

Belden Court Owners Association, Inc.
Westminster Presbyterian Church
1285 Third Ave. SE
Monday, October 6, 2025

Call to Order- Bob Buckheister

Calling Roll and certifying of proxies- Carolyn Rosberg

Proof of notice of meeting- Carolyn Rosberg

Reading of the Minutes- Carolyn Rosberg

Reports of Officers

President's/Vice President's Report-Bob Buckheister

Treasurer's Report and Budget Presentation

Ann Buckheister,
Bob Buckheister

Reports of Committees

Landscape-Carolyn Rosberg

Election of voting Directors: Nominations from the Board

Dan Walther
Bob Buckheister
Donna Voss

Election of non-voting Director-Treasurer: Nomination from the Board

Ann Buckheister

Unfinished Business

New Business

Adjournment-Bob Buckheister

Executive Board of Directors Meeting

Election of Officers

ANNUAL MEETING MINUTES
Belden Court Owners Association, Inc.,
Westminster Presbyterian Church
Tuesday, October 8, 2024

The annual meeting of the Belden Court Owners Association was called to order by Karen Sevcik, President, at 6:30 PM. Karen introduced and welcomed newer owners Kathy Cook and Dan Walther.

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

- Dan Johnson, Secretary, confirmed a conforming notice for the annual meeting was emailed to all owners on September 17, 2024. Additionally, a reminder was emailed on October 3, 2024.
- Dan Johnson, Secretary, confirmed a quorum was present (ten votes minimum required).
 1. Six of eighteen owners could not attend, but all provided valid proxy forms: Dodd, Hunter, Klimes, McGaughy, Tisl, and Voss. Copies of their proxy forms are on file.
 2. The remaining twelve of eighteen owners were all represented.

Secretary's Report:

Dan Johnson, Secretary, emailed the following documents to all owners on October 3, 2024, for their review prior to the annual meeting:

- Minutes of last year's annual meeting held October 2, 2023.
- Agenda for this year's annual meeting.
- A list of current owners with contact information.

MSA the October 2, 2023, annual meeting minutes as emailed.

President's Report:

Karen Sevcik, President, presented the President's Report (**see attachment**). Karen thanked the Landscape Committee Carolyn Rosberg (chair), Joyce Klimes, and Marcia Whiteford for their efforts this past year. She also thanked Mike, Carolyn's son, for all the miscellaneous tree, flag work, and other things he helped with. We will be entering our fourth year with Culvers, and we opted not to aerate the lawns this year for budget reasons. She thanked Bob Buckheister, Vice President, for his many hours managing our sprinkler system. She thanked Barb Moss, Treasurer, for her time and work with our financial necessities. She also thanked Dan Johnson, Secretary, for communications throughout the year.

Treasurer's Report:

Barb Moss, Treasurer, presented a written Treasurer's Report (**see attachment**). The total balance at the bank as of September 30, 2024, was \$8,999.22 (operating funds plus reserve funds). This is below the \$20,000 target recommended by the owners several years ago, and which the current board agrees with. A proposed assessment intended to replenish our operating and reserve funds is documented in the **New Business** section below. To balance the proposed FY25 budget the board previously approved a monthly dues increase of \$330 per month beginning November 1, 2024. This is a \$55.00 per month increase.

Dan Johnson presented the FY24 End Of Year Financial Report (**see attachment**).

- The end of FY24 Checking account balance was \$233.95.
- The end of FY24 Money Market account balance was \$8,765.27.
- The end of FY24 balance of operating funds plus reserve funds was \$8,999.22.
- Actual expenses in FY24 were \$13,513.69 more than the budgeted income. \$8,474.61 of this amount was the cost balance of the new fence. The remainder was higher than budgeted expenses for: mowing and cleanup (mowing started one full month earlier in 2024), Irrigation Services and Repair (higher RainMaster rates following purchase of FYG), Tree Trimming and Removal (additional dangerous branches), and Snow Removal (\$12,000 for the storm in February).

Dan Johnson presented the FY25 Proposed Budget (**see attachment**).

