



FPNA Transitional Board Meeting Minutes
Tuesday, July 12, 2022
2220 North Heliotrope Drive

Board Members:	President	Jeff Katz
	First Co-Vice President	Tracey Stein
	First Co-Vice President	Mark Rothenberg
	Second Co-Vice President	Chris Switzer
	Second Co-Vice President	David Buster (Outgoing)
	Secretary	Angel Barnes
	Treasurer	Peter Christoffersen
	Parliamentarian	Patrick Johnson (Incoming)
	Co-Parliamentarian	Beverley Schauwecker (Outgoing)
	Co-Parliamentarian	Julie Humphreys (Outgoing)
	Communications Director	Marc LaFont (Outgoing)
	Communications Co-Director	David Kosak (Incoming)
	Communications Co-Director	Trace Weatherford (Incoming)
	Social Director	Denise Silva (Outgoing)
	Social Director	Jay Joyer (Incoming)
	Membership Co-Director	Kevin Shuler
	Membership Co-Director	Nicole Amweg (Outgoing)
	Home Tour Director	Sandy DeAngelis

Board Meeting Call to Order – The July 12, 2022 FPNA Transitional Board Meeting was called to order at 7:09 p.m. at the home of Treasurer, Peter Christoffersen. With the exception of Nicole Amweg, Trace Weatherford and Sandy DeAngelis, all the above Directors attended.

A Motion to **approve the June 7, 2022, FPNA Board Meeting Minutes** was made by Peter and seconded by Chris. The Motion passed.

Jeff informed the new Directors that they are required to read the governing documents in our website including the FPNA Code of Conduct Rules and Conflict of Interest Statements which they must sign.

Public Comments

Secretary Angel reported receiving a lengthy call from the President of the Santa Ana Historical Preservation Society, Tina Davidson. She wanted the Board to be aware that the past two years have been a struggle for the SAHPS headquarters, the Queen Anne Victorian built in 1889 which was the home and medical office of Santa Ana's **first** female physician. Thanks to COVID, the house has stood unused but for the homeless who have broken its historic windows on three occasions to occupy it. With little help from the police department, Tina recently brought the issue to Mayor Pro-Tem Phil Becerra who has been a super-star. He has acquired City funding to make repairs and even partially pay for painting the house, with Behr gifting SAHPS the paint. Donations have even arrived from Stater Brothers and another retailer. Following FPNA's hugely successful 2021 holiday tour, Tina would like to offer a half-dozen organizations like FPNA, French Park and the Ebell Women's Club the opportunity to each decorate a room in the house to welcome the community back for a 2022 Holiday Tour including tea and baked Victorian treats. Our Denise Silva promptly volunteered and Patrick urged her to call Denise Ryan who would also likely help.

Angel also offered SAHPS her front yard for the next *Garage Sale Weekend* on September 3rd and 4th since Victoria Drive is such a magnet for those quarterly sales. Tina was thrilled to accept since the granddaughter of Dr. Willela Howe Waffle recently died, leaving SAHPS the furnishings from her estate. They can be displayed that weekend. FPNA helped SAHPS in this same fashion three or four years ago, enabling the house to purchase new draperies with the proceeds. To assist their success, FPNA can publicize both SAHPS events by E-blast or in the *Gazette* as time approaches.

Approval of the Board Reports

A Motion to approve the Board reports (attached to these Minutes as a Compendium) was made by Kevin and seconded by Patrick. The Motion passed by unanimous vote.

Treasurer:

Peter reported that he just received a \$500 bill for four large dumpsters placed throughout the neighborhood for our last "Dumpster Day". Since that was prior to July 1st, Chris pointed out that Waste Management never previously charged us. She urged Peter to assure that Republic, (the City's new trash collector post July 1st) did not send us that invoice in error.

Peter reported on the financial statements which he provided in advance of the meeting. We are well within budget although he expressed concern about event vendors who require cash payment from us in excess of \$600. It was agreed that, in future, we will seek the Social Security numbers from such providers and/or a 1099. Additionally, Peter reminded us to **inform him in advance** when a Committee will be selling items on line. To that end, Marc LaFont brought us a

sample of the new PRIDE flag and asked the Board's input as to preference for ordering single or double-sided flags for sale. (Note that following the Board Meeting, it was confirmed that an invoice pertained to Home Tour. Peter will be redesignating the expense to the Home Tour financial statement.)

Peter has complied with the Secretary of State's requirement that it be provided with the names on Form CA-S1-100 of those Directors holding specific FPNA Board offices (CEO, Secretary and CFO).

A motion to approve the FPNA Financial Reports YTD thru June 2022 was made by Peter and seconded by Chris. **The Motion passed by unanimous vote.**

Parliamentarian

To allow ample time, the recommendations by the By-Laws Committee for amendments to the *Standing Rules* set forth in the Co-Parliamentarians' written report, are deferred to the Board's August meeting.

Social

Denise announced that we are bringing back FPNA's beloved Chili Cookoff and combining it with our annual Fall Concert. The event will occur on Saturday, October 1st.

Communications Co-Director Dave Kosak agreed to handle **E-blasts** so Directors will need to provide him with ample notice of pending events.

Maharaja House

At our June 7 meeting the Board directed Jeff Katz to approach homeowners Drs. Quynh & Chan Kieu, for their revised plan for the installation in their backyard on the Santa Clara side of their recently-acquired antique Vietnamese pagoda, or a **facsimile** (4 posts 21-1/2 feet in height) by June 21st. Jeff would advise the Kieus that their failure to comply would result in FPNA's objection to their application to exceed the height limit.

