

# ***Welcome to Evergreen Acres***



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# About Evergreen Acres

The property now known as Evergreen Acres was purchased in March 1993. It was started with platting with Boone County, however, there was a problem with obtaining utilities for the homes. The City of Columbia would not allow a connection to Water District 3 unless the developer annexed the property into the city limits of Columbia. So in 1996, the developer petitioned the City of Columbia to annex the property and it was accepted. The platting was for 99 home sites. The first house was started on Lot 8, which is now 5800 Redwing Drive, and completed in 1994 with the occupants moving in at that time.

# Evergreen Acres Association Purpose

“To promote and encourage the safety, improvement, communications, and general quality of life in this neighborhood. We are committed to be a liaison with government agencies on issues that affect our neighborhood.”

## Membership Guidelines for Neighborhood Association

1. Must be a homeowner on Redwing Drive, Kelsey Drive, Lentz Drive, Irma Drive, or Shamrock Drive.
2. Payment of yearly dues in the amount of \$40.00 per household. Please make payment to “Evergreen Acres Association” and mail to the treasurer.

## EVERGREEN ACRES NEIGHBORHOOD ASSOCIATION

### By Laws

#### ARTICLE I: Name, Boundaries, Membership, and Purpose

1. The name of the organization shall be the EVERGREEN ACRES NEIGHBORHOOD ASSOCIATION (or EANA).
2. The association boundaries are as follows:  
Perimeter streets include Kelsey Drive, Redwing Drive, Irma Drive and Shamrock Drive. Also, included within this perimeter is Lentz Drive.
3. Any person aged 18 or older who resides, leases, or owns real estate in the neighborhood is eligible for membership in the EANA. Membership includes paying the dues with one vote per membership and one membership per household. Empty lots are exempt from membership.
4. The purpose of the EANA is to facilitate communication between the members and with the City of Columbia; and to identify, consider, and take appropriate action on matters of neighborhood concern.

#### ARTICLE II: Officers

1. The President will be elected yearly and preside over regular and special meetings. He will accept reports from the Committees and plan related actions (See job description in packet)
2. The Vice-President shall perform the duties of the President in the absence of the President. He is to help facilitate Committee activities. (See job description in packet)
3. The Treasurer shall keep the Funds for the neighborhood and present financial records of the income from dues and all expenditures to the members on a quarterly basis by email or by request. If email is not available, an account shall be established at Boone County National Bank. The Assistant Treasurer shall be the second person on the bank account and help in the treasurer's absence.
4. The Secretary shall keep the minutes of all meetings of the Association and handle correspondence and prepare meeting notes. He shall send out a copy of the minutes by email after each meeting to allow those who had conflicts and missed the meeting the privilege of knowing the actions of the group. He needs to assist the group in handling correspondence- Filers and etc. as needed.
5. Elections will occur during the month of September annually, and additionally if a special meeting is called by the President

#### ARTICLE III: Meetings

1. There shall be an annual meeting in September each year. At least 7 days notice is required. Special meeting may occur with at least three days advanced notice.
2. Quorums for any meeting shall consist of those members and officers in attendance. A simple majority vote by show of hands or by a yes or nay vote shall decide all matters for the EANA. In case of a tie vote, a coin toss shall resolve the matter.
3. Announcement for meetings will be conducted by word of mouth, telephone call, or by letter from the President after the Secretary helps prepare the letter. Email has is the primary method of spreading the word when available.

#### ARTICLE IV : Amendments

1. These By-Laws may be amended, repealed, or new By-Laws may be adopted by a majority vote of the membership at any annual or special meeting.

#### ARTICLE V; Membership Dues

1. Membership dues consist of payment of an annual fee. The fee is \$30.00 . The amount is determined by the EANA at the annual meeting. New members may join at any time .
2. The fees go toward neighborhood social activities, improvements to the neighborhood, & other costs determined by a majority vote of the members.
3. The fees are due March 1 of each year. Please send to Treasurer.

#### ARTICLE VI; Dissolution

1. If there is no election of officers for a period of twenty-five consecutive months, the EANA shall then be considered dissolved. Any residual funds in the treasure will be donated to the Salvation Army.

Committees: Social, Compliance, Safety, Beautification and Welcome Packet Committees are made up by Volunteers The Architectural Committee is set by the Covenants.

# Benefits of Membership to the Neighborhood Association

1. Voting privileges at meetings. One vote per household.
2. Dues used to pay for various neighborhood projects and/or activities:
  - a. Mowing of entrance off Lake of the Woods road.
  - b. Supplies with some food provided for neighborhood gatherings.
3. Committee Participation
4. Social time with neighbors at carry-in picnics/parties.
5. Group voice for public input regarding neighborhood issues (ie. surrounding development, crime, etc.)
6. Protection of home values through accountability to covenants.

