

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

August 27, 2019

The rescheduled meeting of the Board of Directors was held on Tuesday, August 27, 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 President John McGinnis. Also present were Deb Spellman, Mitch Jacobs, David Zebrack, Alex Werner Resnick. Joe Loggia and Debbie Seror were absent.

APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes of the July 16, 2019 Board Meeting as submitted. All in favor, motion carried.

ANNOUNCEMENTS / OPEN DISCUSSION FROM AUDIENCE

1. Jennifer Zuiker requested to use the Association's ATV after-hours to collect sick/injured animals on the trails. John McGinnis suggested she contacted Covered 6 when she learns of sick animals, as their UTV is electric and has lights for nighttime driving.

COMMITTEE REPORTS

1. THEATER COMMITTEE - Nathalie Blossom, Chair

Nathalie Blossom was not present to give a report.

2. EQUESTRIAN SERVICES COMMITTEE - Keith Christian, Chair

Keith Christian reported that the last meeting was largely devoted to discussion of vehicular speeding around horses. Upcoming events include a vet talk, a vaulting event, the annual pancake breakfast, a horse handling event and a fall gymkhana. The committee looked into the parkway near the Round Meadow school and it would be very expensive to replace the d.g. with rubber pavers, so they are just going to wait and see how the parkway performs this winter.

- a. Approval of Pancake Breakfast Budget: Multiple bids were received for the catering, with Merlins being the low bid. The cost of the event is about \$40 per person and the charge to participants is \$10. Mitch Jacobs made a motion to

BOARD OF DIRECTORS MEETING MINUTES

August 27, 2019

Page 2

approve the budget for the pancake breakfast at \$5,765.00 for 150 people. Deb Spellman seconded the motion, all in favor, motion carried.

- b. Approval of Halloween Gymkhana: The proposed budget is \$2,440.00 for an estimated 50 participants. Mitch Jacobs made a motion to approve the budget for the Halloween gymkhana for \$2440.00. David Zebrack seconded, all in favor, motion carried.

3. TECHNOLOGY COMMITTEE - Jack Goldman, Chair

- a. Approval of Renewal/Upgrade of Telephone System/Redundant Internet Circuit

Jack Goldman reported that, following the internet outages from the fires last year, the Association looked into a backup source for internet. The current provider is Spectrum, and the only other provider, AT&T, has no pairs available to the office location. However, the Association's phone provider can purchase an internet circuit from AT&T for a cost of about \$500 per month plus a router. The phone company also wants to upgrade the voice service, saving \$375/month, so the net increase is \$130/month. Jack reviewed the contract and made some changes but hasn't received the corrections back yet. Alex Werner Resnick made a motion to approve the revised phone system proposal from TPX, with a 10 MB AT&T back-up internet circuit, subject to Mitch Jacobs approving the revised contract. David Zebrack seconded, all in favor, motion carried.

4. GATES AND PATROL SERVICES COMMITTEE / COVERED 6 - Jeffrey Korchek, Chair

Barbara Lipkin was present to report.

- a. Approval of Phase II of Perimeter Camera Project & Monitors. Matt McKenna from Semaphoric was present to discuss his bid. Phase I was completed, with 20 cameras. Covered 6 is happy and receiving alerts. Phase II proposes 10 more cameras in locations that currently don't have coverage. The cost for the additional cameras, including rodent-proof cable, is \$73,222.30. David Zebrack made a motion to approve the installation of 10 additional cameras for Phase II of the perimeter camera project. Alex Werner Resnick seconded the motion, all in favor, motion carried.

Part 2 of Phase II includes new software and programming for the monitors at the gate houses so that the main view is of the trail cameras. David Zebrack made a

BOARD OF DIRECTORS MEETING MINUTES

August 27, 2019

Page 3

motion to approve the Semaphoric proposal to reprogram the monitors for a cost of \$4,200.00. Alex Werner Resnick seconded, all in favor, motion carried.

