

Board Meeting Minutes

Deane Gardenhomes Association

Date: December 17, 2024
Time: 6:30 pm
Location: 20252 Eastwood, Huntington Beach, CA

Attendees: Lee Yamauchi, Peggy McIntosh, Bobi Cuddihy, Marion (MJ) Lucero, Connie Rivera, Bob Gershman

Absent: Deb Janus, Martha Werth

1. Call to Order

The meeting was called to order at 6:37 pm by MJ.

2. **Approval of Previous Meeting Minutes** – all agreed. HOA Construction Guidelines will reflect the “7:00 AM to 7:00 PM from Monday thru Friday, including Saturday” guidelines in the City of HB Code.

3. No homeowners were present.

4. Committee Reports

- a. **Landscape report.** Board agreed that there will be a letter drafted to all homeowners that will 1) ask for volunteers to have a large palm tree removed from the area in front of their wall and 2) notice that only one large palm tree per lot/member, per year will be trimmed starting in 2025. The cost to trim the palms is increasing at a rapid rate and is not sustainable. In addition, limiting the number of palm trees trimmed per lot should help insure that there is not a large disparity in cost to service the individual lots within the HOA. The tree removal will have to be done over an extended period of time to manage the impact to the annual budget. The combination of both actions should help minimize future budget increases over the long-term. Martha and Peggy to draft a letter for the next board meeting to review.
- b. **Architecture Committee report.** Need to identify a third member on the committee to comply with the CC&R's. Bob volunteered if no other candidates step forward. Need to complete the CC&R and violation review to make sure all processes and procedures are being followed when letters are sent to homeowners for violations.
- c. **Finance/Treasurer's Report.** Financials were emailed to the board prior to the meeting. There were no significant or unusual matters to report. The master contact list will be stored on the google drive. If sending out an email blast, make sure the names are in the bcc line.

5. Follow up/discussion items

- a. **Landscape bids** – Next step is for Lee and Martha to finalize the RFP and do a walk-through with the prospective bidders which is scheduled for January 7, 2025. Estimate Q1 2025 for completion of process to select the Landscaping Contractor.
 - b. **Board terms** – discussion moved to next meeting.
 - c. **CC&R review** – final list will be discussed at next meeting. Master list will then be reviewed with the HOA's counsel.
 - d. **Insurance** – Board should review all insurance policies before they are renewed. We will consult with counsel if the HOA requires a bond
 - e. **Annual Meeting/Nominations** – date set for Annual Meeting - May 14th. The nominating committee should consist of a Chairman and 2 or more members of the association. February 1 is the nominating committee meeting and Feb 12th is the planning meeting.
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5.0 Action items

- **Letter to homeowners regarding palm tree maintenance options – Martha & Peggy**
 - **Meeting with HOA Counsel to review CC&R review outcomes and changes to other HOA guidelines/policies**
 - **Member wall painting budget and schedule – Peggy**
 - **Landscape contract RFP – Lee and Martha**
 - **Connie & MJ to compile CC&R comments**
 - **Board term options**
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6.0 Next Meeting

The next meeting is scheduled for January 23rd at 6:30 pm at 20252 Eastwood.

7.0 Adjournment

The meeting was adjourned at 7:49 by MJ.

Minutes submitted by:
Connie Rivera, Secretary

Approved by:


Lee Yamauchi, President

Deane GardenHome Association

Balance Sheet

As of November 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
US Bank - 6307	43,964.70
US Bank Svg - 6963	17,000.00
Total Bank Accounts	\$60,964.70
Accounts Receivable	
Accounts Receivable	-14,310.00
Total Accounts Receivable	\$ -14,310.00
Other Current Assets	
Undeposited Funds from A/R	13,770.00
Total Other Current Assets	\$13,770.00
Total Current Assets	\$60,424.70
TOTAL ASSETS	\$60,424.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Bal Equity	0.00
Reserve	11,500.00
Retained Earnings	32,200.44
Net Income	16,724.26
Total Equity	\$60,424.70
TOTAL LIABILITIES AND EQUITY	\$60,424.70

Deane GardenHome Association

BUDGET VS. ACTUALS (ACCRUAL BASIS)

January - November, 2024

	Actual	Budget	over Budget	Total
				% of Budget
INCOME				
Delinquency Fee	10.00		10.00	
Homeowner Assessments				
Annual Assessments	73,670.00	73,670.00	0.00	100.00 %
Prepayment Discount	-1,680.00	-2,500.00	820.00	67.20 %
Total Homeowner Assessments	71,990.00	71,170.00	820.00	101.15 %
Interest Income from Bank	540.62	45.87	494.75	1,178.59 %
Late Fees	79.52	100.00	-20.48	79.52 %
Transfer/Escrow Fees	1,750.00	1,000.00	750.00	175.00 %
Total Income	74,370.14	72,315.87	2,054.27	102.84 %
GROSS PROFIT	74,370.14	72,315.87	2,054.27	102.84 %
EXPENSES				
Cost of Services				
Contracted Landscape Services	32,350.00	38,500.00	-6,150.00	84.03 %
Extra Services & Supplies				
Fertilize/Weed Abatement/Mulch	225.00	458.37	-233.37	49.09 %
Flowers/Plants/Trees		916.63	-916.63	
Reimbursement for Landscaping	400.00	366.63	33.37	109.10 %
Tree Services	9,030.00	6,416.63	2,613.37	140.73 %
Total Extra Services & Supplies	9,655.00	8,158.26	1,496.74	118.35 %
Sprinklers & Walls				
Sprinkler Maintenance	1,313.91	1,833.37	-519.46	71.67 %
Wall Maintenance	2,940.00	6,000.00	-3,060.00	49.00 %
Total Sprinklers & Walls	4,253.91	7,833.37	-3,579.46	54.30 %
Total Cost of Services	46,258.91	54,491.63	-8,232.72	84.89 %
General /Administrative Expense				
Bank Charges				
Bank Service Charge	35.00		35.00	
Total Bank Charges	35.00		35.00	
Insurance	3,435.01	3,666.63	-231.62	93.68 %
Mail Box Annual Rental	170.00	200.00	-30.00	85.00 %
Miscellaneous Expense	1,477.73	100.00	1,377.73	1,477.73 %
Office Expense				
Office Supplies		100.00	-100.00	
Postage and Delivery	197.25	275.00	-77.75	71.73 %
Printing and Reproduction	405.66	275.00	130.66	147.51 %
QuickBooks	970.00	1,000.00	-30.00	97.00 %
Total Office Expense	1,572.91	1,650.00	-77.09	95.33 %
Taxes & Audit				

	Actual	Budget	over Budget	Total % of Budget
Audit/Tax Preparation	200.00	200.00	0.00	100.00 %
Filing Fees	10.00	20.00	-10.00	50.00 %
Total Taxes & Audit	210.00	220.00	-10.00	95.45 %
Utilities	708.45	733.37	-24.92	96.60 %
Total General /Administrative Expense	7,609.10	6,570.00	1,039.10	115.82 %
Professional Fees				
Accounting	3,000.00	3,000.00	0.00	100.00 %
Legal Fees				
Legal Expenses--Regular		2,291.63	-2,291.63	
Total Legal Fees		2,291.63	-2,291.63	
Website	777.87	733.37	44.50	106.07 %
Total Professional Fees	3,777.87	6,025.00	-2,247.13	62.70 %
Total Expenses	57,645.88	67,086.63	-9,440.75	85.93 %
NET OPERATING INCOME	16,724.26	5,229.24	11,495.02	319.82 %
NET INCOME	\$16,724.26	\$5,229.24	\$11,495.02	319.82 %