

**SHANNON VALLEY HOMES ASSOCIATION
BOARD MINUTES**

March 4, 2004

8:00 PM

Reece-Nichols Real Estate Office
Shannon Valley Shopping Center

Board and Committee Members:

Present: Sue Wildgen, Vern Koeppen, Rick Bethay, Rich Triola, Dave Eslinger, Paul Wildgen, Tim Elliott

Absent: Linda Nease

Guests: Serge and Sarah Hansel, Brian & Trisha Beaman

Proceedings:

The meeting was called to order by President Sue Wildgen at 8:05 p.m.

February minutes were submitted for approval. MOTION made and seconded that the minutes be approved as amended. The vote was 2-0. There were 2 that abstained because they had not had time to review the amended minutes. This vote was tabled until the April meeting.

Communications Report provided by Paul Wildgen, Chair & Dave Eslinger, Board Member

Dave reported that the SVHA website is up and running. There are emails set for all Board & Committee members that will need to be monitored by each member. Dave is monitoring the generic emails.

Paul Wildgen reported that the minutes and agenda are on the site in pdf files.

Dave suggested that we may want to offer advertising on each page of the website in order to defray costs of the site. How many ads? How much per ad? Paul said that someone would have to be responsible for monitoring when the ads expire, notify the homeowner, and find out if they want to renew their ad or not.

Sue suggested that Dave & Paul come up with a plan for offering advertising on the website. MOTION was made that they come up with such a plan for the April meeting, seconded, and passed.

Planning Committee Report submitted by Richard Triola, Board Member

Rich submitted a draft proposal for the Board to review. The purpose of the Planning Committee is to provide a "rolling" 5 year road map for the SVHA to follow. This plan will then be submitted to the Board for approval. All actions of the Planning Committee must be approved by the Board.

Tim Elliott will be the Planning Committee Chair and Rich Triola will be the Vice-Chair. Tim and Rich will add other homeowners to their committee. They will hold monthly meetings and submit a Planning Committee Report at the April Board meeting.

Activities Report provided by Chair, Linda Nease

Linda Nease, submitted the following report:

Easter Egg Hunt will be April 3rd at 1:00 p.m. with an appearance by the Easter Bunny.
Rainout day will be April 10th.

The 4th of July information will go out later, but plan on the 4th.

Have put out feelers for a SVHA golf tournament, scramble format, possibly June, waiting for response.

The Garage Sale is scheduled for April 30th, May 1st, with preview night on April 29th. Rae Ann Torkkola will be in charge again, but will need help with computer printouts of houses participating and putting up signs.

Treasurer's Report submitted by Rick Bethay, Treasurer

Rick reported that we have collected \$104,012 from SVHA dues: \$90,000 is in our savings account, \$4,056.90 is in the checking account, we having spend \$173.10 on checks & deposit fees, leaving total funds available of \$103,838.90. We still have \$8,388.00 in uncollected dues. We need to have our financial records audited. Rich Triola moved that we put an article in the newsletter to find an auditor to do this. Rick Bethay seconded and the motion passed.

Rick also reported that we will be sending out late notices to the homeowners that have not paid their dues (approximately 40).

Rick will submit the budget for 2004 to all Board Members & Committee Chairs.

Tim Elliott submitted the form necessary to file a lien against the one property that still has outstanding dues. MOTION was made that we file the lien next month, seconded, and passed. Rick Bethay will sign the document as Treasurer of SVHA.

Fence Plans submitted by Brian & Trisha Beaman, Homeowners

Brian and Trisha Beaman submitted plans for a fence they would like to install. The fence is black metal similar in look to wrought iron. They supplied plans, plot drawing, and an Overland Park permit. They have also obtained approval from their neighbors. The Beamans will have a stake survey done before installing the fence. MOTION made that the Board approve the fence installation submitted by the Beamans, seconded and passed.

SVHA Insurance

SVHA By-Laws required that we have insurance. Our insurance is with Scotsdale Insurance. It is the same insurance that we have had in the past. Our policy cost is \$5200 for \$10,000 deductible with \$2 million of coverage.

SVHA Corporate Status

Rick Bethay will call the Kansas Secretary of State and request forms for the Kansas Corporation Registration.

SVHA Bank Accounts

A new signature card must be signed by the following, Sue Wildgen, Rick Bethay, Vern Koeppen, Rick Bethay reported that we don't have to have two signatures on checks but this

has always been done as a safeguard. He also suggested that in the future someone else should do the monthly bank reconciliations.

Bank of America offers on-line banking, which would be a time saver. We will need new procedures if we use on-line banking.

Format of Meetings & Minutes

Sue provided an example of Board of Directors Meeting Minutes for review. A MOTION was made to handle meeting minutes in the future as follows: Kathy Ulm, Administrative Assistant will submit draft meeting minutes to all Board Members & Committee Chairs within three days of the meeting. Board Members and Committee Chairs will respond with any changes within the week. Revisions will be made and a final edited version will be emailed to Sue Wildgen, President with a carbon copy to Webmaster. The motion was seconded and passed.

Newsletter

A draft of the Spring Newsletter was submitted by Kathy Ulm, Admin Asst. Board Members will review and email all additions or changes to Kathy. She will make changes and submit to Sue Wildgen for final approval.

Other Business

MOTION was made that we put up signs announcing the website, seconded and passed. Sue will check on sign costs.

The meeting adjourned at 10:30 p.m.

Minutes submitted by Administrative Assistant, Kathy Ulm

ACTION ITEMS

President - signs for website announcement, final approval on minutes & newsletter

Communications – advertising on website plan

Planning – establish committee & report at April meeting

Treasurer – budget report to all members, corporate status

Admin Asst – submit meeting minutes to all members, draft & final

Admin Asst – finalize newsletter, have printed & mailed

All – review minutes & submit changes

All – review newsletter & submit changes