

March 13,2018
Mission Viejo Executive Board Meeting (Board of Directors)
Mission Viejo Homeowner's Association

Meeting called to order, those present Dave Goss, Fiona Biggs, Alan Engels, Elaine Lay, and Barbara Ferris. Quorum of Directors established.

Guest present: Rusty Stevenson

1) Minutes of February 13, 2018 reviewed and approved.

2) Open Members Forum- None needed

3) Treasure's report- Bank statement reviewed, discussed mechanics of PayPal in relation to bank deposits, and Quick Books.

Fiona reported that she has received a debit card for the HOA account.
\$400.00 to Accountant, Jim Donald for annual HOA tax preparation
Treasure's report accepted and approved.

4) Committee Reports:

Welcome committee: Six new residents were greeted by Don and Connie Bays, reported, 2 new residents will be participating in the Trash program at this time.

Newsletter: Two new volunteers to deliver letters. Pending, is meeting with Charlie and Dave to discuss process to ensure all letters delivered in a timely fashion.

Mission Viejo Community Club: An organization at Mission Viejo Elementary School headed by Renee Tahja, and Christy (first grade teacher). This group has been in touch with Elaine Lay to discuss where they may contribute to the community. It has been suggested that they could help with clean up of the area between Holy Love Church and Nassau St. June 9. Elaine will contact Renee to determine if a monetary donation would be needed.

5) Unfinished Business:

a. Shred-a-thon – Rusty Stevenson is in contact with several vendors to provide services for this event. Planned to be held in the parking lot adjacent to Trinity Baptist Church. If not able to secure date in April will push it forward to late summer of early fall date. Plans to have some simple games, and informational vendor tables for the Homeowners. Open to all in Mission Viejo and all Baptist church members. Rusty will contact Dave with the information, will be placed in the Newsletter if April date is secured.

b. Approved Insurance renewal for Board of Directors through Travelers for liability insurance. A proposal will be emailed to all board members for approval when quote is received for D & O coverage.

c. Dumpster Days - Alan reported Pro Disposal confirmed for May 19, and October 6. Site approval is pending with Holy Love Church, tentative approval could come by March 26. Discussed donation to the Church for use of their property on those days.

d. Beautification Grant – Elaine presented completed grant application. Numbers were reviewed to confirm amounts needed for project. Corrected tonnage required from Pioneer Landscaping. All agreed on need for two Bobcats. Discussed having an generator at cleanup site to facilitate use of electric leaf blowers. Mission HOA has a generator in the storage unit that can be used. Decided to limit funds requested, from Grant, to Chambers Road project only at this time.

Alan suggested \$3000.00 to be earmarked for the Chambers Road project to cover shortfall of Grant monies. Proposal seconded and approved. Corrections were noted on Grant application, Elaine will send to Barbara, to then be submitted to the City of Aurora.

Barbara will contact Ironwood Earth Care to coordinate weed spraying of the project area.

As part of the project a volunteer appreciation party is suggested July 22 or 29 at Mission Viejo Park. Barbara will request a reservation (hold) on a pavilion for those dates pending receipt of the Grant. Suggested time frame 4 to 6 pm.

e. December Hayride- Alan confirmed Mission Viejo Elementary School can be used. Date December 14, 2018. Alan will provide Dave with the information as to how one reserves a Cherry Creek School location.

f. Refund check from Hoban Law Group, letter with agenda.

g. Brick work repair at Hampden and Chambers. Has been determined not able to repair and suggested brick work to be removed to facilitate clean up and repair to the general area.

Moved and seconded to allow contractor do what is needed at that site. Property mgr. is responsible party.

6) New Business:

a. Set date for storage unit clean out. Looking for a Saturday before Dumpster Day. At this time will remove concrete “buckets”, and old tent parts. Remainder of clean out will be set for a future date.

b. Covenant sign replacement - Will request a quote for two signs for removal and replacement.

Quote will be emailed to Board Members for approval. Dave will get the information.

c. National Night Out participation - Dave has left message for Beatriz Montoya, no response yet.

d. Website suggestions- Status letter is updated. Discussed moving old minutes, financial reports, etc to a “unreadable” page on the website, so as not to lose that information as media and technology changes.

Alan suggested a copy of the meeting agenda be sent to the webmaster prior to the monthly meeting.

e. Dave will write an article for the Newsletter containing a link to emergency preparedness website. Information was sent to HOA for publication in Newsletter.

8) Next meeting – May 8, 2018. If necessary business may be conducted by email to Board members.

Next meeting will discuss what needs to be done to update By Laws regarding make up of the Board and minimum number for board. This issue will need to be presented for a vote at the annual meeting.

Executive Session:

Homeowner submitted a letter about a covenant violation. Dave will visit site and make recommendation.

Meeting adjourned. Next meeting May 8, 2018, Mission Viejo Library, 6:30 pm.

Respectfully submitted,

Barbara Ferris, Secretary.