



*Monument Manor Neighborhood Association*

PO Box 892 • Joshua Tree, CA 92252

www.monumentmanorneighborhood.com

**MMNA Board Meeting**

Tuesday, July 12, 2022 @ 4:45 pm (Mark Wheeler’s home)

Dan provided Zoom link

**Minutes approved by the Board on September 6, 2022**

The meeting was led by Mark Wheeler.

1. Call to Order at 5:00pm; Roll Call

Attendance: Geary Hund, Mark Wheeler, Linda Doyle, Daniel Brenner (zoom), Dan Stork.

2. President’s Comments

- No time limit on agenda items or discussion items but did put a 7pm time limit on the meeting. What we don’t accomplish today we will address at next board meeting.

3. Review and approval of May 10 minutes

- Minutes for May 10 meeting was sent to the Board prior to this meeting. Mark asked if there were any questions/discussion for the minutes. None were made. Dan Stork made a motion to accept May 10, 2022 minutes. Geary Hund seconded motion. No objections were noted. All in attendance were in favor. **Minutes were adopted.**

4. Visitors to Board meeting – interested people who want to attend future board meetings should contact Mark Wheeler at least one week prior to meeting so that host of meeting can accommodate who every is coming.

**TO DO:** Linda will send out email one week prior to meeting announcing upcoming Board meeting. Visitors wishing to attend should contact Mark Wheeler. **Done✓**

5. Reports

a. Treasurer’s report, updates on MMNA state and incorporation status (Dan).

**Finances**

| <b>Year</b>                                 | 2021       | 2022       |
|---|------------|------------|
| accounting period                           | 1/1/-12/31 | 1/1 to now |
| <b>Revenue</b>                              |            |            |
| Cash Contributions                          | 27,810.00  | 21,120.00  |
| bank account interest                       | 1.12       | 0.58       |
| Highway mailbox key deposits                |            |            |
| Direct payment of expenses by board members | 190.99     | 224.45     |

|  |                    |                                |
|--|--------------------|--------------------------------|
| <b>Total Revenues</b>                  | <b>\$28,002.11</b> | <b>\$21,345.03</b>             |
| <b>Expenses</b>                        |                    |                                |
| 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             | 363.24                         |
| Highway mailbox lock replacement       |                    |                                |
| Zoom subscription                      | 197.29             |                                |
| Incorporation fees                     | 1,652.65           |                                |
| Tax consulting                         | 200.00             | 250.00                         |
| Printing                               | 119.36             |                                |
| <b>Total Expenses</b>                  | <b>\$16,656.26</b> | <b>\$17,483.37</b>             |
| <b>Assets</b>                          |                    |                                |
| <b>Ending Checking Account balance</b> | <b>\$19,506.82</b> | <b>\$25,116.48<sup>1</sup></b> |
| <no property or other physical assets> |                    |                                |
| Number of contributors                 | 107                | 87                             |
| Participation                          | 48%                | 40%                            |

Notes

1. Liability insurance has been quoted, but not yet agreed to. Assuming that the indicated amount will be paid, the adjusted checking account balance will be \$23,188.48.
2. Shortly after the last board meeting, 140 emails and 60 letters were sent to property owners, with a second appeal for contributions. 10 contributions have been received. Of these, 2 were unrelated to the appeal, and another 2 were from people who had already contributed in 2022. So the appeal produced 8 contributions (6 from first-time contributors for 2022, 1 of these first time ever, other 5 paid in 2021), totaling \$975. Success rate for targeted new contributions = 6/120= 5%. 29 current property owners who paid in 2021 have not paid this year. GEARY PAID FOR THE PRINTING OF THE LETTERS.
3. All board members are paid-up and in good standing.

Discussion:

Another fundraising letter: Dan and Geary would not support sending out another fundraising letter before next annual Meeting (March 2023), unless we have rain event requiring emergency road repairs.

Membership Committee: We also discussed possibility of putting together membership committee. This can be addressed at future board meeting.

Dirt Inventory: Geary indicated that we hold an inventory of dirt and that it's value and quantity should be regularly included in the financial report. We currently have 7 loads of dirt stored @ \$350/load for a total value of \$2450.

