

**HIDDEN HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 15, 2022 - 6:30 PM
Meeting held via Zoom Video Conference**

MINUTES

Board Members Present: David Stanley, President
John McGinnis, Vice President
Linda Raznick, Secretary (arrived at 6:42pm)
Eric Epstein, Director
Lizabeth Moses, Director
Mitch Jacobs, Director
David Brien, Director (departed at 8:15pm)

Other Officers: Bob Berns, Treasurer

Management/HHCA Staff: Tracie Blankenship, General Manager
Stefany Tristan, Operations Manager
Karen Liebrecht, Administration Manager

Call to Order:

Roll call was taken and the meeting was called to order at 6:36 PM

Approval of Minutes

The Board of Directors reviewed the October 18, 2022, draft meeting minutes.

Motion: Raznick

Second: Epstein

Resolved: The Board of Directors approves the October 18, 2022, draft meeting minutes.

The motion carried 6/0/1 (abstain Brien)

Treasurer's Report

Bob Berns provided a verbal report of the current operating budget and status of items including the annual insurance policy renewal and the audit. The association is currently running over budget, which should be adjusted during the year.

Motion: Moses
Second: McGinnis

Resolved: The Board of Directors approve and accept the October 31, 2022, ending financial statements subject to audit.

The motion carried unanimously.

Committee Reports:

- a. Equestrian Services Committee – Keith Christian, Chair
The committee reported on trail extensions and the use of sandbags on trails.
- b. Roads Committee, Mike Kotal, Chair
The committee reported on the Ashley Ridge project which has an anticipated start date during April 2023 and includes the agenda item for bidding services presented by the Engineer, Labelle Marvin.
- c. Gates and Patrol Services, Jeff Korchek, Chair
The proposal for the final items for the Burbank Gate remodel project should be available at the next meeting.
- d. Parks and Rec Committee, Carrie Levis, Chair
Announcement of upcoming events was made.
- e. Theater Committee, Karleen Basch, Chair
The committee requested a subsidy for increased costs of hiring a new theater company. The parents will also receive an increase in fees, and it's requested that the association assist by absorbing a portion of the additional fees. The fiscal impact to the budget is estimated at \$5,000.00 overall for the remainder of the season.

Motion: McGinnis
Second: Moses

Resolved: The Board of Directors approves the request.

The motion carried unanimously.

- f. **Landscape Committee, Rob Mahterian, Chair**
The recent storm and loss of trees was announced.
- g. **Technology Committee – Eric Epstein, Liaison**
The committee has been reviewing the proposed community cameras.
- h. **Architectural Committee – Robert Mahterian, Chair/Ryan Levis, Consultant**
Report on the upcoming revisions to the standards.
- i. **Report on City Council Meeting – Liz Moses, Liaison**
The Fiber to the Home project was discussed at the most recent council meeting.

Unfinished/New Business:

- a. **Saddle Creek, Swing Set Proposal**
The board requested additional proposals. This item was tabled.
- b. **Saddle Creek Arena, Bark Park**
This item was tabled at the October meeting and is on the agenda as a placeholder for any updates.
- c. **Architectural Variance – 6098 Clear Valley Road**
The memorandum and back up documents were reviewed which provided and detail the request to convert a space in the original footprint of the home.

Motion: Moses
Second: McGinnis

Resolved: The Board of Directors approves the proposal and variance.

The motion carried unanimously.

- d. **Architectural Variance – 5510 Jed Smith Road**
The memorandum and back up documents were reviewed and provided detail on the request to reconstruct the existing driveway and grant easement for a shared existing driveway.

Motion: Raznick
Second: Moses

Resolved: The Board of Directors denies the request for a variance as

presented.

The motion carried 6/1 (Opposed Brien)

e. Architectural Variance – 5320 Whitman Road

The memorandum and back up documents were reviewed and detail the request to reconstruct the existing driveway and grant easement for expansion over the 10' easement to extend the shared existing driveway.

Motion: Brien
Second: Moses

Resolved: The Board of Directors approves the variance request.

The motion failed 3/4 (Opposed Stanley, Raznick, Epstein, Jacobs)

f. Architectural Variance – 5481 Round Meadow Road

The memorandum and back up documents are were reviewed including detail of the request to grant an exception to the required setbacks.

Motion: Jacobs
Second: Raznick

Resolved: The Board of Directors denies the variance.

