



FPNA Board Meeting Minutes  
Tuesday, April 11, 2023  
1919 North Heliotrope

Board Members:	President	Jeff Katz
	First Co-Vice President	Tracey Stein
	First Co-Vice President	Mark Rothenberg
	Second Vice President	Chris Switzer
	Secretary	Angel Barnes
	Treasurer	Peter Christoffersen
	Parliamentarian	Patrick Johnson
	Communications Co-Director	David Kosak
	Communications Co-Director	Trace Weatherford
	Social Director	Jay Joyer
	Membership Co-Director	Kevin Shuler
	Membership Co-Director	Katie Mayberry
	Home Tour Director	Sandy DeAngelis

**Board Meeting Call to Order** – The April 11, 2023 FPNA Board Meeting was called to order at 7:03 p.m. at the home of President, Jeff Katz. The above Directors attended with the exception of Tracey Stein, Kevin Shuler and Dave Kosak. Additionally, we were joined by Flower Street neighbor, Michelle Gollins.

A Motion to **approve the February 21, 2023, FPNA Board Meeting Minutes** was made by Peter and seconded by Chris. The Motion passed by unanimous vote.

**Public Comments**

Ms. Gollins informed us that, since her home is the closest to 17<sup>th</sup> Street, although situated on Flower inside Floral Park, her yard is frequently used by homeless trespassers. She has complained to the SAPD which has been of no assistance.

**Old Business**

**Care & Compassion**

Jeff solicited his regular input from Board members and the public for neighbors who may need Care & Compassion. There were no suggestions offered.

Jeff will contact Dave to assure that Communications promptly posts the approved Board minutes with the Compendium attached.

**First Vice President:**

Since March 31<sup>st</sup>, the Scholarship Committee, consisting of Mark, Tracey, Julie Humphreys and Crystal Orsini, has been reviewing and scoring this year's Scholarship Applications from 63 verified Santa Ana residents. The Committee will take three weeks to finish and make their final selections by May 1<sup>st</sup>, in order to notify the winners during the first week of May. The Committee is also soliciting nominations for charities.

Sandy has agreed to the use of her home for the annual Scholarship and Charity Awards Ceremony on Sunday, May 21st from 3 to 5:30 pm. Rather than a meal (from which much was left over last year), it was suggested that light food and refreshments be offered this year, which the Board approved.

Since the above scholarship and charity winners will be chosen before the next scheduled Board meeting, we agreed to vote on approval of the Committee's choices via e-mail.

**Treasurer:**

At Peter's request, Paul Miller has been visiting storage facilities since FPNA has experienced damage or theft of barricades, tables and pop-up tents, using our current storage unit. A new 10' x 25' storage facility which allows us access from 6 a.m. to 10 p.m. and only by use of a personal code, would run \$356 per month + \$14.70 for insurance which equates to \$4,400 annually. Mark made a Motion to rent the recommended storage facility for one year which was seconded by Chris, and approved by unanimous vote. Given the more secure storage, the Board then approved the purchase of new pop-up tents, which Rich Silva has researched for a discounted price at Big Five.

As we move our property into the new storage facility, Peter urged that an inventory of all items be taken and submitted to him, even if some are kept in another location, so that he can obtain insurance coverage on our assets.

Peter then elicited the Board's opinion on whether we should continue to incur the cost of renting stages for our various events or purchasing a stage. After discussion, and although we will have more secure storage, it was decided that we will continue to rent stages. In so doing,

we will avoid the time and significant manpower required to move and assemble the stage components, and avert the potential for injury.

Peter shared with the Board our current banking arrangement with Wells Fargo and Farmers & Merchants Bank and the prospect of moving our business to F & M Bank after Home Tour.

The Treasurer reported that the Home Tour Gala's projected expense is \$18,000 to \$20,000, of which \$10,000 goes to the caterer, which this year will be the Floral Park resident who owns Benchmark. (That food cost is actually no higher than last year's non-Floral Park food truck which met with mixed reviews). As of April 11, Gala revenue was \$16,000, comprised of 127 reservations. Last year's attendance was 131.

Peter made a Motion to approve the Financial Report dated March 31, 2023 which was seconded by Katie. The Motion passed by unanimous vote.

## **Parliamentarian**

In February Patrick distributed a draft of proposed changes to the Standing Rules, based on feedback he received from Mark, Sandy, Peter and the Social Directors whose comments and changes appear in an updated draft attached to his April report. This also included reinstatement of the succession provisions related to the First and Second Vice Presidents, which were mistakenly deleted. The Secretary confirmed that a function which the Standing Rules indicate that she performs was correctly deleted. Patrick is awaiting a review of their official job functions and feedback from three more Board members.

Patrick also elicited clarification as to who is responsible for communications related to Home Tour and for digital marketing and for social media communications with the community. The Standing Rules must be brought up to date to reflect whose responsibilities these are. Patrick then confirmed whether the Rules correctly state that Home Tour is responsible for coordinating the Walk of Fright, and in conjunction with Membership, the Walk of Lights. His current plan is to try to arrange a meeting with the Directors of Home Tour and Communications, which he recommends that Jeff also attend. Peter asked to be included.

Unlike the Fall Concert, the Holiday Party and Freedom Fest, there was no decision to make *Luck of the Irish* a recurring annual event. Patrick plans to present a final draft of the updated Standing Rules for prior-review and approval at the May Board Meeting.

## **Membership**

Katie reported that Membership held a Block Captains strategy session in March at which a bike parade was discussed for July 4<sup>th</sup>. A progressive dinner with playing cards (the best poker hand at the end being named winner) is also being considered. Street-by-street Mixers were suggested and the April 16<sup>th</sup> Mixer was cancelled. The next will possibly occur on July 30<sup>th</sup> or August 6<sup>th</sup>.

The nearly \$5,000 in 2023 donations as of March 31<sup>st</sup> was primarily from 55 recurring donors. To solicit more such donors, a Membership table will be set up at every New Neighbor Mixer and Membership Renewal letters are being sent out again this year. Additionally, new neighbor baskets continue to be delivered to new neighbors.

### **Beautification**

Director Chris Switzer's very comprehensive March report details the exhaustive work her committee has performed in this pre-Home Tour season. It names her volunteers to whom the Board is so grateful for their community service. Likewise, our thanks to Matt Boespflug of Santa Ana's Parks Department Public Works Agency for getting Sarah Mae Downie' trees trimmed. The exits and entrances were cleared of dead plants by Public Works and the Committee's team of volunteers installed new plants and the irrigation was reviewed. Now that we are a recognized Historic District, Marc LaFont, Richard Silva, and Jerry Densing are eager to work on changing the monuments and painting the backs of all our sign posts. Chris has also suggested that we should consider a tab on the FP website with gardening tips for new trees, tree trimming schedules, and how to minimize mosquitos in our yards, now that mosquito season has begun.

### **Home Tour**

Sandy reported that the April 29<sup>th</sup> and 30<sup>th</sup> Home Tour is short by ten pop-up tents, however, it was voted at tonight's meeting that these items can and will be purchased. Additionally 54 docents were still needed (fewer as of these Minutes) for the seven homes and three back yard gardens. We will see whether the Committee's first effort to reduce walking by limiting the Tour to Flower, Heliotrope and Greenleaf, rather than the whole of Floral Park south of Santa Clara, will be more appealing to our guests.

### **Legacy**

Sandy reported and brought photos of how our Legacy stone pavers in Sarah Mae Downey Park will be refurbished to a more beautiful and uniform finish. The cost is already in our Budget. The pavers represent persons who have made a significant contribution to Floral Park. Legacy nominees for 2023 will be presented at our next Board meeting.

### **Communications**

The Committee's e-mail report was very positive. The big news of our Historic Designation was featured in the *Gazette* and on Social Media which garnered another dozen followers. Many of the 18 E-blasts last month were intended to help Home Tour, and new names have been added to both the Home Tour and the *Neighbors* Eblast lists. Trace reminded us that Wednesday,

May 10 is the deadline for article submissions for the next *Gazette* which will be our Summer issue, to be distributed in June.

## **Social**

Despite the expected rain, (which “luckily” didn’t materialize) the March 11<sup>th</sup> *Luck of the Irish* was very well attended. A complimentary specialty cocktail bar (sponsored by A. Thompson and Karen Amsler) collected over \$500 in tips which were donated to FPNA.

The Social Committee plans to meet in late April or early-May to begin planning our annual Freedom Fest to be held this year on Saturday, July 1. The *Yacht Rock* Band was selected for the Fall Concert but is unavailable for September 30. Therefore, after checking with the FPNA Secretary that the preceding Saturday is open (the 23<sup>rd</sup>), Social will be finalizing the band contract.

