Milburn Fields Board Meeting

December 16, 2018

Our December meeting was called to order at 3:05 pm at the Central Resources Library by president, Doug Lay. Mindy Rash, River Tempelin, Alex Payne, and Jan Schwert were present; Catalina Velarde joined us virtually.

Karen:

- Welcome Committee (Karen, Jan, Mindy, Catalina): Update
    - We had extensive discussion around the process for getting the information needed by the welcome committee to know when it is time to deliver a welcome basket. Our previous treasurer – Karen Clark – kept all of the records regarding home ownership, title changes, whether the occupant was a holding company or the home owner. She also took on the responsibility of putting together the gift baskets for this past year. River is taking over the duties as treasurer and she does not know the process yet to determine when a house has actually changed hands. We will only deliver a welcome basket when someone actually occupies the home. The welcome committee needs to know when a resident has moved in. River and Doug will meet with Karen to get an understanding of how this information is gathered and come up with a way to notify the Welcome committee when it is time to deliver a welcome basket.
- Dues Letter: Mail Merge, Printing, and to Mindy for folding: Update
    - Doug will take our annual dues letter and create a mail merge document. We will have an envelope stuffing party on Dec. 30th to get the communication ready to mail. River will make sure that we have the stamps and envelopes that will be needed for the mailing to be mailed on Dec. 31st.

Catalina:

- 2019 Survey Finalized: Update
    - Catalina is putting together a survey document to send out through Survey Monkey. We want to get feedback from our neighbors regarding the events that we plan to host this year. What is the best day/time to have our neighborhood yard sale and our neighborhood picnic? What other events would they like to see us have? Who would be willing to help plan these events?
- 2019 Survey Printing for non-email Homeowners: Update
    - This survey will be mailed to homeowners for whom we do not have an email address. This will be included with the annual dues notification. There about 50 neighbors for whom this is required.
- Monthly Mailed Newsletters for non-email Homeowners: Update & Sample of last mailing
- Social Committee (Catalina, Alex): Update
    - There is no update this month

Alex:

- YOTM Committee (Alex, River): Update
    - Alex and River selected the YOTM for Halloween decorations. The Hankins family on Newton Dr. won the award and were given a $25.00 gift card. Our last YOTM award will be given in December for the yard that has the most festive Christmas decorations.
- Email Newsletter, Social Media & Website: Update
    - Alex will post the information that we gather from our survey in our monthly newsletter.
- 2019 Survey Questions: Program into SurveyMonkey, update the email list, send day of dues letter mailing

Jan:

- November Minutes: Review & Approve
  - November minutes were presented and approved
- Meeting Room Reservations: Update
  - Last month Mindy moved that we reconsider our meeting date and time. We told the attendees at our last annual meeting that for this year we would meet on the third Sunday of each month at 3:00 pm. In January we will meet at the home of Jan Schwert.
- By-laws typos correction & new digital file for website: Update
  - This work in in progress. Doug will update this document on our web site when it is completed.

River:

- Dues Letter Envelopes & Stamps: Update
  - River will go through the county's online records and compare addresses with our records to make sure that when we send out our annual letter, we have correct information for our mailing. This information will be given to Doug for the mail merge.
- November 2018 & YTD Financial Reports
  - River will get together with Doug and Karen for help in getting these reports generated. She was not able to get with Karen prior to this meeting.
- Upload docs & Quicken back-up file to Google Drive Storage: Update
  - Doug has uploaded the documents that he has so that they can be accessed by anyone with access to our Google drive at any time. River, with Karen's help, will be uploading additional documents.

Mindy:

- Dues Letter Folding: Update
  - We have scheduled the afternoon of Dec. 30th to prepare the mailing of the dues letter.
- HOA Service Companies under Consideration – next presentation: Update
  - Mindy will arrange 2 more companies to come and tell us what they can offer. These will be scheduled prior to our annual meeting so that we can make a presentation to the annual meeting.
- Garage Sale Committee (Mindy, Doug): Update
  - We found that we can get garage sale banners through the NEC. Mindy will get more information about that for our sale next year.

Doug:

- Dues Letter: Envelope stuffing plus Taco Fiesta December 30th @ Mindy's house. Together we can knock it out quickly to reduce the burden and time on a few.
- Build out comparison of HA-KC.org service/expenses to HOA actual & forecasted services & expenses: Update
  - Doug will work with River to have this information gathered for our annual meeting.
- Motion to Change Meeting Day for 2019: If changed, it will go into effect after General Meeting announcement
  - We will change our meeting day to the 2nd Thursday of each month at 6:30. Beginning on May 9th, we will meet at Panera's on 75th and Antioch unless we get an indication that we have neighbors who are interested in joining us at our meetings. For this year we have reserved a library meeting room and have had no guests come to our meetings.
- Existing Annuities: Considerations and options for cash flow needs moving forward based on forecast
  - We would like to earmark some of this money to pay a 3rd party to take on some of the treasurer's duties. We need to have bids from 2 more companies and do an analysis of the costs to present at our annual meeting.

- Vision 2019: Here are some suggestions that are being discussed for the upcoming year.
    - 3rd Party Administration of many Treasurer duties
    - Reduce number of HOA Board meetings from 12 to 9 (or maybe 6 by 2020)
    - HOA board time focused towards community building: 2 block parties, neighborhood garage sale, 4th of July kid's parade, coordinated effort around steady & planned tree replacement. We encourage any neighbors who are interested in helping with the planning and execution of any of these events to contact a board member or respond to our survey with your desire to be involved.

Our next meeting will be held on January 20th at the home of Jan Schwert at 3:00 in the afternoon. Address is 7246 Robinson St.

Respectfully Submitted,

Jan Schwert