The motion carried 6/1 (Opposed McGinnis)

g. SCE Easement Request – 6051 Spring Valley

The Board of Directors reviewed the request for easement as presented by the owner to add electrical service upgrades to the property.

Motion: McGinnis
Second: Moses

Resolved: The Board of Directors approves the request for easement as presented.

The motion carried unanimously.

h. Road Encroachment Request – 6051 Spring Valley

The homeowner presented a request for a road encroachment for use of a large crane while installing trees. A traffic plan was also provided, and management has confirmed this with the city of Hidden Hills and the Patrol Services vendor.

Motion: McGinnis

Second: Jacobs

Resolved: The Board of Directors approves the request contingent on the hours of operation for the crane being 10:00am – 2:30pm.

The motion carried unanimously.

i. Roads Project – Service Proposal

Labelle Marvin submitted a bid services proposal at a cost of \$4,850.00. It is recommended by Roads Committee Chair Mike Kotal that the proposal is approved.

Motion: Moses

Second: Raznick

Resolved: The Board of Directors approves the proposal.

The motion carried unanimously.

j. Insurance Renewal

The annual insurance renewal will take place on December 31, 2022. As the renewal quotes are not yet provided by the insurance broker, it is recommended that the board designate officers to delegate the authority for approval of the insurance renewal.

Motion: McGinnis

Second: Moses

Resolved: The Board of Directors authorizes and delegates authority to renew the insurance coverage to President David Stanley and Treasurer Bob Berns.

The motion carried unanimously.

k. Hidden Hills Gate Sign

The Board of Directors tabled this item for further information.

l. Spring Valley Arena Project Update

The preliminary plans have been circulated to the Directors and will be formally presented to the city. Landscape plans will also be prepared.

m. Fence Proposal – John Muir Road

The Board of Directors reviewed the proposal submitted by Dynamic Fence at a cost of \$29,231.00 to install an 8' high chain link fence at the boundary of John Muir Road. The fence will replace the current fence, extend the height and also include a 6" concrete footing and support rail at the bottom to deter digging under the fence.

Motion: McGinnis

Second: Moses

Resolved: The Board of Directors approves the proposal.

n. Emergency Gate Rules

The Board of Directors tabled this item for further information.

o. Draft CC&R's and Bylaws (Special Election Update)

The Board of Directors reviewed the updated draft documents. Due to new laws taking effect in January 2023, changes were made to the original drafts. The Board of Directors will also need to set the meeting date which is proposed on January 11, 2023.

Motion: Raznick

Second: Jacobs

Resolved: The Board of Directors approves the draft CC&R's and By-laws.

Motion: Jacobs

Raznick: Raznick

Resolved: The amended motion includes approval of the draft CC&R's and By-laws and setting the Special Election meeting date to January 11, 2023.

The motion carried unanimously.

p. Annual Meeting Update

Update and announcement of the upcoming Candidates Forum on November 29, 2022. Members may attend in person or view the session live via Zoom.

q. Perimeter Cameras

The Board of Directors reviewed third party contracts during the Executive Session immediately prior to this meeting including two proposals presented for perimeter camera replacement.

Motion: McGinnis

Second: Moses

Resolved: The Board of Directors approves the perimeter camera proposal as presented by Covered6 at a cost of \$141,832.06.

The motion carried 6/1 (Opposed Stanley)

r. Gate House Firewall Replacement

The Board reviewed the proposal provided by Antratech for replacement of the gate house firewalls at a cost of \$8,332.22. This replacement will ensure the proper installation of the Proptia hardware and gate access equipment.

Motion: McGinnis

Second: Moses

Resolved: The Board of Directors approves the proposal.

s. Architectural Extension – 24205 Hidden Ridge

This item was tabled; no action was taken. The file will be referred to the Architectural Committee.

t. Directors Topics

No items were presented.

Management Report

The report included the announcement of the Proptia gate and access control implementation.

Summary of Executive Session

The Board of Directors met in Executive Session on November 1, 2022, and November 15, 2022, immediately prior to this meeting to review legal matters, collections, litigation, discuss third-party contracts and enforcement items as permitted by Civil Code.

Open Forum

Owners in attendance presented relevant topics including architectural matters, construction vehicles and Round Meadow gate access.

Next Meeting Date

The next meeting was confirmed to be scheduled on December 6, 2022.

Adjournment

There being no further business to conduct, the meeting was adjourned at 8:08 PM.

ATTEST:

Date