

**HIDDEN HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS  
MEETING MINUTES**

**July 16, 2019**

The regular meeting of the Board of Directors was held on Tuesday, July 16, 2019 at the Community Center, 24549 Long Valley Road, at 7:30 p.m.

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by second Vice President Mitch Jacobs. Also present were Debbie Seror, Joe Loggia and David Zebrack. John McGinnis, Alex Werner Resnick and Deb Spellman were absent.

**APPROVAL OF MINUTES**

A motion was made and seconded to approve the corrected May 21, 2019 minutes. All in favor, motion carried. Joe Loggia made a correction to the June 18, 2019 minutes: during the vote of landscape improvements, he did not abstain, he voted “no.” He then made a motion to approve the minutes of the June 18, 2019 meeting as corrected. The motion was seconded, all in favor, motion carried.

**ANNOUNCEMENTS/ITEMS NOT ON THE AGENDA**

1. Perimeter Camera Project. David Zebrack thought it would be a nice gesture to send a thank-you gift to all of the homeowners who are participating in the perimeter camera project. The total expenditure will be limited to the spending authority of the General Manager.

**COMMITTEE REPORTS**

**1. THEATER COMMITTEE - Nathalie Blossom, Chair**

Nathalie Blossom reported that the committee did not meet this month, but Gloria’s farewell reception is this weekend. John McGinnis will make a presentation on Saturday. Then JAXX and Palmer Davis will have shows in the fall.

**2. EQUESTRIAN SERVICES COMMITTEE - Keith Christian, Chair**

Keith Christian reported that the committee is working on the following projects:

- a horse-handling event, geared toward CERT members
- a vet talk to be held in the theater or rec center in August
- a vaulting event

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- the Fiesta pancake breakfast.
- a better way to maintain the trails, working with Mike Zacha
- ensuring homeowners maintain drainage devices on their properties so they don't cause erosion on the trails

### 3. TECHNOLOGY COMMITTEE - Jack Goldman, Chair

- a. Approval of Community Center WiFi Enhancement Projects. Jack Goldman reported that committee has looked at the under-performing wireless internet access at the community center and has determined that the equipment is out of date and is having difficulty communicating with the old "language" in the access points. All 4 access points need to be replaced, and the proposed devices, manufactured by Ubiquity, is rated to handle 250-300 users each. If further access points are desired, they can be added later. The quote from Sage, the Association's long-time IT vendor, is \$4,584.00. There will also be a small additional cost for install by a third party. So for a total of about \$5,000.00, WiFi connectivity should be drastically improved. Mitch Jacobs asked if the IT company can tell you exactly where the range will extend, and Jack Goldman said no, not exactly. They initially proposed replacing the existing 4 devices and adding 4 more, which they said would cover the entire community center, but the committee decided to start with just replacements. The system is able to be expanded if needed. David Zebrack made a motion to approve not-to-exceed \$7500.00 to cover the current proposal for replacement WiFi access points, plus expansion if needed. Joe Loggia seconded, all in favor, motion carried.

### 4. GATES AND PATROL SERVICES COMMITTEE - Jeffrey Korchek, Chair

Jeffrey Korchek was not present to give a report. Debbie Seror stated that the committee is working on the following projects:

- Installing cameras on the backs of the gate houses so the guards can see people turning around without leaving the gate house.
- Considering changing the material in the pedestrian walkways near the Round Meadow school. People don't want to walk on the d.g., so they walk in the street. Committee will consider installing pavers or asphalt or something else. This will be handed off to ESC.
- Clarifying the rules regarding Uber and Lyft drivers showing ID when they have a resident in the vehicle. The Gate Manual will need to be revised to reflect the policy.
- Replacing the RFID readers and gate arms at every gate.

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- a. Consideration of Charging a Fee for Rental Car Transponders. None of the Board members wanted to charge a fee for rental car transponders.
- b. Consideration of Rule Change Restricting Hours for Gardeners. Shannon Moore reported that the proposed rule change restricting gardeners on Saturday to the hours of 8 a.m. to 4 p.m. was published. The feedback received indicated that the proposed restrictions were not restrictive enough. Joe Loggia suggested, if the issue is noise, restricting motorized equipment after 1 p.m. A motion was made and seconded to re-publish the proposed rule change, adding a prohibition of motorized equipment (saws, blowers, lawn mowers, etc.) after 1 p.m. on Saturdays. Discussion: Debbie Seror stated it would be the responsibility of the residents to police themselves (sending date- and time-stamped photos to the office), as the Association does not have the staff to enforce the restrictions on Saturdays. A vote was then taken, with all in favor. Motion carried.