Jeff made numerous attempts to communicate with Dr. Kieu but did not succeed until the date of our July meeting. Quynh Kieu informed Jeff of three reasons for their non-performance since June. They traveled to Vietnam, they then traveled to Germany, and lastly, the City has cited them over the installation of their pool house. Consequently, any consideration by the City of their request for installation of the pagoda beyond the City's height limits is in abeyance while the Kieus address the pool house citation.

After extensive discussion, the Board agreed to have Jeff arrange a date with the Kieus on their property prior to the Board's next meeting of August 9. Board members wishing to attend can inspect the plans and/or pole facsimile, enabling us to make an informed decision at the August Board meeting as to whether we will oppose the height variance application when it is ultimately heard. Jeff will assure that Executive Director of the Planning & Building Department, Minh Thai, is aware of this plan.

Meanwhile, Drs. Chan have invited the Board to attend the Vietnamese Festival being held again this year on Saturday September 10. Bev simply suggested we consider the propriety of such attendance given the more immediate issue of the pagoda. None the less, the majority of the Board expressed support for the event as the neighborhood's policy of diversity and inclusion is of seminal importance.

New Business

Tracey sought clarification of FPNA's role in monitoring the physical condition of the neighborhood (either new construction or a property's condition), particularly in light of its own historical designation and our unanimous concern for historic preservation. After much discussion, Jeff **moved** that an ad hoc committee of no less than four members be formed to be chaired by Mark Rothenberg (a land use attorney and former Chapman Law School professor) to evaluate and propose a formal position for adoption setting forth what role the Board should take to maintain a neighborhood property's condition or architecture if any change threatens the historic features of the Floral Park neighborhood. The Motion was seconded by Kevin and passed unanimously.

Along similar lines, Jeff told of his significant efforts to **finally** get the City to take appropriate action against a residence in another Santa Ana neighborhood, which had transformed itself into a car lot on which were parked **29** old and junk vehicles. Mark made a Motion to endorse messaging to the City by Board President Jeff, including seeking the support of other Santa Ana neighborhood association leaders when helpful, urging the application of Code enforcement up to and including expediting the use of daily fines. Dave Kosak seconded the Motion and all agreed.

At the time of the Special Election Meeting, there were no candidates for Membership Director. Following the meeting, Kevin Shuler and Katie Mayberry asked to be considered for co-director roles. To that end, Katie attended and observed the Board's last two monthly meetings. Therefore, Peter moved to nominate Kevin and Katie as **Membership Co-Directors** which was seconded by Chris and unanimously approved tonight.

Regarding **Traffic mitigation**: A meeting took place between Jeff and Jessie Lopez who indicated that there appears to be funding for a round-about at Flower's five corners. Jeff will provide additional information at a later meeting for further discussion.

Home Tour

Since time was running short, we will discuss award categories at our next meeting for the *Walk of Fright* and *Walk of Lights*.

The **Motion to adjourn** the July 12, 2022 Board Meeting was made by Peter and seconded by Patrick. The meeting was adjourned at 9:15 p.m.

Calendar of 2022 Events:

Weds, July 13 Neighborhood Night Out at the Blinking Owl: 802 E. Washington Ave. at 6:30 pm

Sunday, July 31st Pacific Symphony Concert in Floral Park on Victoria Drive

Tuesday, August 9 Monthly Board Meeting at 7 p.m. at Patrick Johnson's 2028 No. Victoria Dr

Sunday, September 11 New Neighbor Mixer from 3 to 6 p.m. at Sam & Shawna Nichols'
2319 Benton Way – Family friendly with bounce-house on front lawn

Tuesday September 13 Monthly Board Mtg. at 7 p.m.

Friday, September 16 Care & Compassion Blood Drive

Friday, November 18 Final 2022 Care & Compassion Blood Drive



Board Reports for July 2022

I. President – Jeffrey Katz

A. Installation of Historic Light on Santa Clara

The light has been installed and is completely operational as of June 15, 2022.

B. 17th Street Shopping Center & Storage

The property owner, designers and Katz met on June 27 at 7 p.m. Brian signed the agreement and has paid the initial installment. On June 28, 2022, Property owner, Minh Thai (Planning) and Katz met at the center. Thai has indicated that cover the walk-thru won't be permitted because of parking issues; garbage will not be able to be moved to the back of the center. Thai is researching outdoor seating issue on 17th street.

C. Traffic Calming Report

According to Councilwoman Lopez, our request for traffic calming funding to support the build out of the roundabout has been approved. I have not actually seen evidence of this in the Capital Improvement Plan; however, Lopez has confirmed this to me in an email. What next steps should be taken with the neighborhood assuming we have this funding?

D. Olive Street Alley

I have secured agreement of last hold-out to close out the entire alley. I also convened a meeting between this hold-out and Planning in order to discuss the double driveway. I believe construction on close out will begin in September at some portions.

E. Pods on Victoria Street

I have been coordinating with Code Enforcement (Jose De Santiago). Specifically, I requested that the Pods be removed before the concert. CE has reported that an officer went out once, but there was no answer.

I am requesting authority to speak to City Council on behalf of issues created by a feckless Code Enforcement.

II. Sponsorship – Tracy Stein & Mark Rothenberg (1st V.P.)

This year's Sponsorship Awards presentation on June 12 was well-attended, a big thank you to everyone who helped set up, greet attendees, and clean up...and a HUGE thank you to Sandy and Ed for hosting!

All checks to those who could not attend have been sent. One check, to Christo Hernandez, needs to be re-sent, due to an address error.

We will submit an article for the next newsletter to recognize winners.

I heard some suggestions that the event may have been better attended if it had been earlier in the year, like May, before students and neighbors leave for summer destinations. Committee will take that into consideration for next year's planning. The targeted date will be calendared asap so that neighbors have access to more advanced notice.

