

President Cory Williamson called the meeting to order at 6:30 p.m. at Eiseley Library, Meeting Room 1.

**Attendees:** Cory Williamson, president; Jacob Hartwig, vice president; Brian Jung, Treasurer; Anne Pamperl, secretary; Wendy Morrissey, Gloria Kuebler, and Cheryl Wells Board members. Wendy had Janet Emery's proxy.

**Secretary's Report:** Cheryl moved the minutes be accepted as sent via email, Jacob seconded the motion, and it passed unanimously.

**Treasurer's Report:** The bills presented at the meeting were as follows:

T&D Mowing                      \$930.00 (4 mowings of commons, 2 mowings of Superior right-of-way, empty trash containers)

Lincoln Electric System      \$32.27 (light by basketball court)

Dean Machine                    \$325.00 (\$275.00 bobcat rental, \$50.00 diesel fuel for bobcat)

Wendy moved all bills be paid as presented, Jacob seconded the motion, and it passed unanimously.

**Business:**

Item 1, Tree damage – Brian reported a tree behind Valley Forge had split and was across the flow liner. Cory said he would take a look at the damage.

Item 2, 2020 proposed budget – Cory handed out a summary table for the 2019 BENA operating budget with proposed, actual, and variance columns. The Board reviewed, discussed each line item and proposed a budget amount for 2020 as follows.

a) Income tax and non-profit certification – The \$72.86 exceedance for 2019 (\$75 budgeted) includes the non-profit fee that must be paid to the State of Nebraska every 2 years and part of the taxes that were paid on the interest received from 6 lien payoffs. A review of 2018 expenses showed less than \$75 was spent that year. Cory told the Board BENA currently has 15 outstanding liens. Brian proposed raising the 2020 budgeted amount from \$75 to \$100, and everyone agreed.

b) Bookkeeping – Grafton and Associates (G&A) will charge BENA \$200/month again in 2020. This year BENA paid additional fees for review of the 2018 books and for the move of records to G&A. The Board proposed reducing the bookkeeping line item from \$4,600 to \$3,000 in 2020.

c) Lien filing – Cory has 2 more lien releases to file before the end of the year. In answer to a question, he explained the bills sent to lot owners behind in their dues includes dues owed, interest to date on owed dues, and lien filing and release costs. After discussion, the Board agreed to leave lien filing budgeted at \$150 in 2020.

d) Commons improvements – Cheryl suggested money not spent in 2019 should be put in savings and used in the future for improvements to the playground, basketball court, and immediate area around them. Members talked about adding picnic tables and other amenities as well as replacing the playground equipment. Wendy once again asked if anyone knew about any grants that would help pay for new equipment. Brian mentioned the landscape timbers around the playground needed to be replaced. Cory said the picnic table needed a concrete pad. Cory also told the Board he had received the reimbursement from the Lancaster County Juvenile Diversion Program for the cost of the graffiti cleanup. Cheryl proposed adding \$1,000 to the improvements item in the 2020 budget, which would bring it up to \$2,500.

e) Insurance – the budgeted premium was raised \$50.00 to \$600 for inflation.

f) Mowing, trimming, trash emptying, and snow removal – The Board discussed the potential costs of mowing and snow removal, which are weather dependent. It appears that by the end of 2019, these

costs will roughly equal the amount budgeted, \$10,000. Cory sent the bid sheet this fall to eight lawn care companies and has heard back from 2 so far. The Board decided to raise this budgeted item by \$500 in 2020 due to inflation. This may need to be adjusted after bids for 2020 are received.

g) Office/newsletter supplies – Cory said the going rate for copies is 10 cents/page, and he prints 375 copies of the newsletter each quarter. He has also purchased labels for the mailing of annual meeting notices. After discussion, the Board decided to keep this budget item at \$300 in 2020.

h) Postage – The 2019 budget was exceeded by \$262.80 because dues notices were mailed out 4 times including via certified mail the last time. BENA must pay G&A for the postage costs of mailing all dues notices except the certified mailing which Cory takes care of. Postage also includes the cost of mailing out the annual meeting notice. Wendy said that her dad's printing business could print and mail the annual meeting notice, which would enable BENA to have the mailing done at the bulk rate of 17 cents per letter. She will check with her dad on the total cost of printing and mailing the notice and report back to the Board at the December meeting. Cory told the Board that the annual dues notices will be mailed by G&A the 1<sup>st</sup> week of January 2020, 2<sup>nd</sup> mailing will be the 1<sup>st</sup> week of March, and he will prepare the certified mailing at the beginning of April. He said 18 lot owners typically don't pay annual dues even after the certified letter is received. The Board decided to increase postage in the proposed 2020 budget to \$400.