The third part of the camera project is repairs to the existing cabling that has been eaten by rodents. Matt from Semaphoric said he has buried cable successfully around hundreds of homes with no problems. But the cameras are in remote areas of these homes (properties being so large). He has already repaired 4 sections at his own expense in order to keep the cameras up and running. He looked into installing conduit, which was avoided initially because of cost, but the the labor to bury it is prohibitively expensive. So he is proposing to replace the cable with armored cable, for a cost of not-to-exceed \$12,800. Right now there is only 400 feet that needs to be replaced, but there are three other sites that have had issues. Deb Spellman made a motion, Alex seconded, all in favor, motion carried.

- b. Approval of Camera Installation at Rear of Gates Houses (for turn-around vehicles). Barbara Lipkin said the committee would like to install cameras at the rear of the gate houses so the guards can watch vehicles turn around. It's unbudgeted, so can wait until next fiscal year.
- c. Approval of Rule Changes re: Gardeners on Saturdays. Shannon Moore said the proposed rule change was published in the Round Up as modified by the Board last month. No additional comments were received. Deb Spellman made a motion to approve the rule change. David Zebrack seconded the motion, all in favor except Alex Werner Resnick, who opposed.
- d. Approval of Replacement Gate Arm Operators for Burbank Gate. Barbara Lipkin reported that the committee would like to replace all three gate arms at the Burbank gate arms now and wait on Long Valley until the gate house is moved. This is a reserve item and is in the Reserve Study to be completed this fiscal year. The price is \$14,691.78. David Zebrack made a motion to approve the replacement of the gate arm motors at the Burbank Gate for \$14,691.78. Deb Spellman seconded the motion, all in favor, motion carried.

5. ROADS COMMITTEE - Rick Morris, Chair

- a. Approval of Parkway Repairs, Phase II. Shannon Moore reported that this item was tabled last month due to an incomplete scope of work. The scope of work has been added to the proposal, the cost of which is \$72,000.00. The budget includes \$100,000.00 for parkway repairs. Alex Werner Resnick made a motion to approve Phase II of the parkway repairs. David Zebrack seconded the motion, all

BOARD OF DIRECTORS MEETING MINUTES

August 27, 2019

Page 4

in favor, motion carried.

6. LANDSCAPE COMMITTEE - Melissa Wallace, Chair

- a. Review of Resistograph Results, Approval of Tree Removals. Lynne Burns from Seed Landcare said the resistograph tests have been completed and the final group of 134 tree removals for the year has been determined. Three proposals were received, with the low bid from Your Way Trees at \$58,800.00. There are 167 holes to be filled/repared with d.g., at \$150 each, for a total of \$25,050.00. Lynne believes the holes can be filled cheaper than that if done on a time & material basis. She warned the Board that there are still going to be trees needing to be removed in the future, as it can be impossible to tell if the tree is hollow without resistographing every tree. David Zebrack made a motion to approve the removal of 134 parkway trees for a cost of \$58,800 plus not-to-exceed \$23,050 to fill holes. Deb Spellman seconded the motion, all in favor, motion carried.

7. PARKS & RECREATION COMMITTEE - Jennifer Zuiker, Chair

- a. Approval of Kids and Adult Halloween Party Budgets. Jennifer Zuiker said the adult Halloween party budget has been increased to cover 250 people instead of the 150 people originally planned. But there will be an entrance fee of \$25 per person to partially offset the increase. The total expenses are proposed at \$26,214.00, with income of \$6,000.00. Deb Spellman made a motion to approve the Adult Halloween Party budget as presented. David Zebrack seconded, all in favor, motion carried.

The Kids' Halloween party budget is \$5470.00. Deb Spellman made a motion to approve. Mitch Jacobs seconded, all in favor, motion carried.

- b. Approval of Bingo Party Budget. The budget is \$5143 but proposed expenses are only \$1060. David Zebrack moved to approve. Alex Werner Resnick seconded, all in favor, motion carried.
- c. Approval of Winter Social Budget. As with the Adult Halloween Party, increased attendance at the events has put this party over it's original budget of \$25,000.00. The event will be held at the Saddle Creek arena, with an ice rink instead of the usual snow hill. This event is more geared toward the whole family rather than small children. The committee is requesting not-to-exceed approval for \$30,267.00. The Board requested the committee re-think the event and come back next month with a proposal that is within budget, perhaps moving it to the

BOARD OF DIRECTORS MEETING MINUTES

August 27, 2019

Page 5

daytime so as not to need lighting.

