



HIDDEN VALLEY FOUNDATION, INC.



BOARD OF DIRECTORS MONTHLY BOARD MEETING

Friday, October 16, 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

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www.fsresidential.com

HIDDEN VALLEY FOUNDATION, INC.
BOARD OF DIRECTORS MONTHLY BOARD MEETING
FRIDAY, OCTOBER 16, 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 SEPTEMBER 18, 2020 BOARD MEETING

Motion to Approve the minutes of the September 18, 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

Jon Sabo, Executive Director

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, OCTOBER 16, 2020 @ 7:00 PM
A G E N D A

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

Motion to Accept Committee Reports:

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

12. OTHER REPORTS

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

13. NEW BUSINESS

13.1	AWARD AND APPROVE THE SECURITY CONTRACT	PAGE
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Motion to Accept the Proposal and Award the Contract for Contracted Security Services to _____ for the term of three years.

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

13.2	REAFFIRMING THE SNOW REMOVAL POLICY & ADOPTING THE TRACTION CONTROL PROCEDURES AND MAP	PAGE
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Motion to Reaffirm the Snow Removal Policy # 26 and Adopt the Traction Control Map and Procedure.

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

HIDDEN VALLEY FOUNDATION, INC.
BOARD OF DIRECTORS MONTHLY BOARD MEETING
FRIDAY, OCTOBER 16, 2020 @ 7:00 PM
A G E N D A

13.3 APPROVE REVISED COMMITTEE PROCEDURES POLICY 31 **PAGE**

Motion to Approve and Adopt the Revised Committee Procedures Policy #31.

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

13.4 SKI SHUTTLE – COVID IMPACT – SUSPEND FOR 2020/21 **PAGE**

Motion to suspend the Ski Shuttle service due to COVID for the 2020/2021 Ski season.

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

14. NEXT MEETING DATE – NOVEMBER 20, 2020 / ANNUAL MEETING NOVEMBER 21, 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, SEPTEMBER 18, 2020 @ 7:00 PM

1. **MEMBERS' TIME - 30 MINUTES MAXIMUM (NONE THIS MEETING)**
2. **CALL THE MEETING TO ORDER AT 7:02PM**
3. **BOARD ATTENDANCE ROLL CALL: Pat McGrail, Doug Henley, John Newport, Bob Kollar, and David Fiola present. Bill Leja and John Eddy were absent.**
4. **ESTABLISH BOARD QUORUM: Five Board Members Present: Quorum Established.**
5. **SET THE AGENDA**

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

RESOLVED: JOHN NEWPORT made a motion to accept the agenda. **DOUG HENLEY** 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 AUGUST 21, 2020 BOARD MEETING**

President McGrail asked for a motion to accept the minutes of the August 21st 2020 Board meeting.

RESOLVED: DOUG HENLEY made a motion to accept the minutes. **BOB KOLLAR** 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 accept the Treasurer's Report.

RESOLVED: DOUG HENLEY made a motion to accept 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
(Snow Removal RFP & Snow Removal Policy - #26)
9. **PROJECT MANAGER/SUPERVISOR REPORT**
Brian Hofer, Maintenance Manager/Supervisor
10. **COMMUNITY OUTREACH CORDINATOR REPORT**
(Jon Sabo)
11. **COMMITTEE REPORTS**

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

- 11.1 **FINANCE COMMITTEE**
Robert Kollar, Chairperson
- 11.2 **AUDIT COMMITTEE**
Bob Armen, Chairperson
- 11.3 **ARCHITECTURAL CONTROL COMMITTEE**
Bill Leja & Donna Courson, Co-chairs
- 11.4 **MAINTENANCE COMMITTEE**
Bob Mitall, Chairperson
- 11.5 **RULES & REGULATIONS COMMITTEE**
Michele Fiola, Chairperson
- 11.6 **SOCIAL AND RECREATION COMMITTEES**
Robin Henley & Erin Mikolich, Co-Chairs
- 11.7 **BRANDING/MEDIA COMMITTEE/HVMM**
Wendy Gonzales & Ben Phillips, Chairperson & Jay Barbaccia (HVMM)
- 11.8 **SLRP COMMITTEE**
Jay Barbaccia, Chairperson
- 11.9 **NOMINATING & LEADERSHIP DEVELOPMENT**
Chris Umble, Chairperson
- 11.10 **LANDSCAPE COMMITTEE**
Dennis Carroll, Chairperson

