



North Bench Farms HOA

NORTH BENCH FARMS HOMEOWNERS ASSOCIATION
PO BOX 142
OAKLEY, UT 84055

Board Meeting – Minutes

Monday, July 15, 2019

MEETING DATE AND LOCATION

When: Monday, July 15, 2019 at 6:00pm mountain time

Where: Elk Meadows Assisted Living conference room

Call to order

The meeting was called to order at 6:10pm. In attendance was Marlo Bennett, Tim Ross, Gerilee Curtis, and Betty Ann Heck. Also in attendance was Tim Jones of Bridge Street Property Management.

Approval of the board meeting minutes from the June 10, 2019 Board meeting

Tim Ross made a motion to approve the minutes from the June 10 board meeting. The motion was seconded by Marlo Bennett. With all in favor, the motion passed.

Owner comment period (Please limit to 2 minutes each)

A letter was read from a concerned homeowner. The letter stated her concern of having an HOA manager and how the increased costs may result in dues going up.

Rules and Regulations

Marlo presented an initial list of potential violations. The board decided it would best to have everyone review the concerns on Marlo's list, make notes and add other issues they may also see. Marlo will distribute her list to the entire board.

For street parking, BSPM will put together a 'friendly reminder' warning note that the board can print out and place on street parking violators. In addition, the board will work with the city to see how they will help enforce parking violations.

Bookkeeping transition

BSPM reported the transition from QuickBooks Online to their QuickBooks Desktop version, was not working well with QuickBooks. It may become necessary to transfer 2019's information

manually. Because of this, the transition from Key Bank to Alliance Association Bank has not taken place. BSPM will make sure it is done before the 4th quarter billings.

New business

Brad Pyne resignation: An email was received from Brad just before the meeting, announcing his resignation. Personal and business commitments were conflicting with the time Brad could spend with the Association. His resignation letter was read and the board thanked Brad for his hard work in the past. Tim Ross will work with Brad on any outstanding projects and will discuss items that Brad has historically taken care of in the past.

Vacant board positions: With two board positions now vacant, the board will begin looking for volunteers and is able to fill in those positions until the next election. Rob Stowell expressed interest at a previous meeting and the board will see if he is willing to serve.

Tim Ross made a motion to add Rob Stowell to the board, if he was willing to serve. The motion was seconded by Marlo. Gerilee felt more time should be spent looking for other volunteers and voted against. Betty Ann was in favor, so the motion passed.

Election of new officers: With the president stepping down, officer positions needed to be re-elected.

The board unanimously agreed to elect Tim Ross as president, Marlo Bennett as vice president, and Gerilee Curtis as Secretary/Treasurer.

BSPM oversight: Gerilee suggested a number of protocol items that could help the board oversee BSPM. The agenda will be initiated by the President at least 10 days before each board meeting so that BSPM can get it posted to the website and notify owners by email at least 7 days before each meeting. Minutes will be completed at least 10 days after a meeting and sent to the board for comment. Minutes will be posted to the website within 3 days of presenting them to the Board.

Executive session (If needed to discuss specific owner issues or legal matters)

No executive session was needed.

Next board meeting date

Next meeting was set for Monday, August 12 at 6pm. The board will try and make the second Monday of each month the set meeting date but will consider holidays and special circumstances.

The meeting was adjourned at 7:50pm

Note: These minutes will remain in draft form until approved at the next board meeting.