



## **HIDDEN VALLEY FOUNDATION, INC.**



## **BOARD OF DIRECTORS MONTHLY BOARD MEETING**

Friday, September 18, 2020 – 7:00 PM

### **DIRECTORS**

Patricia McGrail, President  
Doug Henley, Vice President  
Bob Kollar, Treasurer  
Dave Fiola, Secretary  
John Eddy, Director  
Bill Leja, Director  
John Newport, Director

### **STAFF**

Trent Harrison – FirstService Residential, President  
Jon Sabo – Executive Director  
Brian Hofer – Maintenance/Project Manager  
Vickie Baughman – Assistant Property Manager  
Chris Nicholson – Financial Administrator & Office Administrator  
Maddie Duran – Community Outreach Coordinator

21 Christopher Way | Eatontown, NJ 07724

Tel 732.728.9690 | Fax 732.380.1821

[www.fsresidential.com](http://www.fsresidential.com)

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, SEPTEMBER 18, 2020 @ 7:00 PM  
A G E N D A

Items headings in **RED** indicate supporting packet material included.

1. **MEMBERS' TIME - 30 MINUTES MAXIMUM (limit of 3 minutes per speaker)**
2. **CALL THE MEETING TO ORDER AT \_\_\_\_\_**
3. **BOARD ATTENDANCE ROLL CALL (recorded on separate sheet)**
4. **ESTABLISH BOARD QUORUM \_\_\_\_\_**
5. **SET THE AGENDA**

Motion to Accept the Agenda:

(Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)

**Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_**

**6. APPROVE THE MINUTES OF THE AUGUST 21, 2020 BOARD MEETING**

Motion to Approve the minutes of the August 21, 2020 Board Meeting:

(Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)

**Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_**

**7. TREASURER'S REPORT PAGE**

Motion to Accept Treasurer's Report:

(Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)

**Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_**

**8. EXECUTIVE DIRECTOR REPORT VERBAL/PAGE**

Jon Sabo, Executive Director  
(Snow Removal RFP & Snow Removal Policy - #26)

**9. PROJECT MANAGER/SUPERVISOR REPORT PAGE**

Brian Hofer, Maintenance Manager/Supervisor

**10. COMMUNITY OUTRICH CORDINATOR REPORT VERBAL**  
(Jon Sabo)

**11. COMMITTEE REPORTS**

**11.1 FINANCE COMMITTEE VERBAL**  
Robert Kollar, Chairperson

**11.2 AUDIT COMMITTEE VERBAL**  
Bob Armen, Chairperson

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, SEPTEMBER 18, 2020 @ 7:00 PM  
A G E N D A

- |              |   |                  |
|--------------|---|------------------|
| <b>11.3</b>  | <b>ARCHITECTURAL CONTROL COMMITTEE</b>                            | <b>PAGE</b>      |
|              | Bill Leja & Donna Courson, Co-chairs                              |                  |
| <b>11.4</b>  | <b>MAINTENANCE COMMITTEE</b>                                      | <b>VERBAL</b>    |
|              | Bob Mitall, Chairperson   |                  |
| <b>11.5</b>  | <b>RULES &amp; REGULATIONS COMMITTEE</b>                          | <b>NO REPORT</b> |
|              | Michele Fiola, Chairperson  |                  |
| <b>11.6</b>  | <b>SOCIAL AND RECREATION COMMITTEES</b>                           | <b>PAGE</b>      |
|              | Robin Henley & Erin Mikolich, Co-Chairs                           |                  |
| <b>11.7</b>  | <b>BRANDING/MEDIA COMMITTEE/HVMM</b>                              | <b>PAGE</b>      |
|              | Wendy Gonzales & Ben Phillips, Chairperson & Jay Barbaccia (HVMM) |                  |
| <b>11.8</b>  | <b>SLRP COMMITTEE</b>   | <b>NO REPORT</b> |
|              | Jay Barbaccia, Chairperson  |                  |
| <b>11.9</b>  | <b>NOMINATING &amp; LEADERSHIP DEVELOPMENT</b>                    | <b>PAGE</b>      |
|              | Chris Umble, Chairperson  |                  |
| <b>11.10</b> | <b>LANDSCAPE COMMITTEE</b>  | <b>PAGE</b>      |
|              | Dennis Carroll, Chairperson                                       |                  |

Motion to Accept Committee Reports:  
(Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

**12. OTHER REPORTS**

- |             |  |               |
|-------------|--|---------------|
| <b>12.1</b> | <b>HV UTILITIES SERVICES, LP</b>         | <b>VERBAL</b> |
| <b>12.2</b> | <b>SECURITY INCIDENT REPORT SUMMARY</b>  | <b>PAGE</b>   |
| <b>12.3</b> | <b>JEFFERSON TOWNSHIP COMMUNICATIONS</b> | <b>VERBAL</b> |
| <b>12.4</b> | <b>SALT DOME UPDATE</b>                  | <b>VERBAL</b> |
| <b>12.5</b> | <b>SRC BUILDING PROJECT UPDATE</b>       | <b>VERBAL</b> |

**13. NEW BUSINESS**

- |             |   |             |
|-------------|---|-------------|
| <b>13.1</b> | <b>APPROVE THE VOLUNTEER APPLICATION OF<br/>MARIE PFAB FOR SLRP SUBCOMMITTEE<br/>REAL ESTATE VALUE &amp; DEMOGRAPHICS COMMITTEE</b> | <b>PAGE</b> |
|-------------|---|-------------|

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

- |             |  |             |
|-------------|--|-------------|
| <b>13.2</b> | <b>APPROVE THE RIDGEVIEW DRAINAGE PROPOSAL</b> | <b>PAGE</b> |
|-------------|--|-------------|

Motion to approve \_\_\_\_\_ to do the Ridgeview Drainage Project

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, SEPTEMBER 18, 2020 @ 7:00 PM  
A G E N D A

**13.3 APPROVE THE ROAD SALT VENDOR PAGE**

Motion to approve \_\_\_\_\_ for the 2020-21 salt vendor

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

**13.4 APPROVE THE VOLUNTEER APPLICATION OF DEB WATSON FOR THE MARKETING AND COMMUNICATION COMMITTEE PAGE**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

**13.5 APPROVE THE VOLUNTEER APPLICATIONS OF DENNIS CARROLL, ALICIA BITZER, MICHAEL DOWLING, LINDA LACKEY & MARIE PFAB FOR THE LANDSCAPING COMMITTEE PAGES**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

**14. NEXT MEETING DATE – OCTOBER 16, 2020**

**15. ADJOURNMENT**

**Motion to Adjourn Meeting**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

**Time of Adjournment** \_\_\_\_\_

**16. EXECUTIVE SESSION**

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, AUGUST 21, 2020 @ 7:00 PM

**1. MEMBERS' TIME - 30 MINUTES MAXIMUM**

Mike Hammel 1613 Snowfield Court: Expressed displeasure over how incident involving he and son riding their quad on HV property (against HVF rules) was handled by Mr. Sabo, HVF Executive Director. Mr. Hammel felt incident could've been handled in a more professional manner. President McGrail suggested a meeting be set up between she, Mr. Hammel and Mr. Sabo to talk over the incident & its handling to which Mr. Hammel agreed.

**2. CALL THE MEETING TO ORDER AT 7:07pm.**

**3. BOARD ATTENDANCE ROLL CALL:**

Pat Mcgrail, Doug Henley, Bob Kollar, David Fiola, John Eddy, Bill Leja physically present. John Newport present via Zoom.

**4. ESTABLISH BOARD QUORUM: YES**

**5. SET THE AGENDA:**

**President McGrail asked for a motion to accept the agenda for the meeting.**

**RESOLVED: DOUG HENLEY** made a motion to accept the agenda. **JOHN NEWPORT** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**6. APPROVE THE MINUTES OF THE JULY 17, 2020 BOARD MEETING**

**President McGrail asked for a motion to approve the minutes from the 7/17/20 board meeting.**

**RESOLVED: DOUG HENLEY** made a motion to approve the minutes. **BILL LEJA** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**7. TREASURER'S REPORT**

**President McGrail asked for a motion to approve the Treasurer's Report.**

**RESOLVED: JOHN EDDY** made a motion to approve the Treasurer's Report. **JOHN NEWPORT** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**8. EXECUTIVE DIRECTOR REPORT**

Jon Sabo, Executive Director

**VERBAL**

**9. PROJECT MANAGER/SUPERVISOR REPORT**

Brian Hofer, Maintenance Manager/Supervisor

**PAGE**

**10. COMMUNITY OUTREACH COORDINATOR REPORT**

**PAGE**

**11. COMMITTEE REPORTS**

**11.1 FINANCE COMMITTEE**

**VERBAL**

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, AUGUST 21, 2020 @ 7:00 PM

11.2	Robert Kollar, Chairperson <b>AUDIT COMMITTEE</b>	<b>VERBAL</b>
11.3	Bob Armen, Chairperson <b>ARCHITECTURAL CONTROL COMMITTEE</b>	<b>PAGE</b>
11.4	Bill Leja & Donna Courson, Co-chairs <b>MAINTENANCE COMMITTEE</b>	<b>VERBAL</b>
11.5	Bob Mitall, Chairperson <b>RULES &amp; REGULATIONS COMMITTEE</b>	<b>PAGE</b>
11.6	Michele Fiola, Chairperson <b>SOCIAL AND RECREATION COMMITTEES</b>	<b>PAGE</b>
11.7	Robin Henley & Erin Mikolich, Co-Chairs <b>BRANDING/MEDIA COMMITTEE/HVMM</b>	<b>PAGE</b>
11.8	Wendy Gonzales & Ben Phillips, Chairperson & Jay Barbaccia (HVMM) <b>SLRP COMMITTEE</b>	<b>NO REPORT</b>
11.9	Jay Barbaccia, Chairperson <b>NOMINATING &amp; LEADERSHIP DEVELOPMENT</b>	<b>PAGE</b>
11.10	Chris Umble, Chairperson <b>LANDSCAPE COMMITTEE</b>	<b>PAGE</b>
	Dennis Carroll, Chairperson	

**President McGrail asked for a motion to accept the committee reports.**

**RESOLVED: JOHN EDDY** made a motion to accept the committee reports. **BOB KOLLAR** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**12. OTHER REPORTS**

12.1	<b>HV UTILITIES SERVICES, LP</b>	<b>VERBAL</b>
12.2	<b>SECURITY INCIDENT REPORT SUMMARY</b>	<b>PAGE</b>
12.3	<b>JEFFERSON TOWNSHIP COMMUNICATIONS</b>	<b>VERBAL</b>
12.4	<b>SALT DOME UPDATE</b>	<b>VERBAL</b>
12.5	<b>SRC BUILDING PROJECT UPDATE</b>	<b>VERBAL</b>

**13. NEW BUSINESS**

13.1	<b>RATIFY THE AUGUST 12, 2020 ELECTRONIC VOTE AWARDING SRC 2 ENGINEERING AND PROJECT MANAGEMENT SERVICES TO K2 ENGINEERING PER THEIR JULY 9, 2020 PROPOSAL.</b>	<b>PAGE</b>
------	---	-------------

**President McGrail asked for a motion to ratify the 8/12/20 electronic vote awarding SRC2 engineering and project management to K2 engineering.**

**RESOLVED: JOHN EDDY** made a motion to ratify the electronic vote. **BILL LEJA** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

13.2	<b>RATIFY THE AUGUST 12, 2020 ELECTRONIC VOTE APPOINTING PAT McGRAIL AS CHAIRPERSON OF THE NOMINATING &amp; LEADERSHIP COMMITTEE.</b>	<b>PAGE</b>
------	---	-------------

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, AUGUST 21, 2020 @ 7:00 PM

**President McGrail asked for a motion to approve herself as chairperson of the Nominating & Leadership committee.**

**RESOLVED: BOB KOLLAR** made a motion to approve Pat McGrail as chairperson. **JOHN NEWPORT** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**13.3 UPGRADE CONTROLS FOR CHLORINE & PH IN POOLS. ACCEPT AND AWARD A CONTRACT TO PERFORM INSTALLATION OF ELECTRONIC CONTROLS FOR THE POOLS.**

**President McGrail asked for a motion to award contract to Schmidt Supply.**

**RESOLVED: DOUG HENLEY** made a motion to award Schmidt Supply the contract for the pool work. **DAVID FIOLA** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**13.4 LANDSCAPING CONTRACTOR – JML CONTRACT AMENDMENT – REMOVE BONDING REQUIREMENT AND INSTALL A LIQUIDATED DAMAGE CLAUSE.**

**President McGrail asked for a motion to approve amendment to JML contract removing bonding requirement and install a liquidated damages clause.**

**RESOLVED: DOUG HENLEY** made a motion to approve the amendment. **JOHN EDDY** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**13.5 LANDSCAPING CONTRACTOR - JML CONTRACT AMENEDMENT – AGREE AND APPROVE AN AMENDMENT TO INCLUDE WESTVIEW WITHIN THE EXISTING JML CONTRACT FOR SERVICES.**

**President McGrail asked for a motion to approve JML contract amendment including all homes on WESTVIEW into existing JML contract for services.**

**RESOLVED: JOHN NEWPORT** made a motion to approve amendment. **DOUG HENLEY** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**13.6 POLICY UPDATE – APPROVE AND ADOPT REVISIONS TO POLICY #18 - THE UNIFORM ENFORCEMENT POLICY AND THE ADOPTION OF A FINE SCHEDULE, EFFECTIVE DATE \_\_\_\_\_.**

**President McGrail asked for a motion to TABLE this item.**

**RESOLVED: JOHN EDDY** made a motion to table this item. **BOB KOLLAR** seconded that motion. Discussion was had that not all board members were in agreement on all provisions of the revised Uniform Enforcement Policy. All of the directors voted in favor of the motion and the motion carried.

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, AUGUST 21, 2020 @ 7:00 PM

- 13.7 POLICY UPDATE – APPROVE AND ADOPT REVISIONS TO POLICY #15 - PARKING RULES AND TOWING POLICY, EFFECTIVE DATE OF \_\_\_\_\_.**

**President McGrail asked for a motion to TABLE the above item.**

**RESOLVED: DOUG HENLEY** made a motion to TABLE the above item. **BOB KOLLAR** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

- 13.8 POLICY UPDATE – APPROVE AND ADOPT REVISIONS TO POLICY #33 – PET CONTROL POLICY, EFFECTIVE DATE OF \_\_\_\_\_.**

**President McGrail asked for a motion to approve and adopt revisions to policy #33, Pet Policy, effective date of 9/1/2020.**

**RESOLVED: DOUG HENLEY** made a motion to approve policy #33 revisions. **DAVID FIOLA** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

- 13.9 POLICY UPDATE – APPROVE AND ADOPT REVISIONS TO POLICY # 44 – POOL POLICY, EFFECTIVE DATE OF \_\_\_\_\_.**

**President McGrail asked for a motion to approve revisions to policy #44, pool policy effective 9/1/20.**

**RESOLVED: DOUG HENLEY** made a motion to approve policy #44 revisions. **JOHN NEWPORT** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

- 13.10 POLICY UPDATE – APPROVE AND ADOPT REVISIONS TO POLICY # 45 – OUTDOOR FIRE POLICY, EFFECTIVE DATE**

**President McGrail asked for a motion to TABLE the above item.**

**RESOLVED: DAVID FIOLA** made a motion to TABLE the above item, revisions to policy #45. **BILL LEJA** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

- 13.11 POLICY UPDATE – APPROVE AND ADOPT REVISIONS TO POLICY # 34 – OUTDOOR GRILL POLICY, EFFECTIVE DATE**

**President McGrail asked for a motion to TABLE the above item.**

**RESOLVED: DOUG HENLEY** made a motion to TABLE the item above, revisions on policy #34. **DOUG HENLEY** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

- 13.12 POLICY UPDATE – APPROVE AND ADOPT POLICY #46 – ATV, UTV,**

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, AUGUST 21, 2020 @ 7:00 PM

AND SNOWMOBILE POLICY EFFECTIVE DATE OF \_\_\_\_\_.

President McGrail asked for a motion to approve policy #46 above.

**RESOLVED: DOUG HENLEY** made a motion to approve policy #46. **BOB KOLLAR** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**13.13 APPROVE AND AWARD THE 2021 ELECTION SUPERVISION AND BALLOT COUNTING ENGAGEMENT TO STENGER, BIES CPA'S.**

President McGrail asked for a motion to award 2021 election supervision and ballot counting to STENGER, BIES CPAs.

**RESOLVED: JOHN EDDY** made a motion to award the contract as noted. **BOB KOLLAR** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**13.14 APPROVE AND AWARD THE CONTRACT TO INSTALL RETAINING WALLS PER THE PROPOSALS.**

President McGrail asked for a motion to award retaining walls contract to DEPENDABLE LAWN SERVICE.

**RESOLVED: DOUG HENLEY** made a motion to award contract as noted above. **BILL LEJA** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**13.15 POLICY UPDATE – APPROVE REVISION TO POLICY #1 – SIGNS EFFECTIVE DATE OF \_\_\_\_\_.**

President McGrail asked for a motion to approve revision of policy #1 (SIGNS) as of 8/22/20.

**RESOLVED: JOHN EDDY** made a motion to approve revision of policy #1 (SIGNS). **DOUG HENLEY** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**13.16 NAME CHRIS UMBLE AS CO-CHAIR OF VOLUNTEER & LEADERSHIP DEVELOPMENT COMMITTEE.**

President McGrail asked for a motion to approve Chris Umble as co-chair of the Volunteer & Leadership Development Committee.

**RESOLVED: JOHN EDDY** made a motion to approve Umble as co-chair. **DAVID FIOLA** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

**14. NEXT MEETING DATE – SEPTEMBER 18, 2020**

**15. ADJOURNMENT**

HIDDEN VALLEY FOUNDATION, INC.  
BOARD OF DIRECTORS MONTHLY BOARD MEETING  
FRIDAY, AUGUST 21, 2020 @ 7:00 PM

**Motion to Adjourn Meeting**

**JOHN EDDY** made the motion to adjourn the meeting. **DAVID FIOLA** seconded the motion. There was no discussion. All the directors voted in favor of the motion and the motion carried.

**Time of Adjournment 8:09pm**

**16. EXECUTIVE SESSION n/a**

**Respectfully Submitted by David Fiola, Board Secretary**

**HIDDEN VALLEY  
FOUNDATION, INC.**

**MONTHLY FINANCIAL  
REPORTING PACKAGE**

**JULY 2020**

HIDDEN VALLEY FOUNDATION, INC.  
MONTHLY FINANCIAL REPORTING PACKAGE—REPORT DESCRIPTIONS (HOMEOWNERS)

*Treasurer's Performance Dashboard Report ©*

A summary of key budget, financial and non-financial performance measures.

*Summary Budget Variance Analysis Report ©*

Provides comparison of budget versus actual for all major budget categories; includes explanations for all significant budget variances.

*Summary Income Statement*

Provides budget vs. actual information for all categories of the annual operating budget.

*Detailed Monthly Income Statement*

Provides detailed budget vs. actual information for the annual operating budget for the current month and fiscal year-to-date.

*Balance Sheet*

Standard statement of financial position as of month end with information on the Foundation's assets, liabilities and fund balances.

*Investment Summary*

A summary and detailed listing of the Foundation's investments

*Cash Disbursement Report – Operating Account*

Listing of all checks written during the month, including vendor name, check date, and amount.

*Projected Actual Report*

The report projects the Foundation's financial performance for the year using year-to-date revenues and expenses.

Board Members Only:

*Delinquent Report*

Standard accounts receivable aging report, showing amounts owed by homeowner aged by invoice date (when assessments were due).

*Accounts Payable Paid Invoice Listing (by vendor)*

In vendor order, shows checks paid to vendors during the month with the applicable general ledger account name and number.

TREASURER'S PERFORMANCE DASHBOARD  
HIDDEN VALLEY FOUNDATION  
FOR THE ONE MONTH PERIOD OF JULY 2020

Current Year Operating Budget Summary

	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>YTD Prior Year</u>	<u>Status</u>
Total Revenues	\$ 210,229	\$ 212,071	\$ (1,842)	\$ 207,523	█
Total Expenses	177,944	176,364	1,580	171,566	█
Surplus	32,285	35,707	(3,422)	35,957	█
Transfers to Replacement Fund	27,247	29,041	(1,794)	28,358	█
Surplus/(deficit) after transfers	\$ 5,038	\$ 6,666	\$ (1,628)	\$ 7,599	█

Budget notes: Surplus for the year due to higher entrance fees, lamp post rebate, and lower maintenance staff overtime related to snow removal. Snow removal expenses approximately \$126,000 under budget for winter 2020. Transfers made to reserve replacement fund in accordance with reserve study recommendations.

Financial Position Summary

	<u>Operating Cash</u>	<u>Replacement Fund Investments</u>	<u>Accounts Receivable</u>	<u>Accounts Payable</u>
July 31, 2020	\$ 790,591	\$ 2,413,743	\$ 108,505	\$ 37,162

ACCOUNTS RECEIVABLE DELINQUENCY SUMMARY \*

	<u>Current</u>	<u>31-60 Days</u>	<u>61 - 90 Days</u>	<u>Over 90 Days</u>	<u>TOTALS</u>
Totals by category	\$ 1,469	\$ 44,730	\$ 938	\$ 61,368	\$ 108,505
As % of Total	1%	41%	1%	57%	100%
Status	█	█		█	

Accounts over 90 days turned over to attorney for collection; liens filed to protect the Foundation's claims.

