**DLPOA Board Meeting Minutes**

**Oct 2nd, 2019 – 7:30 pm At DLPOA Riding Ring (85 Buckskin)**

**board: A. Power, B. Farrokh-Siar, J. Zack, J. Jacobson, J. Litchfield.**

**Audience: AJ Poulin, Paul Schwartz, Jason Gallien, And GUEST of honor: Jim Hussey**

1. **Call Meeting to Order –** 7:42 PM
2. **Prior Meeting Minutes –** The beautifulSeptember minutes were approved.
3. **Treasurer’s Report –** J. Zack presented treasury report showing $59K currently in our checking account with some stray checks and diddies still coming in. Current Dues report has not yet been consolidated. Needs to be done before we knock on doors to get Ballots for upcoming election. J. Zack will kick Glenn off the family computer and get this done this weekend.
4. **New and Recurring Topics / Follow-up Items:**
	* BBQ Review – DJ and bartender were a lot cheaper this year; $500 for DJ and $150 for bartender. (I like the DJ even more now that I know the price). We made approximately $2,900 in income on the BBQ but spent about $5,500, so a net loss again.
	* Upcoming Annual Meeting – J. Jacobson has reserved the City Hall room and while there also retrieved the security deposit check from last year.
	* Nominees for upcoming November 2019 Election - the four nominees have been published in Hoofbeats with pictures and short Bios; Julia Ambrose, Suzette James, Robyn Pick and incumbent Andrew Power.
	* Halloween Preparations – J. Litchfield reported that 2 deputy Sheriffs have been "reserved" and will be in the intersection Dapplegray & Buckskin as usual from 17:00 – 22:00. Mike Goldsmith has volunteered to provide the lights for them. A blast e-mail will be sent to neighborhood asking for everyone to provide their address if they are hosting a party for Deputies to have during the night.
	* Website Maintenance – Sarah Khory who volunteered to maintain the DLPOA website has been too busy to do anything. AJ Poulin offered up Hunter Poulin at a rate of $250 to revamp the entire website and then $50/month to maintain it. We will search for another unpaid volunteer to take it on before committing funds to maintain it.
	* Establishing Operating Budgets for Committees – B. Farrokh-Siar suggested setting up operating budgets for each committee in order to make decisions smoother and faster. Board decided to table this issue until new Board is elected.
5. **Committee Reports:**
	* Ring Committee - J. Litchfield reported Joe Litchfield is doing a fabulous job with the ring.
	* Architectural Committee – Tom Tenney (18 Sorrel) is bringing his plan for a pool and pool-house to the committee for review.
	* Welcoming Committee – We are waiting for new home owners at 4 Dapplegray to arrive before welcoming the next 3 new home owners. Escrow company for 4 Dapplegray have offered to pay the delinquent dues dating back to 2013. Jason Gallien volunteered to provide them the info needed.
	* Membership Committee – Nothing to report as the list is not yet reconciled with the checks that have arrived since end of summer.
6. **Calendar Review:** Next meeting will be held at RHE City Hall Nov 6th at 7 PM.
7. **Audience Discussion / Concerns –** Jim Hussey presented the current insurance coverage. Board asked to get a new quote to increase coverage for Board members as well as Liability coverage. Jim will get back to us. Our current annual premium is $5,404.
8. **Adjournment** 8:32 PM

**Board Duties & Calendar Reminders**

**December:**

* Select Executive Officers
* Update Bank Signatories via Board Resolution
* Update Board Contact Information on Website
* Update Board Contact Information with City of Rolling Hills Estates
* Update Board Contact Information with DLPOA Insurance
* Pay Property Taxes – 1st Instalment

**January:**

* Review Annual Budget
* Solicit Suggestions for Capital Improvement Projects for New Fiscal Year

**February:**

* Approve for Capital Improvement Projects for New Fiscal Year
* Confirm Horse Show Dates and Volunteers

**April:**

* Pay property Taxes – 2nd Instalment

**May:**

* Review and Approve Annual Dues Amount & Notice
* Confirm Summer Barbeque Date

**June:**

* Distribute Annual Dues Notice

**July:**

* Compile Fiscal Year Financials for Federal Tax Return

**August:**

* President to appoint Nominating Committee
* Publish number of board seat openings in Hoofbeats and solicit interested members
* Make initial contact with LA County Sheriff Office to obtain Halloween security detail

**September:**

* Confirm eligibility of Nominating Committee recommendations
* Publish election date and Nominee’s in Hoofbeats
* Confirm LA County Sheriff Office Halloween security
* Reserve RHE City Hall facility for November Election and provide proof of insurance to RHE

**October:**

* Re-Publish election date and Nominee’s in Hoofbeats
* Confirm volunteers for Halloween Security