i) Rental expenses for the storage unit and PO box – \$625 was budgeted for 2019. The PO box rental, which was paid this fall, increased \$10. The storage unit rental is typically paid in December so Cory and Brian are not sure if the rent has increased. The Board decided to budget \$625 again for rental expenses.

j) Printing expenses – The Board kept the budget for 2020 the same as that in 2019, \$200. This item includes bulk mailing expenses.

k) Resident activities – The Board decided to keep the budget for 2020 the same as 2019, which is \$800.

l) Tree removal – Cory said he will be talking to Mitch at the Tree Guys about which trees should be cut down in 2020 and the cost of their removal. In 2019, BENA spent \$2,400 more than the budgeted amount of \$10,000. However, money for tree maintenance in 2018 wasn't spent so that covered the difference. Someone suggested keeping the budget in 2020 the same as in 2019.

m) Technology (website and domain name) – this item will remain the same in the 2020 budget as in the 2019 budget, \$75.

n) Tree maintenance (trimming) – this item will remain the same in the 2020 budget as in the 2019 budget, \$3,000. Cory and Wendy reviewed past years' trimming costs and found that some years costs exceeded the budgeted amount and other years were under budget.

o) Utilities – The facilities charge on the electric bill went up for 2019 so the budgeted amount will be exceeded by the end of the year. The Board decided to increase the 2020 budgeted amount to \$400, an increase of \$100.

The proposed total amount budgeted for expenses in 2020 comes to \$32,650, which is slightly higher than the proposed amount budgeted for 2019 of \$32,475. The Board will discuss the proposed 2020 budget again at the December meeting, tweak it if needed, and then vote on the proposed budget.

Item 2, Holiday lights contest – In the past BENA has given \$25 gift cards to the 3 winners. Brian moved BENA purchase 3 gift cards for the contest winners that will be brought to the December meeting for distribution to the winners the week after the meeting. Cheryl seconded the motion. The Board discussed where to get the cards and agreed to get them from Hy Vee. Then Brian said he thought \$25 was nothing and the amounts awarded should be larger. Brian amended his motion to say the gift card amounts should be \$50 to 1<sup>st</sup> place, \$40 to 2<sup>nd</sup> place, and \$25 to 3<sup>rd</sup> place. Jacob seconded the amendment, which passed unanimously. The Board then voted unanimously to pass the amended motion, BENA will purchase 3 gift cards of \$50 to 1<sup>st</sup> place, \$40 to 2<sup>nd</sup> place, and \$25 to

3<sup>rd</sup> place for the contest winners. Cory said he will take pictures of the decorated houses and put them on BENA's FaceBook page and voting will take place via FaceBook. The cutoff date for voting will be immediately prior to the December Board meeting.

Item 3, Houses for sale – if any Board members see houses for sale between now and the middle of December, the secretary should be notified because she has to update the lot owner list. The accuracy of the list is important to collection of the annual dues.

Item 4, Winter newsletter – Brian reported Stacie is planning on preparing the newsletter for delivery sometime in January.

Item 5, Interest charges – Cory talked to G&A about delivery of the bookkeeping bill in time for the Board's monthly meeting. At first the bills were arriving before the meeting dates so they could be approved and paid. However, this fall the bills began arriving after the monthly meeting dates, which meant they were being paid a month later. G&A charged interest on the last bill. Cory stated that G&A won't charge any more interest on bills that are mailed out too late to be approved at the monthly meeting.

Item 6, Brush pile near Boston – Mitch from the Tree Guys drove by the pile and said it will cost at least \$1,300 to chip the pile and haul away the chips. He told Cory this is just a rough estimate because Mitch didn't get out of his vehicle to check the full extent of the pile. Brian proposed the Board via Cory ask Mitch to give an estimate on removing the split tree behind Valley Forge. Other Board members said they would like to have the Tree Guys remove the brush pile. Cory said he would contact Mitch and ask him to provide the Board with written estimates for a) chipping/removal of the brush pile and b) removal of the split tree. Cory will email the bids to everyone once he receives them from Mitch.

Brian proposed the meeting adjourn, Jacob seconded the motion, and the meeting adjourned at 7:43 p.m.