**MOA Board Meeting Minutes**

**February 9, 2023**

**CALL TO ORDER AT 6:37 P.M. OVER ZOOM**

Board members present: Heidi Burkheimer, Jon House, Josh Beloit, Linda Dement, Jennifer Reed, Hillari Mohler, Aaron Grenlund

Non-Board members present: JC Higgins/Lorne Martin,

Board members absent: Cindy Hutchinson, Mark Thurber

**QUORUM ESTABLISHED**

**OPEN FORUM**There were no requests to speak.

**MINUTES**

January 12, 2023, Board minutes approved. Add: a)       Changing Clubhouse reservation deposit structure – The Board discussed and rejected the idea of charging a small cleaning supplies fee for those who rent the Clubhouse. Use of the Clubhouse is part of MOA membership, and our annual dues go toward supplies. Issue is that sometimes the Clubhouse isn’t not properly cleaned by the people renting it. Linda Dement suggested creating a more formal cleaning checklist, including keeping a checklist in a plastic sleeve at the Clubhouse for members to complete. She volunteered to join the committee handling the rentals and institute closer inspections after parties and events. Board agreed. Committee now consists of Linda Carter and Linda Dement.

**FINANCIAL REPORT**

$147,137.84. EOY 2022 Assets

$63,636.00 in Savings; $7,037.42 in reserves.

$73,612.42 in a CD with Edward Jones. 15 delinquent accounts and 2 delinquent RV spaces. 8 under $60.00 collection notices sent.

Annual report sent to Secretary State

Charges for Holiday festivities from 2022 were not submitted yet. Will be in 2023 finances.

**COMMITTEE REPORTS**

**ACC – Jennifer Reed**

Inspection on 01/27/2023. No applications for work.

**Pool/Door Codes – Linda Dement, Heidi Burkheimer**

Nothing new with health department. Linda emailed the pictures for height requirements. Pool codes ready and available for uploading to the new system.

Hiring for pool duty. Reach out to Jamie to renew commitment for pool duty.

Greater transparency for process and procedures.

Management for chemical treatments.

Schedule shifts.

Clear S.O.Ps. created and documented.

**Grounds** – **Mark Thurber**

Josh took care of the lights

Winterized the lines

Charged the system and ran one zoon to ensure nothing was shooting out of the ground.

**Clubhouse** – Hillari Mohler

Health department cleared

**Tennis/Pickleball Courts** – Vacant

No moss

**RV Lot – Greg Dement/Josh Beloit**

Josh inspected the lot last weekend.

Spring time – gather a crew from folks who are leasing space – clean up the lot

Redraw the lot, clean copy. Linda has it in an excel document with each space and renter. Linda to share with Josh.

Key not turned in from Lot 12. We will keep charging lot rental fee until key and notice turned in.

Lot 111 May – Sept seasonal rental

Suggested idea: Removing the corner lot to make it a drive – thru to Shaw Road.

**Activities – Stephanie Benson**
Linda reporting on behalf of Stephanie. No activities currently planned.

**Welcome Wagon – Paula Dawson/Stephanie Benson**

Lot 111 – forwarded updates for the newsletter and updated the roster. Introduced to Lorne to ensure dues are up to date.

Lot 12 – not pending yet; no updates

**Newsletter – Cindy Hutchinson**

No updates

Josh Beloit considering a content piece for the next newsletter.

**Website/Communication – Cindy Hutchinson/Jennifer Reed**

No update for the website

3 emails received: 2 emails from outside the neighbor that want to join the clubhouse. Communicated

1 email from Barb asking if we have a preferred arborist

Josh Beloit recommended not using Evergreen for arborist work.

Suggestion – find a good arborist, pitch it to them for a newsletter feature to promote them for inspections. Negotiate a neighborhood deal to inspect trees.

Linda to share contact for a good arborist.

**Clubhouse Rentals – JC Higgins/Linda Carter**

Linda reporting

Linda created template for rental clubhouse inspection forms

Securing the facilities

Clubhouse Cleaning Checklist

Keep records for 6-12months

Binder for keeping records

Birthday party 17th, 18th, 19th -set up on the 17th, party on the 18th, and cleanup the 19th. Rental explanation for folks to review upon renting

Thermostat locked and only good for 3 hours – should we change the settings?

Office key is different from the security door key

**OLD BUSINESS**

1. Fireplace repair estimates – Josh working on the estimates. Linda forwarded the explanation. Request to repair the fireplace by the 17th of February. ) Fireplace repair update: Wallace Stove and Fireplace was able to locate our fireplace type. Quote for repair and new module, if that’s what is needed, came to about $414. Plus, Wallace informed us we owed $322.64 in sales tax from when the fireplace was purchased in 2018. Wallace thought they were selling the fireplace to a contractor in 2018. But as the end user and purchaser, the MOA owes the sales tax. As far as the repair, we agreed to wait for Josh’s response, since he was trying to get some repair bids as well.
2. Changing Clubhouse reservation deposit structure: Limit restrictions to clubhouse access – past due fee. Anything under $100 acceptable to rent the clubhouse. Motion set for 15th of each month bearing any weekends or holidays that would need 48 hour processing, over $100 worth of delinquent dues. Seconded. Motion passed: “Payments processed by JC Higgins by the 15th.” Amend the motion to include 48 hour 30 day refresh unless otherwise notified by JC Higgins that payment has been processed.
3. Airbnb updates – no issues. Call the city for excess cars. Fewer cars blocking the sidewalk since the newsletter.

**NEW BUSINESS**

1. Lot 107 – formal complaints
2. Tree for Chris -  propose purchasing a birch tree to plant in Chris's memory. Birch trees grow in North Dakota, his native state. We need to plant it soon, so it can get a good start before hot weather arrives. A budget of $175 should suffice. Aaron offered to donate the tree. Josh offered to donate the plaque.

**Next three meeting dates:** (all 6:30 p.m.) March 9, April 13, May 11

**Adjournment 8:10 p.m.**