HIDDEN HILLS COMMUNITY ASSOCIATION
GATE AND PATROL SERVICES COMMITTEE
ZOOM MEETING MINUTES

July 6, 2020

CALL TO ORDER AND ROLL CALL

The Zoom meeting was called to order at 6:30 p.m. Present were Jeff Korchek, Barbara Lipkin, Mike Resnick, John Boulianne, Carolyn Okazaki-Siegler, Kim Gagnier, Debbie Seror, and Board Liaison Joe Loggia.

Absent was Bob Payne.

Mike Resnick and Barbara Lipkin wanted to make some revisions to the June minutes. Mike emailed Carolyn, and she will make the revisions. Barbara Lipkin made a motion to approve the June minutes after the revisions have been made.

<u>NEW BUSINESS</u>

The committee is meeting to discuss possible reductions to the Gate and Patrol Services budget. The committee first reviewed the Covered 6 staff list. This list shows the positions for each guard and the hours that they work. The committee then reviewed the entry log. This entry log showed how many vehicles entered through each gate on an hourly basis for 3 consecutive days in June 2020. The committee agrees that his log shows a consistent flow through the gates during morning hours. This log also shows that not all of the extra traffic guards are logging cars during their shifts. The question is asked, do we really need 4 additional traffic guards in the morning. Can we cut down the number of extra traffic guards to 3? That would include 2 extra traffic guards at Long Valley and 1 extra traffic guard at Burbank. If the guards are all busy the supervisor can step in for additional coverage. Discussion turns to the question of why we need the extra traffic guards in the morning. Debbie, Jeff and Kim remind the committee of the concern from Los Angeles County regarding the amount of traffic on Burbank and Long Valley in the morning. The city was risking fines if the traffic on Burbank and Long Valley were not lessened. The City of Hidden Hills splits the cost of the extra traffic guards with the association.

At 7:22 pm Brian Hartson with Covered 6 joined the call. Brian had provided the committee with a simple list of items that he monitors on a daily basis. However, the committee wants more of a job description summary. Jeff Korchek asked Brian to create a job description summary as he had for the guards. Brian will work on it and will present it at the August meeting. Brian verbally described his duties to the committee and they took some time to get clarification from Brian on most of the items on Brian's list. They asked for clarification about time spent on specific items, how he handles complaints, when does he utilize the UTV's, why the need for overlapping patrols in the afternoon, and what happens when a resident's alarm goes off. They spoke about procedures, training of the guards, and the tablets that were breaking and should be replaced soon. After answering all of the committee's questions, Brian Hartson logged off of the meeting at 8:05 pm.

The committee continued discussion of what services Covered 6 provides and if all the services are necessary at this time. Joe Loggia took the time to address everyone's concerns about the necessity of cutting the budget. The committee feels that cutting down on one extra traffic guard at Burbank in the morning and possibly shortening the time for the second patrol unit from 12 hours a day to 8 hours a day would be a good way to cut expenses from the budget. The committee also discussed ways of bringing in revenue. One option is to charge residents for transponders and/or increase the cost of the guest transponders to $35. Barbara Lipkin had researched other communities in our area, and most community's charge resident's a one-time fee per vehicle transponder. We can also charge for gate arm breakages. Currently the association only bills the resident if the association is billed to repair the broken arm. The association will pass along those costs to the resident. The committee members feel there should be a nominal fine for hitting the gate arm whether the association is billed for repairs or not.

With no other matters to discuss the meeting was adjourned at 9:02 p.m.