



Monument Manor Neighborhood Association

PO Box 892 • Joshua Tree, CA 92252

www.monumentmanorneighborhood.com

MMNA Board Meeting

Nov. 8, 2022, 4:45 p.m.

8562 Old Vine Road (Geary Hund’s home) in-person & zoom

Minutes approved by the Board on January 17, 2023

Agenda

1. Call to Order: Roll Call 4:47pm
Attendance: Geary Hund, Mark Wheeler, Linda Doyle, Dan Stork, Bill Gilman (on zoom).
2. President’s Comments
Mark stated that the meeting will end at 6:15pm.
3. Review and approval of September 6 Minutes
- Minutes for September 6 meeting were sent to Board prior to meeting. Mark asked if there were any questions/discussion. None were made. Linda Doyle made a motion to accept September 6, 2022 minutes. Mark Wheeler seconded motion. No objections were noted. All in attendance were in favor. **Minutes were adopted.**

TO DO: Linda will post approved minutes on MMNA website. **Done✓**
4. Visitor Introductions – Mark asked everyone to introduce themselves.
- Randy Weiss, Mark Walsh, Caroline Conway, Chris Crow.
5. Reports
- Treasurer’s report (Dan)

Finances

Year	2021	2022
Accounting period	1/1/-12/31	1/1 to now
Revenue		
Cash Contributions	27,810.00	21,420.00
Bank account interest	1.12	0.96
Highway mailbox key deposits		
Direct payment of expenses by board members	190.99	224.45
Total Revenues	\$28,002.11	\$21,645.41
Expenses		
Tractor services	6,740.00	6430.00

Fill dirt	5,250.00	5250.00
Liability insurance	1,696.60	1928.00
Signs and sign equipment		2,815.14
PO box rental	149.00	182.00
Mailings	81.09	264.99
Website	47.90	
PayPal fees	522.37	374.95
Highway mailbox lock replacement		
Zoom subscription	197.29	149.90
Incorporation fees	1,652.65	-951.53 ¹
Tax consulting	200.00	250.00
Printing	119.36	
Total Expenses	\$16,656.26	\$16,693.45
Ending Checking Account balance	\$19,506.82	\$24,398.78
Number of contributors	107	89
Participation	48%	41%

Note

1. The IRS returned the penalty assessed last year, with interest.
2. Other activity since July report: 1 contribution (\$200).
3. The FTB (Franchise Tax Board) rejected the MMNA application for exempt status as a recreational/social organization, but advised that we amend our application on form 3500 to file as a rural road-maintenance organization. That advice was apparently based on financial statement filed with the original application. **Exempt status was subsequently granted.** Conditions on continued exempt status include: *“Entities exempt under R&TC 23701t must receive at least 60 percent of its gross income from membership dues, fees, and assessments, while 90 percent or more of the expenditures must be for the acquisition, construction, management, maintenance, and care of association property.”*
4. In view of the 60% income source constraint, it is advisable that contributions resulting from special events be paid to MMNA by property owners, and not by direct contribution from an outside organization or individual. (This is how the Apple TV contributions were done, so there is no jeopardy to our state exempt status on that score.) We have been meeting the 90% expense constraint, provided we consider the bulk of expenses **other than** tractor labor, dirt, and signage to be essentially road-related.
5. A revised summary of MMNA incorporation status was posted to the MMNA website at <https://www.monumentmanorneighborhood.com/incorporationandtax-exemptstatus> and on Google Drive (Folder: Incorporation/2022/Correspondence).
6. John Babrowski of Rarick Financial Services in Yucca Valley gave a quote of \$300 (for 2022) for preparing MMNA Federal and California tax returns and the biannual statement of Information required by California.

- Roads’ report (Geary)

The neighborhood roads continued to fare well throughout the monsoon season, with a few minor ruts forming. Geary attributed this to the preventative work we’ve been doing over the past few years and to the storms coming in waves and the rainfall totals and rate of rainfall being generally light to moderate. Geary believes that putting the rocks on the side of one of the rolling dips worked well during the big storm in July 2022. Results are good enough that we should consider doing another rolling dip with rocks.

Geary is in the process of developing a list of needed maintenance items and he should have it completed by next week. Once a scope of work is prepared, he will share it with the board, and then he will provide it to Sean Molina for a bid.

The speed limit signs on Doggie Trail and Wagon Wheel still need to be installed. Geary will endeavor, with Mike Michelin's help, to install them by January 2023.

Since our last meeting a resident decided to conduct some road maintenance on Uphill and Doggie trail independently. They took a substantial amount of dirt from our stockpile at Uphill and Turtle/Rocking Chair, using much of it to build up the rolling dip where the wash crosses Uphill. They built it up high and steep creating the potential for all but high clearance vehicles to bottom out when crossing it. Geary took remedial action, recontouring the rolling dip to have a gentler approach on both sides. Once he found out who was taking the dirt, Geary was able to leave a detailed message with their partner explaining that the dirt belonged to the association, that it was not for individual use and that we had specific locations and standards for its use. Geary asked that they not take any more dirt or do any more work without coordinating with MMNA. He encouraged them to reach out to him if they wanted to have a conversation and/or assist with road work. Geary encourages everyone, if they see dirt being removed, to make contact if they feel comfortable to inform the person taking the dirt in the way he did and to try to get their contact information for outreach.

