



Monument Manor Neighborhood Association

PO Box 892 • Joshua Tree, CA 92252

www.monumentmanorneighborhood.com

Board of Directors Meeting

Sunday, January 21, 2018 at 4-6pm

Linda Doyle's home

Attendance: Dan Stork, Linda Doyle, Geary Hund, Ellen Jackman, Ron Bastrup, Will Harner, Diane Kuntz, Trevor Uprichard, Bill Gilman (on telephone)

1. October 2017 Board Meeting Minutes

Discussion. With one correction as written below and Linda will post to October minutes.

- More private road signs need to be installed.
 - **TO DO: Geary** will install private road signs – in progress.

Minutes approved.

2. Membership Report (Dan)

REVIEW OF COUNTY RECORDS: Dan went to the County office located in Joshua Tree and reviewed the County Assessor's parcel database for all parcels in the Manor. With this review he updated the Monument Manor ownership spreadsheet with the corrected and new addresses to be used for the next membership mailing. From this review Dan reported that:

Ownership information:

- At the time of the September 2017 meeting, there were 266 entries in the Monument Manor ownership spreadsheet, with 221 individuals or couples. (Dan does not say "parcels" and "owners", because there are a few renters in the database.)
- There are now 261 entries in the Monument Manor ownership spreadsheet, with 218 individuals or couples. The changes come from inspection of the County Assessor's parcel database and includes address updates, as well as corrections in the spreadsheet. Properties wholly south of Quail Springs Road (QSR) were eliminated. Properties straddling QSR were retained or added, as were undeveloped parcels north of QSR whose owners reside south of QSR.
- Dan reminded the group that address information is not available over the Internet, but can be viewed from a terminal in the Land Use Services office at the County Building on Twentynine Palms Highway.

ADDRESS CHANGE REQUIRED BY USPS: He noticed in the county records that very few people changed their HC 1 Box address to their physical address, as required by the US Postal Service recent rule change. Dan asked that we post information about this address change on our website and add it to the agenda for the upcoming Monument Manor Neighborhood Association annual General Meeting in March 2018.

- **TO DO: Linda** will add this information to MMNA website & add it General Meeting agenda.
Done✓

- Owners are asked to go into County office to get a change of address form.
- Owners are also asked to put a physical label inside your HC Box with both HC box address and your physical address, to ensure the mail carrier will be able to accurately deliver the mail.

MMNA NEW PO BOX ADDRESS: Dan also reminded the group that MMNA now has a Post Office box. We no longer use the HC Box address. We need to confirm that all mail addressed to the “old” HC Box address is being forwarded to the new PO Box address. Once we confirm that everything is being forwarded, we can reassign the HC Box to someone else. Currently, there are no unassigned HC Boxes available.

- **TO DO: Dan** will confirm that the post office is forwarding all mail addressed to the “old” HC Box address to the new PO Box. **Done✓**

2018 MEMBERSHIP OUTREACH: The group discussed our process for ensuring all owners are contacted regarding 2018 membership contributions. The proposed timeline is as follows:

November

- Geary reached out to Diane Kuntz and Anita Dobbs with Membership Outreach plans.

January

- Dan compared the ownership list with County records to ensure accurate mailing list.
- Dan modified the ownership spreadsheet for 2016 and 2017 to include a column for each year that shows the dollar amount of the contribution, for those who contributed. Otherwise, the cell is left blank.
- Linda updated the 2018 Contribution Form.
- **TO DO: Ellen** will determine date, location, time, agenda for 2018 Annual Meeting. **Done✓**
- **TO DO: Board** will compose the March meeting notice, using similar wording from 2017 letter, modified with road repair examples (e.g., the number of road repairs due to storms and the number of preventative work projects. “Did you know that in 2017 ...”. Keep to one page. **Done✓**

February – Phase One of membership contribution fund drive.