\*Allowance for doubtful accounts of \$43,000 has been recorded on the financial statements for potential uncollectible accounts.

As of July 31, 2020	<u>TOTAL</u>	<u>Currently Available</u>	<u>Certificates of Deposit</u>	<u>Long-Term Investments</u>		
Replacement Fund Investments	\$ 2,413,743	\$ 192,562	\$ 670,822	<u>Equities</u>	<u>Fixed Income</u>	<u>Cash &amp; Equiv.</u>
		Money Market	Three CD's	\$ 610,888	\$ 764,520	\$ 174,951
		Accounts			Guyasuta Investments and Somerset Bank and Trust	
Approx. Yield		0.1% - 0.15%	1.63%	2.5% - 3.5%	(bond coupon and dividend yield)	

FY 21 Capital Budget Summary (By Project)

<u>Project</u>	<u>YTD Actual</u>	<u>Total Budget</u>	<u>Variance</u>	<u>Status and comments</u>
Road resurfacing	\$ 110,162	\$ 120,000	\$ 9,838	Road paving for year completed
Gardner Rd. Lot Project	-	80,000	80,000	Engineering work in progress
Ridgeview Road Drainage Project	-	10,000	10,000	
South Ridge Center--fencing replacement	-	10,000	10,000	
Retaining Walls Replacement Project	-	22,500	22,500	Contract approved
Imperial Road Drainage	-	135,000	135,000	Contract approved; work underway (Phase 2)
Pool Chemical Controls (Both Pools)	-	10,000	10,000	Contract approved
Small Tools/Equipment	-	2,000	2,000	
Contingencies	-	15,000	15,000	
<b>TOTALS</b>	<b>\$ 110,162</b>	<b>\$ 404,500</b>	<b>\$ 294,338</b>	<b>27.2% % of Total Budget Spent</b>

Major Contract Summary

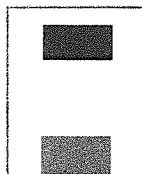
<u>Contract Type</u>	<u>Vendor</u>	<u>Expiration Date</u>	<u>Annual Amount</u>	<u>Status and comments</u>
Security	Allied Barton	11/30/2020	\$ 161,000	RFPs requested; under review
Trash Removal	Adv. Disposal	7/31/2021	\$ 47,736	█ 5 Year Contract
Grounds maintenance	JML Landscaping	12/31/2021	\$ 340,000	█ Vendor performance issues
Snow removal	Dependable	5/1/2022	Hourly rate	█ New vendor in 2020
Management company	First Service	6/30/2021	\$ 60,000	█ Close monitoring required

TREASURER'S PERFORMANCE DASHBOARD  
HIDDEN VALLEY FOUNDATION  
FOR THE ONE MONTH PERIOD OF JULY 2020

Maintenance Department Summary					
Maintenance Work Orders	Month	YTD			
Work orders opened	62	62			
Work orders completed	54	54			
Open work orders at month-end	8	8	Target	Status	Notes
Open work orders as % of total	13%	13%	< 10%		Slightly over target
Completion rate (as %)	87%	87%	> 90%		Slightly below target
Maintenance Hours Worked:	YTD Hours	YTD Actual Hrs. % of Total	Budgeted Annual Hours %		Notes
(By Category)					
Vacation/Sick/Holiday	76	11.0%	9.6%		
Grounds Maintenance	320	46%	20.0%		Seasonal work
Equipment	56	8.1%	9.2%		
Pools	27	3.9%	9.4%		Only S. Ridge pool operating this summer
Lamp Posts	2	0.3%	2.5%		
General	73	10.5%	14.9%		
Snow Removal	-	0.0%	27.3%		Seasonal work
Dumpsters	29	4.2%	2.7%		
Condo Associations	110	15.9%	4.0%		Work at Highlands Condo assoc. in July
<b>TOTALS</b>	<b>693</b>	<b>100%</b>	<b>100%</b>		

Other Non-financial Performance Measures					
July 2020:	Current Month	YTD	Total Prior Year	Status	Notes
Phone calls received--HVF Office (1)	711	6,913	7,941	■	Significant call volume
Pool visits (S. Ridge and Highlands)	3,910	3,910	10,355	■	S. Ridge only for July 2020
Keys provided	136	136	1,393	■	Keys issued decreased
Number of shuttle passengers	n/a	6,288	4,303	■	January & February usage
No. of email subscribers	1,123	n/a	1,082		Target: 1 email/unit for 90%
ACC permits issued	39	39	286	■	Consistent with prior year
Real Estate Activity:	YTD	YTD - Prior Year			
Total Units sold - July 1 - August 31	39	15			Source: Mike Mikolich
Properties currently listed for sale	22	73		2.0%	Source: Mike Mikolich

Treasurer's Comments--Key



■	Red--Area warrants close monitoring by board and specific action(s) by board.
■	Yellow--Potential risks or problems in this area; closer monitoring by staff and board required.
■	Green--performing as expected.

TREASURER'S PERFORMANCE DASHBOARD  
HIDDEN VALLEY FOUNDATION  
FOR THE ONE MONTH PERIOD OF JULY 2020

SUMMARY BUDGET VARIANCE ANALYSIS REPORT ©									
HIDDEN VALLEY FOUNDATION INC.									
FOR THE MONTH ENDED JULY 31, 2020									
	YTD			Prior Year	FY '21 Actual as	FY '21			
	YTD	YTD	Over/(Under)	YTD	% of FY '20	FY '21			
Budget Category	Budget FY '21	Actual FY '21	Budget	Actual FY '20	Annual Budget	Annual Budget	Significant Variance Explanations		
TOTAL REVENUE	\$ 212,071	\$ 210,229	\$ (1,842)	\$ 207,523	8%	\$ 2,546,346	No significant variances noted.		
<b>EXPENSES</b>									
Labor	52,873	50,494	(2,379)	48,590	9%	535,297	No significant variances noted.		
Payroll Taxes	4,036	4,355	319	4,823	9%	48,425	Initial unemployment taxes on seasonal labor (lifeguards).		
Employee Benefits	6,005	6,350	345	3,288	9%	72,059	No significant variances noted.		
Management Company fees	5,333	6,195	862	5,966	10%	64,000	HVF overcharged by FSR in July; awaiting issuance of credit of \$1,000.		
Supplies	3,758	3,850	92	2,312	9%	45,100	No significant variances noted.		
Office	3,919	4,316	397	2,427	9%	47,000	No significant variances noted.		
Vehicles and Equipment	3,163	3,856	693	4,002	9%	42,450	No significant variances noted.		
Facilities Maintenance	1,894	1,881	(13)	1,699	8%	22,720	No significant variances noted.		
Pools	6,200	2,451	(3,749)	5,000	7%	32,750	Pool expenses less than budgeted primarily due to only one pool operating in July (Highlands Pool closed for the summer due to COVID-19).		
Grounds Maintenance	45,122	45,226	104	62,754	11%	420,573	No significant variances noted.		
Road line striping	-	-	-	98	0%	8,000	Work will be performed in the spring.		
Snow Removal	-	-	-	-	0%	250,000	Seasonal expense.		
Utilities	10,341	10,587	246	9,866	8%	133,600	No significant variances noted.		
Insurance	4,579	4,508	(71)	4,966	8%	54,944	No significant variances noted.		
Security	14,250	21,496	7,246	12,769	13%	171,000	Actual expense greater than budget due to addition of pool security guard as part of COVID-19 pool procedures.		
Professional Fees	8,341	11,260	2,919	2,422	10%	111,206	Actual professional fees greater than budget due to legal work on various policies and research on real estate matters.		

**SUMMARY BUDGET VARIANCE ANALYSIS REPORT ©**  
**HIDDEN VALLEY FOUNDATION INC.**  
**FOR THE MONTH ENDED JULY 31, 2020**

Budget Category	YTD		Variance Over/(Under) Budget	Prior Year YTD		FY '21 Actual as % of FY '20 Annual Budget	FY '21 Annual Budget	Significant Variance Explanations
	Budget FY '21	Actual FY '21		Actual FY '20	Annual Budget			
Other	4,300	(40)	(4,340)	3,287	0%	61,600	Accounting error corrected by FSR in July. Ignoring effects of the correction, category would be slightly under budget.	
Other Activities	333	528	195	165	13%	4,000	No significant variances noted.	
Summer Camp	333	-	(333)	27	0%	4,000	No summer camp in 2020 due to COVID-19.	
Mountain Metric Bike Event	250	(1,840)	(2,090)	(5,423)	-61%	3,000	Mountain Metric event cancelled for 2020; however, some registrations and sponsorships were received in July and are being refunded or deferred until 2021.	
Shuttle Services Agreement	-	-	-	-	0%	40,000	Seasonal expense.	
Activities (Rec./Social)	1,334	2,470	1,136	2,531	15%	16,000	More activities in the summer months.	
<b>TOTAL EXPENSES</b>	<b>176,364</b>	<b>177,943</b>	<b>1,579</b>	<b>171,569</b>	<b>8%</b>	<b>2,187,724</b>	Total expenses approximately \$1,600 under budget for the month.	
Operating Income Before Transfers to Reserves	35,707	32,286	(3,421)	35,954		358,622	Operating income slightly less than budget.	
Less: Transfers to Reserves, net	29,041	27,247	(1,794)	28,358	8%	348,500	Transfers to reserves being made in accordance with budget.	
<b>NET SURPLUS AFTER TRANSFERS TO RESERVES</b>	<b>\$ 6,666</b>	<b>\$ 5,039</b>	<b>\$ (1,627)</b>	<b>\$ 7,596</b>		<b>\$ 10,122</b>	Positive surplus for the first month of the fiscal year consistent with budget.	

Summary Budget Variance Analysis Report © is the property of the Hidden Valley Foundation, Inc. All Rights Reserved.  
 Designed and prepared by Robert J. Kollar, CPA, CGMA

c/o FIRSTSERVICE RESIDENTIAL  
21 CHRISTOPHER WAY  
EATONTOWN NJ 07724

DESCRIPTION	YTD BUDGET	YTD ACTUAL	PRIOR YTD ACTUAL	% OFFY BUDGET	ANNUAL BUDGET
<b>BUDGET CATEGORY</b>					
TOTAL REVENUE	\$ 212,071	\$ 210,229	\$ 207,523	(8)%	\$ 2,546,346
EXPENSES:					
LABOR	52,873	50,494	48,590	9 %	535,297
PAYROLL TAXES	4,036	4,355	4,823	9 %	48,425
EMPLOYEE BENEFITS	6,005	6,350	3,288	9 %	72,059
MANAGEMENT COMPANY FEES	5,333	6,195	5,966	10 %	64,000
SUPPLIES	3,758	3,850	2,312	9 %	45,100
OFFICE	3,919	4,318	2,427	9 %	47,000
VEHICLES & EQUIPMENT	3,163	3,856	4,002	9 %	42,450
FACILITIES MAINTENANCE	1,894	1,881	1,699	8 %	22,720
POOLS	6,200	2,451	5,000	7 %	32,750
GROUNDS MAINTENANCE	45,122	45,226	62,754	11 %	420,573
ROAD LINE STRIPING	0	0	98	0 %	8,000
SNOW REMOVAL	0	0	0	0 %	250,000
UTILITIES	10,341	10,587	9,866	8 %	133,600
INSURANCE	4,579	4,508	4,966	8 %	54,944
SECURITY	14,250	21,496	12,769	13 %	171,000
PROFESSIONAL FEES	8,341	11,280	2,422	10 %	111,206
OTHER	4,300	(40)	3,287	0 %	61,600
OTHER ACTIVITIES	333	528	165	13 %	4,000
SUMMER CAMP	333	0	27	0 %	4,000
MOUNTAIN METRIC BIKE EVENT	250	(1,840)	(5,423)	(61)%	3,000
SHUTTLE SERVICE AGREEMENT	0	0	0	0 %	40,000
ACTIVITIES(RECREATION/SOCIAL COMMITTEES)	1,334	2,470	2,531	15 %	16,000
TOTAL EXPENSES	\$ 176,364	\$ 177,944	\$ 171,566	8 %	\$ 2,187,724
OPERATING INCOME BEFORE RESERVES	35,707	32,285	35,957	(9)%	358,622
RESERVES					
LESS TRANSFERS TO RESERVES	29,041	27,247	28,358	8 %	348,500
NET SURPLUS/(DEFICIT) AFTER RESERVES	\$ 6,666	\$ 5,038	\$ 7,599	(50)%	\$ 10,122

3560 HIDDEN VALLEY FOUNDATION, INC  
INCOME STATEMENT  
07/31/2020

c/o FIRSTSERVICE RESIDENTIAL  
21 CHRISTOPHER WAY  
EATONTOWN NJ 07724

FirstService Residential  
21 Christopher Way  
Eatontown NJ 07724

G/L#	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
OPERATING INCOME:								
64000	LATE FEE INCOME	1,538	1,000	538	1,538	1,000	538	12,000
65000	OTHER INCOME	1,075	667	408	1,075	667	408	8,000
65121	EXCAVATOR RENT INCOME	(665)	417	(1,082)	(665)	417	(1,082)	5,000
65324	SOUTH RIDGE GREAT ROOM RENTAL	0	63	(63)	0	63	(63)	750
65507	HOUSE NUMBERS	16	21	(5)	16	21	(5)	250
65526	ADVERTISING/WEB SITE INCOME	0	417	(417)	0	417	(417)	5,000
65527	PHONE DIRECTORY ADVERTISING	0	1,208	(1,208)	0	1,208	(1,208)	14,500
65555	ENTRANCE FEES	2,000	2,083	(83)	2,000	2,083	(83)	25,000
65600	POOL INCOME	0	583	(583)	0	583	(583)	7,000
65616	RESALE CERTIFICATES	1,400	208	1,192	1,400	208	1,192	2,500
65804	FOUNDATION ASSESSMENT	149,045	148,903	142	149,045	148,903	142	1,786,840
65806	HIGHLANDS FOUNDATION ASSESSMENT	25,272	25,272	0	25,272	25,272	0	303,264
65807	SOUTH RIDGE FOUNDATION ASSESSMENT	5,265	5,265	0	5,265	5,265	0	63,180
65808	SUMMIT VILLAGE FOUNDATION ASSESSMENT	20,007	20,007	0	20,007	20,007	0	240,084
65809	NORTH SUMMIT FOUNDATION ASSESSMENT	1,408	1,408	0	1,408	1,408	0	16,896
65816	HIGHLANDS CONDO SERVICE AGREEMENT	864	864	0	864	864	0	10,368
65817	SOUTH RIDGE CONDO SERVICE AGREEMENT	180	180	0	180	180	0	2,160
65818	SUMMIT VILLAGE SERVICE AGREEMENT	684	684	0	684	684	0	8,208
65819	NORTH SUMMIT SERVICE AGREEMENT	72	48	24	72	48	24	576
65830	FOUNDATION MAINT SERVICES	0	0	0	0	0	0	1,500
68010	RESERVE ACCOUNT INTEREST	66	250	(184)	66	250	(184)	3,000
68057	INVESTMENT GUYASUTA	770	1,250	(480)	770	1,250	(480)	15,000
68058	INVESTMENT SOMERSET B&T	1,232	1,250	(18)	1,232	1,250	(18)	15,000
69050	DEVELOPER CONTRIBUTION	0	23	(23)	0	23	(23)	270
	TOTAL OPERATING INCOME	210,229	212,071	(1,842)	210,229	212,071	(1,842)	2,546,346
OPERATING EXPENSE:								
LABOR:								
ADMINISTRATIVE LABOR:								
75774	PAYROLL ADMINISTRATIVE	21,865	21,576	(289)	21,865	21,576	(289)	258,910
	TOTAL ADMINISTRATIVE LABOR	21,865	21,576	(289)	21,865	21,576	(289)	258,910
MAINTENANCE LABOR:								
75970	VAC/HOL/STO	2,088	0	(2,088)	2,088	0	(2,088)	0
75971	P/R-EQUIPMENT MAINT.	1,087	1,303	216	1,087	1,303	216	15,638
75973	P/R-POOL MAINTENANCE	798	1,436	638	798	1,436	638	8,616
75975	P/R-LAMP POST MAINTENANCE	49	817	768	49	817	768	9,807
75977	P/R-GENERAL MAINTENANCE	2,254	5,434	3,180	2,254	5,434	3,180	65,213
75978	P/R-SNOW REMOVAL	0	0	0	0	0	0	47,915
75979	P/R-DUMPSTERS	537	654	118	537	654	118	7,845
75980	P/R-VISTA BLDG/SUMMIT VILLAGE	81	505	424	81	505	424	6,059
75981	P/R-HIGHLANDS CONDO	1,957	76	(1,881)	1,957	76	(1,881)	911
75982	P/R-SOUTH RIDGE CONDO	0	0	0	0	0	0	17
76292	GROUND MAINTENANCE	6,337	4,072	(2,265)	6,337	4,072	(2,265)	48,866
	TOTAL MAINTENANCE LABOR	15,188	14,297	(891)	15,188	14,297	(891)	210,887
POOL LABOR:								
75984	P/R-LIFEGUARD	13,441	11,000	(2,441)	13,441	11,000	(2,441)	49,000
75985	P/R-POOL MANAGER	0	2,500	2,500	0	2,500	2,500	7,500
75986	P/R-SNACK SHACK LABOR	0	1,500	1,500	0	1,500	1,500	5,000
75988	P/R SUMMER DAY PROGRAM	0	2,000	2,000	0	2,000	2,000	4,000
	TOTAL POOL LABOR	13,441	17,000	3,559	13,441	17,000	3,559	65,500
	TOTAL LABOR	50,494	52,873	2,379	50,494	52,873	2,379	535,297
PAYROLL TAXES:								
75930	P/R TAX-FICA	2,980	2,877	(103)	2,980	2,877	(103)	34,527
75931	P/R TAX-MEDICARE	697	558	(139)	697	558	(139)	6,691
75932	P/R TAX-FUTA	81	61	(20)	81	61	(20)	729
75933	P/R TAX-STATE UNEMPLOYMENT	598	540	(58)	598	540	(58)	6,478
	TOTAL PAYROLL TAXES	4,355	4,036	(319)	4,355	4,036	(319)	48,425
EMPLOYEE BENEFITS:								

3560 HIDDEN VALLEY FOUNDATION, INC  
INCOME STATEMENT  
07/31/2020

c/o FIRSTSERVICE RESIDENTIAL  
21 CHRISTOPHER WAY  
EATONTOWN NJ 07724

FirstService Residential  
21 Christopher Way  
Eatontown NJ 07724

G/L#	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
75943	MEDICAL INSURANCE	5,363	5,078	(285)	5,363	5,078	(285)	60,941
75944	DENTAL INSURANCE	202	186	(16)	202	186	(16)	2,235
75947	LIFE & DISABILITY INSURANCE	481	452	(29)	481	452	(29)	5,419
75949	SIMPLE IRA/401K	304	289	(15)	304	289	(15)	3,464
	TOTAL EMPLOYEE BENETIS	6,350	6,005	(345)	6,350	6,005	(345)	72,059
	MANAGEMENT CO. EXPENSES							
81100	MANAGEMENT FEES	5,958	5,000	(958)	5,958	5,000	(958)	60,000
81108	FIRSTSERVICE EXPENSE	237	333	96	237	333	96	4,000
	TOTAL MANGEMENT CO. EXPENSES	6,195	5,333	(862)	6,195	5,333	(862)	64,000
	SUPPLIES:							
	OFFICE SUPPLIES:							
75132	JANITORIAL SUPPLIES	395	167	(228)	395	167	(228)	2,000
75535	KITCHEN SUPPLIES	54	125	71	54	125	71	1,500
78100	OFFICE SUPPLIES	144	458	314	144	458	314	5,500
79040	COMPUTER SUPPLIES	0	125	125	0	125	125	1,500
	TOTAL OFFICE SUPPLIES	593	875	282	593	875	282	10,500
	MAINTENANCE SUPPLIES:							
95180	SUPPLIES-TOOLS	746	250	(496)	746	250	(496)	3,000
95181	SUPPLIES-MISC	564	417	(147)	564	417	(147)	5,000
95182	SUPPLIES-STEPS	59	833	774	59	833	774	10,000
95183	SUPPLIES-ELECTRICAL	0	250	250	0	250	250	3,000
95184	SUPPLIES-LAMP POSTS	1,153	125	(1,028)	1,153	125	(1,028)	1,500
95185	SUPPLIES-PAINT	249	208	(41)	249	208	(41)	2,500
95186	SUPPLIES-SIGNS	0	208	208	0	208	208	2,500
95187	SUPPLIES-UNIFORMS/BOOTS	486	375	(111)	486	375	(111)	4,500
95188	SUPPLIES-HOUSE NUMBERS	0	50	50	0	50	50	600
95189	SUPPLIES-DUMPSTER PELLETS	0	42	42	0	42	42	500
95190	PAINTING PROGRAM REIMBURSEMENT	0	125	125	0	125	125	1,500
	TOTAL MAINTENANCE SUPPLIES	3,257	2,883	(374)	3,257	2,883	(374)	34,600
	TOTAL SUPPLIES	3,850	3,758	(92)	3,850	3,758	(92)	45,100
	OFFICE EXPENSES:							
	PHONES:							
76210	TELEPHONE	255	333	78	255	333	78	4,000
76222	CELL PHONE	85	167	82	85	167	82	2,000
76713	INTERNET/CABLE	165	125	(40)	165	125	(40)	1,500
	TOTAL PHONES	505	625	120	505	625	120	7,500
	POSTAGE:							
78150	POSTAGE	1,944	792	(1,152)	1,944	792	(1,152)	9,500
	TOTAL POSTAGE	1,944	792	(1,152)	1,944	792	(1,152)	9,500
	OTHER OFFICE EXPENSES:							
78156	COPYING & PRINTING	0	667	667	0	667	667	8,000
78163	POSTAGE/METER LEASE	605	250	(355)	605	250	(355)	3,000
78166	COPIER SUPPLY/SERVICE	0	167	167	0	167	167	2,000
79042	COMPUTER MAINTENANCE	387	292	(95)	387	292	(95)	3,500
79043	PRINTER MAINTENANCE	0	42	42	0	42	42	500
79150	DUES & SUBSCRIPTIONS	598	167	(431)	598	167	(431)	2,000
79453	ADVERTISING	0	83	83	0	83	83	1,000
79487	WEB SITE COST	277	417	140	277	417	140	5,000
79700	MISCELLANEOUS EXP	0	125	125	0	125	125	1,500
	TOTAL OTHER OFFICE EXPENSES	1,867	2,210	343	1,867	2,210	343	26,500
	NEWSLETTER EXPENSES:							
79158	NEWSLETTER	0	83	83	0	83	83	1,000
	TOTAL NEWSLETTER EXPENSES	0	83	83	0	83	83	1,000
	DIRECTORY EXPENSES:							

