



HOA MINUTES

TITLE: Mission Viejo HOA Meeting

DATE: Mar 4, 2024 **TIME:** 6:30 PM – 7:45 PM

LOCATION: Mission Viejo Library **RECORDED BY:** Bryon Taylor

PURPOSE: Monthly HOA Meeting for Mission Viejo Community

BOARD ATTENDEES

NAME	Atten.	ROLE / POSITION
Nazareth Escobedo		At Large
Iris G.		Vice President
Deb Kirschner		At Large
Pat Kraft		At Large
Matt Morrison		At Large
Bryon Taylor	X	President
Brenda Thompkins		Treasurer

MEETING AGENDA

TOPIC / AGENDA ITEM	TIME	COORDINATED BY
HOA Update	5 Minutes	Bryon Taylor
Member Comments / Open Forum	20 Minutes	Bryon Taylor
2024 Trash / Yard Sale / Hayride Date Confirmations	15 Minutes	Deb Kirschner
Membership Discount Card Program	5 Minutes	Bryon Taylor
Website Updates and Discussion	10 Minutes	Bryon Taylor

ACTION ITEMS

TASK	ASSIGN TO	DUE ON	STATUS
Dumpster Days reviewed for June 6 th and October 3 rd			Completed
Present Survey Results	Bryon		Completed
Outline Community Watch Program and Key Dates	Bryon	March 5	Completed
Forward Emails for HOA Board Members	Bryon	March 5	In Progress
Coordinate Tax neighbourhood discussion	Pat	March 5	Cancelled
Discount Card Program Review	Iris & Bryon		Not Started
Board Elections	Board	March 5	In Progress
Update Lamppost logo and replace on website	Bryon	Feb 10 th	Completed

PREVIOUS MEETING NOTES

TOPIC	NOTES
Planning	Bryon Presented 2024 roadmap summary, with document attachment of expanded roadmap.
Attendee Feedback	New Members Roxanne and Matt provided valuable feedback for the website, board structure
Community Events	Pat Kraft opted to be the first speaker on the topic of tax structures, for April meeting. Bryon offered to use the March meeting to discuss community watch.
Elections	Bryon Taylor elected to HOA board President
Elections	Roxanne Lee elected to HOA board Secretary
Elections	Matt Morrison elected to HOA board at-large
Discussion	Survey results and feedback discussed
Planning	Insert the meeting note text that there was discussed about this topic in the meeting here.
Website	Improvements to website still needed, PayPal and membership form needs to be attached.
Website	Community events in place, HOA board will coordinate monthly or quarterly discussions, but event planning and community events open to members.

NEXT MEETING

DATE:	March 4, 2024	TIME:	6:30 PM – 7:30 PM
LOCATION:	Mission Viejo Library	RECORDED BY:	Bryon Taylor
PURPOSE:	Community Watch discussion, event date confirmations, community yard sale.		