# Evergreen Acres Officer Job Descriptions

1. All positions are elected on a yearly basis
2. One scheduled business session per year with the option of additional meetings as called by the president
3. Committees are made up of volunteers and meet at least once a year, member commitment is for a minimum of one year and is ongoing for longer unless declined by the member.

## **Job Descriptions**

### **I. President**

- A. Make a meeting agenda and conduct the meeting.
- B. Sign off on Compliance to the Covenant issues.
- C. Implement business issues voted on by the membership.
- D. Work with the six different Committees and attend their meetings if possible.
- E. Work with the Neighborhood Watch Program and the Block Captains. Set up a yearly meeting with the Block Captains to help them in their work.
- F. Make friendly visits with new neighbors and make them aware of the email Welcome Packet including the Covenants. If they do not have email, a hard copy will be available.
- G. Make a contract with the best mowing company for right-of-way care along with the Treasurer.
- H. Keep copies of all Non-Compliance letters and forward a copy to the Architectural Committee for their follow up if compliance is not gained.
- I. Keep copies of all correspondence with other outside groups that concern the neighborhood such as issues taken to the City Council.

### **II. Vice President**

- A. Assist the President.
- B. Fill in for President in his/her absence.
- C. Facilitate organizing the 5 Volunteer Committees to meet once a year to make their goals and plans for the year
- D. Obtain the 5 Committee meeting reports and share with membership.
- E. Assist new residents in getting access to the Welcome Packet - either by email or a hard copy.

### **III. Secretary**

- A. Take and compile business meeting minutes and keep for reference and future meetings.
- B. Be prepared for reading the minutes in the business sessions.



- C. Notify ALL residents of any upcoming meetings, picnics, work sessions etc. This can be done by using emails, fliers, and word of mouth. Those without email addresses need to receive door mails.
- D. Share minutes of meeting with ALL residents so they are abreast of decisions voted on by the membership.
- E. Assist in keeping email addresses current to help the Treasurer and Welcome Packet Committee

**IV. Treasurer**

- A. Receive and Deposit membership dues.
- B. Have access to a Bank Account at Boone County National Bank.
- C. Pay bills as directed by the membership which would include such things as mowing of the right-of-way, picnic supplies, etc.
- D. Justify the monthly Bank statements.
- E. Share quarterly financial reports with the membership via email. Those without email addresses may request a hard copy.
- F. Notify ALL residents of the yearly membership dues in May/June. New memberships at other times of the year will be prorated by the treasurer. Since the mowing season consumes most of our expenses, dues need to come in at the start of that season so funds are available to pay the bills.
- G. Help in making the contract with the mowing companies along with the President.
- H. Share home and email addresses gained as dues come in with the Secretary and Welcome Packet Committee.

**V. Assistant Treasurer**

- A. Assist the treasurer as needed.
- B. Be the second person on the account as required by the Bank.
- C. Read reports in the treasurer's absence.



# Evergreen Acres Association Current Officers - 2020

**PRESIDENT:** Dana Hinerman

**VICE PRESIDENT:** Cedrick Lakes

**SECRETARY:** Brittany Woods

**TREASURER:** Pam Hiller

# Evergreen Acres Voluntary or Set Committees

Goals/Duties: Sign up sheets are available at the annual business session. The goal is to have at least 4 members in all but one committee. One year commitment.

## **I. Social Committee**

- A. Plan menu for all neighborhood picnics/parties.
- B. Work with the Secretary to get the information out to all residents.
- C. Solicit help from residents in getting tables (etc.) necessary for placement of meal items (like carry in dishes, drinks, etc.).
- D. Purchase necessary supplies and present the bill to the Treasurer for reimbursement.
- E. Inform residents of meal plans - like if carry in and if meat or drink will be provided.
- F. Members needed: 4

## **II. Safety Committee**

- A. Look for safety issues in the neighborhood.
- B. Work with the Neighborhood Watch Captains to facilitate and inform the group of possible solutions to any safety issue.
- C. Work with the President if there are concerns that need outside assistance to correct. Make use of all resources to help correct problems in the area.
- D. Members needed: 4

## **III. Compliance Committee**

- A. Address all Covenant violations.
- B. Facilitate an official letter to the homeowner in violation. A copy of this letter needs to be sent to the President and to the Architectural Committee.
- C. Work with the Welcome Packet Committee to get a copy of the Covenants to each homeowner either by email or hardcopy. This makes the homeowner aware of the guidelines to follow if they choose to live in Evergreen Acres Subdivision.
- D. Realtors are also responsible to hand new homeowners a copy of the Covenants but not all do. Thus this committee needs to confirm if the homeowner has received a copy.
- E. Take unresolved compliance issues to the Architectural Committee for further legal action.
- F. Members needed: At least 4

## **IV. Beautification Committee**

- A. Maintain the two landscape areas developed in 2012.