**TO DO:** Dan will add dirt inventory and value to financial report.

## **Incorporation**

A postcard was received JUNE 2022 from the California Franchise Tax Board acknowledging receipt of Form 3500, the application for state tax-exempt status, and stating that processing of the application lies ahead.

## **Liability insurance**

1. Address on policy is Bill's local address. Dan indicated that our Liability Insurance agent (Amber) when asked suggested that address listed could be any address in the Manor.

**Decision:** Board agreed that it will remain Bill Gilman's address.

2. We need another contact person for Liability Insurance (in addition to Dan Stork). Group agreed that it should be MMNA VP.

**Decision:** Terry Stone, VP, will be listed as second contact person.

3. Liability Insurance agent (Amber) indicated we should expect another quote. Policy up for renewal July 27.

**TO DO:** Dan will reach out to Amber to follow-up on the policy renewal. **Done✓**

### **b. Roads/Signs (Geary)**

Geary stated that the proposed road work was completed by Sean Molina and that most of the new speed limit signs are in place.

#### Road Work Completed March/April 2022

##### Wagon Wheel (1 load dirt)

- Fill in rut just below intersection with Old Vine Road

##### Rocking Chair (1.5 loads dirt)

- Fill in eroded areas of rolling dips (2) east end of road near Old Vine Road intersection
- Repair rut on west side of circular driveway, small tan structure near road - Perrodin place

##### Roadrunner (0.5 loads of dirt)

- Fill in eroded areas of rolling dips (2) west end near Old Vine Road intersection

##### Turtle (4 loads of dirt)

- Fill in ruts in the road on Upper Turtle, three locations.
- Fill in ruts and raise roadbed in areas where the drainage is off to one side of the road.

##### Uphill (2 loads of dirt)

- Fill in ruts on sides of rolling dips – restore embankment to original width. Clean out the downhill side of the rolling dip where the wash crosses and remove sand on east side of approach to dip.
- Cleanout the uphill side of rolling dips
- On one rolling dip – place rock on either side of rolling dip in trench created by runoff to create drainage swale – (rock size approximately 10 inches by 6 inches).

Single Tree (0.5 load)

- Repair rolling dips below Coyote (3) – Fill in ruts on sides
- Remove sand from road median to allow vehicle passage just above where divided road begins west end.

Rockhaven (0.5 loads dirt)

- Perform maintenance (clean and dress up) the two rolling dips that direct water off the road

Stockpile Dirt (2 loads dirt)

- 1 load of dirt at Old Vine and Single Tree
- 1 load of dirt at Uphill and Rocking Chair

Speed Limit Signs: Two speed limit signs were stolen after they were installed (Doggie Trail/Old Vine and Old Vine/Wagon Wheel). Geary contacted Sheriff's office regarding theft of signs. He described the situation to the Sheriff and it is his understanding that the Sheriff went to the house of the person suspected of stealing the signs. In the future the Sheriff said that we should place the signs further on private property and get the owner's permission, then the Sheriff's office would have more authority if the signs are stolen to pursue theft charges. Sheriff also indicated a photo or video of person stealing signs in the future would be very helpful for them to pursue theft charges.

Dan also reminded Geary that we can reach out to Bobby Furst if we need an electric post-hole digger.

**TO DO**: Mike Michelin is willing to install a new speed limit sign at Uphill and Doggie Trail using cement to secure the post and more secure bolts on the sign. We will also place a wildlife camera near the sign so that theft can be documented.

Additional Dirt: Geary recently requested approval for three additional loads of dirt in case of a rain event. That dirt was delivered and the invoice to Sean Molina was paid in full. We now have 7 loads of dirt stored in the neighborhood at various locations.

Rocks for sides of rolling dip: A few more rocks are required to complete the project for the rolling dip on Uphill Rd. Geary plans to collect rocks from around the neighborhood to help fill in the gaps.

c. Online File Storage Options - Daniel

**Google Drive** (free option):

- Google Drive is what MMNA has currently.
- It offers 15GB of free storage (across Gmail, Google Photos and Google Drive)
- One can confirm amount of space currently being used by MMNA by going here: <https://one.google.com/storage>
- Google Drive files are:
  - Private unless you choose to share them (with one person or several)
  - Can belong to a team, rather than an individual

**Google One** (non-free option):

- Details here: <https://one.google.com/storage>
- Provides 100 GB of storage
- Is \$1.99 per month (pre-pay for \$19.99 a year and save 16%).