- At-Large board member reports
None to report.

6. Discussion agenda

Mailbox management. Linda reviewed and clarified that the Board passed a new fee structure for the mailboxes at our July 2022 meeting.

- \$150 one-time, non-refundable charge for maintenance of the mailboxes,
- Plus \$\$\$ cost for locksmith to change the lock with new keys plus cost of locksmith's labor at the time of acquisition – determined by locksmith). Locksmith fees will be paid for by owner acquiring new mailbox.

All agreed that this was what was approved at the July 2022 board meeting.

Mailbox maintenance. A neighbor contacted Linda that one of the lower package lockers was not working in the cluster boxes at the bottom of Uphill Rd managed by MMNA. The key provided by the USPS contractor delivering mail did not work. She left a message for the USPS contractor and a different key was provided. We spoke about whose is responsible for the maintenance of the locks/keys for of the cluster boxes. It was not clear.

TO DO: Linda will purchase silicone spray and apply to 4 lower package lockers. **Done✓**

Document storage. Update. What's the next step?

Dan had written a document giving update on how to proceed with Google Drive. Geary provided the structure on Google Drive and it is up and working now. Dan updated the documentation and added YouTube tutorials and provided links to the Board. Linda, Geary, Dan and Bill have log-in credentials for the Google Drive. It can provide links for specific documents that need review by various board members. Dan reminded the board that the membership database must be treated more securely because it has personal resident/owner information. As a result, the membership database is under Dan's Google Drive with editing access by himself and Linda only and that review only access is available for other board members. Geary agreed that all board members should have viewing access and not editing access. Dan will confirm who had editing access to the database. Geary questioned that if we formed a new membership committee, how would the committee members have access to certain documents created by the committee? Dan indicated that we could have a committee account with a committee login on the Google Drive.

Strategic Plan. Among other discussion details, and given the neighborhood survey results and board member input, how will the strategic plan be implemented? What are its goals?

Next steps: mission, vision, goals, objectives and each year the organization creates work plan for the year with several action items. What are our priorities for the year?

- a. Neighborhood survey results showed a strong resident interest in receiving information notices about wild animals in the Manor. Would such notices be a good goal for the strategic plan?

Linda suggested that we hold a separate board meeting to go over the Strategic Plan results with each board member being able to visually see the outcomes from the Neighborhood Survey. Geary agreed. We need to find a date that all board members can attend.

TO DO: Mark agreed that we should hold a special meeting to review the results from the Strategic Plan and Neighborhood Survey Results.

Dan asked if there was any merit to sharing the results of the Neighborhood Survey with all neighbors/owners. Geary felt that one issue with the online survey was that MMNA was not able to capture all the email addresses for those that responded to the survey. It was suggested that we could ask people to let us know if there were areas in the Neighborhood Survey where they would like to volunteer to help. Geary suggested that anyone responding to the email should receive a thank you email and then their name and contact information would be forwarded to Mark. He would then create a list with the names, contact information and areas that they would like to help/engage with the board. After the list is created, Mark would forward the document to Geary who would create an Excel spreadsheet and post on the Google Drive.

It was agreed that an individual board member should be responsible for the spreadsheet of names. No one at the meeting volunteered.

TO DO: Linda will post the Neighborhood Survey results on the MMNA website. **Done✓**

TO DO: Geary and Linda will create an email announcing the results of the Neighborhood Survey and then have links to the survey results on the website. The email will state that anyone interested in helping with certain areas for MMNA should call Mark ((760) 366-2810) and speak with him directly or leave a voicemail.

TO DO: Mark will create a list with the names, contact information and areas that they would like to help/engage with the board.

TO DO: Mark will give Geary the list.

TO DO: Geary will create an Excel spreadsheet and post on Google Drive.

TO DO: Mark will ask Daniel and Geary will ask Terry if they would be willing to take responsibility of the Excel spreadsheet.

7. Future meeting dates.

- We need to determine the date/location of the 2023 Annual Meeting and determine the structure/topics for that meeting.

- Geary discussed the idea of holding at least one neighborhood event.

TO DO: Bill said he would be interested in hosting a neighborhood party. So, this date/location needs to be determined.

8. Board member comments and suggestions/requests for future agenda items

- At the next Board meeting, we will:

- Set up all 2023 Board meeting dates
- Set up 2023 Annual Meeting date/location

- Planning for the Annual Meeting
- Schedule a neighborhood party/potluck with date/host/location

9. Visitor Comments

- None

10. Next meeting date, time and location

- rescheduled for **January 17 @ 4:45pm.**

11. Adjourn

- Meeting adjourned at 6:15pm