

**Agenda for Annual Meeting
Belden Court Owners Association, Inc.
Westminster Presbyterian Church
Tuesday, October 8, 2024**

Call to order- Karen Sevcik

Calling roll and certifying of proxies- Dan Johnson

Reading and disposal of unapproved minutes- Dan Johnson

Report of officers

 President's report- Karen Sevcik

 Treasurer's report- Barb Moss

Report of committees

 Landscape- Carolyn Rosberg

Election of voting directors

 Nominees put forth by current directors:

 Karen Sevcik

 Bob Buckheister

 Dan Johnson

Election of ex-officio director / treasurer

 Nominee put forth by current directors:

 Barb Moss

Old Business

 Glass Road Fence Completion

New Business

 Second Half Assessment for Glass Road Fence

Adjournment

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.
- **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 one-time 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

Belden Court Owners Association
Annual meeting October 8, 2024
Presidents Report

BOARD SERVICE

Karen Sevcik-President
Bob Buckheister-Vice-President
Dan Johnson-Secretary
Barb Moss-Treasurer

This board has served for 36 months.

LANDSCAPE COMMITTEE

The committee is chaired by Carolyn Rosberg. Members include Marcia Whiteford and Joyce Klimes. We appreciate their time and caring in keeping our campus trees and shrubs, looking healthy and cared for.

A large tree was removed from behind the Dodd's residence. Other large branches were removed from the Hudson residence. Bob and Carolyn will address that and the planting of two new trees.

Carolyn's son Mike graciously gives of his time to place our American flags for holidays and several other helpful items.

We thank you all for your time and caring!

SERVICES

We are beginning our fourth year, using Culvers for lawn services and snow removal. We have been well satisfied with their services. We had planned to have aeration done again this fall, but made the decision to forgo it this time in consideration of the budget.

The injection needed for the four ash trees was given last year. It is only done every two years. Tru Green is responsible for doing that.

SPRINKLERS

Bob Buckheister has given many hours to keeping on top of our sprinkler system. Our former provider is no longer operating and we have been using RAINMASTER.

Bob will be giving an update regarding this at our annual meeting. Thank you, Bob, for your constant vigilance. It is much appreciated.

FINANCES

Barb Moss will be presenting the treasurers report. Once again, thank you Barb for all your time and work with our financial necessities each and every month.

LAWN and GROUNDS

John Becker has once again been doing maintenance work for us. He has been adding rock when needed, trimming low hanging limbs, spraying weeds, etc. We are so fortunate to have him. Those kinds of things are definitely in need of ongoing attention.

COMMUNICATIONS

Dan Johnson, our board secretary, handles several communications throughout the year to owners and always can be counted on for precise, accurate, and on time information. A big thank you to Dan!

COMMUNITY

This past June, the ladies of Belden Court began having luncheon together at Elmcrest Country Club. They are meeting on the second Wednesday of every other month. Their next time together will be on October 9 at noon. Come and join the fun!

Respectfully
Karen Sevcik
President

Belden Court Owners' Association, Inc.

Annual Meeting

Tuesday, October 8, 2024

Treasurer's Report as of September 30, 2024

After being your treasurer for a few years, I am getting fairly comfortable with my responsibilities. Keeping the checking and savings account balances, preparing reports, attending board meetings as a non-voting member, paying the bills, collecting condo dues, and reviewing homeowners' insurance are a few of my responsibilities.

As a reminder to you, in the Association Rules & Guidelines on page 2 item 6:

“Each owner must carry homeowner's insurance and provide a 'Certificate of Insurance' coverage naming the Belden Court Owners' Association, Inc., as an additional insured in their policy. This certificate must be provided to the Treasurer each time (normally annually) that the policy is renewed to verify that such insurance coverage is always 'current'. Each certificate must also include a 'cross liability' clause or other assurance that there is sufficient 'Personal Liability' and/or 'Umbrella coverage' to cover damages to adjacent property should such an event occur”.

During this past fiscal year, we have changed banks from BMO to Palo Savings Bank. We have changed our insurance from United Fire & Casualty to West Bend Insurance.

Over the years our association owners have recommended that we maintain at least \$20,000 total in our bank accounts. If you refer to our FY24 BCOA Financials report, you will note that the Money Market/Savings account balance as of September 30, 2024, was \$8765.27.

You have received notice that our monthly condo dues will increase to \$330.00 a month beginning November 1, 2024. This is a \$55.00 increase. For those of you who have automatic payment, please inform your financial institution of the date and amount change. Those of you who write a check and leave it in my porch pouch should write payable to Belden Court Owners' Association on your check and beginning November 1, 2024, the amount will be \$330.00.

