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President Cory Williamson called the meeting to order at 6:32 p.m. The meeting was held at Cory's house.

**Attendees:** Cory Williamson, Brian Jung, Anne Pamperl, Janet Emery, Gloria Kuebler, Wendy Morrissey, Cheryl Wells; Marilynne Bergman, Bookkeeper; Scott Jenkins, Lori Otte-Jenkins and Stacie Jung, BENA members

**Secretary's Report:** Cory asked Anne to read the minutes of the May 2018 meeting. After the reading Wendy moved the minutes be approved as read. Brian seconded the motion. Janet pointed out she had not attended the May meeting and Anne said she had made that change and sent the second, corrected version to members in May but brought the first version to read by accident. The minutes were unanimously approved with the corrected attendance list.

**Treasurer's Report:** Bills from the preceding month included the following:

Marilynne Bergman	\$402.50 (bookkeeping expenses)
Total Computer Solutions	\$75.00 (BENA laptop repair)
Lincoln Electric System	\$28.20 (light by playground in commons)
T&D Mowing	\$1,210.00 (6 mowings, 1 trimming, emptying trash cans in commons)
TCD Printing	\$239.71 (printing/mailing of the letter reporting the outcome of the dues increase vote)

Wendy made a motion the bills for the month be paid, Anne seconded the motion, and it passed unanimously.

**Business:**

Item 1, Mr. Jenkins' questions – Mr. Jenkins stated that he was at the meeting because he was concerned about receiving a past due dues notice in June when he had paid the annual dues in January. He was particularly concerned that the vote cast for his lot would not count in the dues increase election. He called Marilynne prior to the Board meeting and was able to correct the records to reflect that the dues were paid on time and thus his and his wife's lot is current and they are eligible to vote (credit had mistakenly been given to a similar address). He was assured that his wife's vote will be counted (see Business item 2 of these minutes). He asked if the books are audited annually. The annual financial review, which is done by an accountant independent of the Board and bookkeeper, was explained. Cory pointed out the Board had gotten an estimate of \$1,000 to do a full audit of the books last year and didn't have the money to pay for that. Now that the dues are increasing the Board will be able to do a full audit periodically, perhaps as early as next year. Mr. Jenkins said he had come to the meeting to see how the bills are paid and to ask about accountability and transparency. Anne said she will add more information to the monthly bills listed in the minutes. Mr. Jenkins was referred to the BENA website for information in the future. Cory, who recently took over as web master, said he plans to put more information out on the website in the future. Anne told Mr. Jenkins the minutes aren't posted on the web site until approved by the Board, so the minutes will always be one month behind, e.g. May minutes will be posted after the June Board meeting. Mr. Jenkins asked about the process of assessing dues. Cory explained that the first dues notice is mailed in January of each year, two additional notices are mailed if needed, and if payment is still not received after the third notice, then a lien is filed and interest is charged [see Declarations, Article V, Parts 1 and 8, and Article XI; Bylaws, Section 2(c)]. Wendy suggested adding some language to the annual meeting announcement letter that

tells members to call if they receive a past due notice that they believe is in error (telephone number will be provided in the letter).

Item 2, Update of vote count on annual dues increase – Janet Emery was out of town prior to and during the May special meeting where the dues increase was discussed and voted upon. When she returned to town, she found 2 proxy votes at her house that were dated prior to the election. Those votes will be added to the total. Also, the vote cast by Lori Otte-Jenkins will be counted (see Business item 1 of these minutes). The revised vote tally is now 85 votes in favor of the dues increase and 72 votes opposed to the dues increase.

Item 3, Board member term lengths and limits – Tim Gill and Jan Evert each had one year remaining on their terms when they resigned in April. Cheryl Wells and Jerad Reimers were elected to their positions. Both Cheryl and Jerad ran on the assumption they were going to have 3-year terms. After discussion the Board agreed that they should have been told in advance they were filling positions with one year left. Because this was not done, Cheryl and Jerad will be allowed to serve 3 years. In the future, the Board shall tell nominees for the Board if the position they hope to fill has fewer than 3 years left in the term. A nominee, once elected will fill the position for the remainder of a term less than 3 years and can then run for a full 3-year term. Wendy wondered if term limits applied to the Board members. A review of the Declaration and Bylaws did not find any limit on the number of consecutive 3-year terms that can be held by a Board member. Cory told the Board that a disgruntled member threatened to sue BENA after the May special meeting because the member considered the Board to be incorrectly elected and thus illegitimate and not able to increase dues. Wendy and Janet talked about rewording the “Board member election” section of the letter that announces the annual meeting next year. They will determine how to add names of candidates. More discussion of this will take place in the future because the Board will comply with the specific process in the Declarations and Bylaws for future elections.