The Committee has calendared the Holiday Event for Saturday, December 9.

## **New Business**

Jeff made a Motion, seconded by Peter, to create an **Ad Hoc Arts & Culture Committee**, which will consist of Corinne Van Houten, Patrick Johnson and Jayne Munoz. It passed with unanimous approval.

## **Traffic Calming**

The traffic analysis ordered by Santa Ana Public Works on Flower Street concluded that a round-about is not warranted. The alternative approach is to advance the round-about as a capital improvement. Councilwoman Lopez was invited to the March General Meeting to hear the neighborhood’s sentiment regarding the round-about. Although there were 40 people in attendance, Ms. Lopez said she needed to hear from more people. Jeff has asked Public Works to create a realistic budget for this project. He anticipates receiving the mock bid by early May.

## **Capital Improvements**

Mark is reaching out to the Edison Company regarding possible electrical box wraps.

## **Riverview Golf Course**

The City is considering converting Riverview Golf Course to a park for purposes of a public greenspace. Currently, the golf course generates \$3 million in revenue for the City. In addition to the loss of that revenue, the City would then be obligated to incur the costs of maintaining and securing the safety of a public park. The Board is not in favor of such a conversion.

Conversely, Jeff brought a rendering of what the new shopping strip on the corner of 17th Street and Ross will be once the construction is complete. The only existing business therein during

the construction phase is the Chinese restaurant. The interior of the complex will be divided to the space specifications of the new lessees, yet to be determined.

### **Elections**

Darlene Glenn Wolf has again agreed to head the Elections Committee this year. The terms of two Board offices will expire: First Vice President and Treasurer. All Directors positions are up for election. Nominations are now open and can be submitted in writing or electronically on or before May 7 or at the Special Elections Meeting on May 9.

A Motion to **Approve the Board reports** was made by Mark and seconded by Peter. The Motion passed by unanimous vote. The Compendium of Board Reports, so approved, are attached to these Minutes and incorporated by reference.

A **Motion to Adjourn** at 8:39 p.m. was made by Peter and seconded by Trace. All were in favor.

### **Calendar of 2023 Events:**

Saturday & Sunday April 29 & 30	Home Tour 10 a.m. to 4 p.m.
Tuesday, May 9	Special Elections Meeting – Location TBA
Thursday, May 11	Monthly FPNA Board Meeting - 1919 North Heliotrope
Sunday, May 21	Scholarship & Charity Awards Ceremony, 2121 N. Victoria
Monday, May 29	Memorial Day Ceremony
Saturday, July 1	Freedom Fest
Saturday, September 23	Fall Concert
Saturday, December 9	Holiday Party



## Board Reports for April 2023

### I. President – Jeffrey Katz

#### A. 17<sup>th</sup> Street Shopping Center & Storage

On April 6, 2023, General Contractor (Phil Ribaldo of South Stone Construction), his architect (Robert Lawrence) and I met with the head of the Planning Department and the Sr. Planner to present the concept drawings. The drawing were well received, but they department will be reviewing in more detail and providing comments. On a preliminary basis, they expressed a concern that the concept mingles multiple styles. They also were concerned by the solid wall that would be erected o 17<sup>th</sup> to provide protection to diners that would sit on the interior. Once comments are provided, we will move forward with final plans for Plan check due July 11, 2023. The GC remains confident that this project will be finished before the end of 2023. Following the meeting, I met with Alvaro Nunez in Code who will assist in lifting the ban on permits so that the GC can work on the interior of the units that were vandalized by homeless.

#### B. Traffic Calming Report

At the General Meeting, the topic of Flower St. and, primarily, the roundabout at the 5-way intersection were discuss so Councilwoman Lopez could hear the neighborhood sentiment. Her comment following the meeting was that she needed to her from more residents. Neighbor Matt Sagehorn is circulating a petition. I am circulating a flier asking people to request budget allocation for the roundabout.

#### C. Olive Street Alley

Alley closed at the northern end (19<sup>th</sup> Street) as resident has begun construction. A temporary closure at the southern end of the alley as we negotiate with the owner of the second lot off of 17<sup>th</sup> Street (Molly Doughty through her rep and son, Tom Doughty). While Doughty obtain city approval to absorb the lot behind his house, he still has not helped the neighbors to the north.

#### D. Homeless at County Building on Broadway and 18<sup>th</sup> St.

On March 26, 2023, I received confirmation from Sup. Sarmiento's chief of staff that they will be hiring security at night beginning March 29. I have met with the weekend security guard. He has been effective. There has not been an encampment at the site for more than 2 weeks.

E. Floral Park Promenade

Nothing to report.

F. Iron Fence along Broadway

The City has asked for full schematic in order to support the fence permit. I am working with the vendor to provide.

G. Arts & Culture Ad Hoc Committee

The first event in the Arts & Culture Salon Series was held on April 2 featuring Ross neighbor, Dr. June Jin, performing a piano recital with another colleague. The event opened with another Ross neighbor, high school student Alexander Rothenberg, performing 2 pieces. The event was filled to capacity – 45 attendees – a number of whom are attending an FPNA for the first time.

The next event is the April 27 performance of “Descendants: The Musical” at Santiago Elementary. In June, we will be hosting poet Gustavo Hernandez. In July, Ross neighbor John Reynolds who heads the jazz program at OSCA will be performing with his jazz quintet. On August 27, it’s the return of the Pacific Symphony.

II. **Sponsorship – Tracy Stein & Mark Rothenberg (1<sup>st</sup> V.P.)**

Scholarship applications are in! We’ve received 63 verified (Santa Ana residents + qualifying schools) applications and began reading them and tallying scores as of 3/31. The committee to read applications consists of Julie Humphreys, Crystal Orsini, and Mark + myself.

The plan will be to tally scores by April 24th, and then meet in person (at my house, probably) before May 1st to make final selections.

Winners to be notified the first week of May.

We are also soliciting nominations for charities, so if you or anyone you know wants to submit any worthy causes, please let me know! I’ve already received 2.

I’d like to propose that the May 21st awards presentation take place from 3-5:30pm. Light refreshments similar to last year, so people can eat dinner after. Is Board ok with this? We had a lot of leftovers last year, so we would just have light food + beverages. Would love Board’s feedback on this...thanks!

***Please note: Since our committee will be choosing scholarship winners and making charity selections prior to the next board meeting, we may need to have an email vote for approval – please let me know if this is ok.***

III. **Beautification Committee - Chris Switzer (2<sup>nd</sup> V.P.)**

- Sarah Mae Downie Park/Butterfly Garden – Chris Switzer
  - SMD/Butterfly Garden – the area was cleaned 1 time since the last board meeting by a group of 5 volunteers who have agreed to help every month, weather permitting. We welcomed 2 new volunteers, Beth Hoffman and Lisa Sorenson, who joined Kay Palmer, Cindy Lee and me.
  - The Podocarpus trees were trimmed by the city.



- I have been in contact with Hawk Scott, new Executive Director of Parks, Recreation and Community Service and Jorge Acevedo, Park Service Superintendent and they have been most helpful.
  - On April 15<sup>th</sup>, volunteers from the neighborhood will be asked to help the plant the park. Another e-blast will be sent.
- Exits and Entrances - Lina Lopez
    - Plants were purchased for the second stage of installing perennials in these perennials. Our goal is to decrease maintenance and still provide seasonal color with a smaller amount of annuals. Lina and I met with Juan Ixta and Jose and reviewed the current irrigation which is now moisture sensitive and is easily controlled without coming to the sites.
    - PWA also agreed to remove the cyclamen on 19<sup>th</sup>/Victoria in preparation of our planting day on April 8<sup>th</sup>. Additionally, they agreed to remove the dead annuals on flowers and dig holes for the new raphiolepis to be planted on the side planters on Flower St. This is a dangerous area to expect volunteers to safely plant, and the city is willing to do the “hard lifting for us.”
    - Lina has purchased plants and shrubs and they will be planted on April 8<sup>th</sup> and an eblast was sent.
- Lights, Monuments, Etc. – Richard Silva, Jerry Densing
    - Now that we are a recognized Historic District, Marc, Richard, and Jerry are eager to work with the Historic District to change the monuments.
- Heart Stones – Dave Karaffa
    - No new heart stones in January.
    - We have one outstanding gift certificate that has not been used yet.
- Tree Committee – Debbie Wolfenbarger
    - No new report currently.
- Painting the Lamp Posts – Richard Silva
    - A huge shout out Rich Silva for coordinating efforts to paint the lampposts on Greenleaf, Heliotrope and Flower. Additionally, by himself, he painted the back of all signs black. His committee for painting the lampposts consisted of Kay Palmer, George Silato, Peter Christoffersen, Kathy Pierson, and me.
    - It is unknown at this time if this responsibility will remain in Beautification or if it will return to the Home Tour Committee.
- **New Business:** On February 25, Lina, Debbie, Jerry and Dave met and discussed the following:
    - A sign will be distributed quarterly/seasonally for a home that shows efforts in their yard as a thank you for helping us keep our neighborhood beautiful. This new award will begin after home tour.
    - An additional thought, up for board discussion, would be a tab on the FP website with gardening tips for new trees, tree trimming schedules, how to minimize mosquitos in your yard, etc.