- **TO DO: Linda** will create mailing list of owners/residents. **Done✓**
- **TO DO: Linda** will send out March Annual Meeting notice with cover letter, contribution form, and annual meeting agenda via snail mail. **Done✓**
- **TO DO: Linda** will post the agenda and 2017 Annual Meeting minutes to the website. **Done✓**

March

- Hold Annual Meeting.

April – Phase Two of membership contribution fund drive.

- Send out a second follow-up contribution fund request letter to owners/residents who have not contributed to-date in 2018, after receiving the first letter.
 - **TO DO: Board** will create a letter using Ron’s letter with modifications and with updated road repair examples. **Done✓**
 - **TO DO: Dan** will create the list of those to receive the letter. **Done✓**
 - **TO DO: Linda** will send out the Phase Two follow-up letter via snail mail. **Done✓**

May 31 – Phase Three of membership contribution fund drive.

- Diane Kuntz and Anita Dobs (membership volunteers) will reach out to those who did not respond to first letter and follow-up contribution request letters.
 - **TO DO: Dan** will create the list of those to be contacted, including name, telephone, email, and local address. **Done✓**
 - **TO DO: Board** will create script for Diane/Anita to help them with what to say to folks they contact.
 - **TO DO: Diane and Anita** will contact people through email, telephone or face-to-face conversations.
 - **TO DO: Board** will advise Diane and Anita with specific owner background, as needed.

3. Financial Report (Dan)

Checking account balance 1/1/2017	\$6794.40
2017 road expenses (dirt and tractor work)	\$10245.52
Equipment (mostly signs)	\$ 835.02
Mailing expenses* (*contributed by Linda Doyle)	\$ 264.55
2017 Cash contributions (90 contributors)	\$8725.00
Bank interest 2017	\$ 3.38
3 key deposits	\$ 300.00
Balance 12/31/2017	\$4603.49

4. Status of Road Repairs (Geary)

EXPENDITURES VERSUS CONTRIBUTIONS: With financial information provided above, Dan discussed that in 2017, we had more financial expenditures for road projects and exceeded our 2017 incoming cash contributions. Geary stated that many of these expenses were for preventative roadwork repairs, with minor costs to maintain each year. The last storm in early January 2018 cost us next to nothing to repair, due to these preventative road projects and the volunteer work done throughout the year. We are by no means done yet, but the storms and subsequent runoff put our work to the test and showed us that our efforts are paying off.

Geary indicated that we have more capital improvements road projects to do in 2018 and Dan reminded the Board that we need 90+ membership contributions to help us pay for them.

FILL DIRT: Geary advised the Board that we have an opportunity to purchase loads of fill dirt at a lower cost (about \$100 per load) from Sean Molina. He has the ability to purchase the fill dirt from the contractors doing sewer work in Yucca Valley. Geary would like to buy a stockpile of fill dirt at this price for future road projects. The Board was in favor on this purchase, but wanted to know how many loads were needed and when would it be delivered? The Board also asked Geary to confirm the quality of the fill dirt is worth the price.

TO DO: Geary will assess the neighborhood roads to determine how many loads are needed. **Done✓**

FILL DIRT (continued)

TO DO: Geary will send the Board a detailed email with cost to get our approval via email. Done✓

Geary indicated that the budget documents provided by Dan should include a line item called “Dirt inventory on hand.” This information would allow us to keep track of how much dirt we have on hand at any point in time.

TO DO: Dan will create a “Dirt inventory on hand” line item in the budget.

SINGLETREE/OLD VINE ROAD WORK: Bill Gilman (via telephone) discussed the storm water repair efforts on Singletree. Geary is aware of the issue with the local wash that flows through that area after a storm. He indicated that all repairs will be discussed with neighbors before any work gets done.

Geary recognized Bill’s efforts to repair the road in this area. Bill personally paid for the work to be done, using MMNA fill dirt. Another example, of volunteer efforts helping us reduce overall costs.

