

# Butterfield East Homeowner's Association

## Meeting Minutes

For March 18th, 2021

### Attendees

President Doug Elwell, Vice President Connie Poulos Loos and 4 attendees.

### Approved Motions

- A motion was approved to allocate up to \$2,000 from our savings to replace the non-functional Gray Avenue entrance sign lighting system.
- A motion was approved to allocate up to \$500 to hire an attorney to look over our corporate compliance and tax status and make sure that we are in compliance with the law.
- A motion was approved to edit the bylaws to allow the BHA to use the Internet and related electronic communications, including Zoom-type applications, email, and all other forms of electronic communications, for use in meetings, voting, and all other forms of corporate communications. These changes will be presented and voted on at the June 2021 meeting and published online shortly afterwards.

### Call to Order

The meeting was called to order at 7:30 p.m.

### Pledge of Allegiance

### 2021 Election

President Doug Elwell, Vice-President Connie Poulos-Loos, and Secretary Cynthia Mazur were all re-elected for another one-year term.

### Minutes of the Last Meeting

The reading of the minutes was waived by the membership.

### Officer and Committee Reports

#### Treasurer's Report

All numbers are reported as of March 15th, 2021:

#### Assets

• Checking account.....	\$11,671.66
• PayPal .....	\$383.52
• Money Market Account .....	\$3,870.49
• CD .....	\$4,998.84
• Balance in postage acct. ....	\$1,200.00 (est.)
TOTAL ASSETS .....	\$22,124.51 (est.)

## Income and Expenses (October 15<sup>th</sup> – March 15<sup>th</sup>)

### *Income:*

• December newsletter advertising income (paid by check): .....	\$75.00
• Membership dues (paid by check): .....	\$2,175.00
	(87 households)
• PayPal Transfers (PayPal memberships and ad revenues) .....	\$2,514.27
	(+123 households, total of 210 members)
<u>TOTAL INCOME (for 10/15/20 - 3/18/21).....</u>	<u>\$4,764.27</u>

### *Expenses:*

• Entrance Sign lighting (ComEd).....	\$83.60
• Entrance Sign Lighting repair .....	\$240.00
• Entrance Sign mowing.....	\$350.00
• One membership postcard (December) .....	\$91.00
• 2020 Best Decorated Christmas House Contest:	
• Marie Esposito, First place: .....	\$100.00
• Vito Adragna, Second place: .....	\$50.00
• Antonio Del Alcazar, Third place: .....	\$25.00
• Website services (Jetpack).....	\$99.00
• GoDaddy BHA website hosting fee .....	\$119.88
• GoDaddy MYBHQA.COM domain renewal .....	\$18.17
• Fall 2020 Newsletter printing .....	\$912.96
• Winter 2020 Newsletter printing .....	\$1,103.71
• Snyder Insurance.....	\$747.00
• Deposit into bulk mail account .....	\$1,000.00
<u>TOTAL EXPENSES (for 10/20/17-3/14/18).....</u>	<u>\$4,940.32</u>
<u>NET Income or (Loss) .....</u>	<u>-\$176.05</u>

## Welcome Wagon Committee

No report this meeting.

## Landscaping Committee

- The entrance sign lighting went out at the Gray Avenue entrance in December of 2020. President Doug called an electrician, who estimated that it would cost at least \$1,500 to replace the lights, wiring, power box, and outlets, all of which were non-functional. A motion was approved to allocate up to \$2,000 from our savings to replace the whole lighting system. An analysis of the entrance sign lights showed that the lighting systems at the other two entrances were in the process of failing. So, it was also decided that the 22<sup>nd</sup> Street entrance sign lighting would be replaced in 2022, and the Lloyd entrance sign lighting would be replaced in 2023 in order to make sure the entrance signs continue to operate without interruption. All three entrance signs would also use the same lighting systems. These new lighting systems use LEDs, which are very bright, much more efficient and durable, have a variety of colors and effects, and could last up to ten years without needing to be changed. This will not only improve the quality of lighting and general enjoyment at the entrance signs, but also eliminate the need for costly and time-consuming regular maintenance.
- A variety of incentives were also discussed regarding getting people to help with volunteering for a variety of different needs such as:
  - Mowing, weeding, and general landscaping at the entrance signs
  - Decorating the entrance signs on holidays

- Writing articles for the newsletter
- Selling ads for the newsletter
- Sell business listings for local businesses

### Marketing Committee

- Christ Church Butterfield requested that the BHA participate in some social activities that would help bring the community together. The BHA committed to help out as much as possible, given the availability of volunteers. CCB was planning to create an “I love my neighborhood” t-shirt and give them out free to all the neighborhood kids. They are also planning themed festival nights around various holidays, movie nights, music, fundraisers, and more.
- A member suggested that we put together a larger, more informative membership reminder card with information about everything that the BHA does for the subdivision so people will know what they are paying for. This was agreed upon as a good idea, so a new membership postcard will be designed that way.

### Unfinished Business

None

### New Business

#### Vision 2023 Initiative

President Doug Elwell presented his vision for the BHA and where he wants it to be at by the March annual meeting in March of 2023. He covered a number of topics, including the following:

- By 2023, two executive board members (Connie and Doug) will have been in place 10 years.
- Lack of volunteers has resulted in the executive board members (and other long-term volunteer members) taking on large amounts of additional work, uncompensated. This cannot continue.
- If we cannot find volunteers to help with promoting membership, writing for the newsletter, selling advertising, helping with decorations and landscaping, etc. to help take the load off the executive board by 2023, we need to discuss adding a compensation structure to pay the board members for all the extra time they have been spending over and above their normal duties to make up for the lack of volunteerism. Their regular duties (President and Vice President) would remain uncompensated.
- We also have to address serious issues with our income, corporate compliance, and organizational/communication infrastructure that must be resolved before we can pass the mantle onto the next generation.
- Our vision for 2023 is to make sure the BHA is in sound legal, financial, and organizational shape so it can be safely handed off to the next generation of Butterfield homeowners any time after 2023.
- In order to achieve this goal, we must perform the following tasks in the next two years:

- Raise the dues to the level where we can not only pay our bills, but also handle expensive maintenance issues, pay internal and external entities for services previously handled by volunteers, and also have a substantial “buffer” of savings to protect us from emergencies.
- We must also bring the BHA into compliance with the state laws regarding nonprofit corporations. We may no longer be fully compliant with the newer requirements to maintain our nonprofit status. As a result, we may lose our nonprofit status and be forced out of business. We also have to clarify our tax status and update our tax information in order to maintain a valid nonprofit status.
- The BHA bylaws did not allow for emergency situations like COVID, so we must clarify our policies and procedures regarding how to handle electronic communications, such as Zoom meetings, etc. when we are not able to meet in person, or for any other reason.

## Open Forum

None this meeting.

## Adjournment

There being no further business, the meeting was adjourned at 8:38 p.m.

The next meeting will be held on June 17th, 2021.