III. Beautification Committee - Chris Switzer (2nd V.P.)

To encourage new leadership, new ideas, and less "last minute" work, 4 volunteers will be "leads," or responsible for their areas. Last week the new "Leads for the BC" met at Richard Silva's house to discuss our plans. We will have a general Beautification Committee meeting in late July or August when we will invite old and new volunteers to join our committee.

- **Sarah Mae Downie Park/Butterfly Garden – Lead Chris Switzer**
 - Monthly communication with Parks and Recreation has been beneficial to make sure the sprinklers are working.
 - We are continuing to work with Parks and Rec and PW departments to find a better place for the new trash cans, which have been removed for now.
 - We will continue with inviting all committee members and neighbors to clean-up, fertilize and plant at least 2 times a year.
 - **New Plans – routine cleaning of the park to be scheduled via a volunteer sign-up sheet requesting 2 – 4 people in the committee to participate in weeding and deadheading for approximately 2 hours 2 times a month.**

- **Entrances and Exits – Lead – Lina Lopez**
 - **Her responsibilities include: be the contact with PW regarding sprinklers, filling in the permanent plantings when needed, seasonal planting, fertilizing, mulching and designing the center median on Flower Street.**

- **Heart Stones –Leads – Nanci Zinngrabe and David Karaffa**
 - Two new heart stones this month.

- **Trees – Lead – Debbie Wolfenbarger**
 - She has identified and reported dead and sick trees to the city.

- **Most Beautiful Yard of the Year – Lead - Debbie Wolfenbarger**
 - Chris and Debbie attended the ComLink meeting to collect Nanci's Zinngrabe's award

as she was out of town.

- **Infrastructure – Leads – Marc LaFont and Richard Silva**
 - Their responsibilities include, but are not limited to:
 - Designing, getting bids and city permits for a new monument on Flower St. upon FPNA Board approval.
 - Getting bids for lighting all our exit and entrance monuments.
 - Exploring Christmas decorating ideas the neighborhood.
 - Other creative ideas to be determined.

IV. Care & Compassion – Rachel Moloo

No written report.

V. Membership Committee - Kevin Shuler

Donations

- 2022 YTD Donations: \$10,245
- 2022 MTD for June: \$2780
- New Donors: Mayberry's & Goldbergs

New Neighbors

- None!

Mixers 2022

- September 11th Mixer: Location to be the home of Sam & Shawna Nichols at 2319 Benton Way. This will be a family friendly mixer with a bounce house in the front and standard mixer in the backyard.
- Communication Committee to eBlast and print signs for the event.

Donation Initiatives:

- New neighbor baskets have all been delivered, with a letter explaining the process to get involved and make donations.
- Membership table at every mixer.
- Membership Quarter Page "Membership Drive" ad in the next newsletter.

VI. Social Committee – Denise Silva

Freedom Fest

A fantastic event overall Suzee and Jeff took this event to a whole new level.

It was another record attendance for the Freedom Fest. Some 45 tables were sold and so many folks came that did not order tables as well. Most of the traditional program remained but always a twist on them makes it fresh and new. A performance by local Broadway performers was added. Jeff was on his game with his knowledge of Independence Day history.

Sponsorship

1. This year we were fortunate to have several Realtors in the neighborhood sponsor various refreshments and activities. It was a terrific way to help elevate the event while keeping within our budget. It might be a win, win format for future events.
 - a. Sandy DeAngelis of Seven Gables Real Estate sponsored the Beer and Seltzer Garden which is usually sponsored by Kevin Shuler of Neighbors Real Estate Partners. It was great to have her step in with such a generous sponsorship.
 - b. Kevin Shuler of Neighbors Real Estate Partners sponsored the local ice cream truck that services our neighborhood for the event. It was an impactful addition to the event and very much appreciated.
 - c. A face painting experience was sponsored by Stephanie Robbins-Ramirez and Sheli Banko of Berkshire Hathaway Home services. Always a hit!
 - d. David Buster's brother of a la mode COLLECTIONS, brought his "Polished Pony," a mobile bar from which he served wine and water. This was not an official part of the event but welcomed just the same.

Sound System

1. The new sound system was fantastic. Huge thanks to Chris and Britiny for installing it in advance and managing it throughout the day.
2. Of course, David Fink was a most integral part of installing the wiring with his truck lift.

New event

1. This year a cake walk was added to the event. It was well received and fun for the kids.
 - a. 13 cakes were donated by neighbors
 - b. Tickets were sold for \$5 each and roughly \$710 was generated from those sales.

Budget

1. Although not all numbers were in at the time of this report, the rough numbers are, spent \$4,040.05, income of \$2,065 for a net of \$1,975.05 which puts us way under budget for this event.

Neighborhood Night Out

1. June's event was at Benchmark, and they did not disappoint. The service was fantastic and of course the food was delicious.
2. We had a huge jump in attendance. Our usual attendance has been 21. At the June event we had 39. We even had a few new neighbors attend.
3. July's Night Out will be at Blinking Owl and will be a buffet style event.
4. Robin has been a pleasure to work with
5. Coincidentally, we have 39 going to this one as well.

Pacific Symphony Concert

1. Sunday July 31st at 4p.m. on Victoria Dr.
2. Jeff and Denise are coordinating efforts for this event and Bev and Lita have graciously allowed us to use their front lawns for seating as this event will be bring your own everything.
3. Sandy DeAngelis of Seven Gables has offered to serve Lemonade, Water and Iced Tea for this event.

New Business

Website Sales

As with almost all changes there have been some growing pains. With the advancement of having ticket sales on the website a few things came to light. I would like to discuss these three items at the Board Meeting as they will impact just about every committee going forward.