#### **IV. Care & Compassion – Rachel Molloo**

No written report.

**V. Membership Committee - Kevin Shuler & Katie Mayberry**

**Donations:**

- March finished with \$1800, and \$4985 YTD.....and 66 YTD Donors.
- Most of these donations coming from recurring donors.....55 total which will just build to our totals over time.

**New Neighbors –**

- 2012 N Ross Street – TBD
- 2121 Greenleaf - TBD

**Mixers 2023**

- Sunday, April 16<sup>th</sup>: Postponed/Cancelled due to very busy April calendar
- Sunday, July 30<sup>th</sup> or August 6<sup>th</sup>:
- Sept/October – TBD
- Walk of Lights – Tentative Thursday, December 21

**Donation Initiatives:**

- New neighbor baskets to be delivered to newest neighbors once identified.
- Membership table at every mixer.
- Membership Renewal Letters

**Block Captains Update:**

- Strategy session occurred in March. Ideas include: cornhole tournament by street, bike parade for 4<sup>th</sup> of July, progressive dinner with cards (see who has the best poker hand at the end), street by street mixers.

**VI. Social Committee – Jay Joyer**

**Recently Concluded Event: Luck of the Irish – March 11**

- Successful once again in second year with positive feedback from attendees
- Got lucky with the weather as rain had been forecasted but it did not rain during the event hours
- Complimentary specialty cocktail bar (sponsored by A. Thompson and K. Amsler) collected over \$500 in tips that were donated to FPNA.

**Next Event: Freedom Fest – Saturday, July 1**

- Social Committee to meet in late-April/early-May to begin planning as a group

**Fall Concert Update**

- Yacht Rock band identified and in process of finalizing contract.
- DATE CHANGE: the band did not have availability on September 30; date moving one week earlier to Saturday, September 23 (checked with A. Barnes to ensure no FPNA calendar conflicts).

**2023 Event Dates**

- Freedom Fest            Saturday, July 1
- Fall Concert             Saturday, September 23 (previously Sat. Sept. 30)
- Holiday Event           Saturday, December 9

**VII. Home Tour Committee – Sandy DeAngelis**

No written report.

**VIII. Historic Resources Committee – Jim Perez and Bev Schauwecker**

No written report.

**IX. Legacy Committee**

No written report.

**X. Communications Committee – Dave Kosak & Trace Weatherford**

**Social Media**

- 11 new FB followers in March
- Our post about receiving historic designation was one of the most liked and engaged with post of the last few years.

**Eblasts**

- There were 18 eblasts sent during the month of March, many of which were focused on Home Tour related needs and events.
- LOTS of new names have been added to both the Home Tour and the Neighbors eblast lists.
- Home Tour email addresses from the Home Tour director have not been forwarded to the Floral Park Home Tour email distribution list.
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**Newsletter**

The March 2023 issue of the Floral Park Gazette was distributed, and the feedback has been incredible! We met our goal of keeping the newsletter to around 30 pages. We have content contributors signed up and working on some great articles for our next ‘Summer’ issue coming out in June. **THE DEADLINE FOR SUBMISSIONS IS MAY 10<sup>TH</sup>! But we STILL NEED CONTENT.**

**Website**

The website has been updated to reflect the news of our historic designation...

**XI. Parliamentarian – Patrick Johnson**

At the February Board Meeting, I distributed a draft of proposed changes to the Standing Rules, based on feedback I received from current Board Members. Subsequently, I met with Home Tour and Social Directors and have added their comments/changes in this updated draft (attached as Exhibit A).

Following the February Board Meetings, I received comments from Mark regarding the proposed changes to the “emergency board meeting” provision which I have incorporated into this updated draft. I also received comments from Peter, which have been incorporated into this updated draft, including proposed changes to sections A and B related to meeting scheduling. Finally, I received notice from Membership that all the changes in their section were acceptable.

I would appreciate it if I could hear from the rest of you, at least preliminarily before next week's Meeting, regarding the proposed changes that relate to your responsibilities. I don't really want to take up Board Meeting time reviewing what I have submitted to you all.

Based on the feedback I got in the February Meeting, I've reinstated the succession provisions related to the First and Second Vice Presidents, which I mistakenly deleted.

Finally, in meeting with the Home Tour, Communications and Social Directors, there seems to be some gaps that need addressing which might require Board Meeting time. Specifically . . .

1. Who is in charge of communications related to the Home Tour and more generally, who is responsible for Social Media communications with the community and beyond? To the degree that this is spoken to in the Standing Rules (and it is not much), it does not align with past (and maybe current) practices.
2. Currently, Home Tour is responsible for coordinating Walk of Fright, and in conjunction with Membership, the Walk of Lights. Beyond this being a slow time of the year for Home Tour, is there a reason these social events are not coordinated by the Social Committee?

While Emerson said "consistency is the hobgoblin of small minded people", I just want to make sure we've got everything in the right buckets here.

My goal is to get this all hammered out in the next month so the Board can provide final Review and Approval of the updated Standing Rules.

Let me know if you have any questions. I look forward to hearing from you prior to next week's meeting.

## **XII. Treasurer's Report – Peter Christoffersen**

Financial Report - See attached Exhibit B.

# EXHIBIT A

# Floral Park Neighborhood Association

## Standing Rules

Proposed 2/21/2023

The following "Standing Rules" were adopted by the 2014 Floral Park Neighborhood Association Board to facilitate the smooth organization for an efficient implementation of board responsibilities.

### General Items

- A. Board meetings shall be held monthly on ~~dates~~ the second Tuesday of each month and locations established by the Board as posted on the Association website. Board meetings are open to all residents of Floral Park. Board meetings may be cancelled, as needed by a majority vote of the Board or by consent resolution.
- B. General Membership meetings are to be held on the second Tuesday in March, June, September, and November and at the call of the majority of the Board, at 7:00 pm, subject to change by majority vote of the Board as necessitated by the availability of facilities and may be delayed or cancelled, as needed by a majority vote of the Board or by consent resolution.

To facilitate communication between Board Meetings, ~~members~~ an emergency board meeting may be called by the President, or by any two Directors other than the President, if, in the discretion of the President or two Board Members, there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board, and which, of necessity, make it impracticable to provide notice or await the next scheduled board meeting. Email may be used as a method of conducting an emergency meeting, provided 80% of the members of the board consent in writing to the decision of the matter. The written consent or consents must be filed with the minutes of the Board meeting.

- C. ~~on emergency decisions/votes (when the Board cannot be brought together) the use of an e-mail "Consent Resolution" may be utilized. The decision of the matter must have 80% approval, in order to be recognized as a valid consent of the Board. Printed documentation must be forwarded to the Secretary for recording purposes.~~
  1. Procedure for vote by e-mail:
    - a. Discussion started by any Board Member; Subject line should read: Discussion: Vote (subject), request reply all within 48 hours.
    - b. When ready for a vote, Board Member makes motion and asks that responses be returned to President; Vote is sent back to sender and reply all; subject line should read: Vote by (date).
    - ~~c. Secretary tallies votes and reports to the Board via e-mail. Sender sends to Secretary the results.~~
    - ~~d.c.~~ Secretary puts on agenda of new business for next Board Meeting for reporting purposes.
    - ~~e.d.~~ President keeps responses until ratified at next Board meeting and formally reports the results at the next Board Meeting. However, the vote taken by e-

mail shall be deemed a final vote of the Board once the Secretary receives all the votes.

f.e. Motion approved and Secretary is responsible to include in minutes  
Board Members shall have 48 hours to vote.

g.f. Co-Board Members shall confirm one final vote for that Board position.

D. The First Vice President, Second Vice President, Social, Home Tour, Communication, Treasurer, and Membership positions should develop support committees to assist in the execution of their position duties and to fill in during a meeting should Board Member be absent.

E. Board is to annually review Insurance 45 days prior to renewal. Treasurer is responsible for keeping it current (Renewal May).

F. \_

DRAFT

G.E. Board is to annually review Storage Contract. Treasurer is responsible for keeping it current, if applicable.

H.F. All projects and funding are to be annually reviewed by the Board.