Item 4, Member contacts prior to the voting on the dues increase – Member Pam Barnett said her street, Old Glory, was not visited prior to the May special meeting. Janet said she did go up and down the street, knocked on doors, and talked to all members who were available. She also pointed out that she delivered proxy ballots from members on Old Glory. Someone mentioned that Don Helter, a member, was upset about receiving a past due dues notice even though his annual homeowner association (HOA) dues were paid. Marilynne said the records had been corrected and he had been notified of the correction. Cheryl said that she had been out of town prior to the May special meeting and was upset to read the email exchange following the meeting discussing Independence member contacts and allegations that Gloria had been asking for no votes. Because the Board had voted for the dues increase, Cheryl believed that Gloria was responsible for supporting the Board’s decision when talking to members of BENA and that if Gloria was not comfortable with this, then Gloria should have recused herself. Gloria said she didn’t ask for no votes, but Brian said that multiple people told Board members that she did ask people to vote no and offered to turn in their “no” votes. Cory asked Gloria if she gave folks reasons for voting yes or no. Gloria said that she told those who asked that, in her opinion, the cost of tree removal, which was estimated to be \$2,000/tree, was too high. Cory stated that when a vote is taken by the Board and the motion passes, then Board members can’t give personal opinions when conducting Board business. If talking informally with someone, say while relaxing over a beverage, then it’s okay to express personal opinions. Cory asked that all Board members please

refrain in the future from expressing emotions or opinions when conducting Board business. If someone is uncomfortable with a Board decision, then that individual should recuse himself or herself from conducting Board business related to that decision. All Board members present agreed to do this from now on.

Item 5, Don Dougherty and dues billing – Mr. Dougherty, a member of BENA, talked to Marilynne about his past due dues and the lien and interest still owed after making a \$100 payment. Marilynne sent him some paperwork but he asked for different documentation that was less confusing. He also talked to Gloria about the documentation he'd received to date. Gloria said that Mr. Dougherty gave her his paperwork, she found it confusing as well, and then she took it to Cory to review. Cory said he plans to put together a spreadsheet that resembles a check register that will show the details of past due dues, interest, lien costs, and payments. Marilynne explained to the Board that she gave Mr. Dougherty written invoices and an accounting program printout but he wants additional information. Cory noted that he had talked to Mr. Dougherty on the telephone twice and then saw that Mr. Dougherty stated on the Next Door app he had yet to talk to Cory. Cory asked Marilynne how far back her records go. She said the accounting software goes back to 2014 and before that a spreadsheet was used. Marilynne said that he's never asked for a meeting but only talks to her on the telephone. Mr. Dougherty has stated to multiple Board members that he doesn't believe he should have to pay interest or the lien cost. However, interest is required by the Declarations and Bylaws, which also set the interest rate of 8 percent. The Declarations and Bylaws also require other legal costs, such as that of the lien, be paid by the member who is delinquent on annual dues.