NEW SIGNS: Ron offered to help install the remaining Private Road signs. Will also mentioned the new County signs installed at Turtle, Desert Shadows and Uphill, “Roads Not Maintained by County”. No one from the Board was contacted prior to installation of the signs by the County. The need for new Neighborhood Watch signs was discussed.

TO DO: Geary will install remaining Private Road signs.

TO DO: Ellen will research Neighborhood Watch signs. Done✓

POSSIBLE AREAS FOR FUTURE ROAD WORK: It was suggested that the area on Uphill and Wagon Wheel could use work to keep rain water from running down the hill.

TO DO: Geary and Dan will review the drainage and will contact Chris Hanley, as they deem appropriate.

5. New items

MMNA STICKERS FOR VEHICLES: Ron brought up the idea of having MMNA stickers for vehicles. The group thought that it was a good idea and would help build a sense of community and pride in the neighborhood. Ellen suggested we could use it as a fundraiser for the roads. We would need someone to design the stickers. We would need to decide if we are going to sell them. Should we give one to anyone who contributes to MMNA? There was concern, though, that it might be seen as a public safety “tool” in the Manor. The group was adamant that the stickers are only about a sense of pride for the Manor. No one will be treated differently or suspiciously if they don’t have the sticker.

TO DO: Diane will create the design, trying to utilize the MMNA letterhead design. Done✓

TO DO: Ron will check out costs for printing the sticker. Done✓

TO DO: Ellen will give an overview of the sticker idea at the upcoming Annual Meeting. Done✓

NAILS ON THE ROADS: Dan reported that he has had several flat tires within the last few months. Another neighbor reported a flat tire to Will, as well. The group discussed the impact of new home construction in the Manor and possible nails left on the roads.

ABANDONED HOMES: Dan reported that a property on Uphill has been abandoned for some time now. The Board agreed that Dan should submit a complaint to San Bernardino County Code Enforcement.

MMNA LIABILITY INSURANCE: The Board continues to discuss the need for liability insurance for the MMNA, including determining if road work contractors carry their own liability insurance.

TO DO: Geary will look into another neighborhood's use liability insurance. **Done✓**

6. Preparation for March 2018 general meeting

DATE, TIME, VENUE: Bobby Furst has offered to let us use his space again this year. Linda would like to look at ways to make the seating for "meeting friendly".

Possible dates: March 17 or March 18 or March 24 or March 25, from 4:00pm to 6:00pm.

TO DO: Dan will contact Bobby to confirm use of his space and date. **Done✓**

MEETING ISSUES: We need to send (1) cover letter, (2) 2018 Membership Form, and (3) Agenda for meeting. We discussed idea of asking owners/residents to "Opt-in" for email only correspondence. For now, the Board will hold off of this idea. Linda will continue to select content to owners/residents via email (i.e., Board meeting notices, community interest notices). The Board continues to discuss using online payment systems (like PayPal). Concern is the fee for each transaction that MMNA would incur. Currently, fee for PayPal is 2.9% plus \$0.30 USD of the amount received.

Possible Items for Agenda: Financial Report.

Membership Report.

Review/approve 2017 Annual Meeting minutes.

Roads report.

Signs.

Section 6.

MMNA Stickers.

TO DO: Linda will send Board a revised Cover Letter for review. **Done✓**

TO DO: Linda will send Board an updated 2018 Membership Form for review. **Done✓**

TO DO: Linda will send Board a draft Agenda, asking for their agenda items. **Done✓**

TO DO: Ellen will research info on PayPal.

We must provide the minutes from the 2017 Annual Meeting prior to the meeting.

TO DO: Linda will post the agenda for the 2018 Annual Meeting and minutes from the 2017 Annual Meeting to the MMNA website. **Done✓**

TO DO: Linda will email owners/residents on **March 10** and provide a link to the MMNA website where they can open/review/download a copy of the minutes from the 2017 Annual Meeting. **Done✓**

www.monumentmanorneighborhood.com