

**BOARD SECRETARY'S QUARTERLY REPORT**  
**(September 25, 2024)**

In addition to all regular duties of Board Secretary:

- (1) Attended CSDA G.M. Leadership Summit, Anaheim, CA.
- (2) Copied and Distributed all "Emergency Preparedness" material to all residents. In response to request for Emergency Contact information, six (6) residents responded, plus 5 board members, 1 employee. Total received: 12.
- (3) Insurance: Insurance carrier requested a questionnaire be completed, updating all values of HGCSO capital equipment. Carrier was informed that current values, updated annually for inflation, should continue to be used. (\$1.6 million.) Previous agent with Glatfelter, Jacob DeLuna, has left the company. Employee taking his place has been slow to send the current policy, although the 2024-2025 premium was paid in full, and all property loss, liability, and board member coverage is fully in place.
- (4). Worked with Title companies on three houses that closed escrow in August. Each closing was convoluted, requiring numerous correction of errors on the part of Title. (All was resolved.)
- (5) Detailed review of "2019 Rate Study" and distribution to all board members for their review and discussion at board meeting September 25th.
- (6) Detailed review of "Manual on Government Accounting Requirements for Special Districts" in preparation for meeting on September 25th.