



Monument Manor Neighborhood Association

PO Box 892 • Joshua Tree, CA 92252

www.monumentmanorneighborhood.com

MMNA Board Meeting

October 8, 2024, 5 pm on Zoom

Minutes for this meeting approved via email

Agenda

1. Call to Order 5:03pm - Daniel Brenner
Board Zoom Attendance: Geary Hund, Dan Stork, Linda Doyle, Will Harner, Daniel Brenner, Bill Gilman, Bobby Furst
Board Not in Attendance: Terry Stone
2. Review and approve August 6, 2024 Board Meeting Minutes – Daniel Brenner
- Minutes for August 6 meeting were sent to Board prior to meeting. Linda asked if there were any questions/discussion. Dan Stork made motion to accept August 6, 2024 minutes. Will Harner 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✓**

3. Reports

- Treasurer's Report

As a reminder: Dan Stork submitted his resignation as treasurer of MMNA, effective October 22, 2024.

Finances

Year	2023	2024
Accounting period	1/1 – 12/31	1/1- 10/8
Revenue		
Cash contributions	20,945.00	19,355.00
Bank account interest	1.27	.96
Highway mailbox key deposits	150.00	150.00
Direct payment of expenses by board members	60.90	0
Total Revenues	\$21,156.17	\$19,505.96
Expenses		
Tractor and other road services	8935.00	6110.00
Fill dirt	10575.00	4125.00
Liability insurance	1927.06	1634.98
Equipment (signs, barricades)		477.09

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PO box rental	194.00	200.00
Mailings	186.40	131.50
Website	264.00	
PayPal fees	157.65	286.46
Highway mailbox lock replacement	160.00	
Zoom subscription	149.90	159.90
Incorporation fees	25.00	0
Tax consulting and return preparation	225.00	225.00
Printing	62.64	39.16
Bank supplies	227.06	0
Total Expenses	\$23,560.92	\$13,389.09
Ending Checking Account balance	\$21,875.44	\$27,992.31
Number of contributors	92	90

Finances Notes

1. Email appeal to residents with known emails, and who have not contributed since 2022 or before, resulted in 3 contributions, totaling \$550. All were from people who contributed in 2022, and who have a record of earlier contributions.
2. Dan Stork has submitted his resignation effective 10/22/2024.
3. On July 25, following discussion with Terry Stone, Dan emailed her a filled-out a form notifying the IRS that she would be the contact for the EIN (Employer Identification Number). This involves no treasurer duties, and is an administrative requirement. Dan emailed the form to Terry, asking her to print, sign, date, and mail it. To the best of his knowledge, she has not done so.
4. Daniel Brenner is replacing me as the PayPal account owner, and as the Google account recovery contact. He has also been advised on how to access the Zoom host account for MMNA. These do not entail any treasurer duties, going forward, but are administrative in nature.
5. Dan has informed John Babrowski of Rarick Financial Services that he will not be providing inputs for filing of Federal and state tax returns. FYI, the input Dan has given him in past years is a end-of-year treasurer's report, in the same format that Dan uses for meeting reports (but with only the single-year column, and no participation statistics.) He has acknowledged Dan's notice.
6. Dan will deliver physical records in his possession, as well as the MMNA checkbook, endorsement stamp, and key to JT PO box key, to another officer on October 22.
7. Dan will deliver current-year electronic records (contribution, ledger, membership database) that he has maintained either on his computer or on his Google Drive, either to the MMNA Google drive, or to one or more individuals, as decided by the board.
8. Dan will deactivate his online access to the US Bank account at his convenience on or before October 22. Apparently, one can't just change its ownership and contact info. This access allows depositing of checks through a phone app, and make Zelle payments through the phone app or website. In the (unlikely) event that contributions by check are received after he deactivates his online access but before his resignation takes effect, he will deposit them in person at the bank. Also, expenses that occur will need to be paid by check. Whoever assumes treasurer duties may elect to bank traditionally, or re-establish online access in their name. (Note that president, vice-president, and secretary have signature authority, and can do traditional banking)
9. Dan has not received an invoice for dirt from Sean Molina that we approved a few weeks ago.
10. Earlier this summer, Dan received two communications from the IRS. Both relate to an obvious mishandling of our application (ultimately withdrawn in 2022) of the MMNA application in 2021 for Federal exempt status. After receipt of the first, confusing one, Dan conferred with John Babrowski, who suggested either ignoring it and waiting for a follow-up, or attempting to clear it up immediately. Dan elected to ignore it.

Some time later, another notice arrived, saying that MMNA had lost 501(c)3 status for failing to file the appropriate informational return for 3 years, and that we would need to file 1120H returns for non-exempt non-profit organizations instead. But: (a) We never filed for 501(c)3 in the first place; (b) our 2021 application for 501(c)4 status was rejected in 2022, and Dan withdrew it; (c) Dan has filed 1120H for each of the last 3 years. So Dan elected to ignore this notice as well. Just so you know!

Dan gave brief overview of treasurer's report. Discussion: Geary stated that he volunteered to be Interim Treasurer. Dan stated that Geary does not have signing authority and Geary cannot vote on road appropriations according to the bylaws.