Consideration of Rule Change Restricting Work on Christmas Eve. The proposal to add Christmas Eve to the list of “no work” days was published in the Round Up, and the only comments received were supportive of the change. Joe Loggia made a motion to amend the Gate Operations Manual to add Christmas Eve to the list of “no work” holidays. David Zebrack seconded the motion, all in favor, motion carried.

- c. Approval of Phase II of Perimeter Camera Project. This item was tabled because the proposal was inadvertently left out of the Board’s packets.
- d. Approval of Engineering Proposals for Long Valley Gate House Relocation Project. Ron Heston reminded the Board that the City is proposing to use Measure R funds to rebuild the Long Valley entrance, from the freeway to the gate. Part of that is to move the gate house closer to the freeway by about 35 feet to allow for a turnaround. This was discussed last month and decided that the moving of the gate house wouldn’t occur until next summer. Unfortunately, Ron just found out that the City needs the specs by the end of this month. Proposals for electrical and structural engineering were included in the Board’s packets, along with a budget for the entire project. He is asking for not-to-exceed approval of \$28,000.00 to create the plans and specs for the Long Valley gate house. Joe Loggia moved to approve. Debbie Seror seconded the motion, all in favor, motion carried.

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### **5. ROADS COMMITTEE - Rick Morris, Chair**

- a. Approval of Parkway Repairs, Phase II. A proposal was received from Mike Zacha to do part II of the parkway repairs. Joe Loggia said the Board can't approve the proposal because it doesn't say he's going to fix the parkways. The proposal will be brought back to the Board next month with a clearer scope of work.

### **6. LANDSCAPE COMMITTEE - Melissa Wallace, Chair**

- a. Review of Resistograph Results, Approval of Final Phase of Tree Removals. This item was tabled.

### **7. PARKS & RECREATION COMMITTEE - Jennifer Zuiker, Chair**

Jennifer Zuiker reported on the following:

- The summer BBQs have been extremely successful, selling out each week. Due to complaints from the community, the committee has increased the number of meals available, which will put all of the events over budget.
- Increased attendance at the summer events will affect the budgets for the remaining events on the calendar, meaning they will also be over budget. Specific budgets for Halloween and Winter Social will be brought back next month for Board approval, but the caterers need deposits, so she needs to know if it'll be OK with the Board.
- There was some discussion about the percentage of HHCA subsidy for the events. It depends on the ticket price. Free events mean 100% subsidy. Drag Queen Bingo and Wine & Paint should result in very little subsidy, but the senior events and Whiskey/Cigar night are free. The Board asked Shannon Moore to prepare a report showing the subsidy for the recent and past events.
- Jennifer described all of the rest of the events for the year. She said the Winter Social will be held at the Saddle Creek arena, with food trucks, an ice rink and big lighting over the ice rink.
- There were questions about the welcome basket policy. Jennifer said some complaints were received by new residents who didn't want committee members knocking on their doors to deliver the welcome basket. So the committee decided that when the new residents come to the office to fill out paperwork, staff will ask the resident whether they prefer to have someone from P&R greet them at home or take the basket with them.
- The committee worked on their charter. It will be brought to the Board in a

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future meeting.

### 8. ARCHITECTURAL COMMITTEE - Ron Heston, Consultant

Ron Heston reported that \$33,973 was received last month.

