

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

August 10, 2020

CALL TO ORDER AND ROLL CALL

The Zoom meeting was called to order at 6:30 p.m. by Debbie Seror Co-Chair Present, present was Barbara Lipkin, Mike Resnick, Bob Payne, John Boulianne, and Kim Gagnier.

Absent were Jeff Korchek, Carolyn Okasaki-Siegler and Board Liaison Joe Loggia.

APPROVAL OF MINUTES

Kim Gagnier made a motion to approve the minutes of the July 6, 2020 meeting. Barbara Lipkin seconded the motion.

NEW BUSINESS

Procedure for dealing with Incident Reports:

The committee members discuss the gate procedure for dealing with Incident Reports that arrive from Covered 6. Debbie Seror asked the committee members if they would like to receive all the incident reports that arrive from Covered 6. Committee members agree that only the incident reports that directly involve the gates were necessary to send to the committee members. The committee would like to come up with a few different letters that can be sent to the resident's who violate the gate rules or whose guests violate the gate rules. John Boulianne and Barbara Lipkin will start looking at letters the association has sent in the past and will develop a 3 stage procedure for sending letters to residents who violate the gate rules.

Status of brick work around gate arm motors:

Kim Gagnier updated the committee on the brick work around the gate arm motors. She is working with Ron Heston to remove the necessary bricks from around the gate arm motors so when they gate arms are hit by a vehicle, they will fall off without being damaged by the brick. Work will be completed shortly.

Construction of Burbank Gate house:

The committee discusses the remodel of the Burbank gate house. Debbie Seror confirmed that she spoke to Shannon Moore and we are still able to do construction during Covid-19 shut down. Debbie asked Kim Gagnier if she would like to come up with a schedule for constructions so that we can

keep the gate house open and functioning during the construction. Kim Gagnier will help with getting bids and will update the committee as it progresses.

Gate Manual Revision:

The committee members reviewed and discussed certain sections of the gate manual. Mike Resnick made some clarifications about the different sections and what information should be put into the manual. Mike also spoke to the committee about the benefits of having 2 separate documents, a Gate Manual for the residents and a Gate Procedure Manual for the Covered 6 guards. Committee members took some time to discuss specific changes and corrections that are needed in the manual. Mike requested that the committee members take another look at the revisions and get back to him by the end of the week with any further changes/corrections that are needed.

With no other matters to discuss the meeting was adjourned at 7:52 p.m.