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*Milburn Fields Board Meeting*

*Date – March 18, 2018*

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Our March HOA board meeting was held at the home of Karen Clark at 3:00 p.m. on March 18th. In attendance were Karen Clark, Jan Schwert, Catalina Velarde, Doug Lay, and Alex Payne. Mindi Rash attended as an interested neighbor. Our meeting was called to order at 3:10 by Karen Clark as neither the president nor vice-president was present.

- Approval of February Board Minutes
  - Minutes from February board meeting were presented; Catalina moved and Alex seconded that the minutes be accepted as presented.
- Treasurer report
  - Karen presented the Treasurer report for February. Full report is included with these minutes. Ending balance in Feb. was \$50,119.82.
    - Two homes in the neighborhood were sold in February.
    - 2018 dues received - \$54,646.73.
    - Four homes have not paid their dues– their trash service has been discontinued; Two homes paid HOA dues, but chose not to have trash service
    - Karen will file two liens with the county for the unpaid dues; Catalina will see if there is a form letter that can be used for the liens.
    - We had extensive discussion around raising our HOA dues to cover rising costs. Our base dues have been \$6.00 per year for 50 years. We have expenses today that we did not have when the dues were first set. Postage has increased for our mailings, supply costs and printing costs have increased for printing and sending communications, we now have an additional expense to update computer software. We still have 49 neighbors for whom we do not have an email address, so we have to mail communications to these households. Some of these people do not have access to a computer so we will have to continue mailing communications for the foreseeable future.
    - Karen will create a budget for 2018 to present at the annual meeting. This will give us a better picture of how our money is being spent and what we need to cover expenses.
    - Karen will also get more information regarding our annuities – why they were purchased and what they can be used for.
  - Social Media update
    - Doug reported that we have had a good response to our surveys. He presented a report showing the Mail Chimp activity. That report is included with these minutes.

- Doug has added a calendar to our web site and put some important dates for the HOA on it – board meeting dates and times, yard sale date, Neighborhood Night Out event.
    - Alex reported that he has pulled some information from our web page and added it to Facebook. We have had new people visiting our Facebook page.
    - We do have a concern about people trying to sell items on our Facebook page. We do not want it to become a market place. There are separate vehicles for buying and selling goods and services and we do not want it on our Facebook pages.
- Old Business
  - HOA trash service
    - Some of our neighbors are not happy that we do not have yard waste pick up between 12/15 and 03/15. We will contact Benjamin Lawn to work out an agreement allowing those within the neighborhood who want the extended yard waste pick up to arrange it with them.
  - Directors & Liability Insurance
    - We are still discussing purchasing Director and Liability insurance to cover the association and the board if legal action should be taken against us. We are looking at a policy issued by American Family for \$1,000,000.00 of coverage with a premium of \$650.00 per year.
    - Mindi will look into the policy that we are considering to verify the coverage and assess whether it is sufficient for our needs.
    - We will discuss this insurance at our annual meeting.
  - Garage sale
    - Suggested weekend is September 20-22; we will try to contact some of the surrounding HOAs to see if they would be interested in holding a neighborhood yard sale the same weekend.
- New Business
  - Annual Meeting
    - We finalized the agenda for our April 5<sup>th</sup> annual meeting.
    - We finalized the meeting reminder post card. This will be mailed out later this week. It has to be mailed 2 weeks before the annual meeting. It will be mailed to every home in the neighborhood.
    - We approved the ballot for the election of board members
    - We assigned the supplies that will be needed for the meeting
      - Catalina will bring the cookies; Karen will bring lemonade and tea ; Jan will bring cups, plates, and napkins
      - We estimate the attendance will be between 75 and 100 and will have refreshments and communications based on that number.

The meeting was adjourned at 4:55. Our next scheduled board meeting is May 20<sup>th</sup> at 3:00 P.M at Homer's Café.

Respectfully submitted,

Jan Schwert, Secretary