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

RESOLVED: BOB KOLLAR made a motion to accept the committee reports. **DOUG HENLEY** 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 **HV UTILITIES SERVICES, LP**
- 12.2 **SECURITY INCIDENT REPORT SUMMARY**
- 12.3 **JEFFERSON TOWNSHIP COMMUNICATIONS**
- 12.4 **SALT DOME UPDATE**
- 12.5 **SRC BUILDING PROJECT UPDATE**

13. NEW BUSINESS

- 13.1 **APPROVE THE VOLUNTEER APPLICATION OF MARIE PFAB FOR SLRP SUBCOMMITTEE REAL ESTATE VALUE & DEMOGRAPHICS COMMITTEE**

President McGrail asked for a motion to accept the committee application of Marie Phab.

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

- 13.2 **APPROVE THE RIDGEVIEW DRAINAGE PROPOSAL**

**HIDDEN VALLEY FOUNDATION, INC.
BOARD OF DIRECTORS MONTHLY BOARD MEETING
FRIDAY, SEPTEMBER 18, 2020 @ 7:00 PM**

President McGrail asked for a motion to approve GIBSON-THOMAS ENGINEERING for the Ridgeview drainage project.

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

13.3 APPROVE THE ROAD SALT VENDOR

President McGrail asked for a motion to approve CARGILL as our road salt provider for the 2020/2021 winter season.

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

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

President McGrail asked for a motion to approve Deb Watson's committee application for the Marketing/Communication committee.

RESOLVED: DOUG HENLEY made a motion to approve Deb Watson's application. **DAVID FIOLA** seconded that motion. There was no discussion. All of the directors voted in favor of the motion and the motion carried.

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

President McGrail asked for a motion to approve all pending applications for the Landscaping committee.

RESOLVED: DAVID FIOLA made a motion to approve the applications. **JOHN NEWPORT** 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 – OCTOBER 16, 2020

15. ADJOURNMENT

Motion to Adjourn Meeting

President McGrail asked for a motion to adjourn the meeting.

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

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

Time of Adjournment 7:44pm

Respectfully submitted by David Fiola, board secretary.

**HIDDEN VALLEY
FOUNDATION, INC.**

**MONTHLY FINANCIAL
REPORTING PACKAGE**

AUGUST 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 TWO MONTH PERIOD OF JULY 1, 2020 TO AUGUST 31, 2020

Current Year Operating Budget Summary

<u>July 1 to August 31:</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>YTD Prior Year</u>	<u>Status</u>
Total Revenues	\$ 423,753	\$ 424,142	\$ (389)	\$ 420,802	█
Total Expenses	380,785	393,827	(13,042)	356,936	█
Surplus	42,968	30,315	12,653	63,866	█
Transfers to Replacement Fund	55,920	58,082	(2,162)	63,999	█
Surplus/(deficit) after transfers	\$ (12,952)	\$ (27,767)	\$ 14,815	\$ (133)	█

Budget notes: Current year revenues consistent with budget. Current year expenses less than budget by approximately \$13,000, due primarily to savings in pool operating costs (only SRC pool open) and in the professional fees category. 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>	<u>Days Operating Cash on Hand</u>
August 31, 2020	\$ 696,487	\$ 2,462,815	\$ 85,468	\$ 56,608	116.2 days

ACCOUNTS RECEIVABLE DELINQUENCY SUMMARY *

August 31, 2020	<u>Current</u>	<u>31-60 Days</u>	<u>61 - 90 Days</u>	<u>Over 90 Days</u>	<u>TOTALS</u>
Totals by category	\$ 1,458	\$ 1,207	\$ 29,792	\$ 56,011	\$ 88,468
As % of Total	2%	1%	34%	63%	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.

Replacement Fund Investments

	<u>TOTAL</u>	<u>Currently Available</u>	<u>Certificates of Deposit</u>	<u>Long-Term Investments</u>		
				<u>Equities</u>	<u>Fixed Income</u>	<u>Cash & Equiv.</u>
August 31, 2020	\$ 2,462,815	\$ 219,639	\$ 670,822	\$ 781,316	\$ 620,140	\$ 170,898
		Money Market Accounts	Three CD's	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	Contract for engineering approved; in progress
Ridgeview Road Drainage Project	-	10,000	10,000	
South Ridge Center--fencing replacement	-	10,000	10,000	
Retaining Walls Replacement Project	7,470	22,500	15,030	Contract approved; work underway
Imperial Road Drainage	368	135,000	134,632	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	
TOTALS	\$ 118,000	\$ 404,500	\$ 286,500	29.2% % of Total Budget Spent