3560 HIDDEN VALLEY FOUNDATION, INC  
INCOME STATEMENT  
07/31/2020

c/o FIRSTSERVICE RESIDENTIAL  
21 CHRISTOPHER WAY  
EATONTOWN NJ 07724

FirstService Residential  
21 Christopher Way  
Eatontown NJ 07724

G/L#	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
79170	DIRECTORY POSTAGE	0	42	42	0	42	42	500
79171	DIRECTORY PRINTING	0	167	167	0	167	167	2,000
	TOTAL DIRECTORY EXPENSES	0	209	209	0	209	209	2,500
	TOTAL OFFICE EXPENSES	4,316	3,919	(397)	4,316	3,919	(397)	47,000
	EXCAVATOR:							
73702	EXCAVATOR MAINT	0	167	167	0	167	167	2,000
73714	EXCAVATOR FUEL	0	83	83	0	83	83	1,000
	TOTAL EXCAVATOR	0	250	250	0	250	250	3,000
	VEHICLE EXPENSES:							
	PICK-UP TRUCK:							
73733	PICK-UP TRUCK FUEL	100	250	150	100	250	150	3,000
73734	PICK-UP TRUCK MAINTENANCE	800	208	(592)	800	208	(592)	2,500
	TOTAL PICK-UP TRUCK	900	458	(442)	900	458	(442)	5,500
	SKID LOADER:							
73735	SKID LOADER FUEL	0	58	58	0	58	58	700
73736	SKID LOADER MAINTENANCE	481	250	(231)	481	250	(231)	3,000
	TOTAL SKID LOADER	481	308	(173)	481	308	(173)	3,700
	STEINER:							
73737	STEINER- FUEL	0	17	17	0	17	17	200
73738	STEINER-MAINTENANCE	0	125	125	0	125	125	1,500
	TOTAL STEINER	0	142	142	0	142	142	1,700
	UTV (KUBOTA):							
73739	UTV-FUEL	0	46	46	0	46	46	550
73740	UTV-MAINTENANCE	0	125	125	0	125	125	1,500
	TOTAL UTV (KUBOTA)	0	171	171	0	171	171	2,050
	F550 PICK-UP TRUCK							
73741	F550 PICK UP FUEL	158	417	260	158	417	260	5,000
73742	F550 PICK UP MAINTENANCE	819	250	(569)	819	250	(569)	3,000
	TOTAL F550 PICK-UP	977	667	(310)	977	667	(310)	8,000
	DODGE RAM 5500 TRUCK:							
73743	DODGE RAM 5500 FUEL	218	375	157	218	375	157	4,500
73744	DODGE RAM 5500 MAINTENANCE	475	250	(225)	475	250	(225)	3,000
	TOTAL DODGE RAM 5500 TRUCK	693	625	(68)	693	625	(68)	7,500
	MISCELLANEOUS EQUIP.:							
73745	MISC.EQUIPMENT -FUEL	25	42	17	25	42	17	500
73746	MISC. EQUIPMENT-MAINTENANCE	19	83	64	19	83	64	1,000
73747	VEHICLE MISC. SUPPLIES	103	125	22	103	125	22	1,500
	TOTAL MISCELLANEOUS EQUIP.	147	250	103	147	250	103	3,000
	F350 PICK-UP TRUCK							
73748	F350 PICK UP FUEL	115	125	10	115	125	10	1,500
73749	F350 PICK UP MAINTENANCE	543	167	(376)	543	167	(376)	2,000
	TOTAL F350 PICK-UP	658	292	(366)	658	292	(366)	3,500
	SNOW REMOVAL EQUIP.:							
73750	SNOW EQUIP-MAINT	0	0	0	0	0	0	4,500
	TOTAL SNOW EQUIP. EQUIP.	0	0	0	0	0	0	4,500
	TOTAL VEHICLE EXPENSES	3,856	3,163	(693)	3,856	3,163	(693)	42,450



3560 HIDDEN VALLEY FOUNDATION, INC  
INCOME STATEMENT  
07/31/2020

c/o FIRSTSERVICE RESIDENTIAL  
21 CHRISTOPHER WAY  
EATONTOWN NJ 07724

FirstService Residential  
21 Christopher Way  
Eatontown NJ 07724

G/L#	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
76312	WATER-SOUTH RIDGE CENTER	0	0	0	0	0	0	3,000
	TOTAL WATER AND SEWER	0	0	0	0	0	0	5,000
	ELECTRIC:							
76316	ELECTRIC-HIGHLAND CENTER	249	275	26	249	275	26	3,300
76317	ELECTRIC-SOUTH RIDGE CENTER	776	933	157	776	933	157	11,200
76318	ELECTRIC-POST LAMPS	3,285	3,250	(35)	3,285	3,250	(35)	39,000
	TOTAL ELECTRIC	4,310	4,458	148	4,310	4,458	148	53,500
	GAS:							
76321	GAS-SOUTH RIDGE CENTER	0	0	0	0	0	0	2,000
76330	GAS-HIGHLANDS	0	0	0	0	0	0	2,500
	TOTAL GAS	0	0	0	0	0	0	4,500
	OTHER UTILITIES:							
74400	TRASH REMOVAL	4,656	4,833	177	4,656	4,833	177	58,000
74416	RECYCLING	1,621	1,050	(571)	1,621	1,050	(571)	12,600
	TOTAL OTHER UTILITIES	6,277	5,883	(394)	6,277	5,883	(394)	70,600
	TOTAL UTILITIES	10,587	10,341	(246)	10,587	10,341	(246)	133,600
	INSURANCE:							
77515	INSURANCE	1,076	1,292	216	1,076	1,292	216	15,500
75950	WORKER COMP INSURANCE	3,432	3,287	(145)	3,432	3,287	(145)	39,444
	TOTAL INSURANCE	4,508	4,579	71	4,508	4,579	71	54,944
	SECURITY:							
79479	SECURITY	17,030	14,250	(2,780)	17,030	14,250	(2,780)	171,000
79480	POOL SECURITY	4,467	0	(4,467)	4,467	0	(4,467)	0
	TOTAL SECURITY	21,496	14,250	(7,246)	21,496	14,250	(7,246)	171,000
	PROFESSIONAL FEES:							
75890	PAYROLL SERVICE	1,009	892	(117)	1,009	892	(117)	10,706
81200	LEGAL FEES-GENERAL	8,196	2,083	(6,113)	8,196	2,083	(6,113)	25,000
81203	LEGAL FEES 2020 PROJECT	0	833	833	0	833	833	10,000
81300	LEGAL COLLECTIONS	150	833	683	150	833	683	10,000
81401	AUDIT AND ACCOUNTING FEES	0	0	0	0	0	0	19,000
81414	INVEST MGMT FEE GUYASUTA	592	500	(92)	592	500	(92)	2,000
81415	INVEST MGMT FEE SOMERSET B&T	1,308	700	(608)	1,308	700	(608)	4,500
81419	RESERVE SVC FEE	5	0	(5)	5	0	(5)	0
81500	ENGINEERING	0	1,250	1,250	0	1,250	1,250	15,000
81510	OTHER PROFESSIONAL SERVICES	0	1,250	1,250	0	1,250	1,250	15,000
	TOTAL PROFESSIONAL FEES	11,260	8,341	(2,919)	11,260	8,341	(2,919)	111,206
	OTHER EXPENSES:							
70500	BAD DEBT EXPENSE	0	833	833	0	833	833	10,000
75881	EMPLOYEE EXPENSES	(3,067)	333	3,400	(3,067)	333	3,400	4,000
78400	BANK FEES	70	63	(7)	70	63	(7)	750
78610	LICENSE/FEES/PERMITS	40	29	(11)	40	29	(11)	350
79456	CONTRIBUTIONS	0	0	0	0	0	0	10,000
79600	DEPRECIATION EXPENSE	2,917	2,917	0	2,917	2,917	0	35,000
89798	MISCELLANEOUS	0	125	125	0	125	125	1,500
	TOTAL OTHER EXPENSES	(40)	4,300	4,340	(40)	4,300	4,340	61,600
	ACTIVITIES:							
75223	RECREATION COMMITTEE	1,580	667	(913)	1,580	667	(913)	8,000
79745	SOCIAL COMMITTEE	890	667	(223)	890	667	(223)	8,000
79757	OTHER ACTIVITIES	528	333	(195)	528	333	(195)	4,000
79758	SUMMER CAMP	0	333	333	0	333	333	4,000
79759	MOUNTAIN METRIC BIKE EVENT	(1,840)	250	2,090	(1,840)	250	2,090	3,000
79763	SHUTTLE SERVICE AGREEMENT	0	0	0	0	0	0	40,000
	TOTAL ACTIVITIES	1,157	2,250	1,093	1,157	2,250	1,093	67,000

3560 HIDDEN VALLEY FOUNDATION, INC  
INCOME STATEMENT  
07/31/2020

c/o FIRSTSERVICE RESIDENTIAL  
21 CHRISTOPHER WAY  
EATONTOWN NJ 07724

FirstService Residential  
21 Christopher Way  
Eatontown NJ 07724

G/L#	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
	TOTAL OPERATING EXPENSE	177,944	176,364	(1,580)	177,944	176,364	(1,580)	2,187,724
	NET OPERATING INCOME BEFORE RESERVE	32,285	35,707	(3,422)	32,285	35,707	(3,422)	358,622
	RESERVES							
88001	RESERVE BANK FEES	(1,905)	(542)	1,363	(1,905)	(542)	1,363	(6,500)
88001	RESERVE FUNDING	27,083	27,083	0	27,083	27,083	0	325,000
88001	RESERVE INTEREST	2,068	2,500	432	2,068	2,500	432	30,000
	TOTAL RESERVES	27,247	29,041	1,794	27,247	29,041	1,794	348,500
	NET INCOME / LOSS AFTER RESERVES	5,038	6,666	(1,628)	5,038	6,666	(1,628)	10,122

c/o FIRSTSERVICE RESIDENTIAL  
21 CHRISTOPHER WAY  
EATONTOWN NJ 07724

GL ACCOUNT #	ACCOUNT NAME	BALANCE	TOTAL
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
<b>CASH OPERATING</b>			
11900	CASH OPERATING BU	365,051	
12020 3560O1	CASH OPERATING PNC OPERATING #4458	176,013	
12020 3560O2	CASH OPERATING PNC SOG CMTTE #2214	1,749	
12020 3560O3	CASH OPERATING PNC REC CMTTE #2222	1,625	
12020 3560O4	CASH OPERATING PNC MAINT CHK #1499	2,761	
12020 3560O5	CASH OPERATING PNC SHUTTLE CKG#1528	1,609	
12020 3560O7	CASH OPERATING CITIZENS BANK #168-5	61	
12020 3560O8	CASH OPERATING SOMERSET CD 3/30/21	240,915	
12900	PETTY CASH	157	
12925	PETTY CASH-SNACK SHACK	651	
	<b>TOTAL OPERATING CASH</b>		<b>790,591</b>
<b>CASH RESERVES</b>			
13020 3560R4	CASH RESERVES 1ST COMMONW MKT#2107	120,015	
13020 3560R6	CASH RESERVES CITIZENS MMKT #1693	32,247	
13020 3560R8	CASH RESERVES BANK UNITD MMKT#3392	40,300	
13020 3560S1	CASH RESERVES HUNGTGN BK CD9/30/20	140,691	
13020 3560S2	CASH RESERVES 1STNIAGA CD 11/26/20	263,474	
13020 3560S3	CASH RESERVES DOLLAR BK CD 2/9/21	266,657	
13020 3560S7	CASH RESERVES INVESTMENT GUYASUTA	732,913	
13020 3560S9	CASH RESERVES INVEST-SOMERSET B&T	817,446	
	<b>TOTAL RESERVE CASH</b>		<b>2,413,744</b>
<b>OTHER CURRENT ASSETS</b>			
21200	ACC RECEIVABLE OTHER	1,000	
21000	ACCOUNTS RECEIVABLE	108,505	
22300	ALLOWANCE FOR DOUBTFUL ACCOUNTS	(43,000)	
21130 3H	DUE TO / FROM HIGHLANDS CONDO	26,136	
21130 6H	DUE TO / FROM SUMMIT VILLAGE II	1,480	
21654	DUE FROM RESERVES	350,623	
26000	PREPAID EXPENSE	12,403	
26100	PREPAID INSURANCE	3,361	
26270	UTILITY DEPOSITS	2,318	
	<b>TOTAL OTHER CURRENT ASSETS</b>		<b>462,825</b>
<b>FIXED ASSETS</b>			
34102	FURNITURE & EQUIPMENT	105,599	
34133	LAND-GARDNER RD	32,244	
35010	VEHICLES	336,774	
35352	S. RIDGE POOL EQUIPMENT	5,800	
36102	A/D FURNITUE & EQUIPMENT	(79,331)	
36150	A/D POOL EQUIPMENT	(5,458)	
36156	A/D VEHICLES	(237,946)	
	<b>NET FIXED ASSETS</b>		<b>157,682</b>
	<b>TOTAL ASSETS</b>		<b>3,824,842</b>
<b>LIABILITIES &amp; FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>			
42100	ACCOUNTS PAYABLE	37,162	
42654	DUE TO OPERATING	350,623	
42898	ACCRUED PAYROLL	26,581	
43100	ACCRUED EXPENSES	36,587	
44113	DEFERRED INCOME-ASSESSMENT	286,781	
21005	PREPAID ASSESSMENTS	27,414	
	<b>TOTAL CURRENT LIABILITIES</b>		<b>765,149</b>
<b>FUND BALANCES</b>			
<b>OPERATING FUND BALANCE</b>			
	<b>TOTAL OPERATING FUND BALANCE</b>		<b>996,574</b>
<b>RESERVE FUND</b>			
	<b>TOTAL RESERVE FUND</b>		<b>2,063,120</b>
	<b>TOTAL FUND BALANCES</b>		<b>3,059,693</b>

08/29/2020  
2:22 PM

3560 HIDDEN VALLEY FOUNDATION, INC  
HIDDEN VALLEY BALANCE SHEET  
07/31/2020

c/o FIRTSERVICE RESIDENTIAL  
21 CHRISTOPHER WAY  
EATONTOWN NJ 07724

GL ACCOUNT #	ACCOUNT NAME	BALANCE	TOTAL
	TOTAL LIABILITIES & FUND BALANCES		<u>3,824,842</u>

Investment Summary  
Hidden Valley Foundation  
As of July 31, 2020

	<u>Cost</u>	<u>Market</u>
<b>COMMON STOCKS</b>		
Somerset Bank and Trust	\$ 376,863.12	\$ 507,899.71
Guyasuta Investment Advisors	<u>204,166.54</u>	<u>256,620.07</u>
<b>TOTAL COMMON STOCKS</b>	<b>581,029.66</b>	<b>764,519.78</b>
As % of total portfolio	26.5%	31.7%
Investment policy guideline		15 - 45%
<b>FIXED INCOME SECURITIES</b>		
Somerset Bank and Trust	277,865.97	294,448.40
Guyasuta Investment Advisors	<u>294,029.36</u>	<u>316,439.36</u>
<b>TOTAL FIXED INCOME SECURITIES</b>	<b>571,895.33</b>	<b>610,887.76</b>
As % of total portfolio	26.1%	25.3%
Investment Policy guideline		50 - 70%
<b>CASH</b>		
Somerset Bank and Trust	15,097.08	15,097.08
Guyasuta Investment Advisors	159,853.64	159,853.64
Money Market Accounts--various banks	192,561.75	192,561.75
Certificates of Deposit (3)	<u>670,822.00</u>	<u>670,822.00</u>
<b>TOTAL CASH</b>	<b><u>1,038,334.47</u></b>	<b><u>1,038,334.47</u></b>
As % of Portfolio	47.4%	43.0%
Investment Policy Guideline		0 - 15%
<b>TOTAL INVESTMENTS</b>	<b><u>\$ 2,191,259.46</u></b>	<b><u>\$ 2,413,742.01</u></b>

Cash Disbursement Report  
07/01/2020 - 07/31/2020

3560 HIDDEN VALLEY  
FOUNDATION  
For Banks hdbuo to hdbuo  
For All Vendors

FirstService Residential ET-NJ  
21 Christopher Way  
Eatontown NJ 07724

Vendor	Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
ZZZH13	HIDDEN VALLEY FOUNDATION	02072621	07/01/2020	27,083.33	0.00	HDBUO	015122	D	07/02/2020	27,083.33
	Community HIDDEN VALLEY FOUNDATION	Description RESERVE FUNDING					Entity 3560	Account 57610	Invoice RV0035600700 14	Dist.Amount 27,083.33
ARM012	ARMSTRONG	02073675	06/30/2020	265.55	0.00	HDBUO	015123	C	07/09/2020	265.55
	Community HIDDEN VALLEY FOUNDATION	Description Internet/ Cable					Entity 3560	Account 76713	Invoice 364601062520	Dist.Amount 59.95
	HIDDEN VALLEY FOUNDATION	TELEPHONE					Entity 3560	Account 76210	Invoice 364601062520	Dist.Amount 205.60
DAV203	DAVID FIOLA	02073907	06/30/2020	50.00	0.00	HDBUO	015124	C	07/09/2020	50.00
	Community HIDDEN VALLEY FOUNDATION	Description reimbursement for July 2020 Mountain Metric facebook ad					Entity 3560	Account 79759	Invoice 99	Dist.Amount 50.00
GIB003	GIBSON THOMAS	02073938	06/30/2020	620.70	0.00	HDBUO	015125	C	07/09/2020	620.70
	Community HIDDEN VALLEY FOUNDATION	Description SR Pavilion					Entity 3560	Account 57630	Invoice SSO 70914 SPJ	Dist.Amount 620.70
HEA050	HEARN HI PERFORMANCE	02075359	06/30/2020	98.00	0.00	HDBUO	015126	C	07/09/2020	98.00
	Community HIDDEN VALLEY FOUNDATION	Description Vehicle Tow because of paving					Entity 3560	Account 79700	Invoice 282212	Dist.Amount 98.00
HID002	HIDDEN VALLEY UTILITY	02073947	07/06/2020	3,375.35	0.00	HDBUO	015127	C	07/09/2020	3,375.35
	Community HIDDEN VALLEY FOUNDATION	Description SR Center water/sewage					Entity 3560	Account 76312	Invoice VFSRC0062620	Dist.Amount 3,375.35
HID002	HIDDEN VALLEY UTILITY	02073948	07/06/2020	255.91	0.00	HDBUO	015127	C	07/09/2020	255.91
	Community HIDDEN VALLEY FOUNDATION	Description HC water					Entity 3560	Account 76311	Invoice VFHLC0062920	Dist.Amount 255.91
JEN061	JENNCO SOLUTIONS, INC	02073923	06/30/2020	240.00	0.00	HDBUO	015128	C	07/09/2020	240.00
	Community HIDDEN VALLEY FOUNDATION	Description website cost					Entity 3560	Account 79487	Invoice 310	Dist.Amount 240.00
PEO002	PEOPLES	02073931	07/06/2020	1,034.03	0.00	HDBUO	015129	C	07/09/2020	1,034.03
	Community HIDDEN VALLEY FOUNDATION	Description S R Pool Gas					Entity 3560	Account 95225	Invoice 548458062620	Dist.Amount 1,034.03
PIL004	PILE'S CONCRETE PRODUCTS	02073946	06/30/2020	339.20	0.00	HDBUO	015130	C	07/09/2020	339.20
	Community HIDDEN VALLEY FOUNDATION	Description Toilet Rental					Entity 3560	Account 95211	Invoice 15857	Dist.Amount 169.60
	HIDDEN VALLEY FOUNDATION	Toilet Rental					Entity 3560	Account 75223	Invoice 15857	Dist.Amount 169.60
ROB256	ROBIN HENLEY	02073921	06/30/2020	61.70	0.00	HDBUO	015131	C	07/09/2020	61.70
	Community HIDDEN VALLEY FOUNDATION	Description Reimbursement for corn hole material					Entity 3560	Account 75223	Invoice 99	Dist.Amount 61.70
SDC000	SDC BUILDING CENTER, INC	02073625	06/30/2020	380.87	0.00	HDBUO	015132	C	07/09/2020	380.87
	Community HIDDEN VALLEY FOUNDATION	Description steps/handrail repair					Entity 3560	Account 57630	Invoice 30931 /1	Dist.Amount 127.54
	HIDDEN VALLEY FOUNDATION	Shop spplies					Entity 3560	Account 95181	Invoice WDS TPS 30931 /1	Dist.Amount 253.33
SDC000	SDC BUILDING CENTER, INC	02073626	06/30/2020	97.50	0.00	HDBUO	015132	C	07/09/2020	97.50
	Community HIDDEN VALLEY FOUNDATION	Description Misc. Supplies					Entity 3560	Account 95181	Invoice 30939 /1	Dist.Amount 97.50
SOM012	SOMERSET CANDY CO, INC	02073920	06/30/2020	156.22	0.00	HDBUO	015133	C	07/09/2020	156.22
	Community HIDDEN VALLEY FOUNDATION	Description Janitorial supplies					Entity 3560	Account 75132	Invoice 205383	Dist.Amount 45.89
	HIDDEN VALLEY FOUNDATION	Kitchen supplies					Entity 3560	Account 75535	Invoice 205383	Dist.Amount 31.17
	HIDDEN VALLEY FOUNDATION	Social supplies					Entity 3560	Account 79745	Invoice 205383	Dist.Amount 79.16
WEN000	FSResidentialMidAtlantic	02072852	07/01/2020	23,278.05	0.00	HDBUO	015135	C	07/09/2020	23,278.05
	Community	Description					Entity	Account	Invoice	Dist.Amount