- FY25 income increased based on the monthly dues increase beginning November 1, 2024.
- The proposed FY25 budget includes \$70,440 income (without proposed assessment) vs \$72,094 expenses.
- The proposed FY25 Proposed Budget includes a proposed assessment documented in the **New Business** section below.
- The FY25 budget includes \$1,325 carryover for two trees committed to in early FY24, and a change in liability insurance due dates.
- FY25 quotes for both mowing and snow removal services increased approximately 5%.

MSA the following three items: written Treasurer's Report, FY24 End Of Year Financial Report, and FY25 Proposed Budget.

Vice President's Report:

Bob Buckheister, Vice President, presented the Vice President's Report (**see attachment**). RainMaster bought out Schultz FYG last spring. Bob is looking for other possibilities for 2025. Much animal damage has been done to our lawns this fall. Culvers did do grub control and have verified its success.

Landscape Committee Report:

Carolyn Rosberg, Committee Chair, presented the Landscape Committee Report (**see attachment**). The two trees originally budgeted for FY24 will be planted this October or November. Hughes recommends these trees, and all newer trees, be watered once a week this fall because of the dry weather. Carolyn will check to see if Hughes will water the two new trees this fall, but any volunteers should coordinate with Carolyn. The overgrown birch behind the Dodd's was removed as presenting a danger to the home. For similar reasons, major trimming was done to the ash tree behind the Hudson's.

Election of Voting Directors:

The current directors presented the following nominations for FY25 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 FY25 treasurer:

- Barb Moss

There were no additional nominations from the floor.

MSA to elect this director / officer.

Old Business:

The north fence project was completed in May of 2024. Approximately \$3000 was saved by switching to Lifetime Fence.

New Business:

- Second Half Assessment for Glass Road Fence:
 1. At the 2023 Annual Meeting owners voted to proceed with replacing the Glass Road fence, along with an initial assessment to cover the down payment. The need for a second assessment to pay the balance of the fence was also discussed at that meeting.
 2. Use of reserve funds were required to pay the fence final invoice because additional assessments require owner approval at an official association meeting. This left our reserve fund balance much lower than the owner recommended target of \$20,000.
 3. The board proposes an \$875 assessment for each of eighteen units, payable on or before January 1, 2025. This would generate \$14,096 excess income, which would replenish the projected end of FY25 bank account balance (operating funds plus reserve funds) to \$23,095.22.
 4. The need to maintain a \$20,000 bank balance was discussed. Most owners agreed a \$20,000 plus balance is still a good target maintain.
 5. **MSA** the \$875 assessment, payable on or before January 1, 2025.

MSA to adjourn at 7:50 PM.

Respectfully submitted,

Dan Johnson

Dan Johnson, Secretary

Documents handed out at the meeting:

- 2024-10-08 Annual Meeting Agenda
- 2023-10-02 Belden Court Annual Meeting Minutes
- 2024-10-08 Presidents Report
- 2024-10-08 BCOA Treasurer's Report
- 2024-10-03 BCOA FY24 Financials
- 2024-10-03 BCOA FY25 Budget
- 2024-10-08 Vice President's Report
- 2024-10-08 Landscape Committee Report

BELDEN COURT OWNERS ASSOCIATION BOARD SERVICE

Karen Sevcik-President

Bob Buckheister – Vice President

Carolyn Rosberg – Secretary

Ann Buckheister – Treasurer

LANDSCAPE COMMITTEE

The LS Committee is Chaired by Carolyn Rosberg. Members include Marcia Whiteford and Joyce Klimes. We appreciate their time and effort in keeping our campus trees and shrubs looking healthy and cared for.

Thank you, Carolyn, Marcia and Joyce for your willingness to keep our campus looking its best!

TREES

Trees on the Hudson and Cook properties were professionally trimmed. It is now a much safer situation for those two yards and homes.

Many new trees were planted in the last decade, thanks mainly to the 2020 derecho. A major pruning and shaping program is strongly recommended for these young and middle-aged trees. This is reflected in the budget proposed for FY26.

LAWN AND SNOW SERVICES

We are beginning our fifth year using Culvers for lawn and snow services. We have been well satisfied with their services.

Lawn aeration was last done in the fall of 2022. It should be done every two or three years. It is budgeted for FY 26.

Snow-removal costs for FY 25 were far below budget; this subject will be addressed in the budget proposal for FY 26.

