rd party service. ACTION: Tabled until October.
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Review of Action Items from Last Meeting

| Action Items | Owner(s) | Due Date | Status |
| --- | --- | --- | --- |
| Room Booking | Joe Jackson | 9/1/2023 | Jon took care of Oct/Nov. |
| Directory update | John Rudis, Mark Broeker and Joe Jackson | 9/18/2023 | See notes above. |
| Collection process | Mark Broeker and Joe Jackson | 10/1/2023 | Still under development. |
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Old Business:

| 1. Website updated with new information on current board - open item. |
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| 2. CD name change - Reportedly fixed. |
| 3. Directory Update - See notes above for new action items. |
| 4. Past Dues Accounts - A preliminary report was presented by Mark. If correct there are 21 homes unpaid. Turned over to the Executive Board for review and action. |
| 5. PIAC Update - See John’s notes above. Scope and plan of action under review. Work to start spring 24. |
| 6. HOA Registration with the City. Form to be completed by Joe with assistance from John. |

New Business:

| 1. 3rd Party Service - Board feels we need to pursue seeking outside help. Who or how this looks is open for discussion. The Executive Board should review options and present a proposal to the full Board. |
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| 2. Website Hosting and Maintenance - See notes above.  |
| 3. Snow Removal - Former contractor is retiring. Need to find a replacement. |
| 4. Elliot gave notice effective 12/8/23. |

| Action Items - 9/19/23 | Owner(s) | Due Date | Status |
| --- | --- | --- | --- |
| Directory Update | John Rudis, Mark Broeker and Joe Jackson | October 14 (dumpster date) | In the works |
| Directory Action List  | Katie  | Not defined | WIP |
| Overdue Accounts | Executive Board | ASAP | Priority |
| 3rd Party Service | Executive Board | Oct 17 Board Meeting |  |
| HOA Registration | Joe and John | ASAP | WIP |
| Snow Removal Contract | John R. | Oct 17 Board Meeting | Need a new contractor. |
| Profile List Uploaded  | Mark B. | ASAP | D4 - Uploaded 9/25/23 |
| Financial Statement | Micah | Oct 17 Board Meeting |  |
| Room Bookings | Joe | ASAP | Dec 23 and beyond?? |
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Next Meeting Date - Tuesday, October 17, 2023

Next Meeting Time - 7 pm

Meeting Location - Red Bridge Mid-Continent Library

Motion to Adjourn - Elliot

Meeting Ended - 8:25 PM