Cash Disbursement Report  
07/01/2020 - 07/31/2020

3560 HIDDEN VALLEY  
FOUNDATION  
For Banks hdbuo to hdbuo  
For All Vendors

FirstService Residential ET-NJ  
21 Christopher Way  
Eatontown NJ 07724

Vendor	Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75774		0236190	9,643.74
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75977		0236190	7,913.15
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75950		0236190	1,180.83
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75932		0236190	6.60
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75931		0236190	238.70
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75933		0236190	48.98
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75930		0236190	1,020.63
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75949		0236190	135.84
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75944		0236190	90.86
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75943		0236190	2,422.46
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75947		0236190	215.90
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75977		0236190	9.23
	HIDDEN VALLEY FOUNDATION	W/E 06/19/2020				3560	75890		0236190	351.13
WPMED2	FSResidentialMidAtlantic Community	02072620 Description	07/01/2020	5,958.33	0.00	HDBUO	015136	C	07/09/2020	5,958.33
	HIDDEN VALLEY FOUNDATION	MANAGEMENT FEE				3560	81100		MGMT.FEE	5,958.33
ZZZP11	PENELEC Community	02075363 Description	07/09/2020	24.72	0.00	HDBUO	015137	D	07/14/2020	24.72
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		846823063020	24.72
ZZZP11	PENELEC Community	02075615 Description	07/09/2020	21.89	0.00	HDBUO	015137	D	07/14/2020	21.89
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		346288070220	21.89
ZZZP11	PENELEC Community	02075616 Description	07/09/2020	23.47	0.00	HDBUO	015137	D	07/14/2020	23.47
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		232072070220	23.47
ZZZP11	PENELEC Community	02075619 Description	07/09/2020	25.35	0.00	HDBUO	015137	D	07/14/2020	25.35
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		853431070220	25.35
ZZZP11	PENELEC Community	02075620 Description	07/09/2020	878.53	0.00	HDBUO	015137	D	07/14/2020	878.53
	HIDDEN VALLEY FOUNDATION	Electric - SR Center				3560	76317		610946070220	878.53
ZZZP11	PENELEC Community	02075621 Description	07/09/2020	121.53	0.00	HDBUO	015137	D	07/14/2020	121.53
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		018372070220	121.53
ZZZP11	PENELEC Community	02075629 Description	07/09/2020	26.93	0.00	HDBUO	015137	D	07/14/2020	26.93
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		468145070220	26.93
ZZZP11	PENELEC Community	02075630 Description	07/09/2020	24.58	0.00	HDBUO	015137	D	07/14/2020	24.58
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		054062070220	24.58
ZZZP11	PENELEC Community	02075635 Description	07/09/2020	25.81	0.00	HDBUO	015137	D	07/14/2020	25.81
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		853498070220	25.81
ZZZP11	PENELEC Community	02075636 Description	07/09/2020	163.12	0.00	HDBUO	015137	D	07/14/2020	163.12
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		178749070220	163.12
ADV049	ADVANCED DISPOSAL SVCS Community	02078117 Description	07/01/2020	4,656.00	0.00	HDBUO	015138	C	07/16/2020	4,656.00
	HIDDEN VALLEY FOUNDATION	LD134820.0620				3560	74400		LD000418484A	4,656.00
ALL227	US SECURITY ASSOCIATES Community	02075647 Description	06/30/2020	2,027.46	0.00	HDBUO	015139	C	07/16/2020	2,027.46
	HIDDEN VALLEY FOUNDATION	Security 5/29 - 6/25/20				3560	79479		10195199	2,027.46
AME130	AMERICAN LEAK DETECTION Community	02052700 Description	05/01/2020	800.00	0.00	HDBUO	015140	C	07/16/2020	800.00

3560 HIDDEN VALLEY  
FOUNDATION  
For Banks hdbuo to hdbuo  
For All Vendors

FirstService Residential ET-NJ  
21 Christopher Way  
Eatontown NJ 07724

Vendor	Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
	HIDDEN VALLEY FOUNDATION	repairs to baby pool				3560	95224		26136	800.00
BER063	BERNSTEIN-BURKLEY, P.C.	02076833	06/30/2020	190.75	0.00	HDBUO	015141	C	07/16/2020	190.75
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	Legal Collections - Conway				3560	81300		76759	190.75
BRP000	B AND R POOLS AND SWIM	02075678	06/30/2020	130.00	0.00	HDBUO	015142	C	07/16/2020	130.00
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	SR Pool Water test				3560	95223		L83031	130.00
CHR223	CHRISTOPHER J PICKERING	02075355	06/30/2020	300.00	0.00	HDBUO	015143	C	07/16/2020	300.00
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	DJ for 7/3/20 party				3560	75223		3560070320	300.00
CULLIG	CULLIGAN	02075358	06/30/2020	46.80	0.00	HDBUO	015144	C	07/16/2020	46.80
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	Water for office water cooler				3560	78100		121499081120	46.80
DAR054	DARLENE SUTARA	02075660	06/30/2020	323.71	0.00	HDBUO	015145	C	07/16/2020	323.71
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	Social Committee supplies for pig roast				3560	79745		102	323.71
JML000	JML LANDSCAPE MANAGEMENT	02078119	07/01/2020	35,822.26	0.00	HDBUO	015146	C	07/16/2020	35,822.26
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	LAWN MOWING CONTRACT				3560	74813		93093A	35,822.26
LUT003	LPM	02075518	06/30/2020	222.60	0.00	HDBUO	015147	C	07/16/2020	222.60
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	excavator fuel				3560	73714		320376062620	134.98
	HIDDEN VALLEY FOUNDATION	UTV fuel				3560	73739		320376062620	87.62
MER038	MERYLYN SCIBNER	02076730	06/30/2020	38.02	0.00	HDBUO	015148	V	07/16/2020	38.02
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	Supplies for Great Room Library				3560	78100		104	38.02
NEW059	NEW ENTERPRISE STONE	02078120	07/01/2020	110,162.10	0.00	HDBUO	015149	C	07/16/2020	110,162.10
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	ROAD RESURFACING				3560	57630	RDR	2117868A	110,162.10
								SUR		
NEW059	NEW ENTERPRISE STONE	02078121	07/01/2020	431.63	0.00	HDBUO	015149	C	07/16/2020	431.63
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	STORM DRAINS				3560	74572		4212117A	431.63
OLD012	OLDE EARTH PRODUCTS	02076748	06/30/2020	491.84	0.00	HDBUO	015150	C	07/16/2020	491.84
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	Steps & Handrail Supplies				3560	57630	WDS	3560070120	237.44
								TPS		
	HIDDEN VALLEY FOUNDATION	Tree Trimming supplies				3560	74332		3560070120	254.40
SDC000	SDC BUILDING CENTER, INC	02075357	06/30/2020	105.87	0.00	HDBUO	015151	C	07/16/2020	105.87
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	STEPS & HANDRAILS				3560	57630	WDS	30870 /1A	52.95
								TPS		
	HIDDEN VALLEY FOUNDATION	SR POOL EQUIP & REPAIR				3560	95224		30870 /1A	52.92
SDC000	SDC BUILDING CENTER, INC	02078123	07/01/2020	60.59	0.00	HDBUO	015151	C	07/16/2020	60.59
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	STORM DRAINS				3560	74572		31101/1A	60.59
SDC000	SDC BUILDING CENTER, INC	02078124	07/01/2020	56.14	0.00	HDBUO	015151	C	07/16/2020	56.14
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	3184 0720				3560	95224		31527/1 A	56.14
SHE090	SHERWIN WILLIAMS CO	02078125	07/01/2020	249.31	0.00	HDBUO	015152	C	07/16/2020	249.31
	Community	Description				Entity	Account		Invoice	Dist.Amount
	HIDDEN VALLEY FOUNDATION	662205863 0720				3560	95185		7675-6 A	249.31

Cash Disbursement Report  
07/01/2020 - 07/31/2020

3560 HIDDEN VALLEY  
FOUNDATION  
For Banks hdbuo to hdbuo  
For All Vendors

FirstService Residential ET-NJ  
21 Christopher Way  
Eatontown NJ 07724

Vendor	Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
SOM008	SOMERSET AUTO PARTS, INC	02078126	07/01/2020	125.23	0.00	HDBUO	015153	C	07/16/2020	125.23
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	pick up truck maint				3560	73734		263236A	125.23
SOM008	SOMERSET AUTO PARTS, INC	02078127	07/01/2020	133.89	0.00	HDBUO	015153	C	07/16/2020	133.89
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	3560 0720				3560	73742		263237A	133.89
SOM008	SOMERSET AUTO PARTS, INC	02078128	07/01/2020	448.14	0.00	HDBUO	015153	C	07/16/2020	448.14
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	3560 0720				3560	73734		263413A	448.14
SOM010	SOMERSET TRUST COMPANY	02076673	06/30/2020	885.84	0.00	HDBUO	015154	C	07/16/2020	885.84
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Appreciation gifts for future board members				3560	79757		5276062920	429.30
	HIDDEN VALLEY FOUNDATION	Daily American Newspaper Subscription				3560	79150		5276062920	15.00
	HIDDEN VALLEY FOUNDATION	Office Supplies				3560	78100		5276062920	441.54
SOM014	SOMERSET GIANT EAGLE	02075686	06/30/2020	110.88	0.00	HDBUO	015155	C	07/16/2020	110.88
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Janitorial Supplies				3560	75132		3560070120	38.90
	HIDDEN VALLEY FOUNDATION	Finance Meeting:snacks				3560	79757		3560070120	71.98
SOM025	SOMERSET OUTDOOR	02075637	06/30/2020	11.79	0.00	HDBUO	015156	V	07/16/2020	11.79
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Misc Equipment Maintenance				3560	73746		198257	11.79
WEN000	FSResidentialMidAtlantic	02075590	07/09/2020	10.00	0.00	HDBUO	015157	C	07/16/2020	10.00
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Collection fee for Mosholder				3560	81108		0239072	10.00
WEN000	FSResidentialMidAtlantic	02078114	06/30/2020	1,288.00	0.00	HDBUO	015157	C	07/16/2020	1,288.00
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	FIRSTSERVICE EXPENSE				3560	81108		0237497A	1,288.00
ALL227	US SECURITY ASSOCIATES	02078883	07/20/2020	12,402.56	0.00	HDBUO	015158	V	07/24/2020	12,402.56
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Security 7/31 - 8/27/2020				3560	79479		10175051	12,402.56
AQU042	AQUATIC ENVIRONMENT	02078271	07/16/2020	1,542.00	0.00	HDBUO	015159	V	07/24/2020	1,542.00
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Pond Maintenance - Payment D				3560	74292		38101	1,542.00
MAR437	MARTHINSEN AND SALVITTI	02078323	07/16/2020	420.00	0.00	HDBUO	015160	V	07/24/2020	420.00
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	August Installment - Prepaid Insurance				3560	26100		381007	420.00
MAR437	MARTHINSEN AND SALVITTI	02078325	07/16/2020	848.00	0.00	HDBUO	015160	V	07/24/2020	848.00
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	August - Prepaid Insurance				3560	26100		381005	848.00
MAR437	MARTHINSEN AND SALVITTI	02078336	07/16/2020	2,120.00	0.00	HDBUO	015160	V	07/24/2020	2,120.00
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	July Renewal Insurance				3560	77515		381004	2,120.00
MAR437	MARTHINSEN AND SALVITTI	02078338	07/16/2020	1,049.00	0.00	HDBUO	015160	V	07/24/2020	1,049.00
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	July Insurance Renewal				3560	77515		381006	1,049.00
NEW059	NEW ENTERPRISE STONE	02078264	07/16/2020	493.64	0.00	HDBUO	015161	V	07/24/2020	493.64
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Drainage Repairs				3560	74572		7341033	493.64
PIL004	PILE'S CONCRETE PRODUCTS	02078888	07/20/2020	615.86	0.00	HDBUO	015162	V	07/24/2020	615.86
	<u>Community</u>	<u>Description</u>				<u>Entity</u>	<u>Account</u>		<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Supplies for drainage				3560	74572		1228823	615.86

Cash Disbursement Report  
07/01/2020 - 07/31/2020

3560 HIDDEN VALLEY  
FOUNDATION  
For Banks hdbuo to hdbuo  
For All Vendors

FirstService Residential ET-NJ  
21 Christopher Way  
Eatontown NJ 07724

Vendor	Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
SCH023	SCHMIDT SUPPLY Community HIDDEN VALLEY FOUNDATION	02078884 Description SR Pool Chemicals	07/20/2020	327.54	0.00	HDBUO Entity 3560	015163 Account 95221	V	07/24/2020 Invoice 27116	327.54 Dist.Amount 327.54
SOM008	SOMERSET AUTO PARTS, INC Community HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION	02078261 Description Pick up Truck Maintenance F350.Pick Up Truck Maintenance	07/16/2020	70.39	0.00	HDBUO Entity 3560 3560	015164 Account 73734 73749	V	07/24/2020 Invoice 263604 263604	70.39 Dist.Amount 34.36 36.03
SOM008	SOMERSET AUTO PARTS, INC Community HIDDEN VALLEY FOUNDATION	02078262 Description F550.Pick Up Truck Mainenance	07/16/2020	92.74	0.00	HDBUO Entity 3560	015164 Account 73742	V	07/24/2020 Invoice 263869	92.74 Dist.Amount 92.74
SOM008	SOMERSET AUTO PARTS, INC Community HIDDEN VALLEY FOUNDATION	02078273 Description 2011 Pick up Maintenance	07/16/2020	105.19	0.00	HDBUO Entity 3560	015164 Account 73734	V	07/24/2020 Invoice 263606	105.19 Dist.Amount 105.19
SOM008	SOMERSET AUTO PARTS, INC Community HIDDEN VALLEY FOUNDATION	02078277 Description Flatbed Truck Maintenance - F550	07/16/2020	102.85	0.00	HDBUO Entity 3560	015164 Account 73742	V	07/24/2020 Invoice 263846	102.85 Dist.Amount 102.85
SOM008	SOMERSET AUTO PARTS, INC Community HIDDEN VALLEY FOUNDATION	02078278 Description 2011 Pick up Truck Maintenance	07/16/2020	-34.71	0.00	HDBUO Entity 3560	015164 Account 73734	V	07/24/2020 Invoice 263698	-34.71 Dist.Amount -34.71
STO033	STOY EXCAVATING, INC Community HIDDEN VALLEY FOUNDATION	02078334 Description Wood steps & Handrails	06/30/2020	530.00	0.00	HDBUO Entity 3560	015165 Account 57630	V	07/24/2020 Invoice 10687 - 358 TPS	530.00 Dist.Amount 530.00
TRI060	TRI STAR CHRYSLER Community HIDDEN VALLEY FOUNDATION	02078887 Description Dodge Ram Truck Maintenance	07/20/2020	53.42	0.00	HDBUO Entity 3560	015166 Account 73744	V	07/24/2020 Invoice 36323	53.42 Dist.Amount 53.42
VER-2	VERIZON Community HIDDEN VALLEY FOUNDATION	02078311 Description Internet/Cable	07/16/2020	74.99	0.00	HDBUO Entity 3560	015167 Account 76713	V	07/24/2020 Invoice 000178063020	74.99 Dist.Amount 74.99
VER-2	VERIZON Community HIDDEN VALLEY FOUNDATION	02078312 Description Telephone Line	07/16/2020	3.63	0.00	HDBUO Entity 3560	015167 Account 76210	V	07/24/2020 Invoice 000182063020	3.63 Dist.Amount 3.63
WEN000	FSResidentialMidAtlantic Community HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION	02077643 Description W/E 07/03/2020	07/15/2020	29,830.84	0.00	HDBUO Entity 3560	015169 Account 75774 75977 75950 75932 75931 75933 75930 75949 75944 75943 75947 75944 75943 75947 75774 75890	V	07/24/2020 Invoice 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348 0239348	29,830.84 Dist.Amount 10,038.75 12,928.34 1,541.08 37.45 317.13 277.78 1,356.07 136.44 90.86 2,422.46 215.90 9.23 459.35
ADV049	ADVANCED DISPOSAL SVCS Community HIDDEN VALLEY FOUNDATION	02081422 Description Recycling - 6/11 & 6/25/20 - TO BE RECORDED 6.30.20	07/27/2020	644.00	0.00	HDBUO Entity 3560	015170 Account 74416	V	07/30/2020 Invoice LD0004195133	644.00 Dist.Amount 644.00
JON071	JON SABO Community HIDDEN VALLEY FOUNDATION	02081370 Description Reimbursement for Housing, phone and mileage for Jon Sabo	06/30/2020	3,176.59	0.00	HDBUO Entity 3560	015171 Account 75881	V	07/30/2020 Invoice 23	3,176.59 Dist.Amount 3,176.59

Cash Disbursement Report  
07/01/2020 - 07/31/2020

3560 HIDDEN VALLEY  
FOUNDATION  
For Banks hdbuo to hdbuo  
For All Vendors

FirstService Residential ET-NJ

21 Christopher Way  
Eatontown NJ 07724

Vendor	Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
LOW021	LOWES BUSINESS	02082312	06/30/2020	289.57	0.00	HDBUO	015172	V	07/30/2020	289.57
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	facil maint highland					3560	95210	279839JUL20	53.11
	HIDDEN VALLEY FOUNDATION	supplies electrical					3560	95183	279839JUL20	24.26
	HIDDEN VALLEY FOUNDATION	S ridge pool equip					3560	95224	279839JUL20	125.16
	HIDDEN VALLEY FOUNDATION	facil maint s ridge					3560	95211	279839JUL20	17.10
	HIDDEN VALLEY FOUNDATION	storm drains					3560	74572	279839JUL20	21.67
	HIDDEN VALLEY FOUNDATION	supplies paint					3560	95185	279839JUL20	30.17
	HIDDEN VALLEY FOUNDATION	supplies misc					3560	95181	279839JUL20	18.10
OLD012	OLDE EARTH PRODUCTS	02081231	07/27/2020	328.18	0.00	HDBUO	015173	V	07/30/2020	328.18
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Landscaping supplies					3560	74080	23	328.18
PIT004	PITNEY BOWES GLOBAL	02078122	07/01/2020	604.65	0.00	HDBUO	015174	V	07/30/2020	604.65
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	8000909010311558 0220					3560	78163	30870.1Aa	604.65
SCO025	SCOTT ELECTRIC	02081421	07/27/2020	51.10	0.00	HDBUO	015175	V	07/30/2020	51.10
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	face masks					3560	95181	2052409	51.10
SOM012	SOMERSET CANDY CO, INC	02081419	07/27/2020	114.59	0.00	HDBUO	015176	V	07/30/2020	114.59
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Janitorial Supplies					3560	75132	206272	114.59
STE313	STEPHENSON EQUIPMENT INC	02082314	06/30/2020	635.80	0.00	HDBUO	015177	V	07/30/2020	635.80
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	SKID LOADER MAINT					3560	73736	19006470A	635.80
TIM034	TIM ROBERTS ENTERTAINMNT	02081171	07/27/2020	375.00	0.00	HDBUO	015178	V	07/30/2020	375.00
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Entertainment for July 25th party sponsored by Rec.					3560	75223	3560072320	375.00
TRE071	TREE MENDOUS, LLC	02081240	07/27/2020	3,681.87	0.00	HDBUO	015179	V	07/30/2020	3,681.87
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Trees for landscaping					3560	74080	13887	3,681.87
VER-2	VERIZON	02081229	07/27/2020	76.00	0.00	HDBUO	015180	V	07/30/2020	76.00
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Internet/Cable					3560	76713	000192070920	29.99
	HIDDEN VALLEY FOUNDATION	Telephone					3560	76210	000192070920	46.01
VER064	VERTICAL SOLUTIONS	02081221	07/27/2020	217.80	0.00	HDBUO	015181	V	07/30/2020	217.80
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Computer maintenance - August					3560	79042	30566095	217.80
VER080	VERIZON	02081409	07/27/2020	84.77	0.00	HDBUO	015182	V	07/30/2020	84.77
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	cell phone					3560	76222	9858843280	84.77
WEN000	FSResidentialMidAtlantic	02081364	07/27/2020	29,576.58	0.00	HDBUO	015184	V	07/30/2020	29,576.58
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75774	0240955	9,923.37
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75984	0240955	3,969.13
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75977	0240955	8,848.75
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75950	0240955	1,557.30
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75932	0240955	34.54
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75931	0240955	313.88
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75933	0240955	256.47
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75930	0240955	1,342.08
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75949	0240955	137.78
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75944	0240955	90.86
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75943	0240955	2,422.46
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75947	0240955	215.90
	HIDDEN VALLEY FOUNDATION	W/E 07/17/2020					3560	75977	0240955	9.23

Cash Disbursement Report  
07/01/2020 - 07/31/2020

3560 HIDDEN VALLEY  
FOUNDATION  
For Banks hdbuo to hdbuo  
For All Vendors

FirstService Residential ET-NJ  
21 Christopher Way  
Eatontown NJ 07724

Vendor	Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
	HIDDEN VALLEY FOUNDATION	W/E	07/17/2020			3560	75890		0240955	454.83
Entity Totals				314,263.96	0.00					314,263.96

Computer Checks: 195,290.45  
Manual Checks: 90,554.25  
Direct Credits: 28,419.26

**September 2020**  
**Maintenance Supervisor/Project Manager Report**  
**Hidden Valley Foundation, Inc.**

1. Current Projects

a. Tree Removal/Trimming

- i. Paul Bunyan Tree Service continues to provide services 1-3 days per month upon request from management. The focus remains in correlation with individual requests from members as well as the completion of phase I tree removal in the Heights neighborhood as presented by the Landscape Committee.

b. Imperial Road Phase II

- i. Leasok Excavating began remediation to the drainage ditches which include the portions below the middle road extension, including the lower road extension. Beginning the week of September 14<sup>th</sup> work will continue with new catch basin and culverts along the lower portions of the road.

