DEANE GARDENS HOA

VICE PRESIDENT/COMMUNICATIONS - JOB DESCRIPTION

The Vice President will share the responsibilities of the President's office and as delegated. Coordinate with new Board Members to ensure they receive copies of Association Documents, Board Directory, map, etc. Coordinate with real estate and escrow authorities during changes in Gardenhome ownership, ensuring that the DGH buyers receive copies of the CC&'s/By Laws, outstanding balance owed to the Association. Coordinate escrow transfer fee.

The position of Vice President is an elected position by the Board with voting rights on the Executive Board.

Helping to oversee the HOA President and taking accountability for decisions that are made.

Running meetings in the absence of the HOA President, and taking accountability for decisions that are made.

The Vice President will share the responsibilities of the President's office and as delegated.

Coordinate with President on all documents related to Annual Election and Annual Meetings,

All actions and decisions that the board takes are in service of two key goals:

1. To Protect and increase the HOA's property values, and
2. To drive a sense of a community. Coordinate with real estate and escrow authorities during changes in Gardenhome ownership.

Communications:

1. Responsible to ensure the transition of new board members receive all Association Documents (Articles of Incorporation, Rules & Regulations, and CC&Rs).

2. Assure that new board members receive copies of latest financial reports, latest minutes, Calendar of Events, Job Descriptions, Board of Directors' Directory, Check Request form, and Insurance Policy
3. Send out E-Blasts as requested
4. Write/coordinate Newsletter
5. Welcome Letter to new homeowners
6. Keep Board of Directors' Directory updated
7. Update Calendar of Events and disseminate
8. Keep job descriptions updated and disseminate
9. Update Check Request form

Escrow Transfer Requests and Process

Coordinate with real estate and escrow authorities during changes in Gardenhome ownership, ensuring that the DGH buyers receive copies of the CC&'s/By Laws, outstanding balance owed to the Association. Coordinate escrow transfer fee.

Ensure that the DGH buyers receive copies of the CC&'s/By Laws, outstanding balance owed to the Association. Coordinate escrow transfer fee.

As soon as a for sale sign goes up, obtain the contact information of the agent and call or email them letting them know that we do have HOA docs for escrow and an Escrow Transfer Fee of $250. Ask them to pass your information to the escrow company on day one of opening escrow.

When escrow emails you they usually have a question or two. Sometimes they send "their demand doc" to be filled out and sometimes it comes last minute.

Attach all the docs in response: CC&Rs, By-Laws, Last Yearly financial statement and most current Financials, HOA Insurance doc, Incorporation doc, and anything else they ask for. It is typically wanting a year's worth of minutes so explain we only meet about 4 times a year and give them the website link to HOA Meeting Minutes online.

Also, ask them to send a copy of the final closing doc to our PO Box 6503. Treasurer keeps these.

Email Treasurer to make sure the HOA dues are current. (if they aren't they can be paid out of escrow).

Email Rima Mizher asking her for the Transfer invoice to be sent to the Escrow company. Include House address, Lot #, Escrow contact name and email address, and Escrow number on their demand. (Cc Bobi on this email).
Her info is as follows: rima@fineformaccounting.com.
Business address: 7641 Talbert Ave., Suite 215, Huntington Beach, 92648.
Phone: (714) 968-2700
Fax: (714) 242-6805
Mobile:

Advise Treasurer to add new owner to Resident List.

Responsible for assisting the President in realizing the overall aims of the HOA. The Vice President assists in the planning and delivery of HOA activities and provides support where needed. Work closely with the Secretary to ensure the day-to-day activities of the HOA run smoothly.

Helping to strengthen the relationship between the committee members, and inspiring and encouraging them to achieve the HOA's agreed goals.

Representing the HOA to other groups and external organizations.

Vice President should familiarize themselves with the duties of the President.

June 20, 2025
"MJ" Marion Lucero

Escrow Transfer Requests and Process