Respectfully submitted,

Barbara J. Moss, Treasurer

3919 Belden Ct NE

(319) 310-0793

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
1	FY24 BCOA Financials - 10/01/23 through 09/30/24																			
2																				
3	FY24 Income/Expense by Month														FY24 Budget					
4	Category	10/01/23-10/31/23	11/01/23-11/30/23	12/01/23-12/31/23	01/01/24-01/31/24	02/01/24-02/29/24	03/01/24-03/31/24	04/01/24-04/30/24	05/01/24-05/31/24	06/01/24-06/30/24	07/01/24-07/31/24	08/01/24-08/31/24	09/01/24-09/30/24	FY24 TOTAL	FY24 Budget	09/30/24 Difference				
5																				
6	INCOME																			
7	10 Owner Fees	3,825.00	3,150.00	10,300.00	3,575.00	4,125.00	3,850.00	3,987.50	3,437.50	5,225.00	7,425.00	4,400.00	3,850.00	57,150.00	56,700.00	450.00				
8	12 Interest Income	18.02	17.28	16.48	19.88	1.70	4.23	4.31	2.53	48.10	1.23	1.68	1.49	136.93	20.00	116.93				
9	14 Assessments	0.00	0.00	6,000.00	2,000.00	2,000.00	7,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	18,000.00	18,000.00	0.00				
10	TOTAL INCOME	3,843.02	3,167.28	16,316.48	5,594.88	6,126.70	10,854.23	3,991.81	3,440.03	6,273.10	7,426.23	4,401.68	3,851.49	75,286.93	74,720.00	566.93				
11																				
12	EXPENSES																			
13	30 Mowing & Clean Up	2,182.80	1,091.40	2,621.50	0.00	0.00	0.00	2,872.95	1,720.56	3,727.88	2,294.08	2,294.08	2,867.60	21,672.85	18,400.00	-3,272.85				
14	32 Fertilizer & Grub Spray	584.22	0.00	584.22	0.00	0.00	0.00	604.55	0.00	604.55	1,439.15	0.00	604.55	4,421.24	4,500.00	78.76				
15	34 Critter Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
16	36 Lawn Aeration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
17	40 Irrigation Service & Repair	2,203.13	0.00	0.00	0.00	0.00	0.00	0.00	3,219.17	1,192.63	105.93	0.00	105.93	6,826.79	4,500.00	-2,326.79				
18	42 Irrigation Water	0.00	1,392.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	661.38	0.00	1,732.79	3,786.37	4,000.00	213.63				
19	50 Tree Trimming & Removal	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	5,029.00	0.00	0.00	964.41	6,143.41	3,750.00	-2,393.41				
20	52 Tree Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,325.00	1,325.00				
21	54 Landscape & Mulch	0.00	0.00	60.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	90.00	1,400.00	1,310.00				
22	56 Japanese Beetle Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
23	58 Ash Borer Treatment	0.00	0.00	0.00	0.00	0.00	0.00	839.95	0.00	0.00	0.00	0.00	0.00	839.95	840.00	0.05				
24	60 Fence & Sidewalk Repair	17.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.10	1,000.00	982.90				
25	70 Snow Removal	0.00	0.00	1,457.50	1,772.00	12,047.50	1,770.00	1,327.50	0.00	0.00	0.00	0.00	0.00	18,374.50	16,050.00	-2,324.50				
26	80 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00	650.00				
27	82 Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00	4.00	0.00				
28	84 Office Exp & Bank Charges	0.00	0.00	0.00	15.00	30.00	5.35	33.40	0.00	0.00	5.35	5.35	5.35	99.80	200.00	100.20				
29	86 Misc & Annual Meeting Exp	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	100.00	50.00				
30	88 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
31	90 Capital Tree Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
32	92 Capital Fence Replacement	0.00	0.00	12,962.50	210.00	0.00	0.00	339.61	12,962.50	0.00	0.00	0.00	0.00	26,474.61	30,000.00	3,525.39				
33	TOTAL EXPENSES	5,037.25	2,483.60	17,835.72	1,997.00	12,077.50	1,775.35	6,047.96	17,902.23	10,554.06	4,505.89	2,299.43	6,284.63	88,800.62	86,719.00	-2,081.62				
34																				
35	Total Expenses vs Income	-1,194.23	683.68	-1,519.24	3,597.88	-5,950.80	9,078.88	-2,056.15	-14,462.20	-4,280.96	2,920.34	2,102.25	-2,433.14	-13,513.69	-11,999.00					
36																				
37																				
38																				
39	FY24 Account Balances By Month																			
40	Account	09/30/23 Balance	10/31/23 Balance	11/30/23 Balance	12/31/23 Balance	01/31/24 Balance	02/29/24 Balance	03/31/24 Balance	04/30/24 Balance	05/31/24 Balance	06/30/24 Balance	07/31/24 Balance	08/31/24 Balance	09/30/24 Balance	09/30/24 Difference	Account				
41	CHECKING	456.45	219.20	735.60	1,049.88	552.88	2,003.50	228.15	-519.81	1,077.96	523.90	318.01	518.58	233.95	-222.50	CHECKING				
42	MONEY MARKET	22,056.46	21,099.48	21,266.76	19,433.24	23,528.12	16,126.70	26,980.93	25,672.74	9,612.77	5,885.87	9,012.10	10,913.78	8,765.27	-13,291.19	MONEY MARKET				
43	TOTAL	22,512.91	21,318.68	22,002.36	20,483.12	24,081.00	18,130.20	27,209.08	25,152.93	10,690.73	6,409.77	9,330.11	11,432.36	8,999.22	-13,513.69	TOTAL				