Discussion: Daniel has not heard a strong argument for the Board for why we should sign up for the paid version. It's always an option for a later time. Dan reminded the group that he sent an email outlining his thoughts on the matter. Geary asked for clarification about using our MMNA gmail email address when using the Google Drive option (monumentmanorna@gmail.com) Daniel said yes and that we all need to know the password for this email address in order to use it. Dan has the password. Linda asked Daniel if he could provide instructions on how to use the Google Drive option. Daniel agreed. Geary suggested that before we start using the Google Drive that we put together a draft Google Docs protocol. We agreed that no board member will do any work on Google Docs for now.

**TO DO**: Add Google Docs to our next Board Meeting. **Done**✓

## 6. General Discussion Items

a. Mailbox Rental: The board discussed whether we should raise the mailbox fee, also should it be an annual fee or a one-time fee (non-refundable). It could be a way to increase funds for the roads fund. Geary supports charging an annual fee when a mailbox turns over to a new owner. Mark supports a one-time fee. Dan supports a one-time fee. The current fee is \$100 (one-time, nonrefundable) and the new owner is not responsible to pay the cost of changing the mailbox lock).

Discussion: The board agreed that we will charge a new mailbox owner the cost for the locksmith to change the lock with new keys, plus the fee of the locksmith's travel service charge, plus \$150 for the maintenance of the mailboxes. The locksmith costs/labors will be whatever the going rate is for a locksmith at that time.

Decision: Dan made a motion to adopt the following fees and locksmith fees/labor for any new mailbox acquisition. Geary seconded motion. No objections were noted. All in attendance were in favor. New Fees below were adopted.

- \$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.

b. Mailbox manager: Historically, the MMNA President manages the Mailboxes. When Bill Gilman was elected President, it was decided since he does not live in the Manor full-time, that Linda should take over the management of the mailboxes. Since Mark is leaving in March 2023, it does not make sense to have Mark manage the mailboxes.

Decision: Linda was asked if she would continue to manage the mailboxes until next annual meeting election cycle in March 2023. At that time, newly elected president will assume the role of mailbox manager. Linda agreed until March 2023.

## 7. Vision Statement, Mission Statement, Goals:

Discussion: Geary modified the draft strategic plan with board member suggested changes. Daniel proposed the following change:

*Monument Manor is a safe neighborhood with well-maintained roads, dark night skies, quiet surroundings, beautiful desert and neighborhood views, native vegetation, and a place where wildlife can co-exist with human residents. It is a place where residents and property owners collaborate, communicate, cooperate, and socialize. It has a true sense of community.*

Geary proposes that we finalize the strategic plan after we receive and compile the results from the neighborhood poll questionnaire.

**TO DO:** Geary and Terry will finalize neighborhood poll questionnaire. **Done✓**

**TO DO:** Geary will send Linda an email with neighborhood poll questionnaire link. **Done✓**

**TO DO:** Linda will send email with neighborhood poll questionnaire link to neighbors. **Done✓**

**TO DO:** Geary will summarize poll questionnaire results & share with Board. **Done✓**

Latest Draft of the Strategic Plan:

**Monument Manor Neighborhood Association**  
**Strategic Plan**

The purpose of the strategic plan is to guide the board in the conduct of its business on behalf of the residents of the neighborhood. It is intended to help ensure the maintenance of the quality of life in the neighborhood with a focus on roads. It is intended to reflect the wishes of the community, while honoring and maintaining the natural values that make Monument Manor such a unique and special place.

The board of directors will review the plan every three years and update it as needed.

**Mission**

To Maintain and Improve Neighborhood Roads, Quality of Life, and Community

**Vision**

Monument Manor is a safe neighborhood with well-maintained roads, dark night skies, beautiful desert and neighborhood views, native vegetation, and a place where wildlife can co-exist with human residents. It is a place where residents and property owners collaborate, communicate, cooperate, and socialize. It has a true sense of community.