1. Informing Treasurer of upcoming sales activity
2. Interface with the website sales and Treasurer
3. Charges for PayPal

VII. Home Tour Committee – Sandy DeAngelis

No written report.

VIII. Historic Resources Committee – Julie Humphreys

After several rounds of edits by Dylan, Ed Murashie, and me, we are on the home stretch. All edits to the written application have now been completed. Dylan is recuperating from surgery and will be out of commission for the next few weeks. The plan is for me to finalize the revised application and send it off to SHPPO by Friday, July 15, assuming (1) the Sketch map can be revised/finalized (by 3rd party) & inserted; and (2) I can access and incorporate all of the photos so the revised application can be submitted in a single, complete document.

I am hoping to have Ed & Mark review the draft cover letter to accompany the revised submission. I may need some digital assistance to compile the final document; if so, I will reach out. (I am leaving for vacation on 7/18/22 so am determined to get this off to SHPPO before then.)

IX. By-Laws Committee - Bev Schauwecker/Julie Humphreys (Parliamentarian)

The Committee has been meeting via zoom.

The proper way for changes is ~~cross-out~~ (to remove) and *italics* (for additions) we have used underline for additions, as it is a little easier to pick out.

These changes reflect changes that the Board has made, voted on at previous meetings, and some requests made by Officers/Directors at meetings, after discussion with the board.

Proposed Amended SR attached to this report. Your attention is directed to:

Page 5 h
Page 9 1,5,6,7
Page 10 L (new section)
Page 12 f (new section)
Page 12 p (new section)

If the Board agrees to these changes, the date on page one would reflect the approval.

Other changes are pending, to the Constitution, which will have to be addressed at the November General Meeting for Membership Approval, after the proper notice has been given to the Membership.

Additional documentation needs to be included to the SR on Care and Compassion Committee.

X. Legacy Committee

No written report.

XI. Communications Committee – Marc LaFont

See attached.

XII. Treasurer’s Report – Peter Christoffersen

* Completed distributions to scholarship award recipients and local charity organizations

* Continued strong financial position

Financials attached.

COMMUNICATIONS REPORT

July 2022

SOCIAL MEDIA

During the period from June 12 to July 9 we gained 17 new Facebook followers for a total of **1,380**. We had a post reach of over **8,395** with over **3,441** engagements (comments, shares and/or likes) Our Instagram page reached **2,700** people.

EBLASTS

There were 15 eblasts sent during that same period. New names have been added to both the Home Tour and the Neighbors eblast lists. No email addresses were forwarded from the Home Tour director to be added to the Home Tour eblast list.

NEWSLETTER

The June issue of the Floral Park Gazette was printed and distributed. The next issue is scheduled for September.

WEB SITE

During the last 30 days, the web site was visited **2,232 times** by 1,505 unique visitors. The average time online is over 4 minutes. The most popular page to navigate to was Freedom Fest. People spent the most time on news. There was a 195% increase on traffic to the homes page. The new larger Floral Park Pride Progress flag was added to the SHOP page. The previous flag sold out. Tickets to Neighborhood Night Out were added to the side as well as a sign up for the September blood drive, new listings, updated events, news, historic articles and updated contact information. The new Gazette and it's media sponsors with links ere added to the site.

SIGNAGE

Signs were printed and placed for Freedom Fest and a reusable sign was made for the bounce house (caution: unsupervised)

TRANSITION

A meeting was held with the incoming communications directors with a communications reference.

FLAGS

Best of Signs made the FPNA PRIDE flags. Their quote for FPNA flags was \$19.60 each for 50 3'x5' single-sided flags with 2 grommets. Double sided flags were \$34.32. Having reviewed the double sided PRIDE flags, I recommend the single sided flag, which moves easier in the breeze.

HOME TOUR

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
Income				
4310	Prepaid Tickets-Cash Donations - Est. 37 Tickets	\$ 4,000.00	\$ 1,650.00	\$ (2,350.00)
4320	Prepaid Tickets-PayPal Donations - 868 Tickets	\$ 16,000.00	\$ 38,970.00	\$ 22,970.00
4330	Gate Ticket Donations - 415 Tickets	\$ 20,000.00	\$ 20,410.00	\$ 410.00
4350	Home Tour Book Contributions	\$ 6,000.00	\$ 3,525.00	\$ (2,475.00)
4360	Collectible Contributions	\$ 3,500.00	\$ -	\$ (3,500.00)
4370	Vintage Auto Show Contributions	\$ 1,000.00	\$ 1,720.00	\$ 720.00
4384	Wine Garden Donations	\$ 2,800.00	\$ 14,649.00	\$ 11,849.00
4385	Hospitality Garden Donations	\$ 6,000.00	\$ 4,975.00	\$ (1,025.00)
4387	Opening Night Donations	\$ 10,000.00	\$ 12,500.00	\$ 2,500.00
4388	Opening Night Donations/Silent Auction	\$ 8,000.00	\$ 11,905.00	\$ 3,905.00
		\$ 77,300.00	\$ 110,304.00	\$ 33,004.00
Expenses				
5310	Administrative	\$ 3,200.00	\$ 5,059.17	\$ 1,859.17
5320	Promotional Flyer	\$ 3,000.00	\$ 1,825.29	\$ (1,174.71)
5330	Home Tour Book	\$ 7,000.00	\$ 3,742.39	\$ (3,257.61)
5335	Docent	\$ 2,000.00	\$ 340.69	\$ (1,659.31)
5340	Collectibles Section Expenses	\$ 350.00	\$ 1,141.16	\$ 791.16
5345	Vintage Auto Show Expenses	\$ 850.00	\$ 648.86	\$ (201.14)
5350	Homeowners Costs	\$ 6,500.00	\$ 3,921.33	\$ (2,578.67)
5360	Volunteer Appreciation	\$ 400.00	\$ -	\$ (400.00)
5365	Signage	\$ 2,200.00	\$ 90.00	\$ (2,110.00)
5375	Equipment Rental	\$ 3,000.00	\$ 4,312.40	\$ 1,312.40
5385	Promotional Expenses	\$ 500.00	\$ 122.19	\$ (377.81)
5388	Mailing Services	\$ 300.00	\$ 48.38	\$ (251.62)
5390	Misc Home Tour Expense	\$ 600.00	\$ -	\$ (600.00)
5398	Opening Night Expense	\$ 8,500.00	\$ 9,624.37	\$ 1,124.37
5399	Wine Garden Expense	\$ 4,000.00	\$ 10,027.87	\$ 6,027.87
		\$ 42,400.00	\$ 40,904.10	\$ (1,495.90)

