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*Milburn Fields Board Meeting*

*July 15, 2018*

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Our July HOA board meeting was held at the home of Mindy Rash at 3:00 p.m. on July 15th. In attendance were Doug Lay, Mindy Rash, Karen Clark, Jan Schwert, Alex Payne, Catalina Velarde, and River Tempelin. Our meeting was called to order at 3:08 by president, Doug Lay. Mindy invited, Doug Luther, the Executive Director of the Homes Associations of Kansas City (HA-KC) to attend our meeting and give us a presentation on the services they provide. We are looking at possibly outsourcing some of the duties of the board, specifically many of the treasurer's duties. This company gives back-office support for HOAs. They prepare financial statements, manage the collection of annual dues, pay bills, send out delinquent notices when dues have not been paid, and help in the negotiation of contracts for trash pickup or obtaining liability insurance. For a more detailed description of the services and the costs, there is an attached document listing their core services. After the presentation we discussed the pros and cons of hiring a company like this and how we would pay for it. Before making a final decision, we will speak with someone from at least one more company that provides similar service to compare services and costs.

Alex Payne updated us on our survey regarding how many of our neighbors responded to the survey he posted regarding our garage sale this fall – 30 said they would participate, 12 said maybe and 7 said no. We are looking at holding the neighborhood yard sale on September 20-22. Each participating family will hold its own yard sale, but the association will provide advertisement in social media. Mindy purchased signs in behalf of the HOA to post around the neighborhood to attract people driving by and she and Alex will get the advertising out in the media.

We also discussed having a neighborhood night out this year. Rather than holding it on the national date (Aug. 7<sup>th</sup>) we discussed holding it on the afternoon of Oct. 6<sup>th</sup> or 7<sup>th</sup> when it is not as hot. We will have a pot luck in the north cul-de-sac of Conser and invite the police to join us. Alex will send out a survey to determine which date would be the best.

River Tempelin and Alex Payne are in charge of selecting the home of the month. River has the documentation from the former selection committee, listing all homes that have won in the past 8 – 10 years. River is mapping these homes and we will make a decision in the future as to how long after winning this award, a home owner has to wait before the home can be considered again. River and Alex toured the neighborhood and decided on the home of the month for July. They selected 7518 72<sup>nd</sup> Terr.

Minutes of our June meeting were reviewed and accepted.

Karen Clark presented the treasurer's report; it was reviewed and accepted. River Tempelin has begun shadowing Karen to learn the responsibilities of the treasurer. Karen sent a check to American Family for the purchase of our D&O insurance. Karen also reported that she contacted Larry Cyre, our president for many years, to try to get some information regarding why we decided to purchase 2 annuities. Doug also spoke with Larry on the phone. No one was able to give us a definitive answer.

Jack Knappen was treasurer at the time they were purchased. It is believed that because interest rates were very low at the time and we had a significant amount of cash in our treasury, someone recommended that we put it into an annuity to earn better interest. These annuities mature in 2022.

Mindy contacted WCA regarding our paying for trash pickup for neighbors who have opted out of trash services. She was able to get them to agree that we can re-negotiate the number of homes at the beginning of each year for whom they will pick up trash and they will adjust our payment due based on the new number. This could result in our paying for fewer homes in the future as several households have opted out of trash services.

Doug presented the new business.

- He has reserved a room at the Antioch branch of the library for our next 2 meeting. Going forward the secretary will be responsible for reserving the room.
- He also updated us on changes being made to our website.
  - We have done a malware update to make it less susceptible to hacking
  - We have added a page to our website and as a Facebook pinned post for the Yard of the Month. We will be discussing guidelines for the YOTM award in a future meeting and the guidelines will be posted online.
  - A backup has been made and uploaded to Google Drive
- We discussed the collection of our annual dues from rental homes. We decided that we would only accept payment from the homeowner. It is their responsibility to pay the fee – not the renter's.
- Karen and River are uploading our financial documents and a Quicken backup to Google Drive. They are also working on building out a comparison of HA-KC services and expenses to the HOA actual and forecasted services and expenses.
- We will be mailing our monthly newsletters every month to those for whom we do not have an email address. Catalina will take on this responsibility. Currently we have 17 households who will need this service.

The meeting was adjourned at 6:00 p.m. Our next meeting will be held at the Antioch Library on August 19<sup>th</sup> at 3:00 p.m.

Respectfully submitted,

Jan Schwert – Secretary