- B. Take volunteers to also assist in weeding and watering as necessary.
- C. Help homeowners to be aware of the ascetics of their property by sending a friendly reminder letter. Examples include: not mowing the grass or lack of tree or shrub care.
- D. Take major problems to the Compliance Committee for facilitating the issues.
- E. Members needed: At least 4

**V. Welcome Packet Committee**

- A. Make up some hard copies of the Welcome Packets.
- B. Upgrade the email versions at least once a year. This method decreases printing cost.
- C. If voted on by the membership, develop a DVD of the Covenants which is very long to hand to new homeowners. It is also on email, but the homeowner would need to print out many pages. Some may not have email addresses.
- D. It is an ongoing task to keep email addresses current. Obtain address changes or new ones from the secretary, treasurer, or stagg as they become known. This is also on email for fast correction and available to send to membership.
- E. Members needed: 2 along with Treasurer and Secretary to make 4.

**VI. Architectural Committee**

- A. Deal with non-compliance to the Covenants after the efforts of the Compliance Committee.
- B. They can address any issue in the subdivision.
- C. Members are set by the Covenants.

# Committees and Current Members - 2019

Volunteers are always welcome to serve for a 1 year minimum term.  
The Vice President is to coordinate the committees with a meeting minimum of one per year.

## **Social/Welcome Committee (Need 4 Members)**

1. Anna Creech
2. Sylvia Taylor
- 3.
- 4.

## **Compliance Committee (Need 4 Members)**

1. Justin Hiller
2. Brittany Woods
- 3.

## **Safety Committee (Need 4 Members)**

- 1.
- 2.
- 3.
- 4.

## **Beautification Committee (Need 6 Members)**

1. Anna Creech
2. Rick Kaufmann
3. Brittany Woods
- 4.
- 5.

# Evergreen Acres Association

## Dues Payment Form

Due Date For Annual Dues is March 1st of Each Year

Dues are \$40.00 Per Year

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_

Return Payment to **Pam Hiller** - Treasurer at:

5802 Redwing Dr

Columbia, MO 65202

Make Checks Payable to **Evergreen Acres Association**

# Neighborhood Watch Program

**Purpose:** To assist law enforcement in providing a safe environment by reporting suspicious activity observed.

## **Block Captains:**

- **Redwing Drive** - Sylvia Taylor
- **Kelsey Drive** - Tom Weable
- **Irma Drive** - Position Open
- **Shamrock Drive** - Position Open

**Monthly E-Mail Crime Reports:** Forwarded by Tom Weable.

For current neighborhood watch members, please see information page in the welcome packet.

To become part of the Neighborhood Watch Program and be included in crime updates, please fill out the application form located in the information section. Return the form to the appropriate block captain or to the Association President.

# Important Contact Information for the Neighborhood Watch:

**Police Non-Emergency Line:** 573-442-6131

**Crime Prevention:** 573-874-7405

**Crimestoppers:** 573-875-TIPS

**Emergency:** 911

If ever in doubt, call 911 to report suspicious activity!



# Neighborhood Watch Program Block Captain Job Descriptions

- I. Serve for a one year term
- II. Volunteer obtained for one of the four streets in the neighborhood
- III. Volunteers should have attended one Neighborhood Watch Training Session to be eligible for the City Registry. The training sessions are held four times a year and involve seeing a video on crime and hearing from a police representative.
- IV. Observe any unusual activities on their street or in the neighborhood in general.
- V. Take concerns from the neighbors and report to police representatives. If it is an immediate issue, the residents should call law enforcement.
- VI. Encourage residents to report any unusual activities in their area to law enforcement and share with block captains so they can relay those concerns to residents in their area.
- VII. Have each resident fill out an application form and hand back in to the block captains.
- VIII. One designated member is the liaison between the watch program representative and the block captains. That member should send out the monthly crime report from the City and send out the training session information as it is available. This person is the city's police representative contact person who should then report to the block captains.

Members required for program:

- A. Watch Liaison
- B. Block Captain for Kelsey Drive
- C. Block Captain for Redwing Drive
- D. Block Captain for Irma Drive
- E. Block Captain for Shamrock Drive

# Neighborhood Watch Family Information Form

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Children: \_\_\_\_\_

Special Health Concerns: \_\_\_\_\_

Other Important Information: \_\_\_\_\_

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Please return completed form to Neighborhood Watch Block Captains or the Association President

# Additional Information:

The Evergreen Acres website is at

<https://www.evergreenacrescomo.com>

The following is available upon request via E-Mail:

- Neighborhood Watch E-Mail, Phone, and Address List