Treasurer's June Month End Comments

* Players Choice - Auto Show Plaques \$648.86

2022 Final Contributions	
Wine Garden	\$ 4,621.13
Opening Night	\$ 14,780.63
Home Tour	\$ 49,998.14

HOLIDAY HOME TOUR

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
Income				
4410	Prepaid Tickets-Cash Holiday Home Tour	\$ 2,800.00	\$ -	\$ (2,800.00)
4420	Prepaid Tickets-PayPal Holiday Home Tour	\$ 11,200.00	\$ -	\$ (11,200.00)
4430	Gate Ticket Sales - Holiday Home Tour	\$ 14,000.00	\$ -	\$ (14,000.00)
4450	Home Tour Book Contributions - Holiday Home Tour	\$ 2,500.00	\$ -	\$ (2,500.00)
4484	Wine Garden Donations Holiday Home Tour	\$ 1,300.00	\$ -	\$ (1,300.00)
4485	Hospitality Garden Sales Holiday Home Tour	\$ 2,200.00	\$ -	\$ (2,200.00)
		\$ 34,000.00	\$ -	\$ (34,000.00)
Expenses				
5710	Administrative Holiday Home Tour	\$ 1,000.00	\$ 250.00	\$ (750.00)
5720	Promotional Flyer Holiday Home Tour	\$ 1,500.00	\$ -	\$ (1,500.00)
5730	Holiday Home Tour Book	\$ 3,500.00	\$ -	\$ (3,500.00)
5735	Docent Holiday Home Tour	\$ 1,000.00	\$ -	\$ (1,000.00)
5740	Marketing Holiday Home Tour	\$ 200.00	\$ -	\$ (200.00)
5750	Homeowners Costs Holiday Home Tour	\$ 600.00	\$ -	\$ (600.00)
5765	Signage Holiday Home Tour	\$ 500.00	\$ -	\$ (500.00)
5775	Equipment Rental Holiday Home Tour	\$ 2,000.00	\$ -	\$ (2,000.00)
5785	Promotional Expenses Holiday Home Tour	\$ 1,000.00	\$ -	\$ (1,000.00)
5788	Mailing Services Holiday Home Tour	\$ 300.00	\$ -	\$ (300.00)
5790	Hospitality Garden Holiday Home Tour	\$ 3,000.00	\$ 35.76	\$ (2,964.24)
		\$ 14,600.00	\$ 285.76	\$ (14,314.24)

Treasurer's June Month End Comments

- * Not Planning An Event At This Point In Time in 2022
- * Expenses Paid in 2022 for 2021 Event

SOCIAL

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
Income				
4920	Social Donations	\$ 8,500.00	\$ 4,324.83	\$ (4,175.17)
4935	Chili Cook Off Donations	\$ 1,500.00	\$ -	\$ (1,500.00)
		\$ 10,000.00	\$ 4,324.83	\$ (5,675.17)
Expenses				
5410	Summer Event - Freedom Fest	\$ 4,500.00	\$ 2,633.80	\$ (1,866.20)
5415	Concert In The Park	\$ 4,500.00	\$ -	\$ (4,500.00)
5420	Fall Event - Havana Nights	\$ 4,500.00	\$ -	\$ (4,500.00)
5425	Chili Cookoff	\$ 3,000.00	\$ -	\$ (3,000.00)
5430	Winter Event - Holiday Party	\$ 4,500.00	\$ -	\$ (4,500.00)
5470	Additional Events	\$ 4,000.00	\$ 4,472.43	\$ 472.43
		\$ 25,000.00	\$ 7,106.23	\$ (17,893.77)

Treasurer's June Month End Comments

Luck of The Irish March 12th Event	Acct # 4920	Acct # 5470	Net Cost
Donations & Expenses	\$ 243.00	\$ 1,981.13	\$ 1,738.13

Freedom Fest July 2 - (June Activities)	Acct # 4920	Acct # 5410	Net Cost
Go Jumpers Rental		\$ 165.80	
William Vo - Photographer		\$ 200.00	
Cosmo Event Rental		\$ 2,268.00	
Advance Event Reservations Paid	\$ 1,250.00		
Cake Walk Raffle Tickets Sold (Pre Event)	\$ 65.00		\$ 1,318.80

Neighborhood Night Out #1 February	Acct # 4920	Acct # 5470	Net Gain
21 Guests Chapter One Dining Complete Costs	\$ 524.83	\$ 473.06	\$ 51.77
Neighborhood Night Out #2 March	Acct # 4920	Acct # 5470	Net Gain
21 Guests Gus's World Chicken Complete Costs	\$ 568.00	\$ 567.67	\$ 0.33
Neighborhood Night Out #3 May	Acct # 4920	Acct # 5470	Net Cost
20 Guests El Mercado Modern Complete Costs	\$ 509.00	\$ 509.00	\$ -
Neighborhood Night Out #4 June \$25	Acct # 4920	Acct # 5470	Net Cost
39 Guests Benchmark Costs Complete	\$ 975.00	\$ 975.00	\$ -
Neighborhood Night Out #5 July \$25	Acct # 4920	Acct # 5470	Net Cost
10 Guests Blinking Owl Distillery	\$ 250.00		

