**DLPOA Board Meeting Minutes**

**Feb 5TH, 2020 – 7:30 pm At 44 Dapplegray**

board: B. Farrokh-Siar, J. Jacobson, R. Pick, S. James, j. ambrose, J. Hatch, A. Power.

Audience: Paul Schwartz, Adam Pick, Keith Kelly, Kelly Yates, Paul Pham.

1. **Call Meeting to Order –** 7:30PM
2. **Prior Meeting Minutes –** The January meeting minutes were approved.
3. **Treasurer’s Report –** J. Ambrose raised the question on how we should preserve our treasury records. They are currently being stored on a thumb drive that’s been passed around a few times. Each treasurer needs to download info to Quicken. Do we have a backup on a hard drive? An option would be to subscribe to Quickbooks which would run us about $40/month. Suggested reviewing procedures with Jason Gallien prior to making any decisions.
4. **New and Recurring Topics / Follow-up Items:**
	* Suggestions for Capital Improvements – Joe Litchfield sent us a list of suggested needed capital improvements for ring and community center area, which were all discussed. A. Power will work on getting bids for tractor for our next meeting.
5. **Committee Reports:**
	* Safety Committee – J. Hatch met with Jessica from city to review location of our new security cameras. Cameras will remain in the same location as our current ones at #2 Dapplegray. We will keep the monthly charge for the Wi-Fi hotspot for now. Paul Pham will join forces with Julie Hatch to work on cameras that can also see faces. Wording for our security policy was approved. Will add this note to our March edition of Hoofbeats.
	* Ring Committee – K. Yates reported the Micro chipping event was a success! Our horse related event will be called the Dapplegray Lanes Family Fun Day and will take place Sunday May 17th from noon – 5 PM. This will be a DLPOA member’s only event. Beginner riders in the first half of day and advanced group in the second half day. Keith Kelley offered to sponsor the Taco Lady Truck for 3 hours of the day. The horse water fountain broke yesterday and had squirted water all around. Some of the lights at the ring need adjustments/fixing. Motion was made to allocate a budget up to $3,000 to get these two items fixed right away. Motion approved. J. Hatch asked if anyone knew what happened to the million dollars allocated to the equestrian community by the golf course when they made their expansion. She will contact Jessica at the city and find out. Maybe there is a possibility to get some of the funds allocated to equestrian related items we need to improve.
	* Architectural Committee – Nothing new to report.
	* Social Committee - R. Pick confirmed that Jenny Litchfield is organizing our 4th of July event again this year as well as Jenny Zack who will do the Summer Barbeque.
	* Trail Committee – J. Hatch reported that Kathy Glicksman had dropped off a large box with old documents and wondered it Paul Schwartz would be interested in keeping it as our local historian.
	* Welcoming Committee – Nothing new to report.
	* Membership Committee – Nothing new to report.
	* Communication Committee – S. James presented her communications plan.
6. **Calendar Review:** Next meeting will be held on March 11th at 9 Dapplegray, the Ambrose’s home at 7:30PM. Following meeting will be April 8th at the Litchfield’s home at 64 Dapplegray. Date for Easter Egg Hunt is set for Saturday, April 11th.
7. **Audience Discussion / Concerns –** Paul Pham attended the Town hall event at City hall the night before. He informed us the city is trying to figure out how RHE will need to comply with the new series of state laws governing ADU’s. The new law is intended to help address the alleged housing shortage and make ADU developments easier.
8. **Adjournment** 9:00 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