

## Meeting Minutes

December Executive Board (Board of Directors) Meeting

### MISSION VIEJO HOMEOWNERS' ASSOCIATION, INC.

The next executive board meeting was held at Holy Love Lutheran Church,  
4210 South Chambers Road  
Aurora, CO 80014  
February 21, 2012  
**6:30 PM – 8:30 PM**

Guests: Pat Kraft, Kayla Cushing, Tricia Roush, Chuck Moore, and Beatriz Montoya

1. Call to Order, Board member present: Todd McMahon, Alan Engels, Jeremiah Banigan, Tom Brandhorst, Barb Wahl, and Donald Pitts.
2. Ceremony – Recognition of outgoing board member – Tricia Roush
3. Board Elections –
  - a. President – Todd McMahon
  - b. Treasurer – Alan Engels
  - c. Secretary – Jeremiah Banigan
  - d. Senior Vice President – Troy Haller
  - e. Member – Tom Brandhorst
  - f. Member – Barb Wahl
  - g. Member – Donald Pitts
4. Open Members' Forum
5. Approval of Minutes and Review of Financials
  - a. Approval of Minutes – Tom moves to accept the December 2011 minutes. Todd seconded. Alan added a note to 8c – annual meeting awards were \$530. All in favor.
  - b. Review of Financials – Beginning balance is 8259.38 and not 9629.38. This difference is because of check reconciliation. The ending balance as of 2/21 is 10,360.24 is. Barb makes motion, Tom 2<sup>nd</sup>. All in favor.
6. Committee Reports – Welcome committee – NA
  - a. 4<sup>th</sup> of July – no report
  - b. Events will be discussed in unfinished business.
7. Unfinished Business –
  - a. Annual meeting went well, new format trying faster pace to be fair to individuals time. Alan likes new format. Amending budget from 375 to 530 because of volunteer gift cards. Tom makes motion Don 2nds – All in favor. Barb enjoyed meeting.
  - b. Volunteer party went well.
  - c. Board contact list. Change of procedure to have email contain board member names (ie. [Jeremiah.Banigan@missionviejohoa.com](mailto:Jeremiah.Banigan@missionviejohoa.com)) instead board member #. Keeping main titles (ie President, Treasure etc.). Discussed upcoming Neighbor to Neighbor Aurora HOA meeting for HOA information. Colorado HOA Law (cohoalaw.com) is an information source for new board member, also HindmanSanchez.com site for HOA information. Todd asked if there were any questions about being on the board. Barb question about email, committee information.
  - d. Library issue update. Todd – Thank you Jeremiah and Barb for coming to study session on 1/30. Increased hours to 30, more books. One City council member was for closing the library the rest were for extending hours this year. Update since this meeting Patty Bateman will be coming to HOA board meeting in March. April 1 will begin new hours including earlier hours to have young

families be able to use the library. Few questions that can be asked to Patty in Marchs board meeting. Volunteer program to help maximize city funds? Getting fliers, could add to newsletter? Include involvement external HOAs?

- e. Todd – Garden club - Carrie – individual interested, Elaine Lay would like to be involved but not lead. It was removed in 2010 because of inactivity. Now we are being asked to bring it back, Tagawa was interested before to donate flowers this may not be now. Garden was setup as a memorial for Mary-Ann Lewis. Alan suggests a budget of 250, but need details from Garden Club Committee. Jeremiah makes motion, Barb 2<sup>nd</sup> - all in favor.
8. New Business
- a. Jumpline initial contract was modeled after the agreement with rec center. Jumpline is interested in and would like to wait until they can handle discounts. Todd presents new contract. Carrie brings up discount for Junior High. Discount 20%. Tom makes motion, Barb 2<sup>nd</sup>. Tom recommends that we have the attorney look at the contract. Alan mentions that the cost would be 150, since this is modeled on the same agreement as the Rec Center. There were things that we did not take when the rec contract, but this would probably be no issues. Alan will ask the attorneys office if the review is needed. Todd asks for vote – all in favor
    - i. Member cards – Alan - Instead of monthly list, looking into making cards for membership. Stock cards that we can print or plastic cards. Thinks this will be a helpful to include the community. Tom’s asks how we could fraud proofing the card. Look into additional business for discounts. Alan is offering to poll for hard cards or softer cards, differences in cost. No real preference of board about which card type to use but more of a question of cost. Don will be looking into costs to HOA for each type of option.
  - b. Trash Program – Todd - Our agreement with Pro-disposal is increasing by 6% to 19.06 per month but still includes free month for annual purchase. Will be receiving official notice. Tom motions to accept – Alan 2<sup>nd</sup> – All in Favor. Alan motion to discuss if they would drop rates if gas prices go down. Don 2<sup>nd</sup> – All in Favor
  - c. Rec price agreement – Jazz came to Todd he is in desperate need of a new roof. Initially wanted the HOA to loan money, Todd recommended that he have a fundraiser to raise money. Board is concerned with a lack of proof of insurance. What should the board do? Alan – believes that it is likely that he has insurance because of additional agreements. Todd – the agreement was to include Tri-County health approval but have not seen it. Tom – makes motion to investigate, Jeremiah 2<sup>nd</sup> – All in Favor.
  - d. Tax Prep – Alan has sent final files to tax accountant, for taxes and audit review for insurance. Last year was first year with Debit Cards for the President and Treasurer. Because of this there will be more in-depth look into our records. We will be using him for nonprofit status after tax session.
  - e. D&O/Liability – updates for space and individuals coverage. Annual bill last year was 2500. 172 per month, option to pay per month or on a lump sum, up by .83 per month. Annual discount is 172. Todd makes motion to pay in full, Don 2<sup>nd</sup>. All in Favor.
  - f. E – Assignments –
    - i. Website – Jeremiah
    - ii. Newsletter pick up – gas reimbursement – Tom primary – Jeremiah Backup
    - iii. Sign-Ownership –
      1. Jeremiah – Memphis and Mission, Nassau
      2. Barb – Library
      3. Todd – Kalispell – Park

4. Tom –
5. Alan is back fill.
- g. HOA sponsored events. Motion for dates by Todd, Alan 2<sup>nd</sup> – Alan in Favor
  - i. 4<sup>th</sup> of July – reserve bubble machine?, put the
  - ii. Garage Sale – June 22<sup>nd</sup> - 23<sup>rd</sup> –
  - iii. Music in the Park- August 18<sup>th</sup>
  - iv. Fall clean up – Sep 8<sup>th</sup> – Jeremiah into BSA support
  - v. Hay Ride – 12/15
- h. Committee –
  - i. Welcome –
  - ii. Landscaping –
  - iii. Rec Center – Not sure if needed anymore
  - iv. 4<sup>th</sup> July –
  - v. Garden Club -
- i. Better Business Bureau status– Todd – looking to become the 1<sup>st</sup> CO HOA credited by the BBB. Must abide by code of conduct. 385 a year, 75 application fee. – includes logo and listing on BBB site, one free arbitration. Todd makes motion to become a member to the BBB, Barb 2<sup>nd</sup>. Alan – this is a way to help us stand out and help us be a model for others. Vote – All in Favor
9. City aurora Plans – West Toll gate improvements notification.
10. Todd will contact Patty to about
11. Todd makes motion to dismiss at 8:54 pm. Barb 2<sup>nd</sup> – All in Favor
12. Exec meeting – held to discuss covenant complaints