

DEANE GARDENHOME ASSOCIATION

P.O. Box 6503, Huntington Beach, CA 92615

DGHOA.HB@gmail.com

BOARD OF DIRECTORS

POSITION: PRESIDENT

DUTIES: Presides over regular meeting of the Board, sets policy, agenda, schedules, priorities and assigns tasks. Monitors the DGHA website and communicates CC&R violations.

POSITION: VICE PRESIDENT

DUTIES: The Vice President will share the responsibilities of the President's office and as delegated. Coordinate with real estate and escrow authorities during changes in Gardenhome ownership, ensuring that new DGH buyers receive copies of the CC&R/Bylaws, outstanding balance owed to the Association. Coordinate escrow transfer fee.

POSITION: SECRETARY

DUTIES: The Secretary shall record the votes and keep the Minutes of all meetings and proceedings of the Board and of the members; serve notice of meetings of the Board and of the members; and shall perform other duties as required by the Board, and may co-sign checks. Coordinate all documents related to Annual Election and Annual Meeting. Make arrangements for the meeting location.

POSITION: TREASURER

DUTIES: The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and may disburse such funds as directed by resolution of the Board of Directors. Keep proper books of account. Prepares and mails your regular dues statements, monitors timely collection of dues. Banking and pays our expenses and taxes. Prepare the annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting. Back up for collection of mail.

POSITION: MEMBER AT LARGE

DUTIES: This job is to support and assist the various board members as needed. In addition, you will have to collect the mail from the mail box and deliver it to the Treasurer. Collection days will vary depending on the time of year.

COMMITTEES

LANDSCAPE- Works closely with the homeowners and gardener to maintain and improve the existing landscaping.

ARCHITECTURE- Reviews and approves plans and specifications submitted by Homeowners for approval. These include, but are not limited to, house repainting, wall replacement and all new construction.