I.G. Any resident of Floral Park may attend any committee meeting and bring forth any pertinent issues for discussion at a time and manner established by the Committee Chair.

J.H. Complaints from neighbors will be handled as follows:

1. Board will not get involved with neighbor to neighbor disputes.
2. Board will not get involved with neighbor and city or outside vendor complaints, but may refer neighbor to public agency for help.
3. Anonymous complaints will not be handled by the Board.
4. Name of complainant will only be disclosed to President, Vice-Presidents.
5. Board will discuss all other complaints at a Board meeting, in executive session as prescribed in the Constitution and By-Laws. President will contact and disperse information to parties of Board resolution.

K.I. Appointment of Co-Chairs:

1. An Officer or Director may ask the Board to appoint a co-chair, except the President and Treasurer. Board Member will submit the name, along with written acceptance and signed Governing Board Documents, to the Board, to be voted on at a regularly scheduled Board meeting. This also applies to Board appointed vacancies.

### **Duties of Officers**

A. The President shall:

1. Conduct all Board and General meetings.
2. In the event of a tie vote of the membership, shall cast the deciding vote.
3. Be an Ex Officio member of all committees.
4. Be responsible to oversee the duties of all Officers and is always entitled to maintain insight of the organization's books.
5. Prepare all agendas and ensure that all Board and General meetings are conducted according to parliamentary procedure in consultation with the Parliamentarian.
6. Be a member of the Board for at least one (1) year before being elected to this office.
7. Make temporary assignments in the event of a vacant position or absence, with the approval of the Board.
8. In January of each year, conduct in coordination with the city, the "Neighborhood Hero Award," seeking nominations from neighbors, and submitting forms to the city.
- ~~9. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~  
Educate the neighborhood, surrounding communities, and the City of Santa Ana (City) of the historical significance of our neighborhood, its architectural value and the impact it has had on the City and County of Orange since its origin.

B. The First Vice-President shall:

1. ~~Assist the President.~~
2. Assume the position of President in the absence of the President.



3. Chair the Scholarship Committee, which awards scholarships and chair the Sponsorship Committee, which recommends donations to Santa Ana Charities.
  - i. The Scholarship Committee is responsible for: Distributing scholarship applications to all Santa Ana High Schools and Santa Ana College (September).
  - ii. Selecting its recommended recipients of the FPNA scholarships prior to May Board Meeting.
  - iii. Selecting its recommended recipient of the Joe Bangor scholarship per the Guidelines, at request and approval of Lou Pecora.
  - iv. Selecting the recipient of the Alice Sinclair Scholarship.
  - v. Preparing certificates for scholarship recipients.
  - vi. Planning the June General Meeting to award scholarships.
  - vii. Inviting educational and city representatives, press, and parents of scholarship recipients of the awards to the General meeting.
- b. The Sponsorship Committee is responsible for:
  - i. Solicit from General Membership and Proposeing its recommended charities to receive donations.
  - ii. Announcing the scholarship recipients and the charity recipients at the June General Meeting in consultation with the President.

~~4. The Chair shall furnish to the President, a list of committee members at the August Board Meeting, and continue thereafter to give updates.~~

~~5.4.~~ Notification of committee meetings should be sent out in e-blasts by Communications, as needed.

~~6.5.~~ Submit an annual budget in September for scholarships, charities, and related expenses for the following year.

~~7. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~

C. The Second Vice President shall:

~~1. Assist the First Vice President.~~

~~2.1.~~ Assumes the position of President in the absence of the President and First Vice President.

~~3.2.~~ Chairs the Beautification Committee.

- a. The purpose of the Neighborhood Beautification Committee is to preserve and improve the beauty of the gardens and trees of Floral Park's public spaces such as, but not limited to: the entranceway gardens, the city street trees and, Sarah Mae Downie Herb Garden, ~~and the street medians. In addition, public areas outside of Floral Park may from time to time be considered for neighborhood beautification projects.~~
- b. Any member of Floral Park can participate on the committee.
- c. Submit any neighborhood beautification projects that have been approved by the committee to the Board.
- d. Coordinate with the city "Most Beautiful Yard Award," seeking nominations from neighbors, and submitting forms to the city. In those years that the city does not make the award, conduct this award, using the same guidelines, with the exception that FPNA will provide a sign and token award, such as a gift card.
- e. Schedule and coordinate entry plantings, this is usually done two (2) to four

(4) times a year.

f. Coordinate entry watering with the city.

g. Coordinate with the city regarding any street trees that are of concern, (i.e. dead or dying, removal, and replacement).

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~~i.g.~~ Coordinate with the city any work that needs to be done at the Sarah Mae Downie Herb Garden.

~~j.h.~~ Heart Stones – Take the orders, write announcements for newsletter and coordinate placing them in the park. Notify the donor, if they wish to be present for the placement.

~~4.3.~~ Submit annual budget for funding for projects.

~~5.4.~~ The Chair shall furnish to the First Vice-President, a list of committee members at the August Board Meeting, and continue thereafter to give updates.

~~6.5.~~ Notification of committee meetings should be sent out in e-blasts ~~by~~ Communications.

~~7.6.~~ ~~Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~

D. The Secretary shall:

1. Serve as Recording Secretary for the Association, attending all Board and General Meetings.

2. Maintain the Association records, minutes, and agendas of all meetings, and prepares the minutes for all Board and General Membership meetings.

3. Take roll call at the Board meetings.

4. Prepare the sign-in sheet for the General Membership meetings.

5. Maintain original, as amended, Association Articles of Incorporation, Bylaws, Standing Rules, Resolutions, Policies or other documents that are drawn up, passed by the Board for the consideration of future boards.

6. Possess the key to the P.O. Box and is responsible for picking up and distributing the mail on a weekly basis, and daily during March and April (for Home Tour).

7. Be responsible for locating and reserving meeting space for the General Membership meetings.

8. Prepare and maintain the Association's Board ~~roster~~contact list.

~~9. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~

E. The Treasurer shall:

1. The Treasurer shall abide by generally accepted accounting principals ~~rules of accounting~~ and comply with current State and Federal guidelines:

a. Chair the Finance Committee.

~~b. The FPNA Federal and California State Tax returns will be filed each year by April 15<sup>th</sup>. Tax returns will be submitted for review and approval by the Board at the March Board Meeting. The FPNA tax return to be filed each year by May 15<sup>th</sup>. Tax return shall be submitted to the Board for review at the April Board meeting.~~

~~e.b.~~ The official program to be used by the Treasurer is QuickBooks.

~~d.c.~~ Every other year, years ending with even numbers, file with the State Of California in July, Form SI-100 Statement of Information, and pay the appropriate fee.

~~e.d.~~ The Treasurer shall set up bank and financial accounts at the direction and approval of the Board. Any and all Financial activities may only be executed with approved and established accounts for designated purposes.

~~f.e.~~ The Treasurer is authorized to obtain credit and/or debit cards for use with

approved accounts provided that (i) each instance-issuance of a credit/debit card is first approved by the Board and (ii) each debit/charge is pre-authorized by the Board when expense exceeds approved budget expenditures.

g. Monthly payments may be paid (scheduled or unscheduled) through authorized accounts and mechanisms at the discretion of the Treasurer, with Board approval, unless such expenses exceeded approved expenditures, in which case payments must be approved by the Board.

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2. The outgoing Treasurer shall also assist and advise, as deemed necessary by the incumbent and/or the President, for one year after leaving office, and in the preparation and filing of Tax Returns for the prior year.
  - a. The outgoing Treasurer shall turn over to the incumbent all documents, tools, and resources within 30 days of leaving office.
3. During the monthly financial update at the Board meetings, the Treasurer is to recap the income, expenses and budgets for the previous month, as well as the year-to-date for all charts of accounts for submittal to and approval by the Board.
  - a. To include reporting of all cash funds held by FPNA
  - ~~b. Submitted to the Board members seven days in advance of monthly Board Meeting~~
4. ~~A complete copy of a financial report consisting of the following:~~
  - ~~a. Last month's bank statement, checking, savings/money market, CD.~~
  - ~~b. Transaction Report of all receipts and expenses occurring during the reporting period.~~
  - ~~c. Review Budget vs. Actual YTD.~~
5. ~~A complete financial report must be submitted seven days prior to the Board meeting for approval by the Board.~~
- 6.4. Expense Reimbursements:
  - a. Need all original receipts, either physical or scanned and attached to e-mail to Treasurer.
  - b. Completed reimbursement form with description of expense and budget account number to be charged. with chart of accounts.
  - ~~c. Check request needs invoice/quote/proposal.~~
  - ~~d.c. W9 for current year must be with check request to individuals in excess of \$1,000.~~
  - ~~e.d. Conduct expense reimbursements in accordance with the Expense Authorization Policy as detailed in Section E. 8 of the Standing Rules herein below. All expense requests must be pre-approved by the responsible Board member.~~
- 7.5. Expense Authorization Policy.
  - a. Introduction: Various expenses are incurred during the conduct of business of the FPNA by its Board members, Committee Chairs and volunteers. This expense authorization policy provides members of the FPNA, its officers and volunteers with guidance on obtaining authorization for expenses and provides guidance to the Treasurer for making timely reimbursements.
  - b. Authorized expense. An expense for goods or services is approved and authorized for disbursement if it has been enumerated in a budget approved by the Board, or is a line item expense contained within a project approved by the Board or is pre-approved by Board action. An expense may be approved by the Board after-the-fact under rare circumstances for emergencies and unforeseen needs during an event and for an amount no greater than \$500. For emergency expenses greater than \$500, the Board President, a member of the Board and the Treasurer must agree in advance to the disbursement and the requestor must follow up with a report at the next regular meeting of the Board. A requestor who is a member of the Board may not approve his/her request.
  - c. Timely disbursement. When the FPNA Treasurer receives a request for disbursement, he/she shall pay the requestor in a timely manner, normally