**Goals and Objectives**

1. A high level of membership and participation in the MMNA is achieved.
  - Develop new strategies to increase membership and funding and continue to implement existing ones.
  
2. MMNA roads and other facilities are maintained in good condition and necessary repairs and improvements are completed.
  - Make improvements to manage drainage to reduce erosion and storm damage costs
  - Manage and remove sand build-ups
  - Make storm damage repairs in a timely manner after storms
  - Erect, and maintain needed signage
  - Be able to locate and assess the condition of signs and road improvements
  - Provide, maintain and replace mailbox structures as needed
  
3. The residents of Monument Manor have a knowledge and appreciation of the attributes of our area that increase our quality of life and they actively participate in their maintenance and protection.
  - “Inform MMNA members and residents of issues that could affect the quality of life in the neighborhood/community, including alerts to public meetings related to governmental actions that address matters such as light trespass, noise, short-term rentals, protection of desert vegetation, and etc.”

- Provide information to members and residents about property management, such as how the use of rodenticides can impact wildlife; the impact of non-native plants on the land and how to identify and control them; the use of fencing and other landscaping techniques which preserve desert views, vegetation, and wildlife; and about relevant local ordinances, e.g., light trespass, sound, and off-highway vehicle use.
4. A sense of community is fostered through social interaction.
    - Hold annual neighborhood social events, e.g., annual potluck, holiday party.
    - Hold work parties to repair the roads and potentially for other projects such as collecting seeds and/or planting native plants.
    - Invite specialists to provide presentations on issues of concern and benefit to the community – e.g., someone to talk about the use and benefits of native plants in landscaping.
    - Provide updated and engaging information on the website.
  5. MMNA is well-managed organization with an effective board and engaged membership.
    - Recruit board members with a wide range of talents matched to the needs of the organization and which provide for succession.
    - Develop processes for efficient operations of the organization.
    - Develop additional processes to manage files so that they are well organized, easily retrievable, and accessible.
    - Establish committees as needed that operate efficiently and effectively with a clear purpose.

8. STR Issues

Discussion: Mark asked about MMNA policy about how to handle issues with STRs and neighbors. The group indicated that when a neighbor contacts MMNA with a neighborhood problem that we provide them with contact information for various issues, such as noise, rodenticide, fire hazards, traffic, light pollution). MMNA also sends out informational emails, and does not take a stand on an issue and recommend that neighbors deal with neighbors.

Mark believes that MMNA needs a STR activist. This person could work with STRs on best practices and help neighbors be more successful with STRs complaints and resolution. The group discussed “who is going to do this?” Also, if MMNA takes sides on issues, it may affect our ability to get road fund donations. Do we have any who has a passion about this type of work?

**TODO:** At some point in the future, MMNA could identify groups that are already doing this kind of work and determine how MMNA could link neighbors up to join them.

**TODO:** STR issue for the next board meeting. **Done✓**

9. FYI: Smell in the Neighborhood:

Discussion: Linda was contacted by neighbors living on Old Vine Rd about a rancid smell that is happening more often but they can’t locate it. The neighbors said that they checked their nextdoor neighbor’s property and the smell isn’t coming from there. Linda contacted all the Board members to see if they had smelled anything. Daniel indicated that he occasionally smells it but also can’t determine location. Daniel reached out to the neighbors to discuss the issue.

8. Coyote with possible mange in Monument Manor:

Linda was contacted by a neighbor indicated that they may have seen a coyote with mange on three different occasions. Still unclear if the animal had mange. Linda reached out to Daniel, as the JTNP/MMNA liaison, and he reached out to JTNP to let them know that there might be a coyote with mange seen at the park's edge. JTNP responded and indicated that neighbors should contact County Animal Control, who could catch the animal and treat it for mange. Linda put together a draft email to send out to neighbors and Mark disagreed with the approach in the email.

**TO DO:** Mark will contact County Animal Control. **Done✓**

**TO DO:** Mark will rewrite the email. **Done✓**

**TO DO:** Mark and Chris Crow will contact Homestead Modern (who manages several STRs in area who use bait boxes at their properties in order to protect their guests cars from rat damage.

9. Next meeting date, time and location.

**September 6, 2022 @ 4:45pm**

10. Adjourned at 6:48pm.