



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

DLPOA BOARD MEETING MINUTES
DECEMBER 6, 2023 – VIRTUAL

ATTENDEES:

BOARD: KAREENA DONG, CHRISSEY MEISTERHEIM, JULIA AMBROSE, ADAM BUCKMAN

Approve Prior Meeting Minutes – The November Board meeting minutes were approved by Adam and Julia

Meeting called to order at 7:33pm

1. Treasurer's Report:

- Current Balance ~ \$63,000
- We recently paid the Property Taxes
- Misc Reimbursements and Horseshow Income contributed to the changes

2. New and Recurring Topics/Follow up:

- Holiday Party
 - Thank you Buckmans for hosting!
 - Everyone had such a wonderful time.
- New Board for 2024
 - President – Babak F.
 - VP – Chrissy M.
 - Treasurer – Kareena D.
 - Secretary – Adam B.
 - Brian / Jack – Directors of the Board
- Committees will be discussed/updated in January
- Events Coming Up
 - Horse Caroling (Dec. 16th)
 - 2pm at end of Buckskin / Page 10 of the Hoofbeats
 - Santa in the Lanes (Dec. 17th)
 - Girl Scouts Caroling (Dec 20th)
- Holiday Lights – 1st Annual House Decoration Contest – Dec.17th
 - Decorate your house for a chance at \$250 and bragging rights for the next year!
- Directory
 - Brian is updating the directory this month
 - There was a suggestion to include a Forms Request Option in the Hoofbeats so neighbors can suggest any necessary changes / additions.

Committee Reports:

- Security/Safety:
 - No Updates
- Ring Committee
 - No Updates

- Architectural Committee
 - Nothing new to report
- Trail Committee
 - A couple areas will need attention after the rain
 - It would be nice to have sand bags readily available for the rainy season. Joe / Adam looking into this.
- Welcome Committee
 - No updates
- Membership Committee
 - No updates
- Events Committee:
 - Updates in Recurring Topics
- Communication Committee:
 - There are a couple of open interviews

Next Meeting – January 10, 7:30pm (TBD)

Adjournment – 7:54 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:

- Solicit Suggestions for Capital Improvement Projects for New Fiscal Year

February:

- ~~Review Annual Budget~~
- Approve for Capital Improvement Projects for New Fiscal Year
- Confirm Horse Show Dates and Volunteers

March:

- Review Memberships for Quickbooks

April:

- Pay property Taxes – 2nd Installment

May:

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

June:

- Distribute Annual Dues Notice
- 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