2. Capital Budget Project Status

i. Road Resurfacing – complete

ii. South Ridge Center fencing replacement

1. Bids will be accepted once the new building plans are finalized as the new fence will need to be incorporated into the building footprint.

iii. Timber retaining wall replacement

1. 3 retaining wall will be replaced on Eagle Ridge Terrace by Dependable Lawn Care. A 7-8 week delay in production of the retaining wall block is anticipated by the manufacture. When the material is received work will commence, weather dependent.

iv. Imperial Road Drainage Phase II

1. Awarded to Leasok Excavating, work is in progress. See description above.

v. Gardner Road lot project

1. Gibson-Thomas has completed the survey to include the on-site mapping and overlay. The progression will be to provide Gibson-Thomas the building(s) size for a sit plan to be developed. Within 2 weeks of receiving the building(s) size, the preliminary site layout will be developed. Final design plans are anticipated within the following 2 weeks.

vi. Ridgeview Road drainage project

1. Engineering proposal received from Gibson-Thomas.

vii. Small tools/equipment

1. Various items will be selected as the need arises.

viii. Pool chemical controls (both pools)

1. Schmidt Supply will install the updated/upgraded system that will provide improved chlorine application rates with an addition of automated PH regulation. Installation is expected to occur within the next 2 weeks.

3. Maintenance Team

a. Vehicles

- i. All trucks and the utility vehicle have the Foundation logo installed.

b. Highlands Condominium building maintenance

- i. The maintenance team continues to conduct various external repairs and maintenance. This has consumed a large portion of time.

c. Uniforms

- i. The maintenance team has received embroidered uniforms that include khaki colored pants and grey polos.

d. Dumpster blind painting

- i. Various repairs and painting were conducted at the following locations (9 total).
  1. Saddler Way, Gebhart Ct., Gebhart Way, Taylor Way, Snowfield Dr., Snowfield Ct., Snowfield Terr., Snowfield Way and Timbercrest Terr.

e. Pools

- i. The winterization and storage of pool furniture at South Ridge will commence the week of September 14<sup>th</sup>.

f. Eric Soles

- i. Eric has been on medical leave beginning August 12. His time away from work is expected to continue until mid-November.

g. Work orders

- i. The majority of work orders completed are in the following categories.
  1. Landscaping
  2. Drainage
  3. Wood steps and handrails

**REPORT OF ARCHITECTURAL CONTROL COMMITTEE  
HIDDEN VALLEY FOUNDATION, INC.  
FOR THE PERIOD JULY 3 THROUGH SEPTEMBER 7, 2020  
BEGINNING OF NEW FISCAL YEAR 2021**

Committee members reviewing were – Mike Mikolich, Gisela McLaughlin, Donna Courson, Sean Walsh, Chip Desmone, Rob Hanlon and Bill Leja.

Number of new applications received:

Total requests – 129

Number of requests approved – 120

Number of requests denied – 2

Number of requests deferred – 7

Number of applications presently held for further review – 0

1. Oakes – WR1316 – 1316 Westridge Dr. – replace front pillars – p/w & paint front & back decks - A
2. Weber-Plank – HL1482 – 1482 Gebhart Way – heat pump system - A
3. Palumba – LKV22 – 22 Craighead Drive - interior French drains to daylight under sidewalk- A
4. McGinley – OHV160 – 160 Imperial Road (SFH) – remove rail and add landscape boulders & landscaping – culvert under driveway- A
5. Larson – HC1271 – 1271 Gristmill (Condo) – eliminate skylight (approved by HCA Board of Directors) - A
6. Cestra – HL1520 – 1520 Tailor Way – replace windows, stain house and add gutters on back - A
- \*7. Mazefsky – PH3B137 – 137 Ridgeview Road (SFH)– concrete pad, trim shrubs & mulch beds, remove 2 small trees, hot tub- A
8. Campbell – SR1928 – 1928 South Ridge Way – add extra set of steps to back deck- A
9. Kisak – PN2407 – 2407 South Ridge Place (ZLL) – stain deck- A
10. Hagerty – PH3B207 – 207 Ridgeview Road (SFH) – replace siding/trim w/hardie plank; replace entry & garage doors- A
11. Cifrulak – HC1141 – 1141 Tanyard Lane (Condo) – replace entry door and paint door- A
12. Rankin – HL1581 – 1581 Snowfield Terrace – enclose porch to make living space – DEFERRED – DEED PLOT PLAN AND ASSURANCE THE UTILITY LINES ARE NOT IN THE AREA.
13. Swann – SV5036 – 5036 Summit Dr., (CONDO) replace sliding door – this unit was flooded and under remediation. It is being sold to Wendy Swann and she wants to replace the door while the construction is taking place. DEFERRED – APPLICATION MUST COME FROM EXISTING OWNER
14. Githens – HL1102 – 1102 Forbes Lane – replace rear sliding door & window- A
15. Henderson – 1710 – 1710 Snowfield Run – heat pump system - A
16. Cohen – WR1301 – 1301 Westridge Dr. – heat pump- A
17. Rostauscher – HTS554 – 554 Pine Court – wood box on deck - A

18. F♦ Terek – ER1859 – 1859 Eagles Ridge Way – paint using stain - A
19. F♦ Crawford – SF1604 – 1604 Snowfield Ct. – paint using stain - A
20. F Milani – PH3B157 – 157 Ridgeview Rd., (SFH) – p/w and paint deck- A
21. F Barmada – HC1131 – 1131 Gristmill Lane (CONDO) – sliding door- A
22. Yoest – PH3B189 – 189 Ridgeview Rd. (SFH) – install wood box near firepit (Note: CC&Rs say no outbuildings) - Denied
23. Bullister – OHV316 – 316 Imperial Road (SFH) – relocate driveway A
24. Sokolowski – OHV55 – 55 Imperial Road (Vac. Lot) – new home construction (plans were sent in separate email) - Deferred
25. Baker – HC1173 – 1173 Gristmill Ct. – (CONDO) – replace windows and possibly sliding door - A
26. Boyle – PR2739 – 2739 Powder Ridge Road (ZLL) – replace windows & install storm door- A
27. Berardino – HL1469 – 1469 Gebhrt Way – paint using stain – Not due until 2021- A
- \*28. Wasson – FW1763 – 1763 Greenfield Terrace- (ZLL) expand driveway- A
29. Conley – FW1736 – 1736 Snowfield Dr.(ZLL) – repair sidewalk pavers at entry door - A
30. Milani – PH3B157 – 157 Ridgeview Road (SFH)– remove 17 dead trees- A
31. Hurst – HC1247 – 1247 Tanyard Lane – (CONDO) add 2 skylights - A
32. Bethel – OHV410 – 410 Imperial Road (SFH) – chimney repairs - A
33. F♦ Perkins – FW1761 – 1761 Greenfield Terrace – paint - A
34. F♦ Schwartz – FW1750 – 1750 Hightop Drive – paint- A
35. F♦ Roberts – ER1850 – 1850 Eagles Ridge Way – paint - A
36. F♦ Millett – SF1609 – 1609 Snowfield Court – paint - A
37. F♦ Brandt – ER1841 – 1841 Eagles Ridge Way – paint using stain- A
38. F♦ Pettiford – SF1612 – 1612 Snowfield Ct. -paint - A
39. F♦ Kminter – AW4532 – 4532 ANordic Way – paint - A
40. F♦ Ruempler – FW1718 – 1718 Snowfield Run - paint using stain - A
41. F Morgan – HVW463 – 463 Gardner Road (SFH) – sealcoat driveway- A
42. F Ricciardi – HL1551 – 1551 Snowfield Dr. – stain deck - A
43. F Dickinson – WV159 – 159 Westview Drive – seal driveway- A
- \*44. Sokolowski – OHV55 – 55 Imperial Road (Vac. Lot) – new home construction (plans were sent in separate email last meeting) - A
- \*45. Rankin – HL1581 – 1581 Snowfield Terrace- build in porch to make living area - A
46. Miller (3 applications) – OHV203 – 203 Imperial Rd. (SFH)– rebuild retaining wall, level driveway and resurface the driveway; rebuild retaining walls and enclose area below sun room to provide adequate support for the sun room; remove two dead trees and resurface area to provide additional parking. - A
47. Alexander – AW4505 – 4505 Nordic Court – expand deck and wrap around to side - DENIED

48. Symons – LKV7 – 7 Lakeview Drive – replace two patio doors, replace entry door with 6 panel door, install self-storing storm door, install gutters and downspouts. - A
49. Irwin/DeCicio – HTS581 – 581 Maple Court – privacy fencing around deck - A
50. Alberts – HC1216 – 1216 Veech Lane (CONDO) – install a window (Must be New Construction Window) - A
51. Stevens – SR1943 – 1943 South Ridge Way – storage shed and relocate deck steps- A
52. Provenzano – SV5036 – 5036 Summit Dr., (CONDO) – replace sliding door & add vents for HVAC & on demand water heater- A
53. Goldberg – FW1730 – 1730 Snowfield Dr. – (ZLL) – vinyl siding on back of home to follow w/entire home being sided in 2021- or 2022- A
54. Walker – HC1230 – 1230 Gristmill Lane (CONDO) window replacement (1) - A
55. Logue – HTS572 – 572 Laurel Ct., - heat pump- A
56. Hendrick – FW1701 – 1701 Snowfield Run – wants to remove 3 windows on end of unit. - A
57. Umble – HL1462 – 1462 Gebhart Ct. – replace rotted siding and 2 sliding doors; paint new color scheme- A
58. McGinley/Earley – FW1766; 1766 Greenfield Terrace – (ZLL) heat pump - A
59. Enzweiler – SR1905 – 1905 South Ridge Ct. – heat pump - A
60. Brust – HL1494; 1494 Saddler Way – replace existing deck w/Trex; paint- A
61. Kranyak – HL1466 – 1466 Gebhart Way – paint using stain- A
62. Stepnick – SR1940 – 1940 South Ridge Way – heat pump- A
63. Stepnick – SR1940 – 1940 South Ridge way – windows, entry door & storm door – A windows only
64. Jones – SR1901 – 1901 Hightop Circle – replace windows- A
65. Philips – FW1734 – 1734 Snowfield Drive (ZLL) – heat pump- A
66. Kisak – PN2407 – 2407 South Ridge Place (ZLL) – new garage door- A
67. Courson – HTS551 – 551 Pine Court – roof over deck- A-
68. Cohen – WR1301 – 1301 Westridge Dr. – Sliding door, replace decking w/Trex, construct storage shed on deck - DEFERRED
69. F♦ Froetschel/Presley – ER1852 – 1852 Eagles Ridge Way – paint - A
70. F♦ Beynon – ER1830 – 1830 Eagles Ridge Terrace – paint - A
71. F♦ LJZ Holdings – SF1619 – 1619 Snowfield Way – paint using stain- A
72. F♦ Stevens – SR1943 – 1943 S. Ridge Way – paint using stain, replace flagstone w/concrete pad, - A
73. F♦ Geisler/Manzo – PR2709 – 2709 Powder Ridge – paint using stain - A
74. F♦ Enzweiler – SR1905 – 1905 South Ridge Court – paint using stain - A
75. F Meade – ER1858 – 1858 Eagles Ridge Way – replace shingles - A
76. F Nash – HTS509 – 509 Kooser Circle – replace windows- A
77. F Shriver – ER1873 – 1873 Eagles Ridge Way – replace all trim w/treated wood & paint; p/w siding; replace man door in garage & paint existing color. - A
78. F Cooper – ER1859 – 1859 Eagles Ridge Way – replace shingles - A

79. F Romito – ER1857 – 1857 Eagles Ridge Way – replace shingles- A
80. F Kaplan – SR1946 – 1946 S. Ridge Way – replace shingles - A
81. F Stepnick – SR1940 – 1940 S. Ridge Way - p/w and stain deck - A
82. F Bowman – FW1703 – 1703 Snowfield Run – replace shingles- A
83. Abbott – SV5015 – 5015 Summit Dr. (Condo) – install under decking - A
84. Cook – SR1967 – 1967 S. Ridge Way – gutters/downspouts in front and back- A
85. Craig – HL1585 – 1585 Snowfield Terrace – replace windows- A
86. Rackley – PR2705 – 2705 Powder Ridge (ZLL) – install gutters/downspouts \*These had been previously installed and were taken down for painting – this is just a re-install. - A
87. Moran – HTS559 – 559 Pine Court – heat pump - A
88. Baird – HL1459 – 1459 Gebhart Court – heat pump- A
89. Chapman – FW1724 – 1724 Snowfield Run (ZLL)– pave driveway- A
90. Umble – HL1462 – 1462 Gebhart Ct. – replace 3 windows (provided the window install specs) - A
91. Froman – PH3B706 – 706 Gardner Rd. (SFH)– remove 19 dead trees- A
92. Cohen – WR1301 – 1301 Westridge Dr. – sliding doors, new decking on upper & lower decks, storage shed - A
93. F♦ Brodkey – FW1707 – 1707 Snowfield Run – paint using stain- A
94. F♦ Russell – ER1828 – 1828 Eagles Ridge Ter. -paint - A
95. F♦ Chiocca – PR2703 – 2703 Powder Ridge Road - paint- A
96. F Halpin – PR2707 – 2707 Powder Ridge Road (ZLL)- shingles- A
97. F Bojarski – HL1460 – 1460 Gebhart Ct. – entry door, caulk windows - A
98. F Rackley – PR2705 – 2705 Powder Ridge (ZLL) – install gutters/downspouts \*These had been previously installed and were taken down for painting – this is just a re-install. - A
99. F Pantuso – HC1273 – 1273 Gristmill Ct. – full view storm door- A
100. F Clouse – SR1902 – 1902 Hightop Court – full view storm door- A
101. Irwin – PH3B640 – 640 Gardner Rd. (SFH) – replace rotted siding & paint - A
102. Githens – HL1102 – 1102 Forbes Lane – plant a tree- A
103. Bloch – HL1517 – 1517 Tailor Way – landscaping- A
104. Werner – SF1606 – 1606 Snowfield Ct. – privacy fence (extending beyond deck) - DEFERRED
105. Kushnir – HVW466 – 466 Gardner Road – (SFH) – replace rotted wood, stain decks, remove dead trees (already done), add exterior lighting- A
106. McGrail – SW2303 – 2303 South Ridge Drive (SFH) – remove dead trees and trim others hanging over the house- A
107. McGrail – SW2303 – 2303 South Ridge Drive (SFH) – install a split rail fence (requested plot plan) - DEFERRED
108. Burkley – SF1608 – 1608 Snowfield Ct. – Replace rotted wood in back, raise patio pavers & repair roof on bump out. (Already in progress). - A

109. Ismail-Beigi -SV5034 – 5034 Summit Dr. (Condo) – multi improvements - A
110. Nelson – SF1617 – 1617 Snowfield Way – heat pump - DEFERRED
111. Bloch – HL1517 – 1517 Tailor Way - gutters- A
112. Aldom – HL1468 – paint using stain (not due until 2021) - A
113. Meinert – PR2704 – 2704 Powder Ridge Road (ZLL) – gutters- A
114. Frischolz – WR1309 – 1309 Westridge Drive – sliding doors- A
115. Chambers – SV5123 – 5123 Summit View Court (Condo) – replace windows - A
116. Kennerdell – ER1855 – 1855 Eagles Ridge Way – paint & build shed on end of unit- A
117. F♦ DeFoggia – AW4533 – 4533 Nordic Way – paint - A
118. F♦ Butler – SF1624 – 1624 Snowfield Way – paint- A
119. F♦ Butler - SF1625 – SF1625 – 1625 Snowfield Way – paint- A
- 120 . F♦ Hanlon - PR2710 – 2710 Powder Ridge (ZLL)– paint/stain remainder of house and deck plus deck components- A
121. F♦ Clark – FW1754 – 1754 Greenfield Dr. – (ZLL) -paint - A
122. F♦ Schlereth – ER1825 – 1825 Eagles Ridge Terrace – paint- A
123. F♦ VJS Properties – SR1942 – 1942 South Ridge Way – paint using stain - A
124. F Garrow – HTS557 – 557 Pine Court – p/w & stain deck- A
125. F Irwin – PH3B640 – 640 Gardner Rd. (SFH) – replace rotted siding & paint - A
126. F Hanlon – PR2710 – 2710 Powder Ridge Road – shingle back roof (front roof recently done) - A
127. F McGee – HL1580 – 1580 Snowfield Terrace – replace rotted wood on deck and stain deck - A
128. F Kranyak – HL1466 – 1466 Gebhart Way – replace existing deck and shed (exact same footprint) - A
129. F Shope – LKV19 C (193) – 193 Craighead Dr. – wood repairs - A

\*Denotes denied or deferred from a previous meeting.

NOTE: All references to paint mean stain

A=Approved; D=Denied; DEF=Deferred; A/R = Approved w/restrictions, ♦ PRP

ZLL = Zero Lot Line Property; SFH = Single Family Home Property; Condo = Condominium. Unspecified are all Townhomes

**F♦ = FAST TRACKED APPLICATIONS & PRP PROGRAM**

**F = FAST TRACKED STANDARD APPROVALS**

RECREATION AND SOCIAL COMMITTEE MEETING REPORT

September 2020

Since the July board meeting we have held 15 events with attendance of over 550 people.

Our events were plagued with a no-show rate of 25-40% of those who signed up. This is a troubling statistic, particularly since we moved to completely catering our large events. We order food based on the number signed up plus allow for walk-ins. Even when allowing for walk-ins, only one event out of five had as many as had signed up. At our meeting in October we will strategize solutions.

Next Meeting Date/Time: Friday, October 16, 2020, at 5:00 p.m.

Meeting Agenda: Schedule events for 2021.

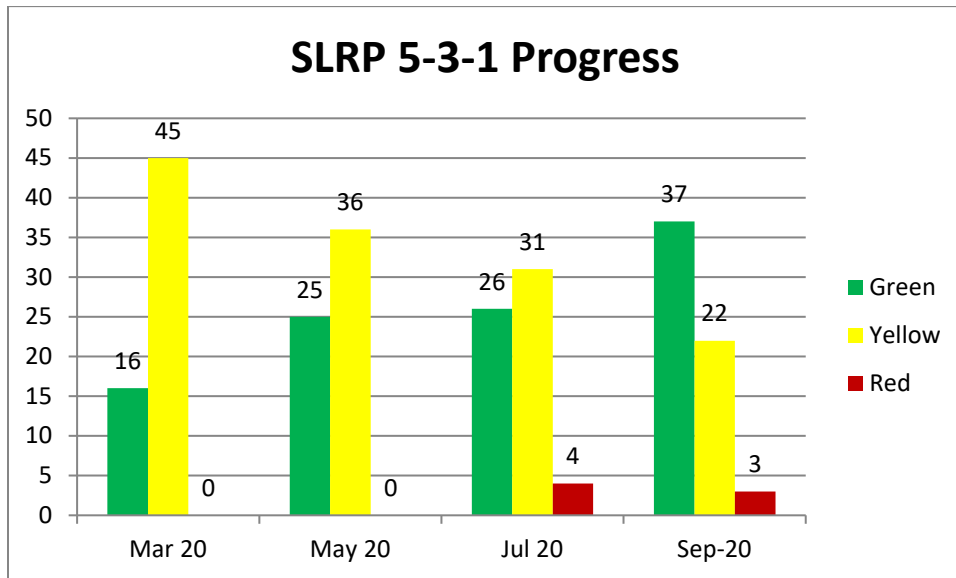
Respectfully submitted,  
Robin Henley  
Co-Chair, Recreation Social Committee

Strategic Long Range Planning Progress Summary:  
September 2020

The Implementation of the Hidden Valley Foundation Strategic Long Range Plan began in March 2020. This followed a summary presentation of the Plan at the January 2020 meeting of the Hidden Valley Foundation Board and 2 Community Town Hall Meetings which were held on March 7.

