

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

January 21, 2020

The regular meeting of the Board of Directors was held on Tuesday, January 21, 2020, 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 Mitch Jacobs, President, at 7:30 p.m. Also present were John McGinnis, Patrick Finn, Joe Loggia, Alex Werner Resnick, Linda Raznick and David Zebrack.

APPROVAL OF MINUTES

Joe Loggia made one change to the November 19, 2019 meeting minutes. John McGinnis made a motion to approve the minutes as corrected. David Zebrack seconded the motion. All in favor, motion carried.

OPEN DISCUSSION FROM AUDIENCE

1. Chuck Pick asked about the house on the corner of Round Meadow & Long Valley Roads, as it's been under construction for a long time. Mitch Jacobs said it is being investigated and the Board will talk to the owner.
2. Sigrid Desoi, who lives on Hoback Glen Road, discussed nails and debris left around construction sites. She's had several punctured tires. She suggested the Board increase the fees to contractors and use the extra money to reimburse owners for such losses, clean up the sites and repair roads. Mitch Jacobs said there are rules about keeping job sites clean, and asked her to notify the office if she sees debris.

COMMITTEE REPORTS

1. PARKS & RECREATION COMMITTEE - Jennifer Zuiker, Chair

Jennifer Zuiker was not present. Mitch Jacobs thanked the committee for organizing a great Winter Social, resulting in 400 tickets being sold.

2. TECHNOLOGY COMMITTEE - Jack Goldman, Chair

Jack Goldman reported that the committee has been working on more reliable internet for the gates & community center. They are looking at fiber but do not want to propose a contract for board approval until they meet with the City regarding the City's

BOARD OF DIRECTORS MEETING MINUTES

January 21, 2020

Page 2

community-wide fiber project.

The committee is also working on the website. They will be looking to move ticket sales for all events through the website, which will drive traffic there.

3. GATE AND PATROL SERVICES COMMITTEE - Jeffrey Korchek, Chair

a. Approval of Proposal for Servers for Monitoring Perimeter Cameras

Jeffrey Korchek was not present to give a report. Joe Loggia said the committee discussed purchasing 3 servers for the gate houses, to allow the perimeter cameras to be monitored by the guards. When the project was first discussed, the options for monitoring the cameras were (1) offsite, for \$70k per year or (2) let the guards do the monitoring. But the servers are too old to process the live camera feed, so the monitoring is currently being run through a borrowed server at the Burbank gate only. Each gate will need a new server in order for the guards to be able to monitor the system. The cost is \$15,000.00 for the equipment, programming and installation. But the trend is to avoid having hardware, so Joe spoke to Matt from Semaphoric about renting remote server space. The upside is there is no fixed asset expense and flexibility to increase or decrease storage space. It's not cloud storage, it's a server farm. The downside is that there might be a delay in receiving the images, which for perimeter cameras would be bad. Matt will conduct a test to see how long the delay is. The cost to do a test is \$750.00. Joe would like to table the authorization for the monitors and have Shannon authorize the expense for the test. No motion needed.

4. ROADS COMMITTEE - Rick Morris, Chair

Rick Morris was not present. Shannon reported that Rick has stated he wants to retire from the Committee. Mike Kotal has agreed to replace him.

5. LANDSCAPE COMMITTEE - Melissa Wallace, Chair

Melissa Wallace was not present to give a report.

6. THEATER COMMITTEE – Karleen Basch, Chair

a. Approval of Valentine's Musicale Budgets

David Stanley explained that since he took over the production of the Valentine's Musicale over 5 years ago, he has never asked for an increase over the \$15,000.00 the Franks were spending. He fronts the money then submits an itemized expense

BOARD OF DIRECTORS MEETING MINUTES

January 21, 2020

Page 3

report. The Board's packets included the itemized reports from years past. John McGinnis made a motion to approve the Valentine's Musicales production budget, not to exceed \$15,000.00. Linda Raznick seconded the motion, all in favor, motion carried. John then made a motion to approve the reception budget, not to exceed \$7500.00. Patrick Finn seconded the motion, all in favor, motion carried.

