



**BOARD OF DIRECTORS MEETING**

**TUESDAY, JULY 18, 2023 – 6:30 P.M. | Meeting held via Zoom Video Conference**

**GENERAL SESSION MINUTES**

**1. CALL TO ORDER**

The General Session meeting of the Hidden Hills Community Association Board of Directors was called to order at 6:35 P.M. by President, Joe Bellissimo. In accordance with the California Civil Code, the agenda was posted at least four days prior to the meeting.

**DIRECTORS PRESENT**

Joe Bellissimo, President  
Eric Epstein, Vice-President  
Kenny Hawk, Treasurer  
Linda Raznick, Secretary  
Howard Tenenbaum, Director  
John Heubusch, Director

**DIRECTORS ABSENT**

Arvind Movva, Director

**HHCA MANAGEMENT/STAFF**

Erin Tudron, General Manager  
Stefany Tristan, Operations Manager  
Karen Liebrecht, Administration Manager

**2. EXECUTIVE SESSION SUMMARY**

The Board of Directors met in Executive Session on July 10, 2023, to discuss some, or all, of the items related to the following: 1) litigation or potential litigation; 2) matters relating to the formation of contracts with third parties; 3) member discipline or delinquency, including payment plan requests; 5) personnel matters; and/or 6) approval of Executive Session minutes.

**3. GENERAL SESSION MINUTES APPROVAL**

The Board of Directors reviewed the draft General Session meeting minutes dated June 20, 2023.

Motion: Raznick  
Second: Heubusch

Resolution: The Board of Directors approved the General Session meeting minutes dated June 20, 2023, with one noted corrected on item 6.E.

The motion carried unanimously.

#### **4. FINANCIAL REPORT**

##### **a. June 2023 Financial Statement**

Interim Treasurer Kenny Hawk provided a verbal report on the current operating budget and presented the June 2023 financial statement for review and acceptance by the Board.

Motion: Raznick

Second: Epstein

Resolution: The Board of Directors approved and accepted the June 2023 financial statement as presented, subject to audit.

The motion carried unanimously.

##### **b. Operations**

- Interim Treasurer Kenny Hawk also reported on the closure of the EDD audit for the period of April 1, 2020 to December 31, 2022. The original EDD audit amount perceived to be owed by the Association was \$41,367.00. The final amount owed was \$186.00.
- The total amount of legal fees incurred by the Association to date as a result of ongoing litigation initiated against the Association was also reported.

##### **c. Resolution to Lien**

In accordance with the California Civil Code, the noted 4 APNs are subject to lien recordation, as per the Association's Delinquency Policy.

Motion: Raznick

Second: Epstein

Resolution: The Board of Directors approved that a lien be recorded on APN# 2409-020-035, 2049-028-109, 2049-0169-027 and 2049-001-027 in accordance with the Association's Delinquency Policy.

The motion carried unanimously.

#### **5. HOMEOWNER OPEN FORUM**

Members in attendance provided input on the following items during open forum:

- Upcoming Town Hall event and proposed draft CC&Rs and Bylaws.
- Grading review in conformity with the Association's architectural standards. Clarification was provided that a grading review was not a variance request.
- Continuity of community priorities between incumbent Board of Directors.

#### **6. COMMITTEE REPORTS**

##### **a. Gate Operations Committee – Jeff Korchek, Chair**

The Committee reported on the status of the Burbank gatehouse renovation and the Long Valley Sign refurbishment. The project at the Round Meadow gate to address school traffic is

ongoing. The Gates Committee also reported on their work in drafting new party rules to address large parties held within the community. The Committee is hoping to have this proposed rule revision ready in time for next month's board meeting.

**b. Technology Committee – John McGinnis, Chair**

The Committee reported on the data work being performed by the office staff in preparation for the launch of Proptia. The team is working on finishing testing at the gates and the tentative go-live date is August 12<sup>th</sup>. Issues are being addressed for Proptia app users. Notices regarding the launch will be going out to the community, including registration email.