The implementation of the plan is being monitored and facilitated by the Strategic Long Range Planning Implementation Committee. The Committee is made up of an 8 member subset of the original 2019 Strategic Long Range Planning Committee.

The Strategic Long Range Plan consists of 61 initiatives which are either strategic or tactical in nature. These initiatives are structured in 5 pillars (Quality of Life, Home/Homeowner Value, Volunteerism/Leadership, Safety, and Communication). The Plan was developed in a “5-3-1” format. The time period 2020-2023 was identified as the Goals stage. A Vision stage followed the Goal stage and was scheduled to begin in 2023. The final Aspirations stage was to be addressed in 2025. (see Word Document appended) It is important to remember that the implementation of the Strategic Long Range Plan is being driven by dedicated homeowner volunteers with minimal staff assistance during a very difficult time period due to the COVID 19 pandemic. Summary progress is reported on a dashboard which is formatted in the typical green (good), yellow (neutral), and red (barriers encountered/assistance needed). The following summary shows that steady progress has been made on implementation of the plan since the process began:



The Strategic Long Range Plan called for the formation of 11 new committees/ad hoc working teams. As of September 2020, all 11 committees/ad hoc working teams have been formed, and are at various stages of progress. These groups include:

- Leadership Development Committee: Chris Umble
- Walking Paths and Trails: Jay Smith
- Long Term Dining Solutions: Tom Paulone
- WiFi: John Yokim
- Sustainable Energy: Jay Barbaccia
- Cross country ski, hiking, snowmobile trails: (combined with Walking Paths and Trails)
- Real Estate Value and Demographics: Marie Phab
- Landscape: Dennis Carroll
- Water and Wastewater Services: Joe Kramer
- Safety: John Eddy
- Communication: Dave Fiola

As we approach our one year anniversary of the initiation of the Strategic Long Range Plan, consideration should be given to:

- Renewing and promoting our collective value, vision and mission with our community.
- Reprioritizing our 61 initiatives to assure that our priorities reflect the current needs of our community which may have been altered due to the impact of the COVID 19 pandemic.
- Including consideration of data collected from our Homeowner Surveys in the prioritization and decision making processes

Pillar	Initiative	Strategy or Tactic	Responsible	Start Date	Complete Dat	Status March 2020	Status May 2020	Status July 2020	Status Sept 2020	Status Nov 2020	Status Jan 2021	Progress/Barriers/Comments
QOL	Complete the Southridge Center expansion evaluation study and make final recommendations for state regulatory compliance requirements, and further, make additional recommendations for long term expansion that supports the home owner survey feedback on need (e.g.recreational) and affordability	Strategy	Board	Jan-20								Design work in progress. 7/2020 Drawings received; 9/2020: Board presentation of project to community will be scheduled in late September; project will be staged over several years
QOL	Continue to monitor, influence, and identify improvements for HV Utility Services	Strategy	Joe Kramer	Jan-20								Committee formed. 7/2020 Semiannual update scheduled; 9/2020: progress report submitted to Board
QOL	Work with the Leadership Development Committee to identify individuals for leadership positions	Strategy	Chris Umble	Jan-20								Volunteer listed obtained. Contacts being made. 7/2020 Meetings held for board and committee candidates; 9/2020: Progress continues to identify volunteers for committees and Board candidates; recognition program developed
QOL	Evaluate community for establishment of additional hiking/walking paths	Strategy	Jay Smith	Mar-20								Committee leader identified. 5/2020: Committee members identified. Draft of walking path expansion completed. Will explore ADA requirements and develop budget proposal of 2021-22. 7/2020 Planning continues; 9/2020 Progress report submitted
QOL	Increase number of Destination Events, (currently HVMM) and possibly new events involving musical events, concerts etc.	Strategy	TBD	Mar-20								Committee leader identified. 7/2020 On hold due to pandemic
QOL	Maintain communications with resort to seek/provide mutually beneficial services	Strategy	Board									7/1/2020 Ongoing but slow due to pandemic; 9/2020: pandemic continues to slow progress
QOL	Establish Ad Hoc Committee to recommend and evaluate alternative full-time dining options	Strategy	Tom Paulone	Aug-20								7/2020 Search for leader; committee established and meeting held; 9/2020 Meeting held; report submitted
QOL	Establish Ad Hoc Committee to identify community wide Wi-Fi options	Strategy	John Yokim	Mar-20								Committee leader identified.
QOL	Establish Ad Hoc Committee to identify a sustainable energy plan	Strategy	J Barbaccia	Aug-20								5/2020: Committee leader identified. 9/2020: Telephone meeting with Omnidian Corporation re: business model
QOL	Establish Ad hoc committee to work with resort to establish additional paths for use in cross country skiing, hiking and potentially snowmobiling	Strategy	J Smith	May-20								Committee leader identified (see walking paths)
QOL	Maintain high value amenities including: pools, walking paths, fitness trail and playgrounds	Tactic	Board									7/2020 Board priority; 9/2020: RFP and response relative to walking trails analysis and plans; Plans to upgrade the pirate ship area
QOL	Promote and focus on well attended social activities	Tactic	Committees									7/2020 Altered due to COVID 19; 9/2020: events have resumed with proper COVID 19 precautions

Pillar	Initiative	Strategy or Tactic	Responsible	Start Date	Complete Dat	Status March 2020	Status May 2020	Status July 2020	Status Sept 2020	Status Nov 2020	Status Jan 2021	Progress/Barriers/Comments
QOL	Establish Activities Calendar, promoted on website, including tri-county area events	Tactic	Staff									On hold; 9/2020: pending HVF restructuring
QOL	Formalize Food Truck service including all holiday weekends, i.e.: Memorial Day, 4 <sup>th</sup> of July, Labor Day, Christmas and New Year week; and include on Community Calendar	Tactic	Dining Committee with Rec/Social coordination	Apr-20								9/2020: Planning/coordination assumed by Dining Comm with coordination with Rec/Social Comm
QOL	Track and improve timelines of response to ice and snow events when possible	Tactic										
QOL	Evaluate the need and benefit of additional Recycling locations	Tactic										7/2020 Recycling in jeopardy
QOL	Evaluate the need and benefit of increased Bulk & Electronic Trash Pick-Up	Tactic	Board	May-20								5/2020 Increase Frequency
QOL	Encourage the establishment of clubs, i.e. Bocce Club, Snowmobile Club, special interest groups etc.	Tactic	Volunteers	May-20								7/2020 bicycle and bocce moving forward; 9/2020 Bocce club formed

Pillar	Initiative	Strategy or Tactic	Responsible	Start Date	Complete Dat	Status March 2020	Status May 2020	Status July 2020	Status Sept 2020	Status Nov 2020	Status Jan 2021	Progress/Barriers/Comments
Value	Establish a working group to develop and publicize homeowner upkeep and maintenance programs to enhance individual property value. Identify what our homeowners can and should do to maximize their home value; collaborate with real estate agents. Supported by common community interests	Strategy	Marie Pfab	Sep-20								Focus on how to add value (renovation re: kitchen, bath, other); 9/2020: Real Estate Value & Demographics committee chair identified
Value	Execute the Replacement plan for existing infrastructure, community facilities, and recreational facilities (including pools, courts, walking paths, fitness trail, and playgrounds). Supported by survey (9+ of 12 level of satisfaction)	Strategy	Board	Jul-20								Budget addresses issue; 9/2020: status quo
Value	Establish a working group to develop a long-term land-scape plan (including tree replacement) with budget, consult with landscape professionals	Strategy	Dennis Carroll	Jun-20								Committee leader identified. 5/2020: Committee established. Submitted budget for next FY. Awaiting Board approval. 7/2020 Heights project started; 9/2020 Pilot project in Heights has started
Value	Establish a working group to develop a long-range contingency plan for water and wastewater service to ensure access to clean and clear water	Strategy	Joe Kramer	May-20								See HVUS-QOL. 9/2020: report submitted
Value	Maintain existing community services at a high level, and within budget, to maintain potential new owner attractiveness, including Landscaping, Snow removal, Security Services, Trash Removal and Recycling. Supported by survey (9+ of 12 level of satisfaction)	Tactic	Board	Jul-20								Budget addresses issue; 9/2020: status quo
Value	Review the ACC guidelines and policies to enforce a process to maintain a harmonious aesthetic appeal of property exteriors and thereby protect residential values within the community.	Tactic	ACC	Sep-20								7/2020 Awaiting new leadership; 9/2020: Bill Leja and Donna Courson are new ACC Chairs; Lawyers are reviewing policies to prepare for Annual Homeowners Meeting
Value	Approach the Maintenance Committee to incorporate a community-wide "Block Captain" program, similar to Neighbor Watch, to be a source of information on practical matters. Supported by good governance practices	Tactic	Dennis Carroll	Jun-20								5/2020: Plan to incorporate into the Landscape Plan group. 7/2020 Heights project started. 9/2020: Evaluating success of Heights pilot project





Pillar	Initiative	Strategy or Tactic	Responsible	Start Date	Complete Dat	Status March 2020	Status May 2020	Status July 2020	Status Sept 2020	Status Nov 2020	Status Jan 2021	Progress/Barriers/Comments
Safety	Address Safety Issues on Gardner Road	Tactic	Eddy	Mar-20								<p>Reflectors and arrows on north Gardner Road installed; To be completed on south Gardner Road; 5/2020: Lindberg meeting with Jefferson Township Supervisors re: problem solving; 7/2020: Chris Lindberg continues to represent HV Foundation at Jeff Twp meetings with discussions on further safety of Gardner road. 9/2020: Chris Limburg continues to represent HVF at Jefferson Two meetings and has developed a good relationship with Supervisors. We are looking for further reflectors going east on Gardner towards 31 by the drainage swales.</p>

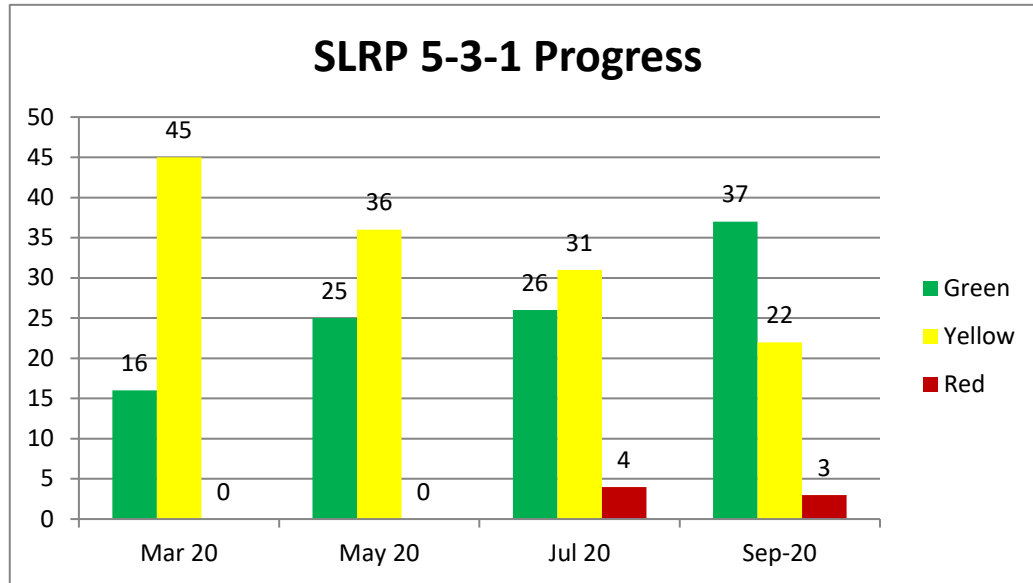
Pillar	Initiative	Strategy or Tactic	Responsible	Start Date	Complete Date	Status 3/2020	Status 5/2020	Status 7/2020	Status 9/2020	Status 11/2020	Status 1/2021	Progress/Barriers/Comments
Communication	Improve/Streamline Communications to Community	Strategy	Fiola	May-20								5/2020: weekly updates, increase FB Life at Hidden Valley use as communication tool
Communication	Set specific communication goals	Strategy	Fiola	Mar-20								Communications team established and work initiated on objective
Communication	Improve overall effectiveness of communication	Strategy	Fiola	Mar-20								Communications team established and work initiated on objective
Communication	Refine & develop communication channels	Strategy	Fiola	Mar-20								Communications team established and work initiated on objective
Communication	Form Communication Committee	Tactic	Fiola	Mar-20								5/2020: Made progress on scrubbing emails for mailing lists as Maddie archived unsubscribed or "cleaned" emails. We are down to 977 subscribed. Next step is to determine how many households this represents
Communication	Accurate, complete email list	Tactic	Fiola	Apr-20								6/2020: Participation deferred pending Board/Foundation definition of communication goals/priorities; 9/2020: Member roster created in Excel format: Excel report from homeowner database needed for reconciliation
Communication	Accurate, clean Homeowners Facebook membership (homeowners only w/few exceptions)	Tactic	Fiola	Jun-20								8/2020: Participation deferred pending Board/Foundation definition of communication goals/priorities; 9/2020: social media presence is adequately address by Life at Hidden Valley
Communication	Integrate HVF to official FB presence (goodbye Jane Smith!)	Tactic	Fiola	Jun-20								7/2020: Initiated but progress limited due to resources focused on COVID response
Communication	Change URL to include "Hidden Valley"	Tactic	Fiola									Signs have been procured and vehicles marked
Communication	Identify all HV vehicles as HV vehicles	Tactic	Fiola	Mar-20								7/2020: <b>Additional resources needed!</b> ; initiated but progress limited due to resources focused on COVID response
Communication	Understand how to measure e-communication effectiveness using email metrics (built in to mail chimp)	Tactic	Fiola	Mar-20								7/2020: <b>Additional resources needed!</b> ; initiated but progress limited due to resources focused on COVID response
Communication	Understand how to measure website effectiveness using analytics tools	Tactic	Fiola	Mar-20								7/2020: <b>Additional resources needed!</b> ; initiated but progress limited due to resources focused on COVID response
Communication	Record, report baseline measures for email and website (suggest going back 1 year on both)	Tactic	Fiola	Mar-20								7/2020: <b>Additional resources needed!</b> ; initiated but progress limited due to resources focused on COVID response
Communication	Establish/implement best practices for ALL outgoing AND internal communication (utilize Good Neighbor approach)	Tactic	Fiola	Mar-20								7/2020: <b>Additional resources needed!</b> ; initiated but progress limited due to resources focused on COVID response
Communication	Decide what Life FB page should be	Tactic	Fiola	Mar-20								Recent changes made
Communication	Develop quarterly printed newsletter, mail with invoice	Tactic	Fiola	May-20								5/2020: Getting some estimates on pricing a 6 page color printed mailed newsletter; 7/2020: <b>Additional resources needed!</b> ; initiated but progress limited due to resources focused on COVID response
Communication	Outline how website can be main communication hub, marketing hub	Tactic	Fiola	May-20								7/2020: Action deferred pending Board/Foundation definition of communication goals/priorities; 9/2020: Board to make decision on new website
Communication	John Woffe has begun to add landing pages to house communication needs from newly formed committees. This has allowed for a more tailored Weekly Update.	Tactic	Fiola		May-20							5/2020: Have eliminated bi-monthly e-newsletter and incorporated the info into the weekly HV email update
Communication	Additional Progress	Tactic	Fiola		May-20							5/2020: Board is chatting weekly via Zoom to help improve and facilitate communication
Communication	Additional Progress	Tactic	Fiola		May-20							5/2020: April board meeting was recorded and posted on our website via Zoom (transparency)
Communication	Additional Progress	Tactic	Fiola		May-20							5/2020: Created COVID-19 page on website to help homeowners understand HV specific responses to the virus and how it affects them and their property
Communication	Additional Progress	Tactic	Fiola		May-20							5/2020: Repurposed the "Alerts" page to "Latest News" page on the website to help homeowners have info as to what is happening on the mountain "at-a-glance".

Pillar	Initiative	Strategy or Tactic	Responsible	Start Date	Complete Dat	Status March 2020	Status May 2020	Status July 2020	Status Sept 2020	Status Nov 2020	Status Jan 2021	Progress/Barriers/Comments
Volunteerism	Create and sustain a culture of engagement with volunteers; ask, thank, recognize.	Strategy	Leadership Dev. Committee	Mar-20								Held first Leadership Summit on August 14. Launched Volunteerism recognition program and updated website to include nomination forms and member info. Next steps include promoting use of standardize practices for committee reporting and communications.
Volunteerism	Board review the number of existing committees, working groups, and proposed ad hoc functions to streamline and optimize the volunteer needs. Also, coordinate with the ED/Hidden Valley Staff to lead appropriate recommended actions	Strategy	Leadership Dev. Committee	Mar-20								Process started. 5/2020: Board adopted changes in volunteer recruitment process; awaiting Board action to approve administrative updates to Policy 31. Also awaiting Board scheduling of SLRP update session to review committees and standingg of projects.
Volunteerism	Support the Leadership Development Committee in efforts to recruit and recognize volunteers; lend volunteer support to HVF initiatives	Strategy	Leadership Dev. Committee	May-20								Held first Leadership Summit on August 14. Launched Volunteerism recognition program and updated website to include nomination forms and member info. Next steps include promoting use of standardize practices for committee reporting and communications.
Volunteerism	Encourage Volunteerism by establishing events for interested homeowners to be informed of Volunteer	Strategy	Leadership Dev. Committee	May-20								Two Board informational sessions held in June. Updated website to feature Volunteerism and volunteer recognition programs launched in August.
Volunteerism	Create a program to maintain and support volunteers	Tactic	Leadership Dev. Committee	May-20								Updated process for volunteers to become active on committees. Board approved changes and we have updated website and Volunteer Information form to make it a one-step vs the former two stage process.
Volunteerism	Build a communications system/volunteer database to allow members to volunteer and to indicate their area of interest and their skills/experience	Tactic	Leadership Dev. Committee									Need to address homeowner confidential info vs resume data for volunteerism. 7/2020 and 9/2020 : Awaiting Board decision in website provider and database. going forward

Pillar	Initiative	Strategy or Tactic	Responsible	Start Date	Complete Dat	Status March 2020	Status May 2020	Status July 2020	Status Sept 2020	Status Nov 2020	Status Jan 2021	Progress/Barriers/Comments
Volunteerism	Establish methods of recognition which all members, staff, and leaders can use to say thank you to distinguished volunteerism	Tactic	Leadership Dev. Committee	May-20								Program launched among leadership on August 14. Publicity and website updates begun August 26 and on-going.
Volunteerism	Formalize the annual spring "Clean-up Day" to become an annual HVF Day of Service, potentially expanding to a "HV Community Day"	Tactic	Leadership Dev. Committee									5/2020: On hold due to COVID 19 restrictions. Modified event held May 2020, 7/2020: Postponed due to COVID-19 pandemic rules at HV 9/2020 Awaiting outlook on COVID restrictions before discussion 2021 plan

Pillar	Status	Mar-20	May-20	Jul-20	Sep-20	Nov-20	Jan-21
QOL	Green	7	7	8	11		
QOL	Yellow	11	11	10	7		
QOL	Red	0	0	0	0		
Value	Green	1	3	2	7		
Value	Yellow	6	4	5	0		
Value	Red	0	0	0	0		
Safety	Green	6	6	8	9		
Safety	Yellow	5	5	3	1		
Safety	Red	0	0	0	0		
Volunteer	Green	1	6	6	6		
Volunteer	Yellow	7	2	1	1		
Volunteer	Red	0	0	1	1		
Communication	Green	1	3	2	5		
Communication	Yellow	16	14	12	11		
Communication	Red	0	0	3	2		
Summary	Green	16	25	26	38	0.622951	
	Yellow	45	36	31	20	0.327869	
	Red	0	0	4	3	0.04918	
		61	61	61	61		

Status	Mar 20	May 20	Jul 20	Sep-20
Green	16	25	26	37
Yellow	45	36	31	22
Red	0	0	4	3



## COMMITTEE/TASK GROUP MINUTES/ACTION PLAN:

COMMITTEE/TASK GROUP NAME: Strategic Long Range Planning Implementation

Purpose/Mission/Scope of Work: Monitor progress made on the 2019 SLRP initiatives and assist the pillar champions in finding the necessary resources to move forward on initiatives.

