

**Barbour Manor Homeowners Association**  
**3Q19 - August 13, 2019 6pm**  
**Springdale Presbyterian Church**

**Present:** Sally Johnson, President; Joe Rich, Vice President; Bill Hellmueller, Treasurer; Bill Shannon, KMS Property Management; Dana M Martin, Secretary; and neighbors.

**Minutes of May 14, 2019:** it was noted that minutes were previously approved via email and then posted to our website.

**Officer Thomas Davis** stated that Barbour Manor was on the list for a speed machine. He said it provides data on such things as car counts, speeds, etc. He reminded us that parking on the grass is against the law anywhere in Louisville. He also reported that our crime stats are below average.

**Patrol Hours** - motion that we have 8 hours of patrolling in Sept., Oct. and Nov. and increase to 16 hours in Dec. Motion passed.

**Guest Speaker** - Karen Maynard, Public Education Coordinator, Dept. of Public Works, Solid Waste Management Services Division, informed us about how the different types of waste are handled. Find her "Know Waste Wednesday" on Nextdoor online.

**Treasurer's Report -**

Dues and late fee policy for BMHOA membership for 2019-2020

Determination factor will be receipt in the mail by Bill Shannon/KMS - he logs that date, not the date on the check or any other date on the envelope.

1. Next year dues for 2019-2020, incorrect late fee amount payments will get a notice and continue or three notices with \$25 added as time expires (3 months just as with dues being unpaid.) If not resolved, then they will join in the lien process along with those who fail to pay dues and ignore the three notices.
2. Reason for this is excerpt from DOR's referenced below:  
"For any check that is returned for insufficient or uncollected funds, a \$50 charge will be added to the dues plus any return check fees that apply and will continue to accrue \$25/month late fees until payment is received and deposit has cleared. Failure to pay late fees when paying dues after due date will be considered incomplete payment with continued late fee accrual until satisfied."

He reported we have a new Waste Management contract; it will be posted on our website. He then gave a financials update. Treasurer's report was approved.

**Update from KMS** - Bill S. reviewed houses sold/for sale. Stated that only 9 rental properties remain.

- Letters were sent to properties not being maintained per DORs.
- Reminded us that Sept. 1 the ballot for Board positions will be sent out with the dues reminder.

**OLD BUSINESS**

- Entrance and Island Plantings - Bill H. will make contacts and advise.
- BMHOA website: Dana reported that the Board had reviewed emails Bob had sent on his research for possible website domains. Consideration was given as to which would be easiest to manage, update and cost least to BMHOA.

## **NEW BUSINESS**

- Notation for Minutes, Bill H. reported on legal registration of BMHOA with Secretary of State, KY: Bill H. contacted the KY Secretary of State and confirmed that he should not file a report but to check with our attorney. Our attorney, James Murphy, advised that we do not need to file as we are not a business. We are not registered and our name is not locked into any Kentucky records other than taxes. This is now on record.

7/17/19 email: Jim Murphy advised we need to include in our meeting minutes in August 2019 that we contacted him about registering with the Secretary of State of KY BMHOA and he advised that it was not necessary.

**Community Wide Yard Sale Sept 7** - Dana reminded all that this is in conjunction with Falls Creek, Beech Springs, Ivy Springs Patio Homes and maybe some others. Announcements are on our website and Nextdoor. There may also be an ad in The Courier-Journal.

**Cogan Property** - There was a proposal to revisit consideration that BMHOA purchase the North Dip area, 7909 Barbour Manor Dr., at a minimum \$20,000 from current owner Barbour Manor, LLC. It would be dedicated as open space similar to the other side. This topic will be included on the 4<sup>th</sup> Quarter agenda at the November meeting.

**Sound Wall** - Sally reported that the building of the sound wall is still on track for 2020.

Meeting opened to introductions of Board members and description of each position. See "Barbour Manor Duties of Officers" below.

7:30p meeting adjourned.

Respectfully submitted,

Dana M Martin  
Secretary, BMHOA

## **Barbour Manor Duties of Officers**

### **President**

The President's duties are to preside over all meetings of the Trustees. She/he shall appoint members to standing committees and appoint other assignments as required. She/he shall act as a spokesman for the Association in community affairs. As a presiding officer, she/he is entitled to vote only in the event of a tie among the Trustees. The President may, at any time, call a special meeting of the Trustees. This Association and its Trustees have the right to decide who may be present during its session; and when the Association and/or Trustees, either by rule or by vote, decides that a certain person shall not remain in the room, it is the duty of the President to enforce the rule of order, using whatever force is necessary within the law to eject the Party. *(Total time of this position per quarter is approx. 10 hours includes creating newsletter, agendas and conducting the quarterly meeting.)*

### **Vice President**

The Vice President's duties are the same as the President's in his/her absence and she/he shall fulfill those duties as designated by the President. She/he will assume the job of President should it be vacated. *(Total time devoted to this position per quarter is approximately 3 hours per quarter - includes putting out Meeting Sign, reserving meeting room, arranging holiday decorations and attending the quarterly meeting, which is usually 2 hours.)*

### **Treasurer**

The Treasurer shall pay approved invoices, administer the collection of dues of said Association, present the budget or financial report at each official meeting of the Trustees. The Treasurer shall make an annual report of the fiscal activities of said Association. Fiscal activities, and said report, shall be audited annually by a disinterested Party appointed by a vote of the Board. For purposes of definition, the fiscal year of said Associate will begin on October 1 of each year and end September 30. The books shall be open to inspection by any eligible member at a meeting of the Trustees. *(Total time devoted to this position is approximately 20 hours per quarter which includes paying bills, balancing bank accounts, working with KMS on invoices, unpaid dues, working with our lawyer on liens and attending quarter meetings.)*

### **Secretary**

The Secretary shall keep the records of the Association and the minutes of the meetings; and also shall keep the records of the current voting register, or roll, of all eligible members and to call the roll when required; to notify officers, committees, and delegates of their appointments; and to see that proper written notifications are given, as required. *(Total time devoted per quarter is approximately 5 hours, 2 of which are the quarterly meeting.)*

### **Trustee-At-Large**

This elected official is to serve as a voting member of said Trustees. *(Total time devoted per quarter is attending the quarterly meeting, 2 hours.)*

**KMS Property** manages the HOA with guidance from the HOA board. KMS:

- \* Enforces all our By-Laws and Restrictions
- \* Communicates directly with homeowners
- \* Sends out and collects on all invoices for BMHOA dues and deposits them
- \* Communicates with all homeowners on any and all issues that concerns them.
- \* Oversees all vendors for BMHOA, landscaping, signs, etc.
- \* Drives through the subdivision to make sure everything is in order.
- \* Attends all BMHOA Board meetings.
- \* Keeps all homeowners information up to date for the HOA.
- \* Welcomes new neighbors, delivering latest Barbour Manor directory with by-laws.
- \* Files liens on homeowners who don't pay their HOA dues or maintain property as outlined in the by-laws.
- \* Create the homeowners Directory when requested by HOA.

\* Help in anyway.