
Milburn Fields Board Meeting

November 18, 2018

We held our November board meeting on November 18th at the Central Resources Library. In attendance were Doug Lay, Karen Clark, Mindy Rash, Catalina Velarde, and Jan Schwert. The meeting was called to order at 3:00 p.m. by President, Doug Lay.

Catalina:

- Catalina will prepare the 2019 survey questions to be sent out prior to our Dues Newsletter mailing. The survey will be sent by survey monkey to all of the neighbors for whom we have an email address. We will mail a copy of the survey to those for whom we do not have an email address.
- Our monthly newsletter is posted on our website. Our mailed newsletters need to go out monthly to those who do not receive email. Every other month is not frequent enough. We need to keep those who do not use social media up-to-date with the news from our HOA. The number to be mailed is low enough that the cost is acceptable.

Jan:

- September minutes were reviewed and approved. We did not have a meeting in October because we had our neighborhood picnic instead.
- The meeting room at the library has been reserved for our next meeting on Dec. 16th – 3:00 pm at the Central Resources Library.
- We are working on updating an electronic copy of the HOA by-laws. There were numerous typos. We reviewed some of the typos during our meeting and discussed what needs to be changed. Once they have been cleaned up, they will be posted on line.
- In the past we have printed a copy of the by-laws for every new neighbor and given it to them with a welcome basket. Doug moved and Karen seconded that we no longer print them but refer new neighbors to our web site if they want to review them. We will print them only if someone requests a copy of them.

Karen and River:

- Karen presented the September/October financial reports, YTD financial report, and the 2018 & 2019 forecasts. These reports are available on our web site. A printed copy is available on request.
- Doug will work with Karen and River to build out comparisons of HA-KC.org service/expenses compared to HOA actual and forecasted services and expenses. We will contact at least one more service and use this comparison to determine whether it makes sense to go with a service vs. continuing to manage everything ourselves.

- Doug will also work with Karen and River to get our past records uploaded to Google Drive so we will not have the boxes of hard copies to pass around when officers change and for more convenient access to past records.
- Karen reported that our existing annuities mature in 2023.
- The home at 7324 Santa Fe is under contract. When the sale is finalized, the outstanding balance for past-due dues will be paid in full.

Mindy:

- Mindy will schedule 2 more HOA service companies to meet with us to discuss what their service could do for us and the cost. She will schedule one to meet with us at our December meeting (if they are willing to meet with us on a Sunday) and another in January.
- Mindy moved and Doug seconded that we consider moving our HOA monthly board meetings to another day in 2019.

Doug:

- Doug asked us to review the by-laws pages 11-14 for this meeting. These pages spell out the duties of the officers. Doug has proposed some committees as following:
 - Welcome Committee – Jan, Catalina, and Karen. This committee will be responsible for delivering welcome baskets to our new neighbors.
 - Events Committee – Mindy and Doug. This committee will make the arrangements for neighborhood events – i.e. the Block Party and the yard sale.
 - Yard of the Month – Alex and River. They will decide what home receives the yard of the month.
 - Each of these committees will email reports before each board meeting.
- Report on the block party – we had 33 neighbors (12% of homes) attend our block party in Oct. We had 12 homes (5%) who participated in our Neighborhood Yard Sale.
- We will include questions on our survey regarding these 2 events – what is the best time of the year to do them? Would people like to see the location of the block party moved – a couple of ideas that were mentioned were to move it to Antioch Acres Park or to find an indoors location. We discussed the possibility of getting some help from the NEC for some of our events. Mindy or Doug will look into that.
- We will put a proposal before the neighborhood at our next annual meeting to update our by-laws to require rental properties to provide the HOA a copy of the lease agreement and a copy of the rental permit from the city.
- NEC meeting notes
 - NEC Leader Resource Page: <https://www.opkansas.org/resident-resources/neighborhoodresources/conservation-program/neighborhood-leader-resources/>
 - There is money and assistance available for many things such as neighborhood block parties, picnics, ice cream socials, holiday parties, breakfast gatherings, social event signage, neighborhood markers or monument signs, meeting space, lawn games
 - Dues notices must be sent out by Dec. 31. We will select a date and location in December when everyone can get together to stuff notice envelopes.

Meeting was adjourned at 5:00 p.m. Our next meeting is scheduled for December 16th at 3:00 p.m. at the Central Resources Library.

Respectfully submitted,

Jan Schwert, Secretary