

Minutes  
Deane Gardenhome Board Meeting  
Huntington Beach, CA

2.11.2015  
Boerner Residence  
9442 Hazelbrook  
6:00 PM

Present- President Ivan Hulka, Vice President Richard Boerner, Treasurer Kevin O'Connor, Secretary Lore Hynes, Landscape Martha Werth, Architecture Joe Mulvihill, Member at Large Jim Edwards, Accountant Tammy Becker

Actions items on these minutes will be marked with [A] and listed at the end.

The Minutes of the December 2014 were approved by Ivan Hulka, seconded by Joe Mulvihill.

## I. Report of Officers

### **President**

- Verified that our insurance is up to date.
- Counting meter for our website: Joe Mulvihill motioned that it was unnecessary. Lore Hynes seconded; all in favor. We will not put a counting meter on our website.

### **Vice President**

- Nothing to report

### **Secretary**

- Lore Hynes had nothing to report

### **Treasurer**

- New accountant Tammy Becker in attendance.
- Financial Statements will be summaries. Detailed reports available on request.
- Will generate a trend of our expenses over the past years so that we can create a budget.
- Tammy will send trend report to Treasurer Kevin O'Connor so that he can create our budget. [A]
- Invoices need to be updated with our Delinquency Policy; Lore to draft and send to Tammy. [A]
- Electronic Banking; Richard Boerner will go to bank to initiate the online banking. [A]
- Concord Escrow still owes \$100 for outstanding invoice. Lore will check on the invoice. [A]

## Architecture

- Verizon FIOS will not set up in our neighborhood due to high costs of the infrastructure.
- Neighbor on Candlewood to be notified about the deterioration of the paint external walls of house [A]

## Landscape

- Boulders will replace some dying plants. This will keep maintenance costs down and remain in keeping with the landscape design.

## II. Old Action Items

- Kevin draft letters to homeowners re: noncompliance- FORWARD TO NEXT MEETING
- Docusign set up- NOT DONE
- Need "Approval for Payment" pages- Lore has them on file and will email them to board members.
- ~~Joe Mulvihill the task of contracting Verizon FIOS to assess what needs to be done to install in our neighborhood.~~ DONE

## III. New Business

- Annual meeting coming up. Lore will secure Edison Community Center room for April 30 2015. [A]
- Annual meeting timeline:
  - Feb - Lore get information from Joe regarding management company fees
  - March 1 - Nomination forms distributed via drop offs
  - March 15 - Nomination forms due back in to Ivan Hulka residence.
  - March 23 - Meeting 6PM Ivan Hulka 20252 Ramona; Ballots to be stuffed and stamped
  - April 1- Ballots mailed
  - April 15- deadline to get ballots back in (Ivan Hulka residence)
  - April 15- determine if we need to walk neighborhood to get a quorum.
  - April 30- Election
- Need to increase involvement in the Board
  - Nomination forms will entreat volunteerism by comparing dues before and after hiring a management company. Lore will draft this. [A] Joe Mulvihill will get costing information. [A]
  - How to change By-Laws so that previous Board Members can serve another term after a period of time has passed. Joe Mulvihill will research this. [A]
- Nomination forms will include a welcome to new neighbors and an invitation to meet and greet at the next board meeting.

## IV. New Action Items

- **Richard Boerner**
  - Go to Union Bank to initiate online access
- **Lore Hynes**
  - Draft a delinquency policy blurb for invoicing; will send to Tammy
  - Send out the “Approval for Payment” pages to board members
  - Secure Edison Community Center room for annual meeting
  - Email Concord Escrow re: unpaid invoice.
  - Draft the nomination forms with special notice that volunteerism keeps dues down and meet and greet invitation to new homeowners.
- **Joe Mulvihill**
  - Get property management information
  - Letter to neighbor on Ramona regarding painting that needs to be maintained (forwarded from last meeting).
  - Research changing By-Laws to change the terms for board members
- **Kevin O’Connor**
  - Create budget with Trendline
  - Send letters out for non compliance [forwarded from last meeting]

## V. Adjournment

- 7:26pm: Motion to adjourn meeting by Ivan Hulka; seconded by Kevin O’Connor; all in favor

ATTEST: Ivan Hulka, Martha Werth

## **Meeting Ground Rules for Deane Garden Board Meetings**

1. Only one person speaks at a time; no one will interrupt while someone is speaking. (I suggest : write a note if you like to ask/ comment , so you don't forget)
2. Each person expresses their own views, rather than speaking for others at the table or attributing motives to them.
3. Avoid grandstanding (i.e., extended comments/speaking), so that every one has a fair chance to speak. (and we finish within one hour)
4. No personal attacks. Challenge ideas, not people.
5. Everybody agrees to make a strong effort to stay on track with the agenda and to move the deliberations forward.
6. Everybody will seek to focus on the merits of what is being said, making a good faith effort to understand the concerns of others. Questions of clarification are encouraged.
7. Everybody will follow the “no surprises” rule. Concerns should be voiced when they arise, not later in the deliberations when a “surprise” objection is raised.
8. Get to the “Point”, so it is fast and clear .
9. Board, can modify or add this rules as needed.