	B	C	D	E	F	G
1	FY25 BCOA Proposed Budget - 10/01/24 through 09/30/25					(2024-10-03)
2	Category		FY24 Year End Actual	FY24 Budget	FY24 Budget vs FY24 Actual	FY25 Proposed Budget
3						
4	INCOME					
5	10 Owner Fees		57,150.00	56,700.00	450.00	70,290.00
6	12 Interest Income		136.93	20.00	116.93	150.00
7	14 Assessments		18,000.00	18,000.00	0.00	15,750.00
8	TOTAL INCOME		75,286.93	74,720.00	566.93	86,190.00
9						
10	EXPENSES					
11	30 Mowing & Clean Up		21,672.85	18,400.00	-3,272.85	22,610.00
12	32 Fertilizer & Grub Spray		4,421.24	4,500.00	78.76	4,500.00
13	34 Critter Control		0.00	0.00	0.00	1,000.00
14	36 Lawn Aeration		0.00	0.00	0.00	2,090.00
15	40 Irrigation Service & Repair		6,826.79	4,500.00	-2,326.79	7,050.00
16	42 Irrigation Water		3,786.37	4,000.00	213.63	4,000.00
17	50 Tree Trimming & Removal		6,143.41	3,750.00	-2,393.41	5,000.00
18	52 Tree Replacement		0.00	1,325.00	1,325.00	1,325.00
19	54 Landscape & Mulch		90.00	1,400.00	1,310.00	1,500.00
20	56 Japanese Beetle Control		0.00	0.00	0.00	0.00
21	58 Ash Borer Treatment		839.95	840.00	0.05	0.00
22	60 Fence & Sidewalk Repair		17.10	1,000.00	982.90	3,000.00
23	70 Snow Removal		18,374.50	16,050.00	-2,324.50	19,315.00
24	80 Insurance		0.00	650.00	650.00	400.00
25	82 Taxes		4.00	4.00	0.00	4.00
26	84 Office Exp & Bank Charges		99.80	200.00	100.20	200.00
27	86 Misc & Annual Meeting Exp		50.00	100.00	50.00	100.00
28	88 Legal Fees		0.00	0.00	0.00	0.00
29	90 Capital Tree Replacement		0.00	0.00	0.00	0.00
30	92 Capital Fence Replacement		26,474.61	30,000.00	3,525.39	0.00
31	TOTAL EXPENSES		88,800.62	86,719.00	-2,081.62	72,094.00
32						
33	Total Expenses vs Income		-13,513.69	-11,999.00		14,096.00
34						
35						
36	Bank Balance	09/30/23 Year End Actual	09/30/24 Year End Actual			09/30/25 Year End Projected
37	TOTAL	22,512.91	8,999.22			23,095.22
38						

**Belden Court Owners Association
Annual Meeting October 8, 2024
Vice President's Report**

Sprinkler Systems:

Our past supplier, Schultz FYG, was sold last spring to Rainmaster, based in Bettendorf. They do things a little differently, such as not automatically scheduling start-up or shut-down. Last spring, Rainmaster was the only available choice. We are looking into other possibilities for 2025.

Critter Control:

Much animal damage has been done to our lawns this fall. Culvers did do grub control and have verified its success. At this time of year, animals find other kinds of food in soft sod. Next fall we hope to improve our approach by tapering off the watering sooner and by an earlier and more aggressive approach to critter control.

Forrest Voss has been a volunteer for dealing with mole problems.

North Fence:

Dan Johnson supported the replacement of the north fence, such as by arranging permits associated with all the parcels. Approximately \$3000 was saved by switching to Lifetime Fence instead of D&N, who supplied the west fence.

Belden Court Owners Association
Annual Meeting October 8, 2024
Landscape Committee Report

The “Landscape Committee” are a group of volunteers who support the board in assessing landscaping proposals. They are Carolyn Rosberg, Marcia Whiteford and Joyce Klimes.

The two trees originally budgeted for FY 2023 will be planted this October or November. One honey locust and one blaze maple will be planted on a line parallel to the west fence. The preferred locations have been marked. At some point volunteers may be needed for watering.

This year, the overgrown birch behind the Dodd home, at 3910 Red Cedar, was removed as presenting a danger to the home. For similar reasons, major trimming was done to the ash tree behind the Hudson home at 3909 Belden. In 2025 comparable costs are expected for a general trimming and shaping of campus trees.

Hughes recommends that new trees, from the last few years, should be watered once a week, three gallons at a time, this fall because the weather has been very dry. Volunteers should coordinate with Carolyn Rosberg,