Item 6, 4<sup>th</sup> of July Parade – the parade starting point will be the intersection of Valley Forge/Boston. Wendy volunteered to contact the Fire Department about having a fire engine attend the parade. The reservation is made online now, so the process is easy. The parade will start at 10 a.m. with games and the BBQ to follow. Wendy sent a text to Kent to see if he wanted to do the grilling again this year but he responded "no." Brian said he'll supervise the grilling. Janet said the paper supplies (plates, napkins, etc.) are running low, so the Board will have to spend a little more money this year. Estimated attendance last year was 150 people, and all hamburgers and hot dogs were eaten (48 of each). Brian said he still has bottled water left from the May meeting and will bring that in coolers with ice. That will be easier than the large water coolers BENA owns. Janet recently found condiments on sale for \$3 off regular price so went ahead and purchased those (ketchup, mustard, etc.). Walmart has the best price on hamburger and hot dog buns. Sam's has the best price on hamburger. Janet said we need 50 hot dogs and enough hamburger for 50 of those. Cheryl offered to donate some of the hot dogs. Janet noted 3 or 4 big packages of chips (two large bags/package) are needed, too. Attendees will need to bring side dishes. Wendy volunteered to print the flyers. Last year's flyer can be reused with little or no editing. Grilling will again be by the playground. Wendy will bring tables for food set up and games. Janet will get prizes for the games. On a related topic, Cory let the Board know North 25<sup>th</sup> will be closed on July 3<sup>rd</sup> from Ticonderoga to Kensington for fireworks that will be shot off in front of his house for his family and the neighbors. He had to obtain approval from and the names and telephone numbers of a majority of residents in the affected area of North 25<sup>th</sup> in order for the City to agree. This was done because a child was almost hit by a car last year. Wendy made a motion that an amount not to exceed \$250 be spent on the 4<sup>th</sup> of July parade, games, and BBQ. Brian seconded the motion, which passed unanimously. Janet and Wendy suggested Brian, who has a BENA debit card, go to Shopko, Target, Walmart or some other store of his choice that sells toys and purchase three \$15 gift cards that

will be awarded to the three best decorated bikes in the parade. Wendy said she will have the flyers finished by Friday and members are to pick up the flyers that day. They need to be taped to doors this coming weekend. The flyer drop is as follows:

Anne	Liberty Bell and Philadelphia	Janet	Old Glory
Cory	North 25 <sup>th</sup>	Jerad	North 20 <sup>th</sup> and Preamble
Wendy	Boston and Constitution	Gloria	Independence
Matt	Valley Forge	Brian	Bunker Hill and Minuteman

Item 6, BENA newsletter – Gloria asked if the Board should consider doing a newsletter again. The Board thought it was a good idea but Wendy requested the idea be tabled until it can be discussed in more detail at a the next meeting. Stacie Jung, a BENA member, suggested the Board have someone put together a new resident information packet, too. All Board members in attendance liked Stacie’s idea.

Item 7, Past due 2018 dues – Marilynne reported 21 BENA lot owners have not paid their annual dues in 2018. This is more than usual. She said each was sent three notification letters by regular mail. Wendy said we should call each one before moving on to filing liens. Anne pointed out telephone numbers can’t always be found now because so many people don’t have landlines. The Board discussed sending a 4<sup>th</sup> notice via certified letter, return receipt requested but decided to talk to people face to face instead. Next year the 3<sup>rd</sup> notice will be sent via certified mail with a return receipt requested. Anne pointed out Board members can’t just walk up to the lots/homes in question without some sort of identification. Marilynne said she will print out statements for each of the 21 lots and have those ready on Friday. Board members divided up the names of those on the list of past due dues. A review of the list showed that several had moved to the neighborhood within the last year or 2. Stacie said she would work on the welcome packets in the near future. She and Board members discussed what type of information should be provided to new residents. Examples included the commons location, playground, neighborhood events, and Christmas light contest as well as a copy of the Declarations and Bylaws. Cory said he will send out an email on the past due 2018 dues and how the Board is going to handle them. The Board will discuss filing liens at the July meeting. Cheryl told the Board members about how her HOA in Kansas had a TracPhone specifically for HOA business. Board members rotated phone coverage on a monthly basis. This provided a single telephone number for the HOA and protected personal telephone numbers. Wendy suggested the idea be table until next month to give members time to think through the pros and cons of this before making a decision.

Item 8, Nonprofit status with the U.S. Post Office – Wendy is working on the application form for BENA nonprofit status with the U.S. Post Office and needs the name of a Board member for a primary contact. Cory said to use his name. If BENA is granted nonprofit status, BENA will be able to mail letters at a cost of 18 cents per letter, which will save money on future mailings.

Item 9, BENA newsletter, part 2 – Stacie volunteered to be the newsletter editor.

Wendy made a motion the meeting adjourn, Brian seconded the motion. The meeting adjourned at 8:22 p.m.