

**MINUTES**  
**SPECIAL MEETING OF THE HVPOA BOARD**  
**November 16, 2017 – 6:30 p.m.**  
**Rion Buswell's House**  
**10032 E Meadow Run**

Board Member Attendees: Daryl Gruneisen, Rion Buswell, Tammy Myers, Kelly Hopper, Jim Trevino, Vern Martin, Sarah Radunsky

**I. GOAL SETTING – Start 6:42pm**

1. Define Meeting Objective
  - a. Community friendly board that has a positive impact on the Village
  - b. Create a connected community to get owners invested and involved by developing viable and meaningful goals
2. Brainstorm Goals
  - Balanced budget
  - Increased participation by owners
  - Effective board
  - Informed community
3. Prioritize Goals
  - Balanced Budget #1
  - Increased participation by owners #2
  - Informed community #3
  - Effective board #4
4. Define Goals and Set Specifics – SMART goals
  - A. Balanced Budget 2018
    - Reason: A healthy, stable community needs a solid financial foundation to be sustainable
    - Lead: Tammy
    - Resources: CPA help possibility
    - Considerations: Increase revenue / decrease costs
      - Eliminate activities
      - Increase cost of activities
      - Revise invoice and personalize to owner
      - Amended cover letter for the invoice
      - Eliminate earmarking for donations
      - Cut back on mailings
    - Specifics:
      - Update invoice and cover letter
        - Provide average of last 3 years' revenues and expenditures
        - Liability issues
        - Unexpected expenses
        - Extra maintenance expenses (POA property)
        - Picnic changes

- Identify ways to reduce mailing/printing costs
  - Determine when mailings to 100% of owners are required
- Timeline: Dec 2018
- Attained: Balanced budget at year end

B. Increased participation by owners

- Reason: Increase revenue; bring people together to care about the community; create a sense of teamwork; establish problem-solving; more goal participation
- Lead: Sarah
- Resources: Survey Monkey
- Considerations:
  - Solicit feedback from the owners – surveys and discussion
  - Create less formal / more interactive environment
  - Consider other (new) activities
- Specifics:
  - Think about re-implementing Filing leaders
  - Utilize General Meetings and one on one discussions for feedback
  - Create Survey Monkey to gather feedback
  - Explore Neighbor helping Neighbor program
  - Feature neighbors with longevity in HV and/or neighbors who are new
  - Acknowledge owners who have volunteered in the community
    - Nominate a neighbor for their positive contributions
  - Request introductions at general meetings more creatively
- Timeline:
  - Implement surveys by end of Jan2018
  - Finish feedback gathering by Jun2018
- Attained:
  - Utilize recent sign-in sheets for baseline
  - Increased general meeting attendance - # of participants
  - Increased activity attendance - # activities & participants
  - Monitor semi-annually

C. Informed community – HOLD for next meeting

D. Effective board – HOLD for next meeting

## **II. Next Meetings**

1. Goal Setting Continuation Meeting
  - a. Thurs, 11/30 @ 7pm
  - b. Host: Jim Trevino's house – 6815 N Trailway Circle
2. Board Meeting
  - a. Decide at 11/30 meeting if additional meeting is needed

**III. Adjourn** – End 9:14pm