**c. Report on City Council Meeting – Eric Epstein, Board Liaison**

Board liaison Eric Epstein reported on the refresh to the City logo, which was discussed at their July 10<sup>th</sup> meeting. The City will be hosting a public safety meet and greet with the Sheriff's and Fire Departments on July 25<sup>th</sup>. The event is open to all HH residents and will be held at the HHCA Community Center. Hidden Hills Mayor Steve Freedland discussed the increase in kids operating electric bikes in the community and distinguishing legal vs. illegal usage. The Sheriff's Department has also increased patrols in the community and will stop kids when necessary. He also reported on the ongoing brush clearance being performed.

**d. Theatre Committee – Karleen Basch, Chair**

The Committee reported on the Valentine Musicale charity performance that was held on July 15, 2023. The Committee gave special thanks to all those who participated in organizing and participating in the event. The Committee is planning on having a magic show event in the community theatre the first weekend in October featuring Robert Gould. The Committee also looked into bringing in the performance Harlem South, but the bid was too high. Jaxx Productions is tentatively scheduled to put on the children's production of Shrek January 13-14, 2024. The Committee may also be interviewing another theatre company.

**e. Equestrian Services Committee – Anne Kolbe, Chair**

The Committee reported on the recently approved arena repairs to the Spring Valley and Saddle Creek arenas. The work has commenced at Spring Valley and will move to Saddle Creek once it is completed. Once the arenas are complete, the Committee will be focusing on the trails and refreshing arena signage. Last month, the Committee hosted a pony ride event that had a great turn out and was enjoyed by all. They are also looking to host a dog show event next month. The Committee is sponsoring a petting zoo at the last BBQ of the season. Lastly, the Committee replaced Committee member Rochelle Holden with member Debbie Kulik.

**f. Landscape Committee – Steve Weber, Chair**

The Committee reported on various landscape projects they are looking to bid out and plan for this year, including a 3-year tree planting program to fit the current fiscal year budget. The Committee also reported on 10+ trees they are currently reviewing for proposed

removal. Any trees needing removal (pending emergencies) are now being reviewed by the Landscape Committee for sign off prior to removal.

**g. Architectural Committee – Shannon Spirtos, Architectural Administrator**

On behalf of the Committee, architectural administrator Shannon Spirtos provided an update on the projects currently being reviewed by the Architectural Committee. There are approximately 23 projects in review ranging from solar installation to landscape to larger scale construction. It was reported that the July Architectural Committee meeting has been rescheduled to July 31<sup>st</sup> due to scheduling conflicts.

**h. Parks and Recreation Committee – Tamika Watkins, Co-Chair**

The Committee reported on the ongoing Thursday summer BBQs and monthly Friday night movie events. The Committee also reported on the appointment of new Committee member Delinah Hurwitz and a proposed new Chair, see 7.a, below.

**7. UNFINISHED BUSINESS/NEW BUSINESS**

**a. Committee Appointments: Park and Recreation Committee**

The Board of Directors reviewed and discussed the appointment of a new Parks and Recreation Committee Chair following the resignation of Chair, Carrie Levis, and Co-Chair, Tamika Watkins. For the Board's consideration, they recommend Committee member Leslie Bacon for this appointment.

Motion: Bellissimo  
Second: Tenenbaum

Resolution: The Board of Directors approved the appointment of Committee member Leslie Bacon as Chair of the Parks and Recreation Committee (noting that Carrie Levis and Tamika Watkins will fill in temporarily for Leslie while Leslie is on vacation).

The motion carried unanimously.

**b. HHCA Annual Meeting & Election**

**1) Annual Meeting Date**

The Board of Directors discussed setting the date for the upcoming Annual Meeting date and Directors' Election. It was discussed to move the date to January 2024, after the holiday season.

Motion: Hawk  
Second: Epstein

Resolution: The Board of Directors approved the scheduling of the HHCA Annual Meeting and Directors' Election to Monday, January 15, 2024.

