

PROCEDURES FOR PHOA SECRETARY

(as of 5-21-18)

1. AGENDAS

a. One week before a Board meeting, the agenda should be written in Word format and emailed to the President and the chairs of the Plans and Landscape Committees for review. Once revisions are received and draft finalized, it should be put in PDF format and emailed to Chuck Emerick for posting on the Palisair.org website. (Remind him to also put it on the admin website). **The agenda must be posted on the website at least four days prior** to any meeting so that it is available to the public (Davis-Stirling requirement).

Once the agenda is posted on the website, it cannot be changed.

IMPORTANT: A property or homeowner should never be put on the agenda unless a board member has first contacted the homeowner prior to the meeting to explain the issue that needs to be addressed, so that the homeowner has the option to attend the meeting and participate in discussions.

b. Send agenda of monthly board meetings by email to entire membership **4 days before** a scheduled board meeting; send by US Mail to those homeowners who have not given us their email addresses.

2. MINUTES

The secretary must record the minutes during regular Board meetings, special Board meetings, and executive sessions. The notes taken should follow the agenda.

Specific details to include are:

- a. Location of meeting, date, time meeting is called to order; board members present or absent; guests present.
- b. Purpose of meeting, if other than a regular monthly meeting
- c. Approval of minutes: all Board members should have reviewed the minutes from the previous meeting prior to the current meeting. Make note of any changes or corrections that are suggested. Once the Board approves the minutes, the secretary should write either “approved as written” or “approved as amended” in the current minutes.
- d. Bank balances (provided by Treasurer)
- e. Summary of group discussions
- f. Votes: be sure to record who makes a motion, who seconds the motion, and how many are in favor or opposed, or if it is unanimous. In the minutes the sentence should be put in italics to make it easier to find.
- g. If someone volunteers to work on a specific task, be sure to record who and what.
- h. Record what time the meeting is adjourned and the date of the following meeting.

A draft of the minutes should be posted on the website within two weeks of the meeting.

After the minutes have been approved, have Chuck replace the draft version of the minutes with the approved version, which should include the secretary's signature.

The minutes must be posted on the palisair.org website no more than 30 days after a meeting (Davis-Stirling requirement).

3. FILES

In addition to the admin website, the secretary also keeps the hard-copy (paper) files and archives.

4. PLANS

- The secretary should store all paper rolls of architectural plans and keep records of when they are loaned out.
- Plans should be labeled to indicate if they are awaiting preliminary approval, final approval, under construction, etc.
- Once a set of plans has been approved, the secretary should stamp both sets with the PHOA official approval stamp (one for preliminary, one for final) and date and sign the line on the stamp. Each page must be stamped. The first page should be signed and subsequent pages should be initialed. Sign in the presence of the homeowner, and he/she should also sign plans.
- One set of stamped plans should be returned to the homeowner and the other set should remain with the secretary.
- The signed letter of preliminary or final approval should be emailed to the homeowner, and a hard copy should be hand-delivered along with the stamped plans.

5. PHOA EMAIL ACCOUNT

- The secretary should check the palisair@gmail.com account daily and forward emails to whichever Board member handles the topic addressed.
- Secretary should reply to emails if they are requests for general information, meetings, etc.
- When an email is sent to homeowners, keep a record of the names and emails addresses it gets sent to and put it on the admin website.

6. GUIDELINES FOR SENDING EMAILS TO MEMBERSHIP:

Mass emails to PHOA membership should ALWAYS be sent as a "bcc", to ensure privacy for home owners. Follow these steps:

1. Open palisair@gmail.com account
2. Click on "compose"
3. **Click on "bcc"**
4. Start typing "mem...." (Membership 2016 group list) and all homeowners' addresses will automatically fill in the space.
5. Fill in subject line (e.g., "PHOA Board meeting on....")
6. Compose email (you can "copy and paste" an old message, and update the details)
7. Check again: are email addresses in the "bcc" line?
8. **Check one more time that it's a "bcc" !**
9. Click "send".
10. Save email as a PDF and send to Chuck to be saved on admin so that there is a record of who got the email.

