

President Cory Williamson called the meeting to order at 6:32 p.m. in the library of Goodrich Middle School.

Attendees: Cory Williamson, president; Matt Garner, Vice President; Brian Jung, treasurer; Anne Pamperl, secretary; Janet Emery, Wendy Morrissey, and Cheryl Wells, Board members; Stacie Jung, newsletter editor

Secretary's Report: Cheryl made a motion via email in the late afternoon prior to the meeting that the minutes be approved as presented. Brian seconded the motion. No discussion or changes were presented at the meeting, so the motion passed unanimously.

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

T&D Mowing	\$410 (mowing and leaf removal in the commons and sidewalk snow removal on 25 th November)
Lincoln Electric System	\$29.74 (light by playground)
Kent Pierce	\$152.96 (candy for the 2018 Easter Egg hunt)

Brian reported the ending balance on the Nov bank statement was \$35,967.48. Matt made a motion the bills be approved as read, Cheryl seconded the motion, and the motion passed unanimously.

Business:

Item 1, Bookkeeping – Cory reported Grafton and Associates (G&A) had submitted a bid to do the BENA bookkeeping in 2019 for \$2400 (\$200/month) plus an additional cost for preparing tax forms for 2018 and 2019. Cory was pleased that the company submitted a bid because he had contacted 8 other companies, emailed those companies our list of duties, made followup emails and phone calls, and was either given a flat “no” or ignored. Cory went on to tell the Board that Jen Lyman of G&A does the bookkeeping for a lot of HOAs in our area and also lives nearby. Brian told the Board that he will mail the bills and G&A payments. G&A will enter the payments into QuickBooks. Annual dues payments will be sent to G&A, which has a secure, locked mailbox. The G&A individual who checks mail will log the dues payments received, and Jen will enter the payments into QuickBooks. Payments will be deposited twice per week into our bank account. G&A will also take telephone calls from BENA members with questions about their dues payments and from title companies, realtors, and lenders with questions about the amount of dues and whether or not liens are filed for a particular property. G&A will send a representative to an annual and/or Board meeting if the Board requests his/her attendance. Stacie will put an article in the newsletter that discusses the new bookkeeper. She will also mention that an annual meeting will be scheduled sometime in spring 2019 as well as the need for new Board members at that time.

Item 2, G&A needs – Cory took the signed contract into G&A on Friday, 14th December, and talked to Jen about what G&A needs from BENA. G&A needs the 2017 tax return, the 2017 financial review, and a copy of the QuickBooks file from the BENA laptop. Cory said that G&A doesn't have the capability to take electronic payments but told him about other avenues for BENA to accept electronic payments. Cory talked to Cornhusker Bank and it doesn't have the ability to accept and then place electronic payments in the BENA bank account. Heartland will process electronic payments in exchange for a percentage of the payment. Square and Eventbrite will process electronic payments in exchange for a users' service fee. After discussion, the Board will wait and revisit the issue later in 2019. During the March and May 2018 member meetings on the dues increase, some Board members

were told by attendees that the ability to divide dues into two payments rather than one was desirable. Board members discussed whether the payment form should have a check box for annual or semi-annual payment, when a 2nd semi-annual payment would be due, and whether a service fee needed to be added to cover the additional cost of processing two payments. Cory will find out from G&A how other HOAs handle semi-annual payments and whether it's OK to have BENA lot owners call G&A if the owner(s) will have trouble paying the annual dues. Wendy made a motion to discuss and decide the details of semi-annual payments but no second was made. The issue is on hold until a future time and more information is available from G&A's. Cory stated he will also find out from G&A whether the envelope can say BENA dues or something similar so that lot owners will know that G&A is acting on behalf of BENA in collection of 2019 dues.

Item 3, BENA taxes – Cory told the Board G&A will charge \$175 to do tax forms for 2018. The same charge will apply to the 2019 tax forms. He will check to see if this includes completion of 1099 forms for T&D Mowing and BENA's former bookkeeper, Marilynne Bergman, or if there is an additional charge for each 1099 form.