7. EQUESTRIAN SERVICES COMMITTEE - Keith Christian, Chair

Keith Christian reported that he's still working on the oak tree ordinance and ESC is planning several events. Vaulting will be February 15; March 15 will be the St. Patrick's gymkhana. They are looking to schedule an English event at the end of summer and then another fire/emergency preparedness clinic later on.

Keith reported that there is still an issue with people driving on the trails because of bad directions from Google Maps/Waze. The Committee wants to install a bollard at the entrance to the problem trails. They asked for Board approval to install them at the Committee's discretion. John McGinnis made a motion to authorize the ESC to install bollards, not to exceed \$400 each, where they deem it necessary for horses' safety. Linda Raznick seconded the motion. After some discussion, a vote was taken with the majority in favor. Motion carried. Mitch asked that the color configuration be sent to the board ahead of any installations.

ESC would like the Spring Valley snack shack to be rebuilt now. Keith wondered what the process was for moving forward. After some discussion, Mitch Jacobs directed Ron Heston to move forward with the working drawings and come back with bids and a timeline.

- a. Approval of New Committee Member Kelly Austin. Keith requested that the Board appoint Kelly Austin to the ESC. David Zebrack made a motion to appoint Kelly Austin to ESC. John McGinnis seconded the motion, all in favor, motion carried.

8. ARCHITECTURAL COMMITTEE - Ron Heston, Consultant

Ron Heston was not present.

9. REPORT ON CITY COUNCIL MEETING - John McGinnis, Liaison

John McGinnis reported that the City discussed sharing the cost of the Phase II Perimeter Camera project, which they won't do unless and until the monitoring is squared away. They are also discussing the new state law regarding ADUs and JADUs. The Association will work closely with them to ensure rules are coordinated.

BOARD OF DIRECTORS MEETING MINUTES

January 21, 2020

Page 4

DIRECTORS TOPICS

1. Discussion of Background Checks on Vendor Employees

Mitch Jacobs said this was brought to the Board by the Theater Committee members, who are concerned about vendors working with kids. They wanted the Association to do background checks on vendor employees. Mitch said there is no legal way to do it without the employee's consent, and it is not feasible to have an agreement with vendors' employees. It comes down to being careful about selecting vendors. The Committee can check Megan's Law to see if someone has been convicted of sexual offenses and can check references. John McGinnis said historically the parents chaperone the events and productions.

2. Discussion of Outsourcing the Round Up

Joe Bellissimo proposed that his organization, the Hidden Hills Magazine, take over the newsletter production. The goal is to relieve the Association of the costs of production, including staff time to copy and mail it. Mitch Jacobs added that the cost is about \$2100-\$2300 per month, not including staff time. Joe is proposing to add a second publication, called Inside Hidden Hills, which would go out to Hidden Hills residents only. The Round Up content would be an insert in the magazine. After some discussion, it was agreed that Joe will do a mock-up and a contract proposal and bring it back to the Board for consideration.

3. Consideration of Rule Banning Leaf Blowers on the Parkways

Subsequent to the last meeting, Seed Landcare did a test of cleaning the parkways using blowers and rakes, and it turned out there wasn't much difference in erosion between the two methods, and in either case there isn't much erosion at all. After a great deal of discussion, Patrick Finn made a motion to not ban leaf blowers. David Zebrack seconded the motion, all in favor, motion carried.

4. Consideration of Regulation of Private Security Cameras

Mitch Jacobs said there have been complaints about private security cameras, which many residents have installed since the burglaries. The complaints are about privacy and appearance. Mitch said the Board has received a legal opinion and have been advised that the Association can regulate aesthetics, but the invasion of privacy is another subject. After a great deal of discussion, Mitch Jacobs appointed a subcommittee comprised of John McGinnis and Patrick Finn to look into the matter and come back to the Board with recommendations.

