



DAPPLEGRAY LANE PROPERTY OWNERS ASSOCIATION  
85 BUCKSKIN LANE ROLLING HILLS ESTATES CA 90274

**DLPOA BOARD MEETING MINUTES**

MAY 1, 2019 – 7:30 PM AT DLPOA RIDING RING (85 BUCKSKIN)

BOARD: A. POWER, J. ZACK, J. JACOBSON, V. MUSE, J. LITCHFIELD, L. HOYNE

AUDIENCE: JOE LITCHFIELD, PAUL SCHWARTZ, JASON GALLIEN

1. **Call Meeting to Order – 7:36 PM**
2. **Prior Meeting Minutes** – No prior minutes to approve as secretary was absent at last meeting. Notes taken by other board member were delivered at this meeting. Minutes for April and May will be presented at June meeting.
3. **Treasurer's Report** – J. Zack presented treasury report showing \$33K currently in our checking account. Report approved.
4. **New and Recurring Topics / Follow-up Items:**
  - Name plaques on ring – J. Jacobson reported we raised \$9,975 net on plaques for ring donors. The plaques were all mounted prior to the Easter Egg Hunt for all to see. Some home owners inquired at the EEH if they could still donate and receive a name plaque. Jacobson will check with Marie Gallien if this is a possibility. A note will be included in the June Hoffbeats issue with a Thank you to all donors. Per Marie Gallien the cost per plaques was \$19.75 + tax. J. Zack suggested the funds raised should specifically be allocated to Ring maintenance. All board members agreed.
  - Ring maintenance equipment – Per J. Litchfield, John Krambeer have shared his knowledge on how to properly maintain/ drag the ring with the current ring committee members; Joseph Litchfield, Jason Gallien and Von Muse. He suggested dragging twice/week. L. Hoyne suggested we hire someone to do the work and simply bill all residence for cost.
  - Summer BBQ Date – Date set for September 14<sup>th</sup>. Budget of \$500.00 approved.
  - Holiday Party Date – Location has been secured – DTD.
5. **Committee Reports:**
  - Ring Committee - Per J. Gallien; ring membership is steady. We have received complaints in regards to the lock not working at the small round pen. Dirt piles up and prevents gate from closing automatically. We'll need to lift gate a tad and remove some of the dirt. In addition a much stronger magnet is needed on the gate lock as the current one can easily be kicked open. Jason attempted to repair it with no luck. New rider membership starts in July. If we fix the lock now we need to re-issue new FOBS to all riders for the 2 months period before our new membership starts in July. This is not cost effective and extremely labor intensive. Board agreed to wait with repairs until new membership cycle starts. Dues notices for ring membership will go out this month.
  - Architectural Committee – Jim Hubbard's house at 83 Dapplegray sold under the radar. Board believes a flip will be done as no one is claiming to live there.

- Trail Committee – Dave Shaw purchased Mrs. Bakers property at 19 Buckskin. Board will ask if he can remove sand that ended up on trail behind the corral in the back of her property after last season storm. Sand was brought in by Mrs. Bakers border. In preparation of Trail Clean-up day, signs will go up at the intersection a week prior. Board allocated up to \$2,000 for expenses associated with clean-up day. No one seems to be knowledgeable on how to send a blast e-mail from our g-mail account as the last board member who did this is Lisa Pearce. Board will post announcement on our FB page. J. Jacobson will attempt to send blast e-mail from own e-mail account.
  - Welcoming Committee – New neighbors at 18 Buckskin were officially welcomed by the committee.
  - Membership Committee – Membership notices for 2019- 20 will go out end of May beginning of June. Our dues period is July 1 – June 30<sup>th</sup>.
6. **Calendar Review:** Next meeting will be held at community center June 5<sup>th</sup>.
  7. **Audience Discussion / Concerns**
  8. **Adjournment** (not later than 10:00 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 – 1<sup>st</sup> 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 – 2<sup>nd</sup> 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