

**ANNUAL MEETING MINUTES**  
**Belden Court Owners Association, Inc.,**  
**Westminster Presbyterian Church**  
**Monday, October 2, 2023**

The annual meeting of the Belden Court Owners Association was called to order by Karen Sevcik, President, at 6:30 PM.

**Proof of Notice, Attendance, Proxies, and Quorum Requirement:**

- Dan Johnson, Secretary, verified a conforming Proof of Notice for this annual meeting was sent to all owners via email on September 11, 2023. A reminder email was also sent to all owners via email on September 25, 2023.
- Twelve of eighteen owners were present. Carstensen, Dodd, Ipsan, Klimes, McGaughy, and Moore were absent.
- Dodd, Klimes, McGaughy, and Moore submitted proxy forms to allow the named people to vote on their behalf. The secretary has copies of these proxy forms on file.
- Dan Johnson, Secretary, verified the quorum requirement of ten votes was met.

**Secretary's Report:**

Dan Johnson, Secretary, emailed the following to all members on September 25, 2023, for review prior to the annual meeting:

- [Minutes of last year's](#) annual meeting held October 3, 2022.
- [Agenda for this year's](#) annual meeting.
- A list of current owners with contact information. (NOT PUBLIC)
- **MSA** the October 3, 2022, annual meeting minutes as emailed.

**President's Report:**

Karen Sevcik, President, presented the [President's Report](#) (see attachment) plus the following additional comments. Karen discussed the timing of fall clean-up with Culver's, and they will do the best they can to coordinate with the city leaf pick-up schedule. To save money Culver's will leave the bobcat in the parking circle if another snow is forecast within a few days. If a car is parked on a driveway Culver's will not plow snow due to insurance restrictions. Salt on sidewalks from the driveway to the front door is included each time. Salt on driveways is extra cost and is managed by Karen. Karen (and the entire association) thanked Mike, Carolyn's son, for all the miscellaneous tree, flag work, etc. he had helped with.

**Treasurer's Report:**

Barb Moss, Treasurer, presented a written [Treasurer's Report](#) (see attachment). Effective January 1, 2024, the monthly dues will increase \$50.00 per month (will be \$275 per month, currently are \$225 per month). The \$20,000 target balance in our bank accounts was maintained.

Dan Johnson presented the FY23 End Of Year [Financial Report](#) (see attachment):

- The end of FY23 Checking account balance was \$471.45.
- The end of FY23 Money Market account balance was \$22,040.57.
- Actual expenses in FY23 were \$104 more than the budgeted income.
- The FY23 overspend vs income was planned, caused by committed expenses in FY22 that were not billed until FY23.

Dan Johnson presented the FY24 [Proposed Budget](#) (see attachment):

- FY24 income increased due to the monthly dues increase beginning January 1, 2024.
- The proposed FY24 is balanced, i.e., budgeted expenses are \$1 less than budgeted income.
- Mowing & Clean Up budget was increased to \$18,400, near FY23 actual expenses.
- Fertilizer & Grub Spray budget was increased to \$4500 to match the FY24 quote.
- Lawn Aeration was postponed for one year to stagger years with Ash Borer Treatment.
- Irrigation Water budget was held to FY23 amount assuming less drought next summer.
- Tree Trimming & Removal budget matches quote to remove tree behind Dodd.
- Tree Replacement budget matches quote for two trees between Dodd and Gifford.
- Snow Removal budget increased to match FY23 times 7.3% quote increase plus tax.

**MSA** the written Treasurer's Report, the FY23 End Of Year Financial Report, and the FY24 Proposed Budget.

#### **Landscape Committee Report:**

Carolyn Rosberg, Committee Chair, gave a verbal update. She thanked Joyce Klimes and Marcia Whiteford who served on the committee with her. She also thanked Bob Buckheister for trapping five raccoons this year which saved money for the association. Bob Buckheister recently met with Hughes on Carolyn's behalf. The sick pine between Johnson and Buckheister was replaced by Hughes. Hughes indicated he would trim the dead branches out of the newer pine on the corner of Glass and Timberline, and stake the leaning tree by the wooden bridge. A quote has been received to remove the tree behind Dodd. A quote has been received to plant two trees between Dodd and Gifford. Trees near Carstensen, Ipsan, and Whiteford will be trimmed as the budget allows.

Bob Buckheister, Vice President gave a verbal update on the sprinkler system which he has been managing for the last few years. All but three sprinklers are functioning again after \$1100 in repairs. The system was winterized before the three non-functioning sprinklers near the corner of Timberline and Red Cedar were repaired and are expected to be repaired next spring. Bob has also been managing needed repairs related to the street work. Final repairs are planned once the street work is completed.

#### **Election of Voting Directors:**

The current directors presented the following nominations for FY24 directors:

- Karen Sevcik
- Bob Buckheister
- Dan Johnson

There were no additional nominations from the floor.

**MSA** to elect these directors.

**Election of Ex-Officio (non-voting) Director / Treasurer:**

The current directors presented the following nomination for 2023:

- Barb Moss

There were no additional nominations from the floor.

**MSA** to elect this director / officer.

**Old / Unfinished Business:**

None identified.

**New Business:**

- Glass Road Fence:
  1. Bob Buckheister, Vice President presented a proposal to replace the fence along Glass Road in summer of 2024.
  2. A quote from D&N Fence for a Cedar wood fence (to match the back / west fence) was nearly \$30,000 which is only good for 10 days, i.e., a requote is required before a final number can be established and locked in.
  3. A down payment minimum of 50% is required to lock in a contract.
  4. The board proposed an assessment of \$1000 per unit, due March 1, 2024, as a down payment for the fence. The balance would be due upon completion and be paid by an additional assessment or by depleting our bank account balance (our reserves).
  5. Owners requested a minimum of two estimates prior to committing to the fence.
  6. Owners requested investigation of alternate fence materials such as wolmanized, pressure-treated wood vs Cedar wood.
  7. **MSA** to proceed with replacing the Glass Road fence, and to accept an initial \$1000 onetime assessment of each owner which is due on or before March 1, 2024.
  8. Bob will add documentation on our website to notify potential future owners of both the initial assessment and potential future expenses for the Glass Road fence.

**MSA** to adjourn at 7:48 PM.

Respectfully submitted,

*Dan Johnson*

Dan Johnson, Secretary

**Documents handed out at the meeting:**

- 2023-10-02 Annual Meeting Agenda

- 2022-10-03 Belden Court Annual Meeting [Minutes](#)
- 2023-10-02 Annual Meeting President's [Report](#)
- 2023-10-02 BCOA 2023 Treasurer's [Report](#)
- 2023-10-02 [Landscape Committee](#)
- 2023-09-10 FY23 BCOA End Of Year [Financial Report](#)
- 2023-09-10 FY24 BCOA [Proposed Budget](#)
- 2023-10-02 [Fence Report](#)
- 2023-09-11 Belden Ct [Contacts](#)