Item 4, Lot owners list – Anne drafted a lot owners list using some information from Marilynne Bergman's March 2018 voting list and the Lancaster County Assessor's website. She still needs to verify the names of double lot owners who have a single address. Once that is done and reviewed by Board members, the list will be ready to send to G&A and all Board members. Janet identified a house on North 20th that had been for sale but the sign was gone. Matt, who is a realtor, checked and said the house was taken off the market. That leaves 2 houses for sale in the neighborhood as of the December Board meeting.

Item 5, Update on status of trash can at 20th and Superior – Cory told the Board he started taking down the trash can as planned. However, a man driving a Lincoln traffic control pickup stopped and told Cory he had to leave the trash can in place. So Cory left the trash can attached to the pole and removed the trash by hand. He suggested the trash can be modified by installing a sleeve, drilling a hole through the can and sleeve, and using a padlock to secure the sleeve inside the trash can. This will make emptying the trash easier and more sanitary in the future. Brian made a motion Cory use the BENA debit card to purchase a liner and padlock for the trash can at the intersection of North 20th and Superior, Matt seconded the motion, and it passed unanimously.

Item 6, Holiday lights contest – Cory reported that as of the start of the meeting, two houses are tied for 3rd place in the FaceBook vote. Brian moved the Board amend the previous motion (see November 2018 minutes, Item 9) from giving 3 \$25 gift cards to giving 4 \$25 gift cards. Wendy seconded the motion, which passed unanimously. Brian will pick up the cards from Hy Vee later in the week. Cory will post the winners on Facebook and mention the tie and how all 4 are getting gift cards. He will also deliver the gift cards. Stacie requested the names and addresses of the winners for a newsletter article.

Item 7, Proposed budget – The Board briefly discussed whether to make any changes in the proposed budget, in particular to the amount set aside for bookkeeping. However, everyone felt the proposed budget was all right. Wendy moved the proposed 2019 budget be approved, Matt seconded the motion, and the motion passed unanimously. Stacie will include the proposed 2019 budget in the newsletter, and Cory will post it on the BENA website.

Item 8, Commons rules – some Bunker Hill homeowners adjacent to the commons dumped limbs from the October snow storm as well as from trees that were cut down into a pile on the commons. Board members believe that rules for using the Commons need to be put together and published in the newsletter to deal with problems such as this. Matt volunteered to put together the rules. Board members came up with the following for a start:

- No dumping of brush in the commons.
- No driving on the commons without Board approval.
- Must request Board permission to plant trees, shrubs, and bushes in the commons.
- Must request Board permission to cut down a tree homeowner planted in the commons.
- Use the commons during hours of operation.
- Obey Lincoln pet ordinances (leash law, pickup after pets).
- Pick up trash.

Item 9, Savings account for required reserve – the Board is required by the Declarations and Bylaws to keep one year's operating expenses in reserve. Brian suggested BENA open a savings account and deposit \$30,000 to start. During 2019 more money will need to be deposited in order to reach the new, higher required reserve based on the dues increase. Wendy made a motion BENA get a savings account to hold one year of operating expenses, and Janet seconded the motion. Matt started the discussion by asking if BENA should look around for the highest interest rate available or open the savings account at our current bank. Brian suggested Wendy's motion be tabled until the January 2019 meeting in order to give he and Cory time to look into the various savings accounts and rates available. The Board thought this a good idea, so Brian turned his suggestion into a motion, which Wendy seconded. The motion passed unanimously.

Item 10, Storage unit rental – Brian requested the mailing address and annual rental cost for the storage unit. Wendy used the Internet to look up the address and telephone number: Century Sales, 2855 S 70th, Suite 200, Lincoln NE 68506, 402-437-8321. Cory will contact Century Sales and find out the rental cost for 2019.

Item 11, W-9 form for Wells Fargo – a Wells Fargo representative contacted Cory and requested a W-9 form for 2231 Independence, which may go through foreclosure in the near future. A W9 form is used to report the value of services rendered, but neither the Board nor BENA actually render any services so Cory contacted Jen at G&A for her input. She helped Cory draft a response. Wells Fargo's representative didn't really address the response but instead said he had to have the form and that this is a new procedure to help with future payment of annual dues or lien payoffs. Matt offered to look into Wells Fargo's request with the title expert in his real estate office. Cory forwarded all emails to Matt.

Brian moved the meeting adjourn, Wendy seconded the motion, and the meeting adjourned at 8:13 p.m.