- d. Approval of New Committee Member. The committee members have drafted a charter and would like to limit the size of the committee to 7 members. The newest member is Katie Rothman. David Zebrack made a motion to approve the size limitation of the Parks & Recreation Committee to 7 members, with Katie Rothman added to the committee. Deb Spellman seconded, all in favor, motion carried.

8. ARCHITECTURAL COMMITTEE - Ron Heston, Consultant

Ron Heston reported that the committee took in \$10,170.00 last month. Things are busy, with several new houses in the works. Almost all of them are owner-occupied.

- a. Approval of Lot Line Adjustment between 24205 Hidden Ridge and 5303 Lasher. Ron reported that, during the development of the Hidden Ridge tract, a parcel of land was granted to one of the neighbors on Lasher Road via a lot line adjustment. New buyers of the affected Hidden Ridge lot would like to buy the parcel back. The Lasher lot does have another location for an equestrian facility. David Zebrack made a motion to approve the lot line adjustment between 24205 Hidden Ridge and 5303 Lasher Roads. Alex Werner Resnick seconded the motion, all in favor, motion carried. In the future these types of requests will be shared with ESC.
- b. Approval of Revisions to the Architectural Standards Regarding Grading. The proposed clarification of the grading rules were published for commentary. Only one comment was received, which was incorporated. Alex Werner Resnick made a motion to approve of the change to the Architectural Standards regarding grading. David Zebrack seconded, all in favor, motion carried.
- c. Approval of Revisions to the Architectural Standards Regarding Oak Tree Preservation. Ron Heston reported that the proposed addition to the Architectural Standards regarding Oak Tree Preservation was published for commentary. He received some comments, including one indicating that the rule, as written, would discourage people from planting oak trees rather than protecting them. This issue was tabled for the time being so staff could work on the language.

9. REPORT ON CITY COUNCIL MEETING - Deb Spellman, Liaison

There was no report from the City Council meeting.

BOARD OF DIRECTORS MEETING MINUTES

August 27, 2019

Page 6

DIRECTORS TOPICS

1. Approval of Bylaw Amendment Revising the One-Year Limitation to Contracts

The proposed Bylaw amendment is to permit contracts longer than one-year for office equipment leases. The language was published, with no comments received. Mitch Jacobs made a motion to approve. Deb Spellman seconded. Discussion: there was a question about permitting contracts longer than one year for catering. That clause will be reviewed later. A vote was then taken, with all in favor, motion carried.

2. Approval of New Copier Lease. The office copier lease is up and the office wants to lease a color copier so the newsletters can be printed in color. Deb Spellman made a motion to approve the lease of a new Canon color copier for \$704.00 per month, inclusive of maintenance and all supplies except paper and staples, plus color copies at \$.0099 each. The annual increase in expense is less than \$5,000.00 per year. David Zebrack seconded, all in favor, motion carried.

TREASURER'S REPORT - Joe Loggia, Treasurer

As Joe Loggia was absent, David Zebrack gave the report.

1. Review Financial Reports. David reported that he reviewed the financial reports with Joe offline. All accounts have been reconciled by the CPAs, with an expense to budget comparison. The check registers were included in the report. Cash is \$4,229,529.00 compared with \$4,441,469 last year. Mitch Jacobs made a motion to approve the July financial reports. David Zebrack seconded the motion, all in favor, motion carried.

Shannon Moore reported that there is one delinquent assessment from the current fiscal year. A lien has been filed and the house is on the market.

REPORT ON EXECUTIVE SESSION

John McGinnis reported that the Board met earlier in Executive Session to conduct member discipline.

ITEMS APPROVED OUTSIDE OF A MEETING

There were no items approved outside of a meeting.

BOARD OF DIRECTORS MEETING MINUTES

August 27, 2019

Page 7

ADJOURNMENT

There being no other business to conduct, Alex Werner Resnick made a motion to adjourn. David Zebrack seconded, all in favor, motion carried. The meeting was adjourned at 9:40 p.m.

John R. McGinnis, President

Mitchell A. Jacobs, Secretary