7. ELECTRONIC SIGNATURES

The following documents must have an electronic signature:

- Minutes
- Letters of preliminary and final approval
- Letters from PHOA Board members to PHOA membership
- Letters of official business
- Official letters are to be signed by the president
- Covenants and agreements

8. COVENANTS AND AGREEMENTS

Certain documents, such as covenants and agreements, must be recorded by the County Recorder; the closest place to do it is the LA County Courthouse at 17001 La Cienega Blvd., LA. The document should be signed by both the homeowner and the secretary, and both signatures must be notarized. Document must have a face sheet (there is a template for that).

To get lot number, tract and map information, go to <http://zimas.lacity.org/> and fill out face sheet

8. MAILINGS TO MEMBERSHIP

a. November mailing: On Nov. 1st of each year, a mailing is sent to all homeowners. It should include:

- Cover letter from president
- Dues bill for following year and return envelope
- Current Budget report
- Current Policy Statement
- Projected budget for following year

b. December mailing: On or about December 28 of each year, a mailing is sent to the membership, containing:

- cover letter from President, including invitation to the next annual meeting
- agenda for Annual Meeting to be held the following February
- voting instructions
- bios of whoever is running for the Board
- ballot with small envelope attached with paper clip
- return envelope with printed address label that includes a line for the owner's signature below their property address. (Davis Stirling requirement). The secretary should print the return address labels with a signature line. If a homeowner has a mailing address that is different from the property they own, **the return address on the envelope should be that of the property they own, not their mailing address.** The return address with signature is the address that gives a homeowner the right to a PHOA vote, not the mailing address. Attach a "sign here" PostIt Note (the kind that accountants use) to the envelope, next to the return address label.

9. LETTERS OF PRELIMINARY AND FINAL APPROVAL

a. After the Board votes to give preliminary or final approval, the Plans Committee Chair (Kim Bantle) will draft a formal letter of approval on PHOA letterhead and email it to the secretary.

b. Secretary then adds the president's signature electronically.

c. Email the letter to the homeowner, along with a message in the email informing them that approval was given.

d. Put the PHOA stamp of final or preliminary approval on each page of the building plans. There are usually two sets of plans-- one for the homeowner and one for the

PHOA to keep. Both sets must be stamped. Secretary should sign the first page of the plans, right below the stamp.

e. Arrange to meet with the homeowner to get their signature on both sets of plans (on the first page, next to the secretary's signature). The homeowner should also sign at the bottom of the approval letter.

f. Keep the PHOA copy of the plans and put a label on them, indicating if the plans have preliminary or final approval, the name and address, and the date of approval.

10. ARRANGING MEETING PLACES

a. For monthly Board meetings: the events coordinator at Palisades Charter High School is Rocky Montz; email: rmontz@palihigh.org, phone 310-230-7230 (work); 310.569.6219 (cell).

Email him a couple weeks before the Board meeting and confirm that the PHOA can use the Faculty Cafeteria and give the date and time of the meeting. The fee is \$25 an hour and he will email an invoice to the PHOA; forward the email to the treasurer and request that the invoice be paid (be sure to cc the president to get approval for the payment). The school policy requires the meetings to end by **9:30 pm**.

b. For Annual Meetings: The PHOA usually rents Janes Hall at the Palisades Presbyterian Church (at the corner of Sunset and El Medio). The fee is \$300. The events coordinator is:

Nancy Takacs, Business Administrator
Pacific Palisades Presbyterian Church
15821 Sunset Blvd.
Pacific Palisades, CA 90272
310-454-0366
Nancy@palipres.org

TIMELINE FOR AGENDAS:

MONDAY (one week before meeting):

Prepare agenda, email to president & committee chairs; ask for feedback.

WEDNESDAY (five days before meeting):

-Email final version of agenda in PDF form to website manager (Chuck Emerick) and ask him to post it on Palisair website, and also on the admin website. After that, no more changes can be made to agenda.

-Send printed copy of agenda and cover letter by U.S. Mail to home owners who are not on email list.

-Email Board members a reminder about upcoming meeting; attach agenda and minutes to be reviewed.

THURSDAY (four days before meeting):

-Check to make sure that agenda is posted on Palisair website.

-Send mass email to all homeowners with a cover email and attach the agenda; also attach a draft of the previous month's minutes. See "Guidelines for sending emails to membership".