within five (5) business days following the request, by a check drawn on an FPNA account accumulated for that purpose.

d. ~~Proof of expense.~~ Normally the requestor must provide sufficient documentation to prove that the expense has actually been incurred in conducting business on behalf of FPNA. Under rare circumstances, exceptions to sufficient documentation may occur but only with the approval of the Board. The requestor must provide a report to the Board that describes the reason for the lack of documentation.

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f.d. Reporting requirements. All expenses of the FPNA shall be reported to the Board and to the General Membership at a time and in a manner that assures timely transparency and accountability. Committee Chairs may propose a reporting protocol to the Board for complying with this section.

~~8. Expenditures over \$1,000 require written approval of both the Treasurer and the President.~~

9.6. The President has authority to sign checks in the absence of the Treasurer.

~~10.7.~~ The Treasurer shall provide oversight for receipts and deposits from all FPNA events, support the responsible Board member's Committee before events to assist in providing oversight for expenses, providing receipts for cash handling and recapping all related financial activities for FPNA.

11.8. Each Board Member shall submit a detailed proposed budget to the Treasurer at the September meeting. The budget shall include expenses and anticipated sources of revenue.

~~12.9.~~ In order to facilitate the transition between the outgoing Board and the incoming Board the outgoing Board The Treasurer shall finalize a proposed budget for the coming year to present to the General Membership at the November General meeting for approval. The budget is to be presented to the General Membership at the November General meeting in hardcopy shall include all Charts of Account. If requested at the meeting, hardcopies can be made available.

~~13.10.~~ Shall distribute a Chart of Accounts to Board Members annually.

14.11. Retention of Documents:

4 YEARS: Bank statements, duplicate deposit slips, contracts, leases, donation records.

4 YEARS: Accounts payable, expense distribution, invoices vendors/suppliers.

4 YEARS: Authorization for expenditures, general correspondence, internal reports, purchase orders, volunteer records. Disposal Policy?

12 The Chair shall furnish to the First Vice-President, a list of Finance Committee members including qualifications at the August Board meeting, and continue thereafter to give updates.

13. Notification of committee meetings should be sent out in e-blasts by Communications.

~~18. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~

14. Finance Committee is composed of interested volunteers from the neighborhood, including the Treasurer, a member of the Board of Directors. If desired, the committee may also include non-members as determined effective with expertise in investment matters.

a. The committee's responsibilities are:

- i. To act in an advisory capacity to the Board on all financial matters.
- ii. To establish investment strategies and submit to the Board for approval.
- iii. To review and engage, if desired, the services of an Investment Manager.
- iv. To monitor the desired results of the investment strategies and the performance of their investments in line with those strategies.
- v. To provide monthly reports to the Board on the Finance Committee's strategies and the investment performance.
- vi. To review all insurance policies covering the Association.

b. The Treasurer's responsibilities include:

- i. Depositing of funds from accounts consistent with the signatory policy

approved by the full Board of Directors.

ii. Preparation of reports required by the Finance Committee and the Board.

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- ~~iv.ii.~~ Opening and closing of accounts at depository institutions, custodians or brokerage firms on behalf of the Association.
  - ~~v.iii.~~ Depositing or withdrawing of funds from accounts consistent with the signatory policy approved by the full Board of Directors.
  - ~~vi.iv.~~ Directing the investment of funds in an account at a depository institution, custodian or brokerage firm.
  - ~~vii.v.~~ To monitor day-to-day management functions and to establish and to enforce appropriate procedures and controls designed to avoid theft, embezzlement or dissipation of the assets.
  - ~~viii.vi.~~ To ensure that cash and marketable securities are held by an FDIC-insured or CUNA-affiliated depository, a bank trust department, a trust company or an SIPC-insured brokerage firm. Cash deposits in any one institution shall not exceed FDIC or SIPC insurance limits.
- ~~e. The Board's responsibilities are:~~
- ~~i. To review recommendations made by the Finance Committee, including those pertaining to investment strategies and day-to-day management functions.~~

F. The Membership Director shall:

- ~~1.~~ Chair the Membership Committee.
- ~~2.~~ Identify, select and support Block Captains. Membership Committee composed in part by Block Captains. Block Captain responsible for leading annual Membership Drive, organizing Street Social Gatherings and facilitating Care and Compassion activities on their respective streets
- ~~3.~~ 4.3.
- ~~4.~~ 2.4. Set a General Membership goal and plan a General Membership drive.
- ~~5.~~ 3.5. Develop a flyer/letter to be distributed or mailed to each household to encourage General Membership contributions. An email blast by Communications may also be used as a reminder.
- ~~6.~~ 4.6. Create a page in the quarterly FPNA newsletter to encourage contributions and to thank those residents who have contributed.
- ~~7.~~ 5.7. Conduct a General Membership drive annually in May, and establish other measures during the year to promote General Membership.
- ~~8.~~ 6.8. Develop and implement creative ideas to stimulate General Membership.
- ~~9.~~ 7.9. Organize a minimum of three neighborhood mixers a year at volunteer homes. An email blast may be used to recruit volunteers.
- ~~10.~~ 8.10. Keep track of new Floral Park neighbors and welcome them within ~~threesix~~ (36) months of their moving in. A welcome gift basket or similar item should be presented, the contents of which are determined by the Membership Committee.
- ~~9.~~ Recommend levels of contribution to the Board on an annual basis.
- ~~10.~~ 11. Publish list of paid members for the calendar year in quarterly newsletter to acknowledge supporters and their level of contribution.
- ~~11.~~ 12. Submit annual budget to obtain funds to conduct General Membership drive and host neighborhood mixers in September.
- ~~12.~~ 13. The Chair shall furnish to the First Vice-President, a list of committee members at the August Board Meeting, and continue thereafter to give updates.
- ~~13.~~ 14. Notification of committee meetings should be sent out in e-blasts by Communications.

14. ~~Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~

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G. The Communication Director shall:

1. Chair the Communications Committee.
- ~~2. Be responsible for managing and overseeing the various communications methods for the Association and doing so in a manner consistent with the Association's Bylaws, Standing Rules, and Board Policies.~~
- ~~3.~~2. Respond to general questions of General Members and others and promptly refers specialized questions to the relevant Officer or Director for response.
- ~~4.~~3. The Communications Director may serve as the webmaster, newsletter editor, manager of the e-mail blast, or sign-deployer ("sub-role"), or may recruit a volunteer and assign for any or all of these sub-roles.
- ~~5.~~4. To the extent the Communications Director cannot fulfill any roles, or recruit any volunteers for any sub-role, the Communications Director, with the approval of the Board, may hire a person or firm to fill the sub-role.
- ~~6.~~5. The Communications Director or his/her designee has possession of and responsibility for the Association's neighborhood signage.
- ~~7.~~6. The newsletter editor will facilitate the distribution of the quarterly newsletters, may appoint a Promotional Sponsorship Representative, and will determine deadline dates for the newsletter.
- ~~8.~~7. Sign deployer is responsible for ordering, placing, and maintaining signs to announce neighborhood events.
- ~~9.~~8. Webmaster shall maintain and update website as directed/supervised by the Board Communications Director.
- ~~10.~~9. E-blasts will be sent to neighbors requesting to be placed on the notification list, in accordance with anythe policy as established by the Board.
- ~~11.~~10. Submit an annual budget in September.
- ~~12.~~11. The Chair shall furnish to the First Vice-President, a list of Communications committee members at the August Board Meeting, and continue thereafter to give updates.
- ~~13.~~12. Notification of committee meetings should be sent out in e-blasts.
- ~~14. Check assigned FPNA domain e-mail website monthly, delete spam and monitor unusual activity or make corrections when necessary.~~
- ~~13. Add new Board members to e-mail redirect and create new e-mail addresses as requested by Board.~~

H. The Social Director shall:

1. Chair the Social Committee, and provide a plan of action in writing within 90 days of the at the first Board meeting of the term, including, but not limited to, the planning of Luck of the Irish, Freedom Fest, Fall Concert, Chili Cook-off (in alternating years) and Holiday Festival.
2. In coordination with the Treasurer, obtain all necessary insurance for events.
3. Obtain required City of Santa Ana permits for all social functions.
4. Submit for Board approval within 90 days of the at the first Board meeting of the term a calendar for all social events and meetings for the year.
5. Reserve city equipment, if needed, by March 1.
6. Submit copies of all applications and permits to the Secretary.
7. Maintain a "Social Book" which gives direction, details, vendors and costs of all social events held during the year. This book is to be passed on to new Social Director.
8. Submit an annual budget in September.

