

HIDDEN HILLS COMMUNITY ASSOCIATION

EQUESTRIAN SERVICES COMMITTEE

POSITION: Committee Member

TERM OF APPOINTMENT: One (1) Year

ACCOUNTABILITY: Board of Directors

PURPOSE OF EQUESTRIAN SERVICES COMMITTEE: The purpose of the Equestrian Services Committee is to assist and advise the Board of Directors and Management in establishing and promoting equestrian policy, education, safety, health and social programs to foster and preserve the unique equestrian character of Hidden Hills Community Association. Committee members serve at the pleasure of the Board.

DUTIES & RESPONSIBILITIES

1. To fulfill its role, the Committee will monitor the condition and oversee the, maintenance, repairs and improvement of all Hidden Hills bridle trails and equestrian arenas, including dressage arenas and round pens.
2. Specific areas of responsibility include, but are not limited to the following equestrian activities:
 - a. Ride or patrol on foot and inspect all bridle trail areas one or more times each month
 - b. Inspect all equestrian arenas one or more times each month
 - c. Lead Committee group trail rides of assigned trail areas at least once annually
 - d. Report on assigned trail areas and arena conditions at monthly committee meetings
 - e. Identify and promptly report to Association staff any hazardous and/or substandard bridle trails, arenas (including dressage arenas and round pens), parkways and/or road conditions and/or anything inhibiting safe passage. Examples of issues reported should include, but are not limited to, tall/ overgrown grass, tumbleweeds, downed tree limbs, tree limbs or bushes hanging into trails, parkway trees needing to be trimmed, structures constructed in or blocking trails, trash dumped on trails and parkways, erosion on trails and parkways, evidence of vehicular and/ or bicycle traffic on trails, excessive watering or leaking sprinklers/ pipes, dangerous footing, etc.
 - f. Identify and promptly report to the Association staff all necessary maintenance needed on the trails, arenas and parkways such as erosion requiring grooming and/or grading; locations of broken sandbags or sandbags needing to be removed after the rainy season; missing or damaged bridle trail, trail slope or trail address signs, arena deterioration, and missing or damaged 3-rail fences
 - g. Perform follow-up inspections to ensure conditions reported to Association staff have been properly and promptly corrected. Report all overlooked conditions that have not been corrected
 - h. Report to Association staff any breaches/ cuts in perimeter fencing and any other noted conditions that could pose a potential trespassing threat

- i. Develop and promote equine education, safety and health programs such as veterinarian seminars, riding clinics, trailering clinics, vaccination clinics, large animal emergency evacuation protocol and informational clinics on issues of local equine interest
 - j. Serve on Hidden Hills' Loose Horse Patrol and Rescue. This entails receiving calls from gate guards and residents when horses are found loose within the community and assisting in capturing and securing them, and assisting finding the loose horse owner (s). May also require assistance in rescuing cast horses
 - k. Plan and present gymkhanas and other equine social activities
 - l. Publish articles in the monthly newsletter on issues of equine interest
 - m. Review new home and major remodel construction plans for compliance with Hidden Hills Community Association equestrian set-aside requirements (including proper road access) and potential impacts on adjacent bridle trails. Make recommendations to the Architectural Committee and the Board of Directors during the plan review process. Once plans are approved, monitor builder/contractor/homeowner continuing compliance with approved set-aside plans
 - n. Consult with Architectural Committee and advise the Board of Directors on any proposed new bridle trails
3. Committee members may not sign contracts for Hidden Hills nor commit the Association to any obligations.
4. Committee members shall not give directives to the Hidden Hills on-site staff. Committee members should make requests to the Chair of the Committee. The Chair will contact the general manager to receive guidance. If the Chair is not available, the Chair may designate a point person to interact with the general manager.
5. If an equestrian event or project is recommended for the Board to approve, the Committee is responsible for working with Management to assist in the implementation and presentation of Board-approved equestrian events including but not limited to planning, specifications, budget, obtaining two or more bids from third party service providers, implementation, post implementation, identifying responsible parties, evaluation, and providing interim reports to the Board and general manager, etc. Should only one vendor be able, qualified to provide a unique service, only one bid shall be required. Third party vendors must provide itemized bids and include proof of insurance, business license and any paperwork required by Hidden Hills Community Association. No vendor will be paid cash for an event.
6. Committee Members shall be responsible to be the host/point person(s) for all Board approved equestrian-themed events such as:
 - a. Interacting with third party vendors on site who are setting up their equipment
 - b. If décor is involved for an event, the member is responsible to decorate before the event and breakdown after the event has concluded.
 - c. Address other equestrian issues that may arise.

7. The Committee commits itself and its members to ethical, professional, and lawful conduct including proper use of authority and appropriate decorum when acting as Committee members.
8. The Committee will consciously invest in its ability to act competently and wisely.
9. The Committee is responsible for creating meeting schedules, member roster, agendas, and taking and transcribing meeting minutes.
10. Meeting Minutes shall be made available to the Board, general manager, and Association members within five (5) business days after approval by the Committee.
11. The Committee Chair, or their designee, shall present Committee Reports to the Board and membership at the Board's regular monthly meetings. All other Committee members shall attend Board meetings as necessary.

STRUCTURE

1. The Board of Directors shall appoint the Chair to the Committee.
2. The Committee shall consist of 5-7 members. Committee members are appointed by the Board of Directors for a term of one year or a term amount approved by the Board.
2. Liaison with various other committees as necessary.
3. Attend monthly Committee Meetings on a regular basis. If a Committee member is absent for more than 4 regular meetings within a 12 month period or 3 consecutive Committee meetings, the member shall be deemed to have resigned from the Committee.
4. Committee members shall not receive compensation but may be reimbursed for actual expenses, at the discretion of the Board, in the performance of his/her duties. Receipts must be provided for reimbursement.

QUALIFICATIONS

1. Must be a Hidden Hills homeowner or resident, in good standing, with the Hidden Hills Community Association.
2. Must own or have access to a saddle horse suitable for trail riding and be properly versed in equestrian issues.
2. Time to devote to Committee responsibilities.
3. Ability to accomplish tasks with others.
4. Agrees to support the Hidden Hills Community Association governing documents, policies, and initiatives.

AUTHORITY

1. Hidden Hills Bylaws, Article 7, *Committees*, Sections 7.0 – 7.9, and other governing documents for Hidden Hills Community Association.
2. Term of Service. Committee members may be reappointed to the Committee by the Board of Directors in accordance with the Hidden Hills Community Association Bylaws, Article 7, *Committees*, Section 7.4, *Term of Service*.