SPONSORSHIP

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
	Income			
4610	Sponsorships/Endowment Donations	\$ 15,000.00	\$ 3,620.00	\$ (11,380.00)
	Expenses			
5610	Scholarships	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00
	<i>* Scholarships - Reallocation 2021 Holiday Tour Tickets</i>	\$ 8,608.00	\$ -	
	<i>* Scholarships - Reallocation 2221 Wine Garden Profits</i>	\$ 6,518.00	\$ -	
5620	Charities	\$ 3,000.00	\$ 4,700.00	\$ 1,700.00
		\$ 15,000.00	\$ 17,700.00	\$ 2,700.00

Treasurer's June Month End Comments

- * Awarded 13 Scholarship Awards \$13,000
- * Awarded 6 Local Charity Donations \$4,200

* Scholarship Funds Paid in 2022 for 2023 Awards		Date on Check	Deposit FPNA
Edison International - The Blackbaud Giving Fund	\$ 275.00	3/9/2022	3/9/2022
Edison International - The Blackbaud Giving Fund	\$ 120.00	6/1/2022	6/18/2022
Ed Powel Scholarship - Memorial (9 Donors)	\$ 725.00	3/27/2022	3/27/2022
Eriq Dominguez Scholarship Donation	\$ 500.00	4/28/2022	4/28/2022
Sandy De Angelis & Ed Trotter Scholarship Donation	\$ 1,000.00	5/20/2022	5/21/2022
Karen & Edward Athey Scholarship Donation	\$ 1,000.00	6/11/2022	6/24/2022
	\$ 3,620.00		

HISTORICAL: SPECIAL PROJECT

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
	Expenses			
6100	Miscellaneous Historical	\$ 5,000.00	\$ -	\$ (5,000.00)

Treasurer's June Month End Comments

LEGACY COMMITTEE

Acct #	Description	2022 Budget	2021 Actual YTD	Over/(Under)
5515	Legacy Awards	\$ 2,500.00	\$ -	\$ -

Treasurer's June Month End Comments

COMMUNICATIONS

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
	Income			
4210	Promotional Sponsorship Funds	\$ 17,000.00	\$ 4,338.00	\$ (12,662.00)
4230	Promotional Calendar Donations	\$ 1,972.00	\$ 439.90	\$ (1,532.10)
		\$ 18,972.00	\$ 4,777.90	\$ (14,194.10)
	Expenses			
5210	Printing	\$ 17,500.00	\$ 2,660.32	\$ (14,839.68)
5220	Distribution	\$ -	\$ -	\$ -
5240	Website	\$ 750.00	\$ 962.96	\$ 212.96
5290	Miscellaneous Expenses	\$ 100.00	\$ -	\$ (100.00)
		\$ 18,350.00	\$ 3,623.28	\$ (14,726.72)

Treasurer's June Month End Comments

* Campaigner Monthly Charge \$59

MEMBERSHIP

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
Income				
4110	Membership Contributions	\$ 25,000.00	\$ 10,245.58	\$ (14,754.42)
4130	Floral Park Flag Donations	\$ -	\$ -	
4150	Floral Park Online Store Donations	\$ 500.00	\$ 795.00	\$ 295.00
		\$ 25,500.00	\$ 11,040.58	\$ (14,459.42)
Expenses				
5110	Printing, Mailing & Distribution	\$ 500.00	\$ -	\$ (500.00)
5120	New Neighborhood Gifts	\$ 1,000.00	\$ 806.99	\$ (193.01)
5130	New Neighborhood Mixers	\$ 1,500.00	\$ 795.03	
		\$ 3,000.00	\$ 1,602.02	\$ (693.01)

Treasurer's June Month End Comments

- * June Neighborhood Mixer \$375
- * 26 Pride Flag Sold thru PayPal \$535

BEAUTIFICATION

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
Income				
4510	Heartstone Sponsorships	\$ 800.00	\$ 800.00	\$ -
		\$ 800.00	\$ 800.00	\$ -
Expenses				
5510	Heartstone	\$ 670.00	\$ 432.79	\$ (237.21)
5520	Neighborhood Plantings	\$ 1,500.00	\$ 5,032.69	\$ 3,532.69
5540	Miscellaneous Beautification	\$ 350.00	\$ -	\$ (350.00)
		\$ 2,520.00	\$ 5,465.48	\$ 2,945.48
Special Projects: Reforestation				
5550	Reforestation Expenses	\$ 10,000.00	\$ -	\$ (10,000.00)

Treasurer's June Month End Comments

- * *Outstanding Heart Stone - Paid but Not Ordered - Nichols (Oct 2021)*
- * **Marc Thompson Purchased a Heartstone for an FPNA Neighbor and Retired Santa Ana Officer Alan Berg**