- ~~Oversee refreshments for General Meetings.~~
- ~~10.9.~~ The Chair shall furnish to the First Vice-President, a list of committee members at the August Board meeting, and continue thereafter to give updates.
- ~~11.~~ Notification of committee meetings should be sent ~~out into the~~ Communications Committee for e-blasts and downloaded on website.
- ~~12.~~

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- ~~13.10.~~ 10. Write an ~~article(s)~~ article four times a year for FPNA Newsletter at the request of the Communications Committee and submit articles and photos to Communication Director on or before designated deadline.
- ~~14.11.~~ 11. Oversee the planning and purchasing of decorations, food, and entertainment for each event in conjunction with Event Chair, who is appointed by the Social Chair.
- ~~15.~~ Check website email monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.
- ~~16.12.~~ 12. Provide updates to Communications Committee for FPNA website (Social) events, activities, photos and meetings as needed.

I. The Home Tour Director shall:

- 1. Chair the Home Tour Committee, which is responsible for ~~any~~ the annual Home Tour ~~in April of each event held throughout the~~ year.
- 2. Coordinate with the Treasurer, to obtain all necessary insurance for the event.
- 3. Obtain and maintain all required City of Santa Ana permits for the event.
- 4. Maintain and update the "Home Tour Book," which gives details, contacts, and vendors for the annual event.
- 5. Coordinate the Walk of Fright in October
- 6. In conjunction with the Membership Committee, coordinated the Walk of Lights in December.
- ~~4.7.~~ 7. Coordinate with the City of Sanat Ana to have large trash dumpsters placed throughout the neighborhood during Dumpster Day, occurring on a Saturday in the month of April.
- ~~5.8.~~ 8. Submit an annual budget in September.
- ~~6.9.~~ 9. The Chair shall furnish to the First Vice-President, a list of committee members at the August Board meeting, and continue thereafter to give updates.
- ~~7.10.~~ 10. Notification of committee meetings should be sent out in e-blasts.
- ~~8.11.~~ 11. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.

J. The Parliamentarian shall:

- 1. Chair the Bylaws Committee, as applicable.
- 2. Annually review and revise, if necessary, the Bylaws and Standing Rules and make recommendations to the Board.
- 3. Maintain copy of "Roberts Rules of Order."
- 4. Notification of committee meetings should be sent out in e-blasts by Communications, as applicable.
- ~~5.~~ Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.

### **Committees**

K. Ad Hoc Committees.

- 1. President with Board approval may appoint Ad Hoc Committees to study short term projects, and determine if permanent committee needs to be appointed. Committee will have scope of duties, timeline given at time of appointment (i.e., Traffic, Historic Preservation, etc.).
- 2. Ad Hoc Committee will furnish written reports to the Board as directed.

3. Scope of project and length of committee will be assigned by the Board.

L. Election Committee.

1. Election Committee Selection:

- a. Board will seek candidates for committee in September, through e-blasts and Newsletter.
- ~~b.~~ President with approval of Board to select Chair, two (2) committee members and up to two (2) alternates from list of volunteers, at October Board meeting. If possible, for continuity, one of the committee members should have previously been a member of the Election Committee.

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- ~~d.~~b. Election Committee Chair and members to be announced at Next General meeting and via e-blasts **and** FPNA approved social media.
- ~~e.~~c. Committee Members to be familiar with Governing Documents as they pertain to elections.
- ~~f.~~d. Committee will meet no later than March Board meeting to discuss election procedures and process and set timelines for announcing nominations and election procedures via FPNA website, e-blast, newsletter, and/or social media.
- ~~g.~~e. Chair shall conduct Special Election Meeting.

2. Nomination Process:

- a. Only Floral Park residents may nominate candidates for office.
- b. Nominations open on April 1 of each year.
- c. All candidates prior to submitting their name/nomination, must verify and sign that they have read the governing documents of FPNA, and are willing to sign the Code of conduct, Fiduciary Duty and Conflict of Interest Statement. Elections Chair to provide document to be signed.
- d. If candidate does not intend to attend the Special Election Meeting, the candidate must notify Chair in writing, via the FPNA Secretary, at least 48 hours prior to Special Election Meeting, of his or her intent to run for a Board position and identify the position sought. Written notification must be received by FPNA Secretary no later than 48 hours prior to Special Election Meeting. A candidate who fails to attend the Special Election Meeting may only be considered for the position identified in his/her notice of intent.
- e. Candidates may be nominated from the floor at the Special Election Meeting and must be present to accept nomination.
- f. Candidates who are present at the Special Election Meeting may be nominated for more than one Board position, but may only be elected to one position. The order of the open positions for which nominations will be accepted will be announced at the beginning of the Special Election Meeting, with nomination being accepted for the highest open office first. If a candidate is interested in more than one position and one of the positions is contested, the candidate must immediately choose whether to run for the contested position. If the candidate chooses to run for the contested position, the candidate is disqualified from running for any other open position.
- g. All Candidates will be given two (2) minutes to speak at the Special Election Meeting.
- h. All Candidates will be notified that they may include a written candidate statement, not to exceed 125 words, to be included with the mailed ballot.
- i. Chair will conduct nomination process at the Special Election Meeting.

3. Election Process/Procedures:

- a. FPNA Secretary to provide the Election Committee Chair with the official FPNA mailing list no later than April 1. The Election Committee to verify the mailing list contains all Floral Park addresses prior to mailing the ballots.
- b. Special Election Meeting to be held the second Tuesday in May each year at a time and location to be determined by the Election Committee, with Board approval.
- ~~e.~~ After Special Election Meeting, direct e-blast be sent regarding uncontested positions, contested positions and election process and dates. Election chair to contact Communications Committee regarding e-blast.

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e.c. Candidate statements are due to the Election Committee Chair via email no later than noon the Thursday after the Special Election Meeting. Ballots are to be mailed out to all Floral Park residents no later than the third Wednesday of May of each year.

f.d. Election Committee will oversee the preparation and mailing of the ballots **and** candidate statements.

g.e. The return envelope must be a colored envelope and contain the following information: (1) It must be pre-addressed to the Floral Park Neighborhood Association, Attn: FPNA Secretary, at the official FPNA post office box; (2) It must provide room in the upper left corner for a "Floral Park Return Address;" (3) It must contain a statement alerting residents that their Floral Park street address must be included in order for their vote to count; and (4) It must contain a statement alerting the residents of the date by which the return envelope must be postmarked.

h.f. Return ballots must be postmarked no later than the second Thursday of June each year. Ballots returned with late postmarks will not be counted. The Floral Park street address must be included on the return ballot envelope and must be legible to be counted. The ballot must be returned in the official, colored return envelope.

i.g. Only one ballot from each official Floral Park address may be counted. If multiple ballots are received from the same address, the ballots from that address are void and will not be counted.

j.h. Replacement ballots and/or colored, return envelopes may be obtained by contacting the Election Committee Chair, and requesting a replacement. Replacement ballots and/or return envelopes must be requested no later than the end of the day Tuesday after Memorial Day weekend. Any replacement ballot and/or return envelope must be delivered to the address requesting the replacement ballot and/or envelope no later than Friday following Memorial Day. The same postmark deadlines apply to replacement ballots.

k.i. The committee shall maintain a list of the addresses requesting a replacement ballot and/or return envelope and indicate whether a replacement ballot and/or return envelope was provided and the date.

l.j. Ballots to be mailed from FPNA approved mailing house.

m.k. Committee shall return all printed election documents (mailing list utilized by Election Committee, return envelopes, ballots, any documents used to tally the votes, etc.) in a sealed envelope to the Board at the first Board meeting after the conclusion of the election and shall provide the Board with a report regarding the results of the election. Envelope to be kept sealed by the secretary for one (1) year, not to be opened unless directed by the Board of Directors, at a Board meeting.

