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## *Milburn Fields Board Meeting*

*January 12, 2018*

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Our January HOA board meeting was held at the home of Jane Doerflinger at 3:00 p.m. on Jan. 12<sup>th</sup>. In attendance were Jane Doerflinger, Janelle Pullin, Karen Clark, Jan Schwert, Doug Lay, and Alex Payne.

- Introduction of prospective board member
  - Alex Payne came to our meeting at Jane's invitation. He has been in the neighborhood for 5 years and is interested in serving the neighborhood on the board
  - We voted to bring him on the board until our annual meeting, when his name will be put on the ballot for an elected position. Jan Schwert moved and Janelle Pullin seconded his nomination and he was unanimously accepted. . He is knowledgeable about web design and has agreed to take over the responsibility for our web site.
- Approval of minutes of November board meeting
  - Minutes had been distributed prior to the meeting. Karen Clark moved and Doug Lay seconded they be accepted as submitted.
- Treasurer's report
  - Karen submitted the 2017 statement of accounts, which are included with these minutes. We ended our year with a cash balance of \$8,692.11.
  - It was confirmed that we have a safe deposit box. Karen will see what we have in it and we will decide whether we will keep it.
  - Karen presented the list of properties which changed owners in 2017. This document will be saved with these minutes.
  - We are beginning to receive our annual dues from members. Homeowners can mail in the dues or pay them through Pay-Pal. They are due January 31st.
  - We discussed waiving the HOA fee for our treasurer for services rendered. Jan moved and Janelle seconded that we do this again this year, but we will discuss it further when we meet with an insurance agent regarding insurance for board members. We are not sure if this makes the treasurer an employee and thus would change how insurance looks at the position.
- Social Media update
  - Doug updated us on Mail Chimp. We sent out 208 blast-emails and had 5 returned as unsubscribed. He has sent out 2 surveys and has compiled the results that we have received thus far.
  - We discussed our Milburn Fields Family Facebook page. We need to assign the responsibility for membership monitoring. The board member who was doing this has moved away from the neighborhood

- We also would like to post topics that pertain to the neighborhood and put a calendar of events on our Milburn Fields Family web page. Our newest board member, Alex, is going to take on this responsibility for now.
- Old business
  - Lien letters – Karen told us that there are 3 homes in the neighborhood which need to be addressed. She had a copy of the lien letter for us to review before sending it out.
  - Directors and Officer Liability insurance – Jane is going to arrange for us to meet with an agent with American Family Insurance to get another quote for liability insurance for the board members.
  - Newsletter topics
    - Critters in the area – dogs which are not leashed, cats, raccoons and opossums
    - Schedules for NEC, JOCO HOA, and other city meeting info. We would like to encourage other homeowners and board members to attend these meetings
    - List of resources – i.e. OP recycling, free paint, OP cares site, other Johnson County resources
    - NCP grants – Jane and Janelle will look into them to see if there is anything from which could benefit
    - Farmer's market – though the city is looking at alternative locations for the farmer's market (the current site is crowded and parking can be a problem), it will stay in its current location in downtown OP for the next several years,
- New business
  - The date for our annual meeting for 2018 is April 5<sup>th</sup>. We will meet at the OP Assembly of God church at the corner of 75<sup>th</sup> and Robinson. The meeting will begin at 6:30 with a social time and the meeting will begin at 7:00.
  - We will invite our city council reps – Logan Heley and Terry Happer Scheier.
  - We will invite another speaker to give us some information on a topic of interest to the neighborhood - i.e. the city forester, community police rep, Rox from the NEC, etc.

Meeting adjourned at 5:00. Next meeting is scheduled for Feb. 18<sup>th</sup> at the home of Jan Schwert.

Respectively submitted

Jan Schwert