

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

May 21, 2012

6:30 PM – 8:45 PM

- 1) Paul Leadholm - Emergency Preparedness Fair
- 2) Approval of Minutes
 - a) Todd Makes motion Jillian 2nd all in favor
- 3) Review of Financial Matters
 - a) Alan and Jillian were able to meet and transfer knowledge on Quickbooks
 - b) Expected in the next month or two for the next round of checks
 - c) Ending balance is 5923.18
 - d) Question about PostNet – it is a mailing service that we use for mass mailing this last month was for the delivery of the discount cards
 - e) Barb question about Hicks Insurance 1789.00 but was charged 3 times what is the difference of Philidelphia and Hicks Philidelphia is D&O insurance and Hicks is general
 - f) Tom motion Jillian 2nds all in favor
- 4) Committee Reports (Welcome, Garden Club, July 4th, Business Liaison & others)
 - a) Welcome – 18 homes this last month she is on her last two months on bags we will need to get more bags
 - b) Garden club – the have asked about their budget for some equipment
 - c) 4th of July – All of the food is taken care of Troy would like to know if we could have the same band as last year. He is looking into other activities such as the bouncy castle as last year. Gift cards for prizes. Alan important for us to collect the information that we have so that we have it available for next year. We should be well within our budget for the 4th. Volunteers needed. Todd makes motion to spend 400 on band to include generator Tom 2nds. All in favor.
 - d) Business Liaison – Battery Guy – Contract Agreement
- 5) Unfinished Business Agenda
 - a) Tax Preparation – Update / Informational
 - i) Alan is working with Tax Accountant for taxes and audit – by next meeting planning
 - b) Spring Clean-up – Update / Informational
 - i) Spring Cleanup – 4/20 cleanup – picked up all of the bags -
 - c) QuickBooks Online – Update Informational
 - i) All the information has been transferred from the desktop version to the online version – need to decide who will have access to the online version aside from Alan and Jillian, Jeremiah and Tom. Nuria will be the third party for accounting and will be helping with 401-3c.
 - ii) Neighborhood Garage Sale (June 7-8) – Update / Assignments / Informational

- (1) Seville – will be doing theirs at the same time –
- (2) SouthEast Fitness will be doing a Carnival
- (3) St Martin in the Field – Buckley & Wagontrail
- (4) Todd – Aurora Centennial – YearHUB – Craigslist – We can still use the banners – Need help with putting up the signs – Jeremiah has volunteered to help and Tom and Barb – Alan will do Tom's pickup

iii) Independence Day Planning – Update /Informational with Motion /Approval of expenses

- (1) 10-2 4th of July – Flag Ceremony - flags

iv) Music In the Park Event – Continued discussion

- (1) Aurora Trio – non-refundable \$190 deposit - 8/24 is the date – will ask

- (a) Todd makes motion to accept - contract as is alternate location for inclement weather – with root beer social Tom 2nds All in Favor

v) Mission Viejo Fun Run/Walk –

- (1) Barb – it was fun – 35-45 people by Coaching Awareness

6) New Business

i) Welcome Committee Expenses – Motion / Approval

- (1) Note 52.39 for nominal expenses to Tricia
- (2) Need additional bags and items for Welcome Committee
 - (a) Alan makes motion to purchase 2-300 bags at a cost of \$900, Todd seconds
 - (b) Tom would like to add \$100 for stationary for the bags
 - (c) Motion amended \$1000 Unanimous

ii) Spring Clean-up Expenses – Motion/ Approval

- (1) Trash bags, Elaine requested reimbursement for expenses while cleaning up the exterior. No more than \$23. Include a strongly worded message that these things need to come to the board ahead of the purchase. Alan makes a motion Barb seconds – Tom makes sure that we focus on the positive parts of why it is important to get prior approval. All in Favor.

- b) Potential vagrant persons maybe sleeping in the park - PAR Officer cannot do anything until unless the catch them sleeping in the park. Work with Par officer to notify of the location of the individuals. Should include something in the newsletter do not handle any litter or garments left behind.
- c) Meeting Agenda's needed to be up by policy 10 days before but by non-profit act requires it up 24 hours before. Will discuss on our agenda for next month.
- d) HAM Radio question – there are people with antenna's which is not approved per covenants how did they get this approved or did they just do it without approval – Alan explains our current policy on handle covenant control issues.

7) City of Aurora Project Plan Reviews

8) Announcements/End of Regular Meeting

- a) 8:13 – Alan makes motion Jillian 2nds – All in Favor