#### 4. Ballot Collection and Counting:

a. Ballot counting to be held each year on the third Thursday of June at a time and location to be determined by the Election Committee. The time and location of the ballot counting shall be included on the ballot instructions and announced via FPNA e-blast.

b. The FPNA Secretary shall deliver all ballots to the Election Committee Chair the evening of the Ballot Counting.

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~~d.b.~~ The day after ballots are counted, the Election Committee Chair instructs the Communications Chair to distribute election results to FPNA residents via e-blast, social media.

~~e.c.~~ In the event of a tie vote, the Election Committee directs the Board to break the tie at a Special Board Meeting to be convened within 14 days of the election result, by a simple majority vote by written ballot. The Election Committee to be present during the voting.

~~f.d.~~ Write article for next Newsletter.

M. Legacy Committee.

1. The committee's responsibilities are defined in the Legacy Guidelines.

N. Infrastructure Committee.

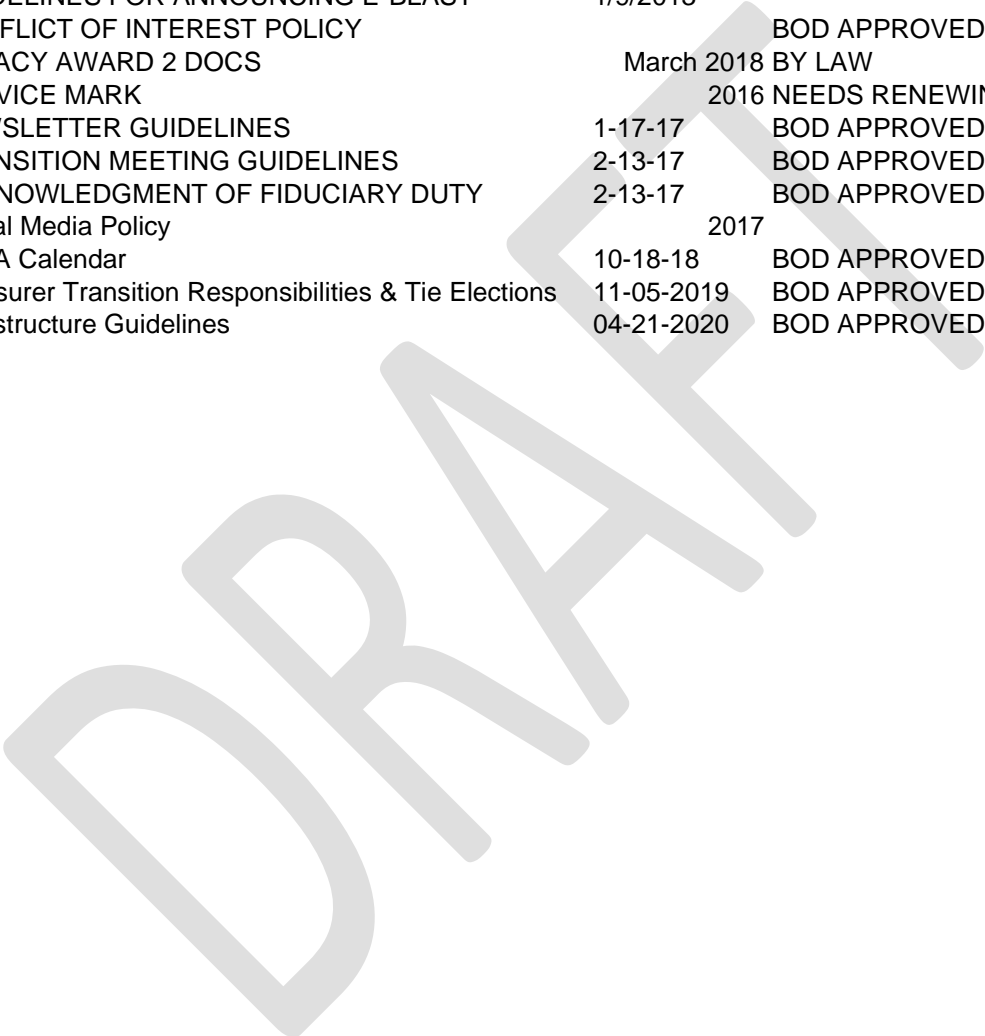
1. The committee's responsibilities are defined in the Infrastructure Guidelines.

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The following documents are included by reference:

TITLE	DATE	WRITER
E - MAIL VOTING POLICY	1/9/2013	BLAKE
GUIDELINE JUNE GENERAL MEETING	6/4/2014	
VISION STATEMENT	2014	
SCHOLARSHIP & SPONSORSHIP GUIDELINES	2014	MURASHIE, BYLAW COM
RECORD RETENTION	2/10/2014	AD HOC
GUIDELINES FOR ANNOUNCING E-BLAST	1/9/2013	
CONFLICT OF INTEREST POLICY		BOD APPROVED
LEGACY AWARD 2 DOCS	March 2018	BY LAW
SERVICE MARK		2016 NEEDS RENEWING 2025
NEWSLETTER GUIDELINES	1-17-17	BOD APPROVED
TRANSITION MEETING GUIDELINES	2-13-17	BOD APPROVED
ACKNOWLEDGMENT OF FIDUCIARY DUTY	2-13-17	BOD APPROVED
Social Media Policy		2017
FPNA Calendar	10-18-18	BOD APPROVED
Treasurer Transition Responsibilities & Tie Elections	11-05-2019	BOD APPROVED
Infrastructure Guidelines	04-21-2020	BOD APPROVED



# EXHIBIT B

**HOME TOUR**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
<b>Revenue</b>				
4310	Prepaid Tickets-Cash Donations - <b>#19 Tickets</b>	\$ 1,500.00	\$ 855.00	\$ (645.00)
4320	Prepaid Tickets-PayPal Donations - <b># 331 Tickets</b>	\$ 40,000.00	\$ 14,895.00	\$ (25,105.00)
4330	Gate Ticket Donations - <b># Tickets</b>	\$ 17,000.00		\$ (17,000.00)
4350	Home Tour Book Contributions	\$ 3,525.00	\$ 6,975.00	\$ 3,450.00
4360	Collectible Contributions	\$ 4,500.00		\$ (4,500.00)
4370	Vintage Auto Show Contributions	\$ 1,500.00	\$ 680.00	\$ (820.00)
4384	Wine Garden Donations	\$ 5,000.00	\$ 3,340.00	\$ (1,660.00)
4385	Hospitality Garden Donations	\$ 15,000.00	\$ 4,750.00	\$ (10,250.00)
4387	Opening Night Donations - <b>#104 Tickets</b>	\$ 12,500.00	\$ 13,000.00	\$ 500.00
4388	Opening Night Donations/Silent Auction	\$ 11,000.00		\$ (11,000.00)
		<b>\$ 111,525.00</b>	<b>\$ 44,495.00</b>	<b>\$ (67,030.00)</b>
<b>Expenses</b>				
5310	Administrative	\$ 7,000.00	\$ 2,467.50	\$ (4,532.50)
5320	Promotional Flyer	\$ 2,000.00	\$ 1,617.31	\$ (382.69)
5330	Home Tour Book	\$ 3,900.00	\$ 1,000.00	\$ (2,900.00)
5335	Docent	\$ 500.00	\$ 668.90	\$ 168.90
5340	Collectibles Section Expenses	\$ 200.00		\$ (200.00)
5345	Vintage Auto Show Expenses	\$ 700.00		\$ (700.00)
5350	Homeowners Costs	\$ 4,000.00	\$ 2,478.89	\$ (1,521.11)
5360	Volunteer Appreciation	\$ 500.00		\$ (500.00)
5365	Signage	\$ 1,000.00	\$ 562.63	\$ (437.37)
5375	Equipment Rental	\$ 5,000.00		\$ (5,000.00)
5385	Promotional Expenses	\$ 500.00		\$ (500.00)
5388	Mailing Services	\$ 500.00		\$ (500.00)
5390	Misc Home Tour Expense	\$ 1,000.00	\$ 183.81	\$ (816.19)
5398	Opening Night Expense	\$ 10,000.00	\$ 2,438.32	\$ (7,561.68)
5399	Wine Garden Expense	\$ 10,000.00		\$ (10,000.00)
		<b>\$ 46,800.00</b>	<b>\$ 11,417.36</b>	<b>\$ (35,382.64)</b>