Strategic or Tactical Objectives (list):

1. Monitor and facilitate the execution of the 2019 SLRP.

Meeting Date/Time: Monday, August 31, 2020 from 5:30 to 6:30 PM via teleconference

Those Participating: Committee members, Board liaisons and HVF staff in attendance: (P=present, A=absent)

First	Last	Combined	Present	Absent
Jay	Barbaccia	Barbaccia, Jay	P3	
Chris	Umble	Umble, Chris	P3	
Terry	Sensue	Sensue, Terry	2	A1
Rick	Etling	Etling, Rick	P2	A1
Lisa	Borrelli	Borrelli, Lisa	P3	
Jerry	Goldstein	Goldstein, Jerry	2	A1
Dan	Bagley	Bagley, Dan	1	A2
John	Eddy	Eddy, John	P2	1

Agenda Topics:

1. Review July Dashboard
2. Initiate Follow Up for September Dashboard
3. Include Task Force and Committee Reports with the September board report

Key Discussions Summary:

1. July Dashboard discussed;
2. Assignments made for follow up for the September Dashboard
3. Assignments made for follow up with task forces/committees to obtain reports for inclusion in SLRP report:
  - a. Water: Umble (Joe Kramer)

- b. Dining: Barbaccia (J Barbaccia)
- c. Sustainable Energy: Barbaccia (J Barbaccia)
- d. Walking Paths and Trails: Umble (Jay Smith)
- e. Landscaping: Umble (Dennis Carroll)
- f. WiFi: Barbaccia (John Yokim)

Action/Decisions to be presented to the Board:

1. Review September Dashboard and Narrative for progress
2. Review Landscape Committee Report for action items:
  - A. The Committee recommended Jon Sabo prepare a contract for the Tree Inventory Study with Paul Bunyan Inc.
  - B. The Committee completed marking trees and stumps to be removed by Paul Bunyan Inc.
  - C. The Committee identified areas in The Heights where new trees should be planted this calendar year.
  - D. The Committee recommended Jon Sabo delay pruning trees and shrubs by JML until Spring 2021.
3. Review Walking Path Committee report for action items:
  - A. Obtain Board permission to request a proposal from Penn Trails.
  - B. Obtain approval for Penn Trails scope and fees.
4. Consider reprioritization of the initiatives due to influences of the pandemic and changes in community needs/requirements.
5. Continuously refer to data from the 2019 and 2014 Homeowner Surveys are a tool to be used in the prioritization and decision making processes.

Next meeting/follow-up date: TBD

Please email a copy of each meeting's minutes to:

Jay Barbaccia, SLRP Chair ([jaybarbaccia@gmail.com](mailto:jaybarbaccia@gmail.com))

Jon Sabo, Executive Director ([jon.sabo@fsresidential.com](mailto:jon.sabo@fsresidential.com))

Vickie Baughman, Property Manager ([Vickie.baughman@fsresidential.com](mailto:Vickie.baughman@fsresidential.com))

September 15, 2020

Hidden Valley Foundation

Landscape Committee

Monthly Report

Committee Mission / Range of Responsibilities

With the acceptance of the 2020-2025 SLRP on February 22, and then at the March 7 SLRP sessions for Homeowners, the Board and the SLRP leadership have expressed special interest in Landscaping. SLRP identified a new initiative involving the formation of this Committee to develop a long-range landscape plan. Because of the community desire for improvements in the Hidden Valley landscaping, the Landscape Committee mission is to improve continuously the maintenance of the community's landscape and to revitalize the aging, diseased landscape through proper planting and species selection of new trees and shrubs. The intention is to improve the natural attractiveness of the Hidden Valley environs through a functional partnership with the Foundation's executive and Maintenance staff, supplemented when feasible with community volunteers.

Strategic Objectives

Preserve the natural beauty and natural features at Hidden Valley.  
Improve the softscape element of property value.

Landscape Committee Meetings, Topics, and Persons in Attendance

1. The Committee met September 5th 3-4PM at the Heights to review the tree work, and to discuss the new planting. Additional topics included "regular meeting" dates, volunteer forms, tree database, and Tree Inventory.
2. The Committee established the dates for regular, public meetings to be the third Saturday (3 - 4:30 PM) of each month for March, May, July, September, and November.

3. The Committee voted unanimously by email on September 8th (all eight members listed below) to request that the Board authorize the Committee to oversee the tree/shrub management for the entire HV community, including the review of all homeowner requests to replace or plant trees/shrubs.
4. The Committee plans to review and recommend changes to the JML contract for next year.
5. The Committee continues to add data to the Landscape Database.
6. Fifteen spruce trees have been ordered for The Heights. The Committee will be marking with wood stakes, where the trees will be planted.

#### Key Discussion Summary / Recommendations and Actions:

The Committee requests that the Board authorize the Committee to oversee the tree/shrub management for the entire HV community.

The Committee requests that the Board approve the development of a Landscape database.

Completed Volunteer Information Forms are submitted with this report for five of eight candidates.

#### Actions/Decisions Requested of the Board:

Appoint Dennis Carroll as Chair, and Linda Lackey, Alicia Bitzer, Marie Pfab, and Michael Dowling as members of the Landscape Committee.

Next Meeting: 21 November 2020, 3:00 PM

Additionally the Committee conducts multiple ad hoc meetings.

Landscape Committee Membership

Dennis Carroll, Chair

Alicia Bitzer

Linda Lackey

William & Hope McGee

Michael Dowling

Marie Pfab

Donna Courson

Board Liaison: tbd

August 10, 2020

Hidden Valley Foundation

Landscape Committee

Monthly Report

Background

With the acceptance of the 2020-2025 SLRP on February 22, and then at the March 7 SLRP sessions for Homeowners, the Board and the SLRP leadership have expressed special interest in Landscaping. SLRP identifies a new initiative involving the formation of a Committee to develop a long-range landscape plan. The 2019 All Homeowner Survey results placed a high value on a "pristine mountain setting" and ranked landscaping second in importance among services/facilities/infrastructure. Because of the community desire for improvements in the Hidden Valley landscaping, the Landscape Committee wishes to provide this update report and offer a proposal to demonstrate how improvements to the landscape could be accomplished. The intention is to improve the natural attractiveness of the Hidden Valley environs through a functional partnership with the Foundation's executive and Maintenance staff, supplemented when feasible with community volunteers.

Landscape Planning Update

1. A sixth individual, Alicia Bitzer, has volunteered to serve on the Landscape Committee.
2. The Committee has submitted a Request for Proposal for the Tree Inventory (study) to Brian Hofer. The Board approved this study at their June 20 Meeting. After discussions (Aug 3) with Jon Sabo, the recommendation is to prepare a contract for Paul Bunyan Inc. The desire is to start the inventory this calendar year before the leaves begin to fall. Community volunteers will assist the contractor. The study can be completed after leaves emerge in Spring 2021.

3. Phase One of the Heights Tree Rejuvenation Plan has started. Committee members meet with homeowners at The Heights on August 1. Members present were Dennis Carroll, Bruce Rackley, Alicia Bitzer, Linda Lackey, and Board member Bill Leja. Homeowners present were Donna Courson, Marie Pfab, Ron Pollock, and Colleen Joyce. The group collected soil samples from eight sites, which were mailed to Penn State Ag Lab for analysis. The group marked trees to be removed with orange tape, and stumps to grind with orange paint. Jon Sabo will schedule a date for Paul Bunyan Inc. to do the work. The group agreed to a preliminary plan for tree planting. The Committee continues to discuss with some homeowners which species will be planted in a few sites. The Committee will review the suppliers' plant lists provided by Jon Sabo, select and order plants, and complete planting the trees by mid-October.
4. Committee members, Dennis Carroll and Linda Lackey, met with Jon Sabo and Board members Bill Leja and Pat McGrail on August 3rd to coordinate Committee and Staff activities. The Committee agreed to include landscape-related data recorded by Staff into the emergent Landscape database. This data includes related items recorded in the Work Order file, invoices for plant purchases, and DO NOT Treat list. The Committee requested cloud storage space and licenses to use Microsoft Excel & Word for Committee use.
5. The Committee is starting to develop a Landscape Database in Microsoft Excel. The intent is to record and organize all plantings and removals plus the tree inventory. Selected shrubs will be included as requested by Brian Hofer. Also the community will be divided into small grids to record any soil sample results and environment (e.g., sun, wind).
6. The Landscape Committee continues to work with the Foundation staff and with the Website Development and Marketing & Branding Committees to publicize the Committee's plans and work, and to seek homeowner volunteers in guiding and supporting the Landscape initiatives.

Key Committee Actions:

The Committee recommended Jon Sabo prepare a contract for the Tree Inventory Study with Paul Bunyan Inc.

The Committee completed marking trees and stumps to be removed by Paul Bunyan Inc.

The Committee identified areas in The Heights where new trees should be planted this calendar year.

The Committee recommended Jon Sabo delay pruning trees and shrubs by JML until Spring 2021.

Recommendations to the Board:

None

Landscape Committee  
Dennis Carroll, Chair  
Linda Lackey

Bruce Rackley  
William & Hope McGee

Alicia Bitzer

## **COMMITTEE/TASK GROUP MINUTES/ACTION PLAN:**

**COMMITTEE/TASK GROUP NAME:** Full Time Dining Options

**Purpose/Mission/Scope of Work:** Establish Ad Hoc Committee to recommend and evaluate alternative full-time dining options

**Strategic or Tactical Objectives (list):**

1. Support the continuation and growth of the food truck program
2. Evaluate the use of the South Ridge Center Expansion for catered dinners
3. Evaluate the participation of local restaurants for a “dining club”

**Meeting Date/Time:** August 26, 2020 at 3 PM

**Those Participating:**

1. J Barbaccia
2. Pat McGrail
3. Tom Paulone

**Agenda Topics:**

1. South Ridge Center Expansion opportunities
2. Food truck program
3. Dining club

**Key Discussions Summary:**

1. Additional volunteers to invite: Mike Gross, Jim Means, and Mary Jane Vangura
2. All actions will be discussed and carried out with complete collaboration with the Recreation and Social Committees.
3. The food truck program has been popular with homeowners and it fills a need resulting from the lack of full time dining options at Hidden Valley. The group queried how the program will be continued due to a staff vacancy. Jay will follow up with Jon Sabo, Erin Micolich, and Robin Henley regarding plans for the continuation of the food truck program.
4. The potential for the use of the future, expanded South Ridge Center for catered meals was discussed. A shared risk approach, and the need for prepaid reservations and guaranteed minimums, as is common with any catered event, was discussed. The group felt that a large scale catering program should be postponed until issues related to the pandemic have stabilized and construction of the South Ridge Center is complete.

5. Collaboration with local wineries, breweries, and distilleries was discussed as a feature of the catered dinner program.
6. The promotion of local restaurants through a partnering program for off-site dining was briefly discussed. Further action will be deferred until the pandemic situation is better defined.

**Decisions/Conclusions/Recommendations:**

1. Support the food truck program as needed by other committees and foundation staff
2. Continue to plan for future catering services

**Action/Decisions to be presented to the Board:**

1. Follow up regarding support of the food truck program

**Next meeting/follow-up date:** To be determined

Please email a copy of each meeting's minutes to:

Jay Barbaccia, SLRP Chair ([jaybarbaccia@gmail.com](mailto:jaybarbaccia@gmail.com))

Jon Sabo, Executive Director ([jon.sabo@fsresidential.com](mailto:jon.sabo@fsresidential.com))

Vickie Baughman, Property Manager ([Vickie.baughman@fsresidential.com](mailto:Vickie.baughman@fsresidential.com))

## **2020 Hidden Valley Community Strategic Plan**

	<b>2020 Goals</b>	<b>2023 Vision</b>	<b>2025 Aspirations</b>
<b>Enhance Community Quality of Life</b>	<p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> <li>• Complete the Southridge Center expansion evaluation study and make final recommendations for state regulatory compliance requirements - Further, make additional recommendations for long term expansion that supports the home owner survey feedback on need and affordability</li> <li>• Continue to monitor, influence, and identify improvements for HV Utility Services</li> <li>• Work with the Leadership Development Committee to identify individuals for leadership positions</li> <li>• Encourage Volunteerism by establishing events for interested homeowners to be informed of Volunteer Opportunities</li> <li>• Evaluate community for establishment of additional hiking/walking paths</li> <li>• Increase number of Destination Events, (currently HVMM) and possibly new events involving musical events, concerts etc.</li> <li>• Maintain communications with</li> </ul>	<ul style="list-style-type: none"> <li>• Completed agreed upon Southridge Center improvements</li> <li>• Improved community water quality</li> <li>• Leadership Development Committee maintaining an active list of individuals for leadership positions</li> <li>• Volunteerism encouraged and evaluating the need for community volunteers</li> <li>• Complete the work of the ad hoc committees established in 2020</li> <li>• Community long range attractiveness/viability plan established to address climate change impacts</li> </ul>	<ul style="list-style-type: none"> <li>• Community growing and fiscally sound for long term</li> <li>• Volunteerism increasing and homeowners’ time and talents being utilized</li> <li>• Hidden Valley is a green community, environmentally friendly and resource-efficient</li> <li>• Preservation and maintenance of roads</li> <li>• Social activities and events expanded and varied</li> <li>• Expanded use of the Southridge Center improvements</li> <li>• Dining options established and widely used by community members</li> <li>• Sustainable energy option(s) established or in process</li> <li>• Community-wide Wi-Fi established and in use</li> </ul>

## **2020 Hidden Valley Community Strategic Plan**

	<p>resort to seek/provide mutually beneficial services</p> <ul style="list-style-type: none"> <li>• Establish Ad Hoc Committee to recommend and evaluate full-time dining options</li> <li>• Establish Ad Hoc Committee to identify community wide Wi-Fi options</li> <li>• Establish Ad Hoc Committee to identify a sustainable energy plan</li> <li>• Establish Ad hoc committee to work with resort to establish additional paths for use in cross country skiing, hiking and potentially snowmobiling</li> </ul>		
<p><b>Protect Property/Homeowner Value</b></p>	<p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> <li>• Establish a working group to develop and publicize homeowner upkeep and maintenance programs to enhance individual property value. Identify what our homeowners can and should do to maximize their home value; collaborate with real estate agents. Supported by common community interests</li> <li>• Execute the Replacement plan for existing infrastructure, community facilities, and recreational facilities (including pools, courts, walking paths,</li> </ul>	<ul style="list-style-type: none"> <li>• Updated Replacement Plan to maintain Infrastructure, services, and community facilities to sustain the visual beauty of the community and enhance the homeowners’ enjoyment of the physical surroundings</li> <li>• Executed new Landscape plan</li> <li>• Established environmentally conscious programs. Increased energy efficiency of HVF equipment and facilities during upgrades. Promoting a clean air and a nontoxic environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Hidden Valley is the premier area homeowner resort.</li> <li>• Community looks better than it ever did – WOW factor</li> <li>• Property values exceed area growth statistics.</li> <li>• Hidden Valley is recognized for the preservation of its natural beauty and features</li> <li>• Maintain visual attractiveness of community and enhance visitors’ first impression</li> </ul>

## **2020 Hidden Valley Community Strategic Plan**

	<p>fitness trail, and playgrounds). Supported by survey (9+ of 12 level of satisfaction)</p> <ul style="list-style-type: none"> <li>• Establish a working group to develop a long-term land-scape plan (including tree replacement) with budget, consult with landscape professionals</li> <li>• Establish a working group to develop a long-range contingency plan for water and wastewater service to ensure access to clean and clear water</li> <li>• Review the ACC guidelines and policies to enforce a process to maintain a harmonious aesthetic appeal of property exteriors and thereby protect residential values within the community.</li> </ul>		
<p><b>Improve the Community Safety</b></p>	<p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> <li>• Personal safety: e.g. have a home first aid kit, have an emergency plan, have supplies of all needed medications</li> <li>• Develop homeowner safety guidance including how to request EMR services and what to expect</li> <li>• Medical safety: e.g. CPR certification for staff and homeowners, AED plan for deployment, testing, and</li> </ul>	<ul style="list-style-type: none"> <li>• Implemented updated security recommendations</li> <li>• Implemented cost-effective community road safety improvements</li> <li>• Tree management program established and in progress</li> <li>• Established cooperation program with Jefferson Township for road maintenance, safety, emergency response, etc</li> <li>• Improved 911 emergency response times at HV</li> </ul>	<ul style="list-style-type: none"> <li>• Overall, a recognized and measured improvement in HV community safety</li> <li>• Regionally recognized safety programs established</li> </ul>

## **2020 Hidden Valley Community Strategic Plan**

	<p>location</p> <ul style="list-style-type: none"> <li>• Community safety: e.g. Label ash containers, enhance security services, remove dead/dying trees, assess safety of roads and walking paths, improve communications capacity</li> <li>• Property safety: e.g. visible house #, working fire extinguisher, working smoke detectors, clean fireplace/chimney, clean dryer vent</li> <li>• Vehicular safety: e.g. be prepared for inclement weather, issue homeowner decals for display, maintain record of homeowner vehicles</li> <li>• Local/State Government relationships: e.g. 911 response and capability, fire safety issues, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Established alternative firefighting water sources across the community</li> </ul>	
<p><b>Expand Community Service/Volunteerism</b></p>	<p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> <li>• Create and sustain a culture of engagement with volunteers; ask, thank, recognize.</li> <li>• Board to review the number of existing committees, working groups, and proposed ad hoc functions to streamline and optimize the volunteer needs. Also, coordinate with the ED/Hidden Valley Staff to lead appropriate recommended</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting efforts of project teams tasked with launching new Destination Events attracting new potential home buyers to Hidden Valley</li> <li>• Identified, refined, and reinforced methodology for recognition that have proven effective and which a valued by volunteers.</li> <li>• Established annual Volunteer Recognition Program, perhaps in</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved a sustainable culture of volunteer service and support.</li> <li>• Volunteer programs evaluated and root cause successes and opportunities identified for improvement</li> <li>• Community service projects/support established; for example the Somerset County Special Olympics Winter Games as is supported by</li> </ul>

## **2020 Hidden Valley Community Strategic Plan**

	<p>actions</p> <ul style="list-style-type: none"> <li>• Support the Leadership Development Committee in efforts to recruit and recognize volunteers; lend volunteer support to HVF initiatives</li> <li>• Encourage Volunteerism by establishing events for interested homeowners to be informed of Volunteer Opportunities</li> <li>• Identify, evaluate, benchmark “best practices” for volunteer communication, training, and recognition among HOA industry</li> <li>• Publish and reward the volunteers we have: honor them when they come with special “VIP tickets” to big events</li> </ul>	<p>conjunction with Annual Meeting</p>	<p>HVMM proceeds.</p>
<p><b>Improve Transparency and Open Community Communications (enabler for all pillars)</b></p>	<p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> <li>• Improve/Streamline Communications to Community</li> <li>• Improve overall effectiveness of communication</li> <li>• Refine &amp; Develop communication channels</li> <li>• Form a Communications Working Group to Achieve the following tactics</li> </ul>	<ul style="list-style-type: none"> <li>• Communications evaluated and enhanced</li> <li>• Specific communication goals established</li> </ul>	<ul style="list-style-type: none"> <li>• Have become exemplary communicators</li> <li>• All communication areas adhering to best practice standards</li> <li>• Achieved double digit increases in website traffic from baseline from homeowners (should be trackable)</li> <li>• Achieved double digit increases from baseline number in email measurables (open rates etc.)</li> <li>• Measured, evaluated and adjusted ongoing digital</li> </ul>

## ***2020 Hidden Valley Community Strategic Plan***

			<p>marketing strategy</p> <ul style="list-style-type: none"><li>• Measured website traffic from targeted areas (social media marketing efforts) and goals achieved to increase from those areas</li></ul>
--	--	--	---

## COMMITTEE/TASK GROUP MINUTES/ACTION PLAN:

**COMMITTEE/TASK GROUP NAME:** Sustainable Energy

**Purpose/Mission/Scope of Work:** Establish Ad Hoc Committee to identify a sustainable energy plan

**Strategic or Tactical Objectives (list):**

1. Investigate options for the development of a solar energy plan

**Meeting Date/Time:** 8/4/2020 from 4PM until 5PM

**Those Participating:**

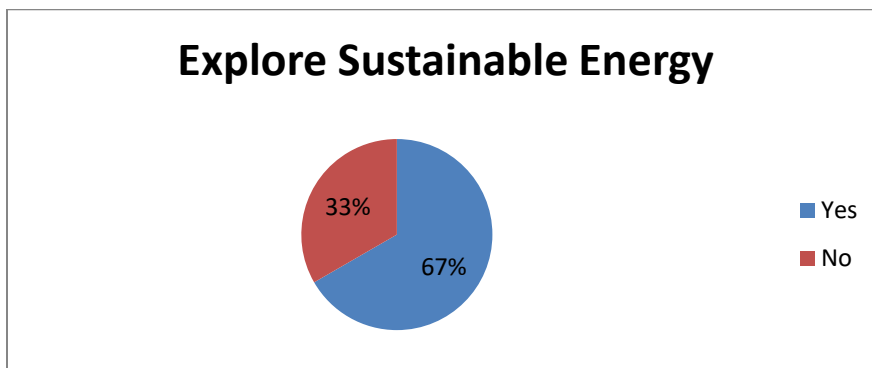
1. Jay Barbaccia
2. Sarah Murphy (Omnidian Corporation)

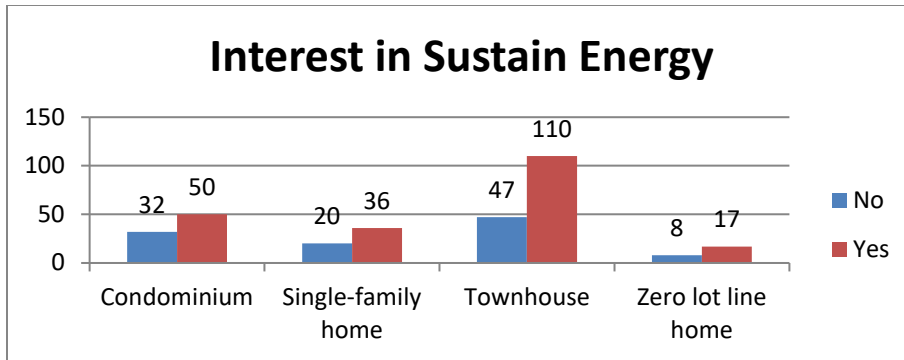
**Agenda Topics:**

1. Omnidian Business Model

**Key Discussions Summary:**

1. Omnidian is the leading 3<sup>rd</sup> party provider of performance insurance for residential properties in the US. The company partners with equipment installers in the region to sell or lease solar systems to homeowners. Omnidian assesses the solar energy opportunity, monitors the system, and guarantees that the system will generate 95% of the forecasted energy or returns the dollar balance to the customer.
2. Data from the 2019 Homeowner Survey are:





3. Other members who have joined the Committee are Rick Etling and Robert Alexander.

**Decisions/Conclusions/Recommendations:**

1. None

**Action/Decisions to be presented to the Board:**

1. None

**Next meeting/follow-up date:** To Be Scheduled

Please email a copy of each meeting's minutes to:

Jay Barbaccia, SLRP Chair ([jaybarbaccia@gmail.com](mailto:jaybarbaccia@gmail.com))

Jon Sabo, Executive Director ([jon.sabo@fsresidential.com](mailto:jon.sabo@fsresidential.com))

Vickie Baughman, Property Manager ([Vickie.baughman@fsresidential.com](mailto:Vickie.baughman@fsresidential.com))

## COMMITTEE/TASK GROUP MINUTES/ACTION PLAN

COMMITTEE/TASK GROUP NAME: Clean Water Committee

Purpose/Mission/Scope of Work: To work on behalf of the HVF and its residents and homeowners to support the creation, maintenance, and investment of clean water infrastructure. This will largely entail being a liaison to the Hidden Valley Utility Service, federal, state and local officials and the residents of Hidden Valley.

