

Minutes
Deane Gardenhome Association
Huntington Beach, CA

12.03.2015
6:00 pm

Meeting called to order at 6:05 pm

I. Attendance/ Introductions

Present: Ivan Hulka, Richard Boerner Lore Hynes, Martha Werth, Scott Abeyta, Jim Edwards

Absent: John Hodge, Joe Mulvihill Kevin O'Connor

II. Approval of Minutes

- Richard Boerner motioned to approve minutes from the October meeting. Ivan seconded. All in favor. Motion carried.

III. Report of Officers

President

- nothing to report

Vice President

- nothing to report

Treasurer

- not present

Secretary

- Received request from homeowner Frank Shover to email his invoice

Architectural Committee

- not present

Landscape Committee

- Tree trimming completed, Poinsettias in place for holidays.

IV. New Business / Open Discussion

- 2016 Invoices will need to be sent before the end of the year. **Action Items: 1) Lore will send Bookkeeper an email requesting the invoices to be generated with the Delinquency Policy which she will include in the email, 2) Ivan will collect invoices from bookkeeping office, 3) Scott will provide envelopes and postage**

- Location of HOA Tax ID number discussed. **Action Item: Ivan will check with Kevin to see if it can be located in Treasurers boxes.**
- With the assumption that Lot 124 is up to date on their dues Lore Hynes motioned to forgive late fees. Ivan seconded. Motion carried.
- Discussion questioning our liability coverage. **Action Item: Lore will contact insurance company to inquire.**
- Jim Edwards brought up the subject of Architectural compliance regarding items left on rooftops. **Action Item: Joe Mulvihill was tasked with making a recommendation within keeping of the CCRs.**
- Discussion regarding Bookkeeping tasks. Scott Abeyta suggested having an explicit contract delineating timeline of responsibilities of the bookkeeper. Suggested that the bookkeeper be required to attend bi annual meetings; June and December. Suggestion that a board member be responsible to check post office box and then deliver payments and invoices to bookkeeper. **Action item: Richard will get PO box key from Tammy and take on the responsibility.**

V. Old Action Items

- **Kevin O'Connor**

- Discuss with Tammy Becker: Landscaping Invoices to be paid in a timely manner (1 week), Trend report. STATUS UNKNOWN.
- Review Lot 124 documentation of payments and discuss with Tammy. This needs to be done before the next meeting so that we can vote on whether or not to waive the late fees that have been charged. STATUS UNKNOWN.
- Have Tammy generate Annual Bills for December mailings. This needs to be done before the next meeting which is December 3 so that we can review them. NOT DONE; PUSH FORWARD
 - * The statements should include the option to pay quarterly or annually. The due dates for the quarterly payments shall be the fifth day of the first month of a new quarter; January 5, April 5, July 5, October 5. PUSH FORWARD
- Look through Treasurer boxes for old tax returns. PUSH FORWARD

- **Lore Hynes**

- ~~email reimbursement forms to Richard and Scott~~ DONE

- **Martha Werth**

- Research solar lighting options for DG entrance signs WILL PURSUE IN 2016

VI. New Action Items

- **Ivan**

- will check with Kevin to see if it can be located in Treasurers boxes.
- collect invoices from bookkeeping office

- **Lore**
 - contact insurance company to inquire regarding Board Member coverage.
 - send out request for invoices to bookkeeper
- **Joe Mulvihill**
 - Regarding items left on rooftops: make a recommendation within keeping of the CCRs.
- **Richard Boerner**
 - Get PO box key from Tammy and take on the responsibility of checking mail.
- **Scott Abeyta**
 - provide envelopes for invoice stuffing on December 21.

VII. Adjournment

Motion to adjourn meeting made by Ivan Hulka, Lore Hynes seconded. Meeting was adjourned at 7:21pm.

INVOICE STUFFING DECEMBER 21, 6PM, IVAN HULKA RESIDENCE
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NEXT BOARD MEETING FEBRUARY 18, 6PM, IVAN HULKA RESIDENCE
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