SPRINKLERS

We are using RAINMASTER again this year. Some of the control units and backflow devices needed replacement. More of the same is anticipated. The system was shut down early this year for tree work, as well as to reduce the attraction for digging by racoons. Grub-control treatment helps in that regard.

Most of the remote rainfall sensors have failed due to aging batteries, and a battery-replacement activity is needed for FY 2026.

FINANCES

Barb Moss resigned as treasurer August 15, 2025. Thanks, Barb, for nearly four years of volunteer service processing dues and paying bills.

Ann Buckheister was appointed to take over the treasurers responsibilities. Ann will be speaking to you regarding new procedures. Thanks, Ann for many hours getting things set up.

SIDEWALKS

Our sidewalks have needed attention for some time. The city had notified us that we could repair them, or they would, billing us. The board voted to have the association make the repairs. Three separate contractors were contacted for bids.

Delaney concrete company was the low bidder. They were able, with good weather, to complete the project in approximately nine days. Tripping hazards and tree roots were the main causes of all the work that was done. Safety was our primary concern and was our motivation to proceed.

LAWN and GROUNDS

John Becker has again been doing maintenance work for us. He has been trimming parking-circle bushes, spraying weeds and doing critter-control, jobs that need ongoing attention. We are fortunate to have John, as he is always prompt and cares about our campus.

COMMUNICATIONS

Carolyn Rosberg took over the secretarial position when Dan Johnson moved and left the board. Thank you, Carolyn. Your time and efforts were truly appreciated.

Thanks also to Dan, for his many years as a volunteer in various executive roles and best wishes to him and LaVonne in their new home.

COMMUNITY

The ladies of Belden Court continue to have their every-other-month luncheon at Elmcrest country club. The next time is Thursday, November 13, at noon at Elmcrest. Come and join the fun!

We also welcome our new homeowners. They are...

Bailey Dorrington and her two young daughters Madison and Audrey. Bailey's parents, Kevin and Terri Dorrington, also will be living with them at 3915 Belden Court.

and

Susan Bednar and her son John at 3926 Timberline.

We are so happy to have you as our new neighbors and friends!

A big "Thank you!" to our board and to the owners. Best wishes for a great year on Belden Court.

Respectfully,

Karen Sevcik
President, BCOA

And thanks, Karen, for four years of service as President and Chief Diplomat. BCOA has been fortunate to have your leadership.

Bob Buckheister, VP

Belden Court Owners Association, Inc.

Annual Meeting

Treasurer's Report

October 6, 2025

I assumed the position of Treasurer for the Association on August 15, 2025, after the resignation of Barb Moss. Per the Bylaws of the Association, Article V, #5: *The Treasurer shall have control of the funds and other property of the Association, shall keep the financial books and records thereof and shall pay vouchers approved by the Board or designate some person under his control to do so.*

These responsibilities include:

- Collect and record dues.
- Pay bills as authorized.
- Maintain a file of homeowners insurance coverage.
- Provide a monthly income & expense report to the Board.
- File an annual tax form with the IRS and a biennial report with the Iowa Secretary of State.
- Prepare an annual budget with the assistance of the Board.

All Owners dues are current. At a Board meeting in August, the Directors lowered the monthly dues to \$300 effective October 1, 2025. This was after reviewing the past 7 years of snow removal. It was determined that \$12,000 would be an adequate amount for the upcoming budget year. Should the actual amount exceed the \$12,000 budgeted, sufficient funds are available in our reserves to cover the amount. This will be discussed further in the budget presentation.

All Owners are current in providing the required "Certificate of Insurance". As a reminder, please advise your provider to change the mailing address for renewals to the official address of the Association which is 3869 Belden Court NE.

The funds of the Association were moved in August from the Palo Savings Bank to the US Bank in Cedar Rapids. To update the dues paying process and facilitate accounting, owners are asked to fill out the form provided for using ACH Direct Debit in paying the monthly dues going forward.

With the \$875 assessment per Unit earlier this year, we were able to build our reserve from \$9000 to the present cash balance of \$28,056.

Respectfully submitted,

Ann Buckheister, Treasurer

3869 Belden Ct NE

319-360-5921