**Treasurer's March Month End Comments**

\* Admin- PayPal Serv Charges - HT Events \$600.99

2023 Events Recap	
Wine Garden	\$ 901.68
Opening Night	\$ 10,561.68
Home Tour	\$ 19,175.96

**SOCIAL**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
<b>Revenue</b>				
4920	Social Donations	\$ 8,500.00	\$ 505.00	\$ (7,995.00)
<b>Expenses</b>				
5410	Summer Event - Freedom Fest	\$ 5,000.00		\$ (5,000.00)
5415	Concert In The Park	\$ 2,000.00		
5420	Fall Concert Event	\$ 5,000.00		\$ (5,000.00)
5430	Winter Event - Holiday Party	\$ 5,000.00	\$ 45.00	\$ (4,955.00)
5470	Additional Events	\$ 5,000.00	\$ 3,519.15	\$ (1,480.85)
		<b>\$ 22,000.00</b>	<b>\$ 3,564.15</b>	<b>\$ (18,435.85)</b>

**Treasurer's March Month End Comments**

Luck of The Irish Event	Revenue	Expense	Net Cost
Signage		\$ 180.26	
Supplies		\$ 253.50	
Craic in The Stone - Artist		\$ 2,000.00	
Beverage Donations / Tips	\$ 505.00		
Stage Rental		\$ 676.00	<b>\$ 2,604.76</b>

**SPONSORSHIP**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
<b>Revenue</b>				
4610	Sponsorships/Endowment Donations	\$ 15,000.00	\$ 90.00	\$ (14,910.00)
<b>Expenses</b>				
5610	Scholarships	\$ 25,000.00	\$ 169.00	\$ (24,831.00)
	<i>* Scholarships - Reallocation 2022 Home Tour Tickets</i>	<i>\$ 7,321.94</i>	<i>\$ -</i>	
	<i>* Scholarships - Reallocation 2222 Wine Garden Profits</i>	<i>\$ 18,905.26</i>	<i>\$ -</i>	
5620	Charities	\$ 6,000.00	\$ 70.00	\$ (5,930.00)
		<b>\$ 31,000.00</b>	<b>\$ 239.00</b>	<b>\$ (30,761.00)</b>

**Treasurer's March Month End Comments**

\* Scholarship Web Site "Wufoo" \$169

**\* Scholarship Funds Paid in 2023 for 2024 Awards**

Julie & Gary Humphreys	\$90
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**HISTORICAL: SPECIAL PROJECT**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
	<b>Expenses</b>			
6100	Miscellaneous Historical	\$ 10,000.00	\$ -	\$ (10,000.00)

Treasurer's March Month End Comments

**LEGACY COMMITTEE**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
5515	Legacy Awards	\$ 4,500.00	\$ -	\$ (4,500.00)

Treasurer's March Month End Comments



**COMMUNICATIONS**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
	<b>Revenue</b>			
4210	Promotional Sponsorship Funds	\$ 18,000.00	\$ 4,554.20	\$ (13,445.80)
	<b>Expenses</b>			
5210	Printing	\$ 18,000.00	\$ 2,612.94	\$ (15,387.06)
5220	Distribution	\$ -		\$ -
5240	Website	\$ 1,500.00	\$ 256.96	\$ (1,243.04)
		<b>\$ 19,500.00</b>	<b>\$ 2,869.90</b>	<b>\$ (16,630.10)</b>

**Treasurer's March Month End Comments**

\* Campaigner By Prot Monthly \$59

\* Gazette Printing \$2,612.94

**MEMBERSHIP**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
	<b>Revenue</b>			
4110	Membership Contributions	\$ 30,000.00	\$ 4,355.00	\$ (25,645.00)
	<b>Expenses</b>			
5110	Printing, Mailing & Distribution	\$ 500.00		\$ (500.00)
5120	New Neighborhood Gifts	\$ 1,000.00		\$ (1,000.00)
5130	New Neighborhood Mixers	\$ 1,500.00	\$ -	\$ (1,500.00)
5140	Miscellaneous Membership/Membership Drive	\$ 1,100.00		\$ (1,100.00)
		\$ 4,100.00	\$ -	\$ (4,100.00)

**Treasurer's March Month End Comments**

**BEAUTIFICATION**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
	<b>Revenue</b>			
4510	Heartstone Sponsorships	\$ 800.00		\$ (800.00)
	<b>Expenses</b>			
5510	Heartstone	\$ 700.00		\$ (700.00)
5520	Neighborhood Plantings	\$ 3,500.00		\$ (3,500.00)
5540	Miscellaneous Beautification	\$ 1,500.00	\$ 21.17	\$ (1,478.83)
		<b>\$ 5,700.00</b>	<b>\$ 21.17</b>	<b>\$ (5,678.83)</b>
	<b>Special Projects: Reforestation</b>			
5550	Reforestation Expenses	\$ 10,000.00	-	\$ (10,000.00)

**Treasurer's March Month End Comments**

*\* Outstanding Heart Stone - Paid but Not Ordered - Nichols (Oct 2021)*

**CARE & COMPASSION COMMITTEE**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
	<b>Expenses</b>			
6095	Care & Compassion Committee Expenses	\$ 2,000.00	\$ 397.86	\$ (1,602.14)

Treasurer's March Month End Comments

**GENERAL / ADMINISTRATION**

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
<b>Revenue</b>				
4010	Interest Revenue	\$ 100.00	\$ 301.58	\$ 201.58
4150	Floral Park Online Store Donations	\$ 1,000.00		\$ (1,000.00)
4900	Miscellaneous Sponsorships/Donations/Grants	\$ 1,000.00		\$ (1,000.00)
		<b>\$ 2,100.00</b>	<b>\$ 301.58</b>	<b>\$ (1,798.42)</b>
<b>Expenses</b>				
6010	Board Expenses	\$ 250.00	\$ -	\$ (250.00)
6020	Stationary, Postage & Supplies	\$ 700.00	\$ 576.91	\$ (123.09)
6030	General Meeting	\$ 3,000.00	\$ 98.00	\$ (2,902.00)
6035	Special General Meeting	\$ 250.00		\$ (250.00)
6040	Insurance	\$ 5,500.00	\$ 1,761.00	\$ (3,739.00)
6060	Professional Services	\$ 1,250.00		\$ (1,250.00)
6070	Bank Charges/ PayPal & Giving Fuel Svc Charges	\$ 2,500.00	\$ 377.82	\$ (2,122.18)
6080	Board Election Expenses	\$ 250.00		\$ (250.00)
6090	Misc Administrative Expenses	\$ 5,000.00	\$ 142.49	\$ (4,857.51)
		<b>\$ 18,700.00</b>	<b>\$ 2,956.22</b>	<b>\$ (15,743.78)</b>

2022 FPNA Overall Summary	2023 Budget	2023 Actual YTD	Over(Under)
Revenue YTD	\$ 185,925.00	\$ 54,300.78	\$ (131,624.22)
Expenses YTD	\$ 174,300.00	\$ 21,465.66	\$ (152,834.34)

Cash Funds On Deposit as of Month End	Account Balance	Uncleared Funds	Available Funds
Wells Fargo - Business Choice Checking (1010)	\$ [REDACTED]	[REDACTED]	[REDACTED]
Wells Fargo - Business Market Rate Savings (1020)	\$ [REDACTED]	[REDACTED]	[REDACTED]
Wells Fargo Business High Yield Savings (1030)	\$ [REDACTED]	[REDACTED]	[REDACTED]
AXOS Bank Money Market Funds (1040)	\$ -		\$ -
F & M Bank \$50,000 CD 3.75% 13 Months (1050)	\$ [REDACTED]	[REDACTED]	[REDACTED]
	\$ [REDACTED]	[REDACTED]	\$ [REDACTED]

**Treasurer's March Month End Comments**

- \* General Mtg \$40 Room Rental & \$58 Parking Reimbursements
- \* Zoom Monthly Payment \$16.87
- \* S/C \$113.68 Membership Service Charges
- \* Roll Stamps \$63 + Mail Tax Return \$1.74 = \$64.74
- \* CA State Registration Fee \$75
- \* Travelers Insurance Premium Paid \$1761

**Funds Available**

General	\$ [REDACTED]
Sponsorship	\$ [REDACTED]
<b>Total</b>	<b>\$ [REDACTED]</b>

Sponsorship Funds	
Earmarked Scholarship/Charity Funds	\$ [REDACTED] 0
Balance of Sponsorship Funds	\$ [REDACTED]
<b>Total</b>	<b>\$ [REDACTED]</b>

<b>Total Revenue March</b>	<b>\$ 37,407.02</b>
<b>Total Expenses March</b>	<b>\$ 17,494.57</b>