

Meeting Minutes
August 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
October 15, 2013
6:38 PM – 8:45 PM

- 1) Call to Order, Establishment of quorum – start time 6:38
 - a) Todd McMahon, Alan Engels, Jillian Biggs, Jeremiah Banigan, Tom Brandhorst
- 2) Open Members' Forum
 - a) none
- 3) Approval of Minutes
 - a) Motion to accept minutes
 - i) Alan makes motion, Todd seconds, Unanimous vote in the affirmative
- 4) Review of Financial Matters
 - a) We are having issues with QuickBooks Online and items are not reconciling properly, Alan is working with them to correct the issues and has 90 days to correct the issues or the HOA will move our business to someone else.
 - b) Balance as of 10/15/2013 – \$11,104.15
 - c) Office Max expenses for envelopes
 - d) Car wash was from the Dump Day – Alan picked up trash from a house and it had left a foul smell in his truck
 - e) Questions
 - i) What is Red Canoe Promotions? – This was the purchase of bags and over promotional items for the welcome bags.
 - f) Todd makes motion, Jillian seconds, Unanimous vote in the affirmative
- 5) Committee Reports (Welcome, Garden Club, July 4th, Business Liaison & others)
 - a) Business Liaison – the contract is signed by Coldstone and we are talking to additional businesses for discounts
- 6) Unfinished Business Agenda
 - a) Holiday Hayride and Lighting Competition
 - i) Blue Moon Carriages contract has been signed and paid for
 - ii) From Holy Love (4:30 – 8:30) – We are providing the refreshments
 - iii) Todd makes motions for \$80 for refreshments, Tom seconds
 - iv) Alan amends the motion to \$100, Tom seconds

- v) Unanimous vote in the affirmative
- vi) Registration for the Hayride will be done online again and will be in the November newsletter
- vii) Jillian will be available early to help setup
- viii) Jillian notes that we should pay attention food allergies and should label accordingly.

b) Holiday Lighting Competition

- i) Survey for the Lighting Competition
- ii) What are the criteria for the displays?
- iii) Todd – motion \$500 for prizes grand prize and \$500 for signs Alan seconds
- iv) Four votes affirmative, one abstained because of a conflict of interest.

c) Annual Meeting – Informational / Planning

- i) School reserved – It is as of today
- ii) Purchase of 2014 Discount Cards
- iii) Electronic Voting Contract
 - (1) Todd looked at the contract – last year’s bill was \$1342 combining
 - (2) This year mailing with the Discount Cards could save us about \$600.
 - (3) Motion \$300 for cards and \$2000 for the Voting Contract, Motion by Todd, Tom seconds, Unanimous vote in the affirmative
- iv) Animal Control will be invited, with the Principals from the Area Schools
- v) Need additional board members – as there is currently a vacant seat and elections for the board are in January
- vi) We will look into having write in on the ballot at the next board meeting

7) New Business

a) City of Aurora / FEMA Dumpsters provided

- i) In September, Colorado was hit with heavy rain and hailstorms. City of Aurora contacted Alan if we were interested in having dumpsters delivered – City of Aurora stated that it had to be placed on public property not on private property, because of legal liability concerns. The City of Aurora provided three dumpsters and notification via our website and our email list. The HOA was the point of contact with the City and other HOA’s.

b) Dumpster Day

- i) About 65 carloads of trash was taken care of, it was a very busy. People provided lunch for the ProDisposal Employees.

- c) Mailing of Discount Cards (new sign-ups)
 - i) Whose responsibility should the delivery of new member cards?
 - ii) Add membership reconciliation to committee updates
 - iii) We get a report once a quarter from ProDisposal

8) BBB Torch Awards

- a) Mission Viejo HOA was nominated for 2013 as the only HOA that was nominated as a Better Market place

9) Closure of the walkway between the neighborhood and the shopping center

- a) This is being closed because of safety of the neighbor hood

10) SouthEast Fitness Fall Festival Event

- a) Oct 26th setup @ 2 pm. We encourage members to support SouthEast Fitness.
 - i) Jeremiah is available and will reach out to Troy to see if he is available.

11) City of Aurora Project Plan Reviews

- a) none

12) My littlest library

- a) It is a new trend in the US and there is one in our neighborhood

13) Announcements/End of Regular Meeting

- a) Tom makes motion to end the meeting, Jillian seconds, Unanimous vote in the affirmative
- b) Meeting ends at 8:45