TO DO: Dan will be in Joshua Tree on Oct 21-22 or earlier and he will meet with Geary/Terry to take over the Treasurer paperwork. **Done✓**

TO DO: Electronic records in google drive, Dan will transfer records on his computer to MMNA google drive. **Done✓**

TO DO: For bank access, Terry needs to check on banking authority. **Done✓**

TO DO: Geary needs to be added to banking authority. **Done✓**

TO DO: On or before October 22, Dan will deactivate his access to this account. **Done✓**

At this point Geary will need to figure out access.

TO DO: Geary needs to check the JT post office for bills, donations. **Done✓**

TO DO: Geary will deposit donation checks to the bank account via his telephone. **Done✓**

TO DO: Geary will also take over duties of paying MMNA bills. **Done✓**

Geary would like to understand all the tasks for Treasurer before Dan resigns. Once we find a new treasurer, Geary will pass on this information to this person.

TO DO: Dan and Geary will hold a zoom call to resolve all these details. **Done✓**

TO DO: Dan and Geary will meet and physically transfer files before October 22. Dan will start emailing some of the files to Geary. Geary and Dan will talk off line about the transfer issues. **Done✓**

TO DO: Dan will give Geary "editing" access permission for the ownership database. **Done✓**

NOTE: after this meeting on October 15, 2024 Dan Stork and Geary Hund met to transfer physical materials related to Treasurer duties. Information provided listed below:

- Dan gave Geary physical materials, including:
 - JT PO box key (recommendation: check mail box more or less weekly).
 - Check book, check book fillers and deposit slips, and endorsement stamp.
 - Thin binder highlighting key financial information.
 - Thick binder (hopefully never to be looked at) documenting incorporation process of 2021-2022.
 - Labeled ziploc bags with archival material.
 - Labeled manila folders for more-or-less current activities.
- Dan showed Geary how to access financial records on the MMNA Google Drive
 - Start by selecting My Drive, to change file-oriented view to a hierarchical folder view.
- Dan provided electronic copies of, and gave a tour of 4 spreadsheets maintained by Dan on his PC or his Google Drive.
 - Record of contributors (without amounts) since 2006 (also on the MMNA Google Drive under Finances/Contributions).

- detailed 2024 contribution record (years prior to 2024 are on the MMNA Google Drive under Finances/Contributions).
- 2024 ledger (years prior to 2024 are on the MMNA Google Drive under Finances/Ledgers).
- Ownership database.
- Dan has routinely recorded every contribution in all 4 files.
- Dan changed the forwarding address for monumentmanorna@gmail.com from his gmail to Geary's (in order to see PayPal notifications and some bank notifications without having to change email accounts).

Dan also stated that here's some stuff to be aware of which he didn't get to mention, and which he has not conveyed elsewhere:

- PayPal notifications of contributions should be followed up by logging into PayPal and collecting the money into the bank account. Anyone who has the login credentials can do this, but it makes sense for the treasurer to do it, in order to update the ledger. Daniel knows the login credentials, and can provide them to Geary confidentially.
- Linda and Dan have arranged that contributors are immediately thanked. What we've done for several years: Immediately after recording a contribution, Dan emails the donor's name to Linda, and she emails a standardized thank-you note. For the rare donor without email, Dan has phoned our thanks.
- There are 2 owners who are currently set up with PayPal for automatic monthly donations. We thank them once at the beginning of the year, not every month. They are Donette Swain and Jesse Ditson.

3. PRESIDENT'S REPORT

Daniel has had a few conversations with Terry about next steps after Dan's resignation as treasurer. Terry is actively talking with possible treasurer candidates. Will asked if MMNA plans to "pay" someone to fill the duties as Treasurer. Dan said he spoke to our MMNA accountant and he discourages MMNA from taking this approach in order to maintain the necessary checks and balances. Geary stated that contracting with an outside person for our accounting needs does not make sense for MMNA. Geary stated that Terry has two possible leads for the new treasurer. This person would fill the position as an Interim Treasurer and then "stand" for the election of the Treasurer at the March 2025 General Meeting. Geary suggested that we should change our bylaws so that the board can elect a new board position any time during the year without having to wait for the March General Meeting.

3. Reports (continued)

- Roads/Signs Report – Geary Hund

Geary stated that the dirt we were going to purchase from Sean Molina is "on hold" as the supply ran out. Sean will continue to look for another comparable fill dirt supply. Geary indicated that we can leave the standing approval for the original dirt order and use it for the next go-around. Geary reported that the roads have seen the usual traffic except for the Perseid event in August. During the Perseid event Geary and Will placed traffic cones and signs at Uphill Rd, Desert Shadows Rd and Rock Haven Rd. Geary would like to wait for the first fall rainstorm before doing any additional road repairs. Daniel stated that that there was an "old" unused road north beyond Rock Haven Rd. He contacted MSN maps and asked them to remove this non-passable road their their MSN maps. MSN removed the road from their map.