- a. Stibel Appeal of Architectural Committee Decision. Ron reported that an owner has requested the Board reconsider the Architectural Committee's denial of a tall fence extension that was erected along a bridle trail in order to protect the property from coyotes. The fence is mesh attached to the three-rail. The Architectural Committee denied it because the tall fence created an unappealing "alley-like" feeling on the trail and because there are other ways to accomplish the owner's goals. The owner was not present. The fence extension only exists on the trail fence, not on the side fencing. Mitch Jacobs polled the Board, asking for a show of hands from those in support of reversing the Architectural Committee's decision to remove the unapproved portion of fencing. There were no votes to reverse. The Architectural Committee's decision is affirmed and the appeal is denied.
- b. Consideration of Proposed Revisions to the Architectural Standards Regarding Grading. Ron Heston said the Board packets contained a revision of the Architectural Standards regarding import and export of soil. The purpose of the changes is to clarify the rules, as there has been a great deal of misunderstanding in the community recently. David Zebrack made a motion to publish for commentary the proposed changes to the Architectural Standards regarding import and export of dirt. Joe Loggia seconded the motion, all in favor, motion carried.
- b. Consideration of Proposed Revisions to the Architectural Standards Regarding Oak Tree Preservation. Pursuant to the Board's request, Ron Heston drafted a proposed revision to the Architectural Standards addressing the trimming and removal of oak trees. It's similar to the LA County rule but not quite the same. As proposed, the Architectural Committee will be able to approve the removal of an oak tree, but not just because the tree is inconvenient. The rule will limit development. David Zebrack made a motion to publish for commentary the proposed amendment to the Architectural Standards establishing provisions protecting oak trees. Debbie Seror seconded the motion, all in favor, motion carried.

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### **DIRECTORS TOPICS**

1. Consideration of License Agreement for Farmer's Market. Resident Laura McCorkindale addressed the Board about starting a certified-organic farmer's market at the community center. She has met with Raw Inspiration, the company that runs the Calabasas farmer's market as well as 24 others in the local area. They have started an application with the health department. There will be no cost to the Association, but the organization has proposed a license agreement between them and the Association. Melissa from Raw Inspiration was present to field questions from the Board. As there were some questions about the proposed license agreement, Laura asked for approval subject to a successful negotiation of the terms of the contract. Mitch Jacobs requested a motion approving the establishment of a weekly farmers market at the Association subject to working out the terms of the license agreement to his and Joe Loggia's satisfaction. Joe Loggia so moved. Debbie Seror seconded the motion, all in favor, motion carried.
2. Approve New Copier Lease / Purchase. Shannon Moore said the current lease on the copier will expire next month. The new lease is for a 5-year term, which is not permitted under the Bylaws. She requested approval to publish a proposed amendment to the Bylaws that would permit 5-year contracts for certain administrative machinery. Joe Loggia clarified that the provision would also need to exempt this type of lease from the 60-day out clause in the Bylaws. He then made a motion to authorize the publication for commentary of a Bylaw change allowing the Association to enter into contracts up to 5 years for office equipment, which would be exempt from the 60-day out rule. David Zebrack seconded the motion, all in favor, motion carried.

### **TREASURER'S REPORT - Joe Loggia, Treasurer**

1. Review of Financial Reports. Joe Loggia reported that as of June 30, 2019, the Association had \$3,339,173.00 in Operating funds compared to about \$3.7 M last year. The Reserve fund balance is about \$1.3M compared to \$984,000 last year, for a total of \$4,653,092. There is sufficient operating cash to maintain the current expenditure level until the assessment revenue begins to arrive.

Joe stated that the Board packets contained the income & expense statements, current expense to budget comparison, reconciliations for all accounts, check registers, the general ledger and delinquent receivables report, which he has reviewed. Debbie Seror made a motion to accept the Treasurer's Report. David Zebrack seconded the motion, all in favor, motion carried.

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2. Approval of Audit Proposal. Joe Loggia reported that the Board packets contained a proposal for the annual audit of the financial statements. The price is \$7450.00, the same as last year. This is the same auditor the Association has used for years. Joe said it's not a good idea to change auditors often and he was satisfied with the previous work, so recommended approval. David Zebrack made a motion to approve the proposal from Porter & Lasciewicz for the annual audit in the amount of \$7450.00. Debbie Seror seconded the motion, all in favor, motion carried.

### **ITEMS NOT ON THE AGENDA**

There were no items approved outside of a meeting.

### **REPORT ON EXECUTIVE SESSION**

The Board did not meet in Executive Session.

### **ADJOURNMENT**

There being no other business, Joe Loggia made a motion to adjourn the meeting. David Zebrack seconded, all in favor, motion carried. The meeting was adjourned at 10:00 p.m.

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Mitchell A. Jacobs, Second VP/Secretary