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*.Milburn Fields Board Meeting*

*September 15, 2018*

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We held our September board meeting on September 15<sup>th</sup>. In attendance were Doug Lay, Karen Clark, Alex Payne, Catalina Velarde, and Jan Schwert. The meeting was called to order at 9:10 a.m. at the Panera at 75<sup>th</sup> and Metcalf. We changed the time and day of the meeting because of several conflicts with our normal Sunday afternoon time.

Alex reported that 25 neighbors have responded that they will attend or probably will attend our upcoming Neighborhood Night Out on Sunday, Oct. 7<sup>th</sup>. The details about the meeting are posted on our social media sites and it will be the main event posted for October. Karen has contacted the police and asked them to attend and report on what is going on in the neighborhood. Jan Schwert will send an email to our previous board member, Meg O'Mara, and ask her to speak with her neighbors in the cul-de-sac where we are holding the event. We will block off the cul-de-sac that afternoon.

Our neighborhood yard sale is coming up next weekend. Mindy will put signs up at 71<sup>st</sup> and Sante Fe, 71<sup>st</sup> and Lowell, 71<sup>st</sup> and Antioch, and 74<sup>th</sup> and Sante Fe.

Our yard of the month award went to Glenda Olivas this month. She lives on 71<sup>st</sup> St. We discussed posting some guidelines so everyone knows what we are looking for when we give the award. It was decided that we would give the award every month from May through September. We would also give a holiday decorations award for Halloween and for Christmas.

Jan Schwert presented the minutes from our August meeting. Karen moved and Catalina seconded that the minutes be approved. They are posted on our web page.

Karen Clark presented the treasurer's report. Our August ending balance was \$27,597.81. Ten homes have changed ownership this year and the sale of the 11<sup>th</sup> will be final the end of September. A more detailed report is available upon request for any member of the homes association. Karen will also upload all of our financial documents to Google drive and Doug will review the Kansas homeowners' Bill of rights to see if a more complete report needs to be posted on our website. Doug will also work with Karen to get year-to-year comparisons of expenses and a forecast of expenses in 2019 so we will be able to track changes in expenses more accurately. Jan moved and Alex seconded that the minutes be approved.

Doug reported our old business and new business items.

- Our GoDaddy expenses have not actually gone up. Our renewal was reset and the costs are front-loaded and paid in full for 5 years.
- A lien was filed on September 10<sup>th</sup> on 7317 Conser for 3 years of non-payment of dues, for reimbursement of attorney fees and filing fees. We discussed filing another lien on a home on Santa Fe. This was tabled for a month until Karen can get the exact amount

owed. We will determine at that time whether we will file the lien ourselves or go through an attorney again.

- There are multiple typos in our by-laws. Jan Schwert will work on getting them corrected.
- When Doug and Karen met with the attorney about filing liens, they also got information regarding the rules for making amendments to the by-laws.
  - Officers signatures are required
  - Official quorum is required. For our neighborhood a quorum is considered 20 home owners and 2/3 must approve any change to the by-laws.
  - Total vote count must be recorded
  - List of everyone at the meeting must be recorded
  - Further discussion will come as to whether we will allow votes by proxy in the future. Currently it is not allowed.
- We will have an amendment proposal at our next annual meeting regarding rental properties.
  - We will only accept dues from the homeowner.
  - A copy of the OP city permit must be given to the treasurer.
  - A copy of the lease must be given to the treasurer.
- We discussed whether we need to physically print the by-laws and hand them out to new home-owners when they move into the neighborhood. Doug moved and Karen seconded that going forward we no longer include a hard copy of the by-laws in our welcome packet. The by-laws are published on our web-site and we will include a link to that for all new neighbors. We will print them by special request.
- Board members have been asked to read pages 11-14 of our by-laws before our October meeting.

Meeting was adjourned at 10:23 a.m. Our next meeting will be held at the Antioch Library on Sunday, October 21<sup>st</sup> at 3:00 p.m.

Respectfully submitted,

Jan Schwert - Secretary