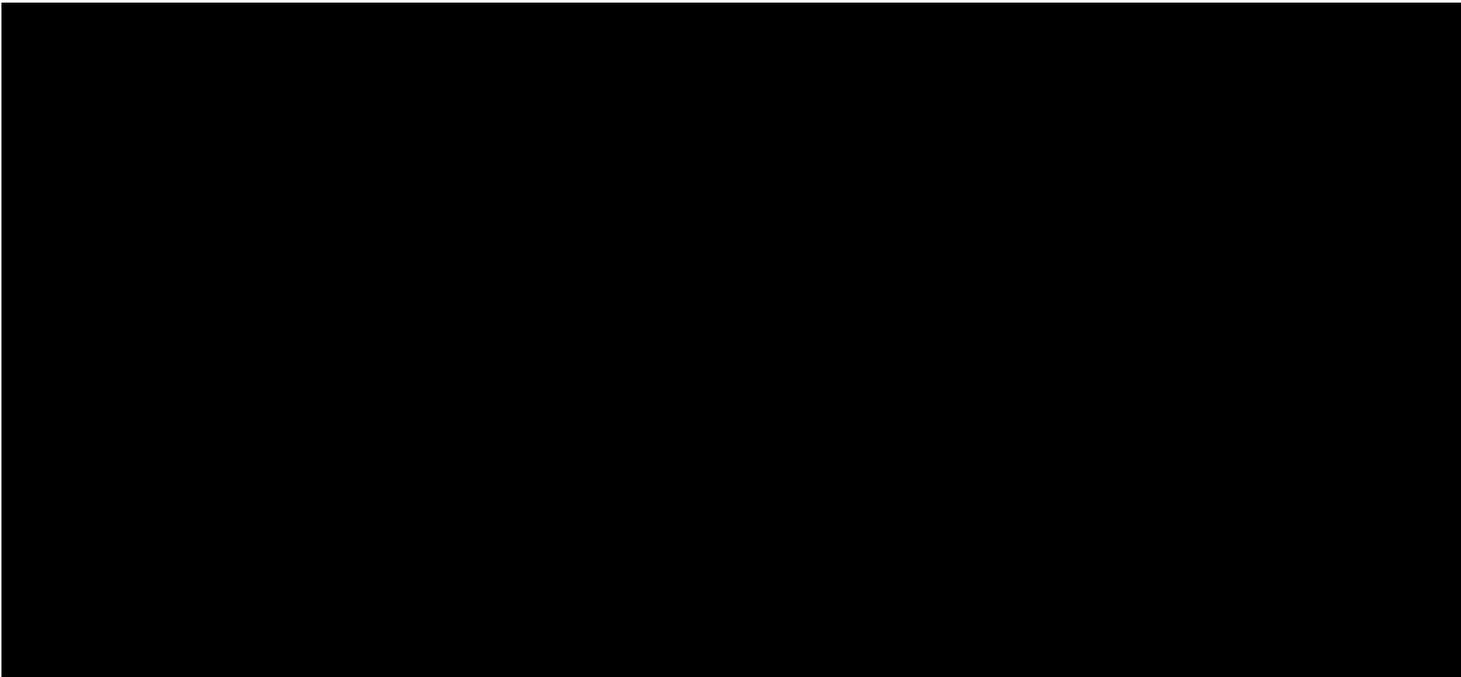
CARE & COMPASSION COMMITTEE

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
	Expenses			
6095	Care & Compassion Committee Expenses	\$ 2,000.00	\$ 109.25	\$ (1,890.75)

Treasurer's June Month End Comments

GENERAL / ADMINISTRATION

Acct #	Description	2022 Budget	2022 Actual YTD	Over/(Under)
Income				
4010	Interest Income	\$ 100.00	\$ 12.71	\$ (87.29)
4900	Miscellaneous Sponsorships/Donations	\$ 100.00	\$ 2,600.00	\$ 2,500.00
		\$ 200.00	\$ 2,612.71	\$ 2,412.71
Expenses				
6010	Board Expenses	\$ 250.00	\$ -	\$ (250.00)
6020	Stationary, Postage & Supplies	\$ 500.00	\$ 204.94	\$ (295.06)
6030	General Meeting	\$ 2,500.00	\$ 226.82	\$ (2,273.18)
6035	Special General Meeting	\$ 250.00	\$ 73.12	\$ (176.88)
6040	Insurance	\$ 4,500.00	\$ 3,690.00	\$ (810.00)
6060	Professional Services	\$ 1,250.00	\$ 750.00	\$ (500.00)
6070	Bank Charges/ PayPal & Giving Fuel Svc Charges	\$ 1,500.00	\$ 1,043.73	\$ (456.27)
6080	Board Election Expenses	\$ 250.00	\$ 762.83	\$ 512.83
6090	Misc Administrative Expenses	\$ 5,000.00	\$ 4,703.47	\$ (296.53)
		\$ 16,000.00	\$ 11,454.91	\$ (4,545.09)



Total Income June	\$ 7,459.92
Total Expenses June	\$ 23,434.14

Floral Park Neighborhood Association

Standing Rules

ADOPTED: 04-21-2020

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 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 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.
- C. To facilitate communication between Board Members 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. Sender sends to Secretary the results.
 - d. Secretary puts on agenda of new business.
 - e. President keeps responses until ratified at next Board meeting.
 - f. Motion approved and Secretary is responsible to include in minutes Board Members shall have 48 hours to vote.
 - g. 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. Board is to annually review Storage Contract. Treasurer is responsible for keeping it current.
- G. All projects and funding are to be annually reviewed by the Board.
- H. 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.
- I. 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 complaint 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.
- J. 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 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.
- 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.
 - a. The Scholarship Committee is responsible for:

- i. 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, 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. Proposing 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. Notification of committee meetings should be sent out in e-blasts, as needed.
- 6. 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. Assumes the position of President in the absence of the President and First Vice President.
- 3. 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, 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).

