

HIDDEN HILLS COMMUNITY ASSOCIATION

GATE OPERATIONS AND PATROL COMMITTEE

POSITION: Committee Member

TERM OF APPOINTMENT: One (1) Year

ACCOUNTABILITY: Board of Directors

GATE OPERATIONS and PATROL COMMITTEE CHARTER: The purpose of the Gate Operations Committee is to assist and advise the Board of Directors and Management to ensure consistent services provided at all entry/exit Gates are in the best interests of Community residents, guests and service providers. Committee members serve at the pleasure of the Board.

DUTIES & RESPONSIBILITIES

1. Maintain and recommend to the Board of Directors, revisions to the Gate Operations Manual ("Manual"), which governs entry to the Community.
2. Act as liaison between the residents of the Community and on-duty representatives of the gate services company.
3. Specific areas of responsibility include, but are not limited to, the following gate operation and activities:
 - a. Administer and assist in interpreting provisions of the Manual and gate operations procedures
 - b. Overseeing gate operations and patrol services; coordinating with Management regarding supervision of gate and patrol representatives
 - c. Seek to ensure visitors to the Community are authorized for access, and conversely, that no unauthorized vehicles and pedestrians are admitted to the Community
 - d. Authorize Hidden Hills homeowners/residents essential emergency repair services gate entry and access to the Community after hours and on holidays and weekends
 - e. Assist the Board in recommending third-party service providers for gate operations and patrol services
 - f. Resolve complaints pertaining to the operation of the gates
 - g. Work with Management to ensure ongoing monitoring and proactive reviewing activities of the gate operations company
4. Committee members may not sign contracts for Hidden Hills nor commit the Association to any obligations.
5. Committee members shall not give directives to the Hidden Hills on-site staff or contractors. Committee members should make requests to the Chair of the Committee. The Chair will contact the general manager to receive guidance. Should the Chair not be available, the Chair may designate a point person to interact with the general manager.
6. The Committee shall work with Management to establish an annual operating budget for gate operations and services.
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 and agendas, and taking and transcribing minutes of meetings.

10. Meet monthly or as needed, to carry out business related to the operations of the gates.
11. Meeting Minutes shall be made available to the Board, general manager, and Association members within five (5) business days after approval by the Committee.
12. Attend monthly Committee meetings as necessary and additionally, as needed, carry out gate operations business.
13. The Committee Chair, or their designee, shall present Committee Reports to the Board and membership at the Board's 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 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 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 their duties. Receipts must be provided for reimbursement.

QUALIFICATIONS

1. Must be a homeowner or resident, in good standing, with the Hidden Hills Community Association.
2. Time to devote to position.
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, Gate Operations Manual, 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 Hidden Hills Community Association Bylaws, Article 7, *Committees*, Section 7.4, *Term of Service*.