



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

DLPOA BOARD MEETING MINUTES
DECEMBER 4, 2024 – LITCHFIELD'S RESIDENCE

ATTENDEES:

BOARD: BABAK FARROKH-SIAR, KAREENA DONG, JACK MCNAMARA, ADAM BUCKMAN, JENNY LITCHFIELD, JULIA VANDER PLOEG & CONNOR LYNCH

ATTENDEES: CHRISSY M., PAUL S., SHERI & LARRY W., JOE L., CINDY B., BREA T, & BRUCE & CAROL

Approve Prior Meeting Minutes – The November Board meeting minutes were approved by Jack 1st and Connor 2nd.

Meeting called to order at 7:36pm

1. Treasurer's Report:

- Beginning Balance \$77,387 and Current Balance \$71,672.88
- No deposits and \$5,700 of various withdrawals/reimbursements and property taxes.
- Property Taxes & Cox payment
- Expenses over \$250 would need board approval.
- Jacobson Donation.

2. New and Recurring Topics/Follow up:

- Confirm Executive & Committee Positions
 - President Babak Farrok-Siar
 - VP Jack McNamara
 - Treasury Kareena Dong
 - Secretary Adam Buckman
- Need to update City (Babak), Insurance (Kareena) & Website (Adam) for new Board Members.
- Glen Gunlauch passing - Flowers to be sent by DLPOA
- The Front Entrance project is set to start in January
- Regular Trail Maintenance is a priority.
 - Bi-monthly magnet dragging
 1. Start with City for Industrial Magnet – Mike Goldsmith
 2. Can rent from Home Depot – Jack will coordinate for volunteers
 3. Eden Heinsheimer to work Drill team to help and coordinate with volunteers
 - Invest in repairing section of the trail
- Update By-Laws
 - Connor Lynch to look into any potential updates and Paul S to provide the latest By-Laws

Committee Reports:

- Security/Safety:
 - No current or recent update
- Ring Committee
 - Large arena gate is broken and needs to be fixed.

- Architectural Committee
 - No current or recent updates.

- Trail Committee
 - Trail projects with Mike Goldsmith
 - 62 Strawberry Lane Dumpster issue – Need to still address and have residents to remove manure dumpster.

- Welcome Wagon Committee
 - Lots of movement on the Lanes. New residents are moving in, remodeling or away for holidays so we will schedule a welcome wagon in late Jan/early Feb.
 - Sign ordering process: Will include an order form for house signs in welcome basket and incorporate sign ordering as part of welcome wagon. A big thanks to Marie Gallien for handling the sign ordering for past 5-6 years.
 - Sign orders: Need to touch base with some newer residents who haven't got a sign yet (will make sure they've paid dues before ordering). Signs cost \$75 and are "gifted" by DLPOA with inaugural dues payment. If someone wants a new one made, they just need to pay the DLPOA \$75 for it.
 - Residents to Welcome in Early 2025 (more to be added once new residents are identified)
 - Parducho Family on 20 Sorrel Lane
 - Betz Family on 24 Buckskin Lane

- Membership Committee
 - Current Dues update ~70% HOA dues collected.
 - Non-riding member process

- Events Committee:
 - Santa on the Lanes December 22nd
 - Jenny to put together a flier and Julia V. Santa's workshop.
 - Holiday Party to be hosted by Bethany Scott @ 72 Dapplegray on December 12th.
 - Motion to approve budget of \$750. Connor 1st and Adam 2nd.
 - TDB on a Tree Lighting ceremony.
 - December 20th Girl Scout caroling
 - Chrissy & Julie to organize Christmas Decoration competition with different categories.
 - \$250 Budget Connor 1st and Jack 2nd

- Communication Committee:
 - No current or recent updates.

Next Meeting – January 8th, 7:30pm (TBD)

Adjournment – 8:30pm

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