

Meeting Minutes

October Executive Board (Board of Directors) Meeting

Mission Viejo Homeowners' Association, Inc.

The executive board meeting was held at Holy Love Lutheran Church

4210 South Chambers Road

Aurora, CO 80014

February 19, 2013

6:44 PM – 8:45 PM

- 1) Call to Order, Establishment of quorum 6:44
 - a) Jillian Biggs, Barb Wahl, Todd McMahon, Alan Engels, Jeremiah Banigan, Troy Haller, Todd is proxy for Tom Brandhorst
- 2) Special Guest City of Aurora Mayor Steve Hogan (15 minutes)
 - a) Sorry for being late –
 - b) Addressing about fees for cleanup if we are uncomfortable with please let Steve know
 - c) A lot of things are going such as Lightrail
 - d) Help the community understand that we are not a normal suburb but we must not forget that we are made up of individual and neighborhoods
 - e) Right of way, near Fitzsimmons is a current issue the ballot issue last year that did not pass was to help with this unfortunately RTD now has 15 million dollar shortfall
 - f) There are many other ongoing traffic concerns in the city
 - g) We (Aurora) are no long a small town or medium suburb
 - h) 4th largest suburb – 56th largest city in the US
 - i) Todd questions – in City and County of Aurora still on the table? – Answer: Yes it is still on the table and it is being looked into but it is a very daunting task and a lot of time
 - j) Alan – comment thanks for airing the study session online, but would like it to be done the day before- Answer: Most of the time Study session topics are covering topics weeks before City Council meetings on rare conditions it is the same day as city council but this because of time sensitive issues
 - k) Todd – thank you for helping with the library and other city recreation locations that have been closed by the city – Response: we need to look for the future and make Aurora a place that people want to live

- l) Alan – We appreciate your leadership handled the theater shooting and other such events in the community
- 3) Open Members' Forum
 - a) No questions
 - b) Neighborhood watch
- 4) Approval of Minutes from November 2012
 - a) Jeremiah makes motion to accept Troy 2nds
 - b) All in Favor
- 5) Review of Financial Matters
 - a) Reconciliation for each month since last month
 - i) November – 12305.10 – 10082.18
 - ii) December - 10082.18 – 8572.81
 - iii) January Beginning 8572.81 – Ending 8033.83
 - b) Upcoming expense – Fence payment, BBB renewal, insurance
 - c) Motions Todd, Troy 2nds
 - i) Unanimous Vote
- 6) Committee Reports (Welcome, Garden Club, others)
 - a) Garden Club
 - i) No attendance – sign needs to be reinstalled some point this summer
 - b) Welcome Committee
 - i) New pens (250), flash lights(100), and bags
 - ii) 12 – 15 new households a month
 - iii) Always looking for volunteers
 - c) Landscape Committee
 - i) Will talk about during scheduled events
 - d) Heritage Committee
 - i) Aurora has not funded our historic survey
 - e) 4th of July

- i) Will verify with Bob that the current reservations
- 7) Unfinished Business Agenda
- a) Membership Card Mailing – Motion and Approval
 - i) PostNet quote for membership card mailing \$800
 - ii) Todd reached out to ProDisposal to cover some of the cost and this was declined
 - iii) Todd makes motion to accept proposal Alan 2nds – Unanimous Vote
 - iv) Jeremiah proposes an Business Liaison Troy 2nds
 - (1) Mission
 - (a) provide discounts to members
 - (b) promote local businesses
 - (2) Unanimous Vote
 - (3) Alan Asked Jeremiah to Chair the Committee until it is established – Jeremiah agrees
 - b) Mansfield Right-of-Way Fence Project – Information
 - i) Todd recaps the Mansfield Right of Way agreement for Julie – we are still waiting for approval of completion by the City
 - (1) Split Rail costs for HOA 372.50
 - (2) Exterior fence HOA cost 330.50
 - c) New SE Fitness and Recreation Center Agreement – Motion and Approval
 - i) Todd makes motion with review by attorney Barb seconds – Jeremiah modifies to include to dissolve previous agreement – Alan 2nds all in favor
 - d) Pro-Disposal Trash Program Growth – Information/Motion and Approval
 - i) Todd and Alan talked to Pro-Disposal – talked about our plans to help promote the program Robin may be coming to our next board meeting – RJ wants us to discuss tonight how we could promote the program he is suggesting that we reduce rates this includes how much we the HOA receives back from Pro-Disposal.
 - ii) Todd and Alan would take point on this because they have the current relationship. The board will be looking to providing the best for the community and maintaining a strong relationship with our business partner.

iii) Jeremiah makes motion to continue this discussion via email, Alan 2nds. All in favor.

8. Board Elections – Motion and Approval

a. Todd will be mentoring the new President, we do have bylaws that cover the responsibilities of the various members of the Board. The President and the Secretary cannot be the same person.

b. President

- i. Barb nominates Jeremiah, Todds 2nds – Jeremiah accepts nomination
- ii. Todd nominates Alan, Barb 2nds – Alan accepts nomination
- iii. Alan won the majority vote

c. Treasurer

- i. Alan nominates Jillian – Barbs 2nd –
- ii. Jillian won the majority vote

d. Secretary

- i. Jeremiah nominates myself – Todd 2nd
- ii. Jeremiah won majority vote

e. Executive Vice President

- i. Alan nominates Jeremiah – Jillian 2nd
- ii. Jeremiah won majority vote

9. New Business

a. Board Member Educational Opportunities – Information

a. New Member education –

b. Tax Preparation Needs\D&O, Liability Insurance Updates – Information

a. Alan will be putting together all of our receipts and a review of all of expenditures, our tax accountant has filed an extension for our taxes so that we can have time to prepare

b. No known increases in insurance rates at this time

c. Assignment of HOA Tasks, Board Committees and Schedule of Community Events –

Motion and Approval

a. Coaching Awareness - Scott

1. Proceeds go to Coaching Awareness and Mission Viejo Elementary Garden
2. Asking for the sponsorship from the HOA
3. Date 5/4/2013
4. Todd makes a motion to contribute Sponsorship Sponsor \$250, including in kind contribution but include our logo on promotional brochure. All in favor.

b. HOA Tasks

1. Signage retain the current ownership
2. Newsletter – Todd will train Barb and Jillian
3. Hayride – Todd – 12/14
4. Garage Sale – Todd – June 8th
5. Neighborhood cleanup – 4/20th – September 7th (planning)
6. Easter Egg Hunter – Trinity Baptist Church
7. 4th of July
8. Music in the Park – August 24th
9. Vollunteer Party 3/3

d. Annual Meeting Follow-up/HOA Immediate and Long Term Goals/- Motion and Approval

- a. Alan proposes move to next month Jillian 2nd – All in Favor

e. Technology

- a. Dropbox setup for each of our machines
- b. Lastpass setup as well
- c. Alan asks Jeremiah to make a presentation for next month

10. City of Aurora Project Plan Reviews

11. Announcements/End of Regular Meeting

- a. Todd makes motion to adjourn – Jillian 2^{nds} – Unanimous Vote