The motion carried unanimously.

**2) Proposal: Correct Elect, LLC – Inspector of Elections**

The Board of Directors reviewed and discussed the proposal received by Correct Elect to facilitate, as Inspector of Elections, the membership vote for the Annual Directors' Election.

Motion: Raznick  
Second: Heubusch

Resolution: The Board of Directors approved the proposal received by Correct Elect for the purpose of facilitating, as Inspector of Election, the membership vote for the Annual Directors' Election.

The motion carried unanimously.

**c. Architectural Variance Requests:**

**1) 6051 Spring Valley Road**

The Board of Directors reviewed and discussed the architectural variance request presented for 6051 Spring Valley Road. The homeowner is seeking permission to construct a non-compliant trash enclosure in the side yard setback. The affected neighbors had been notified of the variance request and no written communication was received for Board consideration; however, it was noted that the Architectural Committee was not in favor.

Motion: Tenenbaum  
Second: Raznick

Resolution: The Board of Directors denied the architectural variance request for the proposed trash enclosure at 6051 Spring Valley Road, finding no "serious hardship" as required by Architectural Standards, Section IX.

The motion carried unanimously.

**d. Encroachment Permit Requests:**

The Board of Directors reviewed the following encroachment permits issued by management:

- 1) 24629 Wingfield Road – SoCal Edison/1-day access to existing pole to replace crossarms.
- 2) 24854 Jim Bridger Road – SoCal Edison/1-day access to existing pole to pull cable.
- 3) 25079 Jim Bridger Road – SoCal Edison/1-day access to existing pull box.
- 4) 6098 Clear Valley Road – SoCal Edison/1-day access to existing pole.

Resolution: No action taken. Reviewed and filed.

**e. Directors Topics**

President Joe Bellissimo provided a community reminder regarding short-term property rentals for commercial use, which is in violation of Article III, Section 1(a) and Article II, Section 8 of the Association's CC&Rs, as well as Section 1.9 of the Association's Rules and Regulations.

**8. MANAGEMENT REPORT**

General Manager Erin Tudron reported on the following topics:

- Progress update on the Long Valley Monument refurbishment and scheduled upcoming gate closure necessary to complete the project.
- The approved work to repair the Spring Valley and Saddle Creek arenas has commenced with work starting at the Spring Valley arena through approximately July 28<sup>th</sup>.
- The new pool furniture has been ordered and delivery is anticipated within 3-4 weeks.
- A new lane divider has been ordered for the pool at the community center, and the pool gate alarm has been fixed.
- Reminder that the deadline to submit written comments ahead of the July 25<sup>th</sup> Town Hall meeting date is Thursday, July 20<sup>th</sup>.
- The annual 4041 form for HHCA residents to update their preferred delivery method for receiving Association's notices was mailed to all residents on June 15<sup>th</sup>. Please submit it to the management office if there are any changes.
- Starting Tuesday, July 25<sup>th</sup> the management office will be implementing new office hours. On Tuesdays and Thursdays, the office will be closed from 12pm-2pm in order to give office staff the opportunity of a few dedicated hours to focus on pertinent tasks and projects.
- The 6 speed cameras installed throughout the community are active and are being monitored. HHCA administration manager Karen Leibrecht reported on the speeding violation numbers for the months of May and June, as well as the potential relocation of two of the speed cameras.

**9. NEXT MEETING DATE**

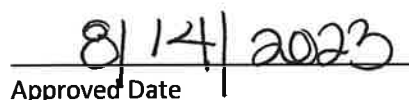
The next General Session meeting of the HHCA Board of Directors is scheduled for Tuesday, August 15, 2023 at 6:30 P.M. via Zoom Video Conference.

**10. ADJOURNMENT**

There being no further business to conduct in General Session, the meeting was adjourned at 7:58 P.M.

ATTEST:

  
Signature

  
Approved Date