- h. Coordinate with the city any work that needs to be done at the Sarah Mae Downie Herb Garden.
 - i. 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. Submit annual budget for funding for projects.
 5. 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. Notification of committee meetings should be sent out in e-blasts.
 7. 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.
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.
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 general rules of accounting and comply with current State and Federal guidelines:
 - a. Chair the Finance Committee.
 - b. The FPNA tax return to be filed each year by May 15th. Tax return shall be submitted to the Board for review at the April Board meeting.
 - c. The official program to be used by the Treasurer is QuickBooks.
 - d. 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. The Treasurer shall set up bank and financial accounts at the direction and approval of the Board. Financial activities may only be executed with approved and established accounts for designated purposes.
 - f. The Treasurer is authorized to obtain credit and/or debit cards for use with approved accounts provided that (i) each instance of a credit/debit card is first approved by the Board and (ii) each debit/charge is pre-authorized by the Board.
 - g. Monthly payments may be paid (scheduled or unscheduled) through authorized accounts and mechanisms at the discretion of the Treasurer, with Board approval

- 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.
- e. 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. The President has authority to sign checks in the absence of the Treasurer.
 10. The Treasurer shall provide oversight for receipts and deposits from all FPNA events.
 11. 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. In order to facilitate the transition between the outgoing Board and the incoming Board the outgoing Board shall finalize a budget to present to the General Membership at the November General meeting. The budget is to be presented to the General Membership at the November General meeting in hardcopy.
 13. Shall distribute a Chart of Accounts to Board Members annually.
 14. 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.
 16. 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.
 17. Notification of committee meetings should be sent out in e-blasts.
 18. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.
 19. 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.
 - iii. Opening and closing of accounts at depository institutions, custodians or brokerage firms on behalf of the Association.
 - iv. Depositing or withdrawing of funds from accounts consistent with the signatory policy approved by the full Board of Directors.
 - v. Directing the investment of funds in an account at a depository institution, custodian or brokerage firm.
 - vi. 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.
 - vii. 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.
- c. 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. Set a General Membership goal and plan a General Membership drive.
3. Develop a flyer/letter to be distributed or mailed to each household to encourage General Membership contributions. An email blast may also be used as a reminder.
4. Create a page in the quarterly FPNA newsletter to encourage contributions and to thank those residents who have contributed.
5. Conduct a General Membership drive in May, and establish other measures during the year to promote General Membership.
6. Develop and implement creative ideas to stimulate General Membership.
7. Organize a minimum of three neighborhood mixers a year at volunteer homes. An email blast may be used to recruit volunteers.
8. Keep track of new Floral Park neighbors and welcome them within six (6) 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. Publish list of paid members for the calendar year in quarterly newsletter to acknowledge supporters and their level of contribution.
11. Submit annual budget to obtain funds to conduct General Membership drive and host neighborhood mixers in September.
12. 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. Notification of committee meetings should be sent out in e-blasts.
14. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.

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. Respond to general questions of General Members and others and promptly refers specialized questions to the relevant Officer or Director for response.
4. 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 for any or all of these sub-roles.
5. 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. The Communications Director or his/her designee has possession of and responsibility for the Association's neighborhood signage.
7. 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. Sign deployer is responsible for ordering, placing, and maintaining signs to announce neighborhood events.
9. Webmaster shall maintain and update website as directed by the Board.
10. E-blasts will be sent to neighbors requesting to be placed on the notification list, in accordance with the policy as established by the Board.
11. Submit an annual budget in September.
12. 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. 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.

H. The Social Director shall:

1. Chair the Social Committee, and provide a plan of action in writing at the first Board meeting of the term.
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 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.
9. Oversee refreshments for General Meetings.
10. 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 in e-blasts and downloaded on website.

12. Write an article four times a year for FPNA Newsletter and submit articles and photos to Communication Director on or before designated deadline.
13. Oversee the planning and purchasing of decorations, food, and entertainment for each event in conjunction with Event Chair.
14. Check website email monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.
15. Update 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 the annual Home Tour in April of each year, or Holiday Tour held in November.
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, held in October
6. Coordinate with the Membership Committee the Walk of Lights, buy assigning judges, delivering and removing the award signs from the front yards.
7. Coordinate with the City to have large trash dumpsters placed throughout the neighborhood during "Dumpster Day" normally occurring on a Saturday during the month of April.
8. Submit an annual budget in September.
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.
10. Notification of committee meetings should be sent out in e-blasts.
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.
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.
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. Committees not assigned to a Board position

1. All Committees will report directly to the Board
2. Written reports will be submitted to the Board for their regular monthly meetings, when the committee is active.
3. Committee chair is not a voting member of the Board
4. Current committees are:
 - Care and Compassion
 - Election
 - Historic Resources
 - Infrastructure
 - Legacy
 - Property Committee

M. 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.
- c. Election Committee Chair and members to be announced at Next General meeting and via e-blasts **and** FPNA approved social media.
- d. Committee Members to be familiar with Governing Documents as they pertain to elections.
- e. 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.
- f. 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.
 - c. 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.
 - d. 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.
 - e. Election Committee will oversee the preparation and mailing of the ballots **and** candidate statements.
 - f. 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.
 - g. Return ballots must be postmarked no later than the second Thursday of June each year. Alternatively ballots may be placed in approved lock boxes placed in the neighborhood. 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.
 - h. 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.
 - i. 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.

- j. 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.
- k. Ballots to be mailed from FPNA approved mailing house.
- l. 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.
- c. 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.
- d. 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.
- e. Write article for next Newsletter.
- f. Election ballots and materials, may be destroyed 1 year from the date of the ballot counting.

N. Legacy Committee.

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

O. Infrastructure Committee.

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

P. Property Committee

- 1. Secures storage for FPNA property, with board approval
- 2. Maintains an inventory of contents of storage
- 3. Provides a sign out sheet in the facility for members/committees to log items used, giving date and name of person responsible
- 4. Maintains and distributes keys for facility
- 5. Other activities assigned by the Board

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