Strategic or Tactical Objectives (list)

1. Ensure a new Water Treatment Facility is constructed by March 2021
2. Conduct outreach to HVUS, state and local government officials
3. Investigate and develop strategies to facilitate PUC enforcement actions

**Meeting Date/Time: 7-23-20, 7PM EST**

Those participating: *Joe Kramer, George Harakal, Peter Buss, Bob Kollar, Rick Etling, and Dan Martin*

Agenda topics:

1. HVUS Public Meeting
2. Discussion w/ Jim Kettler (HVUS Owner)
3. Timeline of Events

Key discussions summary:

1. HVUS (Jim Kettler) during the public meeting indicated that a key permit from Somerset County was recently issued. This now enabled the HVUS to secure a building permit from Jefferson Township. He asserted that construction on the water treatment facility would begin in the coming weeks and was aiming for completion before January 1, 2021.
2. The committee identified a list of construction milestones that would be forwarded to Mr. Kettler. The expectation or hope is that he provides the committee with the following information over the next several months:
  - Notification and copy of building permit issued from Jefferson Township
  - Provide a copy of the construction schedule
  - Provide a status report of the holding tank; has a purchase order been issued...?
  - Notification of when contracts are let as well as the Subcontractor/Supplier's name
  - Monthly construction progress report compared to original schedule a brief explanation of any change(s))
  - Notification and copy of DEP operating permit request

3. Members of the committee will follow up with legislative outreach to discuss the “529 process” in which the PUC can force an ownership change of the utility.

Decisions/Conclusions/Recommendations:

1. A summary of the public meeting should be issued to the homeowners via email to set expectations that the facility will be completed before the end of the year per HVUS assertions.
2. Inform the homeowners that a committee has been formed to maintain dialogue between Jim Kettler (HVUS), the HVF Board, and the residents.

Action/decisions to be presented to the Board:

1. Approve Email blast to be created by committee
2. No further action needed at this time.

Next meeting/follow-up date:

Please email copy of each meeting’s Minutes to:

Jay Barbaccia, SLRP Chair ([jaybarbaccia@gmail.com](mailto:jaybarbaccia@gmail.com))

Jon Sabo, Executive Director ([jon.sabo@fsresidential.com](mailto:jon.sabo@fsresidential.com))

Vickie Baughman, Property Manager ([vickie.baughman@fsresidential.com](mailto:vickie.baughman@fsresidential.com))

## Homeowner Draft Email

On July 23, 2020, James Kettler, owner, and operator of the Hidden Valley Utility Service (HVUS), provided an overview of the utility's plans to complete a new water treatment plant by the end of the year. The treatment plant is expected to finally eliminate the brown water problem residents have been experiencing for years.

The meeting was open to the public and conducted via the Zoom Meeting application. The meeting is one of two semi-annual meetings the HVUS is required to conduct per order by the Pennsylvania Utility Commission (PUC). The Pennsylvania PUC is the state governing body that oversees all utilities in the state of Pennsylvania, including the HVUS.

Kettler explained that the HVUS recently secured a land use approval for the treatment plant from Somerset County. This approval was necessary before his utility could apply for a local building permit from Jefferson Township. As of the writing of this update, Kettler was expected to receive the building permit from Jefferson Township in the coming days, thereby paving the way for him to let contracts and begin the project in good faith. Kettler had indicated he is not planning to hire a general contractor; but instead, utilizing his own expertise as a home builder to manage the project.

Earlier this year, prior to the pandemic outbreak, the Hidden Valley Foundation formed the Clean Water Committee to assist with advocating for improved water conditions for all residents. That committee has and will continue to facilitate dialogue between Mr. Kettler and the Hidden Valley Foundation and will keep the HVF and residents apprised of developments as they emerge. Given the years of litigation and unfulfilled expectations, the committee has asked Mr. Kettler and the HVUS to provide the following information to the HVF over the next few months.

- Notification and copy of building permit issued from Jefferson Township
- Provide a copy of the construction schedule
- Provide a status report of the holding tank; has a purchase order been issued...?
- Notification of when contracts are let as well as the Subcontractor/Supplier's name
- Monthly construction progress report compared to original schedule a brief explanation of any change(s))
- Notification and copy of DEP operating permit request

We are hopeful that Mr. Kettler and HVUS will honor these requests in good faith. In the meantime, should you experience brown water or any other issues, we encourage to take two steps.

1. Contact the HVUS and file a complaint. Please be sure to document the day, time of your call and whom with you spoke.
2. File a complaint with the PUC.

[http://www.puc.state.pa.us/filing\\_resources/filing\\_complaints/informal\\_complaint\\_form.aspx](http://www.puc.state.pa.us/filing_resources/filing_complaints/informal_complaint_form.aspx)

**MULTI-USE PATHWAYS TASK GROUP  
 AGENDA/TRACKING  
 KICK-OFF MEETING  
 DATE: 05-23-20  
 06-04-20 Update  
 06-18-20 Update  
 07-02-20 Update  
 07-16-20 Update  
 07-30-20 Update  
 08-20-20 Update**

COMMITTEE/TASK GROUP NAME: MULTI-USE PATHWAYS

Meeting Participants: (note: not all participants were available for all meetings)

Meeting	HV Multi-use Pathway Group Meeting Attendees			
Attendee	Name	Phone	Email	HV Address
Y	Jay Smith	410-409-4495	<a href="mailto:jsmith@jmt.com">jsmith@jmt.com</a>	1851 Eagles Ridge Way
Y	Stu Staley	814-443-3696	<a href="mailto:staley@andrew.cmu.edu">staley@andrew.cmu.edu</a>	1303 Westridge Dr.
Y	Dennis Carrol	703-307-8944	<a href="mailto:dcarroll711@gmail.com">dcarroll711@gmail.com</a>	296 Imperial Rd
	Clint Roundsfull	412-287-5539	<a href="mailto:crounsfull@gmail.com">crounsfull@gmail.com</a>	5124 Summit View
Y	John Duwall	724-984-8800	<a href="mailto:jeduwall@gmail.com">jeduwall@gmail.com</a>	2409 Southridge Place
Y	Krys Zaradzki	412-835-6439	<a href="mailto:kryszaradzki@comcast.net">kryszaradzki@comcast.net</a>	1876 Eagles Ridge Way
Y	Terry Sensue	740-779-1929	<a href="mailto:tsensue57@gmail.com">tsensue57@gmail.com</a>	1737 Snowfield

Meeting Updates shown (05-23-14), (06-04-20), (06-18-20), (07-02-20), (07-16-20), (07/30/20), (08-20-20)

Purpose/Mission/Scope of Work:

- Strategic or Tactical Objectives - Connect existing walkways within community and also connect to existing trails on adjacent State land; create new pathways as feasible

Key Issues to Address

- Where do we want to add new pathways
  - Review on current concept study
  - Connection to existing pathways
  - New pathways
  - Types of pathways – paved, unpaved, hiker, biker
- Design/Construction Issues
  - Pedestrian/user safety
  - Uses (pedestrians, bicyclists, cross country skiers, snow mobilers)
  - Americans with Disabilities Act

- Best practices/industry guidance
- Right-of-way/HVF Property
- Homeowner privacy
- Vegetation removal
- Drainage
- Design – contract engineer to prepare design
- Constructability
- Cost/Budget
- Email blast for possible routes
- Engage HVF
- Map existing trails/connections to ex. adjacent trails
- NEED mapping
- Nature trail
- Budget HVF has for trails

#### Discussion Summary and Actions

- Next meeting/follow-up date: Every other Thursday evening at 8:00 PM
- Action items/responsibility
  - ~~Jay – Google Drive~~
  - Clint -check with Buncher concerning mapping
  - Duwall – GIS app for trails
- June 4
  - RideGPS, Alltrails
  - Seven Springs trail maps
  - Place info on sharepoint and provide link to everyone (Jay)
  - Nature trail – signed/ educational
  - Connections to adjacent State Forest and State Park trails
    - Red Oak trail behind Westridge townhouse may be an easy connection to create. Provide signage to inform HV residents of this connection.
- June 18
  - Westridge trail – needs to be mapped with trail mapping App
  - Trail contractors – schedule for call in for one of our meetings(Jay)
  - Signage (Krys) – prototype design needs to be developed; trail names and color
  - Pyle Farm – connection – great option
  - Survey for trails (Stu) – determine software and draft questions
  - Clint will recheck with Buncher for mapping
  - End of Park Dr – great trail connection to Forbes – how can we exploit this great resource
- July 2

- Larry Knutson from Penn Trails, a trail planning and design firm, was supposed to be on the call, but was unable to connect to MS Teams. We will try again for the July 16 call.
- Signage (Krys) – prototype design needs to be developed; trail names and color
- Survey for trails (Stu) – posed a draft question for foundation to send out via email blast. Question is basically asking HV residents how we can improve the trail network.
- Clint will recheck with Buncher for mapping
- Trail maintenance is an issue that needs to be considered for the future.
- Connections to state forest trails needs to be determined – signage, parking, mapping.
- July 16
  - Sarah from Penn Trails, a trail planning and design consultant was on the call and explained what services Penn Trails could offer to the HVF community. It was discussed the option for Penn Trails to provide a master plan study for our trail system.
    - Jay Smith will check with the HVF Board to see if we can request a proposal from Penn Trails to perform the master planning effort. (*Follow Up: The HVF Board discussed the option to obtain a proposal from Penn Trails at the 07/17/20 Board Meeting. The Board gave us permission to request a proposal from Penn Trails*)
    - Penn Trails can provide mapping based on orthophotos developed by the State of Pennsylvania in GIS format.
  - Stu has obtained feedback from the questions sent out about the expansion of the walking trail network. Feedback included:
    - A resident commented that a trail or walkway was needed to connection The Heights, Westridge and Black Cherry to the overall community, particularly to provide walking connection to the South Ridge center.
    - Another resident suggested a trail or pathway connection from the Lakeview community to the ski lodge so residents don't need to walk in the roadway.
    - It was noted that for use of trails on Resort property, permission needs to be obtainedI have attached a comment log of the comments we received.
  - Trail maintenance could be done by HV community volunteers a few times a year for trails not maintained by the HVF.
  - Need to pursue potential grants from the State of PA.
  - Krys is working on developing a sign prototype that will incorporate the HVF “Mountain Life is Calling” logo.
- July 30

- Review community comments
- Discussed difficulty in extending trail from the Heights
- Discussed investigating the existing Westridge Trail
- Need to address who owns properties – Resort or HVF.
- August 13 (No Meeting)
- August 20
  - Discussed RFP for Penn Trails
- September 10 – next meeting
  - Agenda: Discuss Penn Trails proposal

### Decisions/Conclusions/Recommendations:

DRAFT recommendations to be presented in the future to the Board. These DRAFT recommendations will change after Master Plan development by outside consultant.

### GOALS

- EXPAND POPULAR AMENITY
- PROVIDE MORE CONNECTION TO COMMUNITIES
- PROVIDE FOR SAFER WALKING
- CONNECT TO ADJACENT STATE FOREST AND STATE PARK TRAILS
- COORDINATED SIGNAGE AND TRAIL MAPS

### CHALLENGES

- MAPPING NEEDED
- COST OF MASTER PLAN
- CONFIRMING HVF PROPERTY BOUNDARIES
- COOPERATION OF THE RESORT
- COST OF IMPLEMENTATION

### PLAN ACTION – PHASE APPROACH

#### PHASE 1

- ✓ PERFORM MASTER PLAN ASSESSMENT
  - CONTRACT TRAIL CONSULTANT
  - OBTAIN MAPPING
  - OBTAIN RECOMMENDATIONS AND COSTS STUDY EXPANDED WALKWAY AND TRAIL SYSTEM
- ✓ ASSESS OPTION FOR EXPANDING THE WALKWAY SYSTEM
- ✓ ASSESS OPTIONS FOR EXPANDING HIKING TRAILS
- ✓ CONNECTIONS TO OTHER TRAILS SYSTEMS – RESORT, STATE PARKS AND FORESTS
  - DEVELOP TRAIL MAPS SHOWING CURRENT HVF WALKWAYS AND TRAILS(COLOR CODED)
  - CREATE COMMUNITY TRAIL MAP
  - DEVELOP SIGNAGE FOR TRAILS

#### PHASE 1 - EXECUTION

- ✓ IMPLEMENT EXECUTION
  - BOARD APPROVAL OF MASTER PLAN
  - PRINTING AND DISTRIBUTION OF MAPS
  - INSTALLATION OF TRAIL SIGNAGE FOR EXISTING TRAILS
- ✓ OBTAIN GRANTS FOR EXPANSION OF TRAILS

#### PHASE 2 – TRAIL EXPANSION

PHASE - 2A

- ✓ EAGLES RIDGE LOOP NATURE TRAIL
  - DESIGN AND CONSTRUCTION

PHASE 2 – TRAIL EXPANSION

PHASE – 2B

- ✓ HIGHLANDS - HIGHTOP CONNECTOR TRAIL
  - Design and Construction

PHASE 2 – TRAIL EXPANSION

PHASE – 2C

- ✓ WESTRIDGE TRAIL
  - SIGNAGE, TWICE YEARLY MOWING
  - VOLUNTEERS FOR MAINTENANCE
- AGREEMENT WITH RESORT

PHASE 3 – TRAIL EXPANSION

PHASE – 3A

- ✓ HEIGHTS TRAIL EXTENSION
- ✓ STATE FOREST TRAIL PARKING

DESIGN AND CONSTRUCTION

PHASE 4 – TRAIL EXPANSION

PHASE – 4A

- ✓ SNOWFIELD DRIVE TRAIL
  - DESIGN AND CONSTRUCTION
  - CAN BE BUILT IN PHASES OR SECTIONS

PHASE 4 – TRAIL EXPANSION

PHASE – 4B

- ✓ HIGHLAND CONNECTER TRAIL
  - DESIGN AND CONSTRUCTION

PHASE 5 – TRAIL EXPANSION

- ✓ SOUTHRIDGE DRIVE TRAIL
- ✓ DESIGN AND CONSTRUCTION

Action/decisions to be presented to the Board:

1. Obtain Board permission to request a proposal from Penn Trails.
2. Obtain approval for Penn Trails scope and fees.

## COMMITTEE/TASK GROUP MINUTES/ACTION PLAN

**COMMITTEE NAME:** Communication & Marketing

**Purpose/Mission/Scope of Work:** Improve Transparency and Open Community Communications.

**Strategic or Tactical Objectives:** Improve/Streamline/Refine and Develop Communications to the Community while enhancing the communication channels that are to be utilized.

**Those Participating:** Wendy Gonzales, Marie Pfab, Ben Phillips, Dave Fiola. Missing: Deb Watson.

### **Agenda Topics:**

1. Seasonal Hardcopy Newsletter
2. Topics/Content for Newsletter
3. Rollout
4. Strategy for Rollout to the Board

### **Key Discussions Summary:**

1. Non- traditional newsletter focused on building more usage of our electronic communication In our quest to provide the most robust internal and external communications, we feel its necessary to 'reset' our communication by using an old tool to promote more effective Community communications.
2. A quarterly Newsletter with very pertinent information is required so that we can increase the Community's use of electronic alternatives i.e. Facebook and Website.
3. Content to be applied to the newsletter from the web site.
4. Topics to focus upon with hardcopy Newsletter (new SRC building, Volunteerism, Snow Removal etc.). Dave to provide Board information to be highlighted.
5. Mock Newsletter to be developed (4 pages measuring 11 ½ x 17) by mid Oct., 2020. Categories to be developed for plug and play purposes.
6. Estimated costs for Production and Mailing.

### **Discussions/Conclusions/Recommendations:**

1. In our quest to provide the most robust internal and external communications, we feel its necessary to 'reset' our communication by using an old tool to promote more effective Community communications.
2. A quarterly Newsletter with very pertinent information is required so that we can increase the Community's use of electronic information avenues.
3. In our quest to provide the most robust internal and external communications, we feel its necessary to 'reset' our communication by using an old tool to promote more effective Community communications.
4. A quarterly Newsletter with very pertinent information is required so that we can increase the Community's use of electronic information sources.

**Action/decisions to be presented to the Board:**

A presentation to the Board on our thoughts, ideas and a mock draft of a quarterly Newsletter.

**Next Meeting/follow-up:** Wednesday, September 16, 2020 @ 12:00 pm.

**CC: Jay Barbaccia**

**Jon Sabo**

**Vickie Baughman**

## MEETING MINUTES

COMMITTEE NAME: Nominating & Leadership Development

Purpose/Mission/Scope of Work: To support the successful sustainable governance of Hidden Valley Foundation by identifying, inviting, and mentoring volunteers in various roles of service to the Foundation; from among the homeowner volunteers to invite and develop a ballot of qualified candidates to seek open Board seats in each election

Meeting Date/Time: Conference Call Tuesday September 8, 2020 5:00 pm

In Attendance: John McGrail, Lisa Borrelli Dorn, and Chris Umble

### MINUTES

1. Administrative Housekeeping
  - a. Standardized meeting/conference schedule – Committee agreed to schedule regular monthly meetings at 5:00 pm on the first Tuesday of each month.
  - b. Volunteer Information Forms – As a new committee, each member of this committee will complete and submit the newly approved Volunteer Information Form.
2. Nominations Update
  - a. Review Nominations Calendar and discuss next steps – Discussed where we stand with the nominations process; to date one self-nomination has been received. Closing for Candidate Statements is September 22.
  - b. Committee will continue to seek candidates. We will reach out to condo board chairs in order to try to identify a balanced slate representing all forms of ownership as called for in the By-Laws.
3. Recognition Programs –
  - a. Update on procurement of “crystal” ornaments – John will order 12 blank ornaments to be engraved when the time comes each year.
  - b. Review status of Thank you card/Mugs for leadership - All notes to current leadership have been sent as of this week.
4. Leadership development
  - a. Finalize Revisions to Policy 31 – Awaiting action by Board
5. Set next conference date: Tuesday September 15. 5:00 pm.



# Memo

To: Jon Sabo, Executive Director – Hidden Valley Foundation  
From: Michael Meyers, Site Supervisor – Allied Universal Security Services  
Date: September 1, 2020  
RE: Security Summary Report – August 2020

Phone / In-person assist breakdown in August 2020:

Client Assist – 61	Guest Assists – 8
Homeowner Assists – 44	Motorist Assists – 0
Animal Complaints / Concerns – 0	Miscellaneous Calls – 4
Parking Related Concerns / Complaints – 5	Noise Complaints – 7
Money Escorts – 0	Salt Deliveries – 0

There were a total of **19** Incident Reports for the August 2020:

Ambulance Escort – 1	Pool Incident – 1
Assist Other Agencies – 1	Reckless Driving – 1
Covenant Violation (ATV Incident) – 2	Residential Alarm – 3
Covenant Violation (Fire Ring) – 1	Residential Fire Alarm – 1
Noise Complaint – 7 (Plus 2 Addendums)	Smoke in Structure – 1

**\*\***Pennsylvania State Police were on property a total of **1** times in August 2020.

Pennsylvania State Police were called directly for a noise complaint at 1252 Kepple Lane. No call was placed to Security, Security observed this while on patrol.

Allied Universal Security patrolled a total of **2,580** miles in August 2020.

Thank you.

*Michael P. Meyers*