BOARD OF DIRECTORS MEETING MINUTES

January 21, 2020

Page 5

5. Approval of Management Consultant Proposal

Joe Loggia said the Board retained a consultant last July to evaluate the Association's operations. She has completed the report and made suggestions for creating processes, and has submitted a proposal for \$32,000.00 to implement her recommendations. John McGinnis made a motion to approve an expenditure of up to \$35,000.00 for Sequoia Consulting to implement its management recommendations. The project should be completed before the end of the fiscal year. Linda Raznick seconded the motion, all in favor, motion carried.

6. Approval of Engineering Study of Meeting Room Audio. Shannon Moore explained that there have been complaints about the audio and video quality of the meeting broadcasts. The City recently revamped their broadcast system, and the first step was to hire an engineer to evaluate the existing systems and then make recommendations. The cost is around \$2,000.00 for the engineer. David Zebrack made a motion to approve an expenditure of not to exceed \$2,000.00 to NTT for an engineering study of the meeting room audio and video. Patrick Finn seconded the motion, all in favor, motion carried.

TREASURER'S REPORT - Joe Loggia, Treasurer

- a. Approval of Financial Reports. As there was no meeting in December, both the November and December financial reports were included in the packets. The December financials include an analysis for Q2. John McGinnis made a motion to approve the financial reports dated November 30, 2019 and December 31, 2019. David Zebrack seconded the motion, all in favor, motion carried.
- b. Approval of Transfer of Funds to Reserves and to Operating Investments. Joe Loggia reported that the accountants have recommended a number of transfers from the Operating accounts to Reserves, totaling \$2,465,000. David Zebrack made a motion to authorize the transfer. John McGinnis seconded the motion, all in favor, motion carried. Joe said the remaining money in the Operating Fund needed to be transferred into short-term investments for cash flow. The total is \$2,550,000.00, with maturity dates as provided in packet. John McGinnis made a motion to authorize the transfers. Patrick Finn seconded, all in favor, motion carried. The final issue is the transfer of \$2.6 Million from Reserve Checking to Reserve Investments. The schedule for maturity dates will be determined at a later date. John McGinnis made a motion to approve of this transfer. Alex Werner Resnick seconded. All in favor, motion carried.
- c. Approval of Payment Plans and Collection Action. Shannon Moore reported that there are 11 homeowners who are delinquent in the payment of their 2019-20 assessments and are not on payment plans. The law requires the Board to authorize those accounts to be

BOARD OF DIRECTORS MEETING MINUTES

January 21, 2020

Page 6

sent to collection. The APNs of the affected properties are: 2049-017-027, 2049-024-015, 2049-012-027, 2049-017-035, 2049-016-026, 2049-006-037, 2049-016-027, 2049-011-014, 2049-014-002, 2049-041-058, 2049-045-07, 2049-023-026, 2049-001-004 and 2049-001-033. Patrick Finn made a motion to send the above-referenced files to collection and, if the assessments plus penalties are not paid in the time provided in the law, to file a lien. Linda Raznick seconded the motion, all in favor, motion carried.

The Board also needs to approve the 6 payment plans. All of the payment plan homeowners have signed the agreement and have paid their January payments. The APNs are: 2049-028-090, 2049-027-052, 2049-023-032, 2049-002-057, 2049-002-027, and 2049-028-113. All payment plans include the 10% penalty and 12% interest. There is no screening of financial ability. Joe Loggia made a motion to approve the payment plans for the 2019-20 assessments. John McGinnis seconded the motion, all in favor, motion carried.

- d. Approval of Tax Returns. Patrick Finn made a motion to approve the tax returns for the 2018-19 fiscal year. John McGinnis seconded the motion, all in favor, motion carried.

REPORT ON EXECUTIVE SESSION

Mitch Jacobs reported that the Board met earlier in executive session to discuss contracts/legal matters, personnel and member discipline.

ADJOURNMENT

There being no other business, Joe Loggia made a motion to adjourn the meeting. Patrick Finn seconded the motion, all in favor, motion carried. The meeting was adjourned at 10:25 p.m.

Mitchell A. Jacobs, President

David Zebrack, Secretary