TO DO FROM LAST MEETING: Geary will reach out to Google Maps regarding directing visitors to use Singletree Rd. **Done✓**

TO DO: Geary asked Daniel to reach out to Jane Rodgers JTNP to get more information on when the construction will start for the new West Entrance. **Done✓**

- Mailboxes -- Linda

Ellen Jackson returned her MMNA mailbox keys. #2 mailbox on the left bank was then offered to Marsha Collins and Randy Mellon on Wagon Wheel Rd. They accepted and gave Linda a check for \$150. Linda gave the check to Dan. Marsha was advised by Linda that there is no refund if they give up

their mailbox and that the keys to the mailbox must be returned to MMNA if they sell their property. Marsha agreed. After the last MMNA board meeting, Linda contacted Iris at Joshua Tree Post Office regarding the work order to replace the four parcel locker locks/keys. Iris told her that the work order has been issued but she has no way of checking for when it will be done.

TO DO: Linda suggested that we should change board policy for the MMNA Mailboxes stating that the property owner using the mailbox must donate annually to the road fund in order to continue to use the MMNA mailbox. This should be discussed at a future meeting.

New Policy would read:

1. MAILBOX DOES NOT GO TO NEW OWNER WHEN PROPERTY IS SOLD: When the use of a MMNA mailbox sells their home, the MMNA mailbox/keys do NOT go to the new owner. Instead, the mailbox keys must be returned to MMNA. If the owner sells their home and does not surrender the mailbox keys, MMNA will change the lock/keys and make it available to those next on the waiting list.
2. PROPERTYOWNER ACQUIRING NEW MAILBOX MUST PAY ALL EXPENSES FOR NEW LOCK/KEYS. If the mailbox needs a new lock/keys, the resident acquiring the MMNA mailbox will pay for the locksmith's travel charge, plus cost to replace the lock/keys. This cost will vary according to the current locksmith's charges.
3. The resident acquiring the MMNA mailbox will pay MMNA a \$150 one-time, non-refundable fee paid to MMNA. The fee charged will be reassessed by the MMNA board on an annual basis.

TO DO: Bobby Furst would like to be put on the Mailbox waiting list. Linda will add him. **Done✓**

4. MMNA welcome packet

<https://docs.google.com/document/d/1epz2wQw5BdBdvXtfHfSWz60sBS8YMOvGUksrvwTkYb4/edit>

- Next steps, Daniel will continue with the Welcome Packet and asked Geary for his input. Geary will review the "wildlife" section.
- Geary stated we should include the Dark Night Skies in the Welcome Packet. He would be happy to work on the language for this issue.
- Geary stated that Rodenticide use should be included in the Welcome Packet.
- He also believed that Desert Tortoise protection/awareness should be included.
- Geary and Bobby thanked Daniel for his work on the welcome packet.

TO DO: Daniel will send Geary information put together by Diane Kuntz regarding Crypto-Biotic Soil. **Done✓**

TO DO: Daniel will send Geary information on Dark Night Skies, Rodenticide Use, and Desert Tortoise protection/awareness. **Done✓**

TO DO: Daniel needs to include information about Off-Road Vehicles Ordinance and How to Report. **Done✓**

TO DO: Daniel needs to include information about Dogs on Leash Ordinance/Rules. **Done✓**

TO DO: Daniel with work with Diane's packet of information and incorporate where appropriate for MMNA final welcome packet. **Done✓**

5. Letter to Non-contributing Residents

The letter written by Geary was emailed out approximately September 1, 2024 to owners who have not contributed since 2022 or before.

Outcome: Dan stated that this resulted in three contributions, totaling \$550. All were from people who contributed in 2022, and who have a record of earlier contributions.

6. Holiday Party/Social on Sunday, November 10, 2024 @ 1-4PM @ Furstwurd

Dan will not be able to attend the Potluck Party.

Linda will not be able to attend the Potluck Party.

Geary/Terry suggested that MMNA give Furstwurld funds to help buy items for the party. Bobby stated that he has tables, dishes, plates, knives, forks and paper products for the potluck. He has tables to seat 60 people and for the potluck dishes. The group agreed that it would be best to just have background music on during the potluck so that neighbors can talk. No live music. Bobby stated that everyone needs to carpool or walk to potluck party due to limited parking at his place. Daniel stated that we might need one more meeting before the potluck.

TO DO: Linda will send out ASAP via email the potluck invitation created by Daniel. **Done✓**

TO DO: Linda will send out potluck invitation via email again on Friday, Oct 25. **Done✓**

TO DO: Linda will send out potluck last minute reminder via email on Thursday, Nov 7. **Done✓**

- **DRAFT** invite: note email is: info.monumentmanorna@gmail.com



7. Other items?

None reported.

8. Next board meeting date, time and location if needed

Sunday, Nov 3 @ 5pm on zoom, if we need it prior to the potluck party.

9. Neighborhood Party

Sunday, November 10 from 1-4pm @ Furstwurld, Potluck

10. Adjourn 6:30pm

March 2024 – March 2025

- President: Terry Stone
- Vice president: Daniel Brenner
- Treasurer: Dan Stork (resigned as of October 22, 2024)
- Secretary: Linda Doyle
- Roads chair and Interim Treasurer: Geary Hund

MMNA Annual Meeting.

Linda Doyle MMNA Secretary