

Minutes of Meeting  
June 2013 Executive Board (Board of Directors) Meeting  
**Mission Viejo Homeowners' Association, Inc.**  
The meeting was held at Holy Love Lutheran Church  
4210 South Chambers Road  
Aurora, CO 80014  
June 18, 2013

1. Call to Order, Establishment of quorum
  - a. Called to order at 6:43 PM; Board members present: Alan, Todd, and Barb; and Jillian via phone. Quorum was established.
2. Open Members' Forum
  - a. No one requested time.
3. Approval of Minutes
  - a. Minutes have not yet been received.
4. Review of Financial Matters
  - a. Balance Sheet as of June 18, 2013 presented by Alan.  
Total Assets = \$4,898.69  
Total Liabilities and Equity = \$4898.69
  - b. The financial program has been moved to Quick Books On-Line and transition has started to Jillian as the new treasurer.
  - c. Barb moved to accept the financial report; Todd seconded; unanimous vote in favor.
5. Committee Reports
  - a. Welcome: 13 homes were visited last month.
  - b. Garden Club: Some clean-up has been done; they will help with putting flags around the garden on July 4.
  - d. July 4 – will be discussed under Unfinished Business.
  - e. Business Liaison – Jeremiah not here to report.
6. Unfinished Business
  - a. Tax Preparation: completed; being signed and will go out tomorrow; copy of return will be on web site.
  - b. Neighborhood Garage Sale (June 7-8): was successful; Friday was busier than Saturday; tried to get ad in the Sentinel - needed to pay \$25 but notice was too late; next year will try to combine with Seville.
  - c. Independence Day Planning: notes from Troy: food done; bouncing castle arranged; almost done with band contract; still need prizes for games and parade, water, ice, coolers, grill, and gas tank. Also need banner with HOA name – will cost about \$50; Todd moved to pay for the banner, Barb seconded, unanimous vote in favor. Bob Broom has asked for police and fire trucks to be present for viewing. Volunteers still needed – Katrin Wooldrige reported that

a notice was sent to Smoky Hill High School but no response; volunteers can contact Katrin or Troy via HOA web site. Help will be needed to set up at 9am and clean up afterwards. There will be a sign up sheet at the HOA tent for volunteers at events thru-out the year.

- d. Music in the Park Event Updates: contract with “Auroria Trio” has been accepted for Aug. 24<sup>th</sup> 5:30 pm at the park near the playground; this is a free event; root beer floats will be provided.

## 7. New Business

- a. Garden Club – needs help with re-installing signage: need to dig hole and add concrete; may need to rent auger; Todd moved to pay for the expense, Barb seconded, unanimous vote in favor. Per Lois Keefer, the club bought some flowers and supplies.
- b. Letter Campaign for Trash Program: will cost about \$800 – spending was already approved but still need to approve letter. Alan will get draft copy to Board before next meeting so the letter can be sent before the meeting.
- c. National Night Out: Tuesday, Aug. 6 – no news about the event from the city yet; Alan to check with the PAR officer for details.
- d. Fall Clean Up: Todd suggested that the focus be on smaller areas like the drainage area on the west side of the park; scheduled for Sat, Sept. 7 in the morning; will discuss further at the next meeting. A question was asked about Pro Disposal helping with homeowners who want to dispose of large items: homeowners can call Pro Disposal at any time about large items – the cost information is on their web site; the issue about the HOA providing the service has been discussed previously - the roll-offs cost about \$250 and fill up quickly and items need to be monitored.
- e. Holiday Hay Ride: scheduled for Dec. 14; arranged with Blue Moon carriages; considering changing location from the school to Holy Love or SE Rec. Center; also discussed possible light display contest.
- f. Annual Meeting: 3<sup>rd</sup> Tuesday in Jan. (Jan. 21<sup>st</sup>) at the school; need to start discussing agenda items soon.
- g. Banking: accounts have been updated to ensure all Board members are on the accounts; credit card for new Treasurer, Alan, and Todd to increase availability for purchases.
- h. Change in policy – Agenda (5 or 10 days): current policy is to have agenda to Board members 10 days before meetings, but may be too long; at least 24 hours is required by Colo. law; Todd moved to change the policy to 5 days before the meeting, Barb seconded, unanimous vote in favor.
- i. Restricted Space on HOA Website for Board Members: easier for discussions about events, issues; could also be used as “shelf” for check lists, etc for events; Board members could be given link to the space; will continue discussion at the next meeting.
- j. HOA Phone Hotline: Todd has covered the line in the past but he will be off the Board at the end of the year; there have been 5 messages in the past week – questions about split-rail fence, neighbor’s trash, barking dogs; could rotate coverage monthly – new members may need to check about answers to the

questions and get back to the homeowner; Alan is sharing email responses to help educate new members; phone messages go to the HOA phone number – gmail account transcribes the messages. Todd will email instructions to Board members and start 2-week rotations starting in July.

8. City of Aurora Project Plan Reviews: none this month.
9. Announcements/End of Regular Meeting: The covenant issue discussed at the last meeting has been resolved. The meeting was adjourned at 8:15.