Major Contract Summary

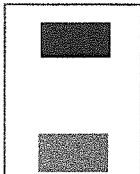
<u>Contract Type</u>	<u>Vendor</u>	<u>Expiration Date</u>	<u>Annual Amount</u>	<u>Status and comments</u>
Security	Allied Barton	11/30/2020	\$ 171,000	RFPs requested; under review
Trash Removal	Adv. Disposal	7/31/2021	\$ 58,000	█ 5 Year Contract
Grounds maintenance	JML Landscaping	12/31/2021	\$ 340,000	Vendor performance issues
Snow removal	Dependable	5/1/2022	Hourly rate	█ New vendor in winter 2020
Management company	First Service	6/30/2021	\$ 60,000	█ Close monitoring required

TREASURER'S PERFORMANCE DASHBOARD
HIDDEN VALLEY FOUNDATION
FOR THE TWO MONTH PERIOD OF JULY 1, 2020 TO AUGUST 31, 2020

Maintenance Department Summary						
Maintenance Work Orders	Month	YTD				
Work orders opened	36	92				
Work orders completed	18	65				
Open work orders at month-end	18	27	Target	Status	Notes	
Open work orders as % of total	50%	29%	< 10%		1 person on medical leave	
Completion rate (as %)	50%	71%	> 90%		1 person on medical leave	
Maintenance Hours Worked:	YTD Hours	YTD Actual Hrs. % of Total	Budgeted Annual Hours %	Notes		
(By Category)						
Vacation/Sick/Holiday	118	9.1%	9.6%			
Grounds Maintenance	632	49%	20.0%	Seasonal work		
Equipment	62	4.8%	9.2%			
Pools	54	4.2%	9.4%	Only S. Ridge pool operating this summer		
Lamp Posts	12	0.9%	2.5%			
General	138	10.6%	14.9%			
Snow Removal	-	0.0%	27.3%	Seasonal work		
Dumpsters	53	4.1%	2.7%	Major repairs to a few dumpsters		
Condo Associations	232	17.8%	4.0%	Work at Highlands Condo assoc. in July		
TOTALS	1,301	100%	100%			

Other Non-financial Performance Measures						
August 2020:	Current Month	YTD	Total Prior Year	Status	Notes	
Phone calls received--HVF Office	1,204	2,152	7,941	■	Significant call volume	
Pool visits (S. Ridge and Highlands)	5,820	9,730	10,355	■	S. Ridge only July/Aug 2020	
Keys provided	129	265	1,393	■	Keys issued decreased	
Number of shuttle passengers	n/a	n/a	4,303	■	Seasonal	
No. of email subscribers	1,142	n/a	1,082		Target: 1 email/unit for 90%	
ACC permits issued	52	92	286	■	Significant activity	
Real Estate Activity:	YTD	YTD - Prior Year				
Total Units sold - July 1 - September 30	59	25			Source: Mike Mikolich	
Properties currently listed for sale	14	68		1.3%	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.

SUMMARY BUDGET VARIANCE ANALYSIS REPORT ©									
HIDDEN VALLEY FOUNDATION INC.									
FOR THE TWO MONTH PERIOD OF JULY 1, 2020 TO AUGUST 31, 2020									
	YTD	YTD	YTD	Prior Year	FY '21 Actual as				
	Variance	Over/(Under)	Budget	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	\$ 424,142	\$ 423,753	\$ (389)	\$ 420,802	17%	\$ 2,546,346	No significant variances noted.		
<u>EXPENSES</u>									
Labor	105,746	98,841	(6,905)	97,119	18%	535,297	Under budget due to savings on lifeguard labor (offset by increased security expense).		
Payroll Taxes	8,072	8,483	411	9,189	18%	48,425	No significant variances noted.		
Employee Benefits	12,010	12,343	333	8,004	17%	72,059	No significant variances noted.		
							HVF overcharged by FSR in July and August; credit of \$1,916 issued in September 2020.		
Management Company fees	10,666	12,460	1,794	12,830	19%	64,000	No significant variances noted.		
Supplies	7,516	7,184	(332)	8,588	16%	45,100	No significant variances noted.		
Office	7,838	6,288	(1,550)	9,031	13%	47,000	No significant variances noted.		
Vehicles and Equipment	6,326	6,032	(294)	4,205	14%	42,450	No significant variances noted.		
Facilities Maintenance	3,788	7,620	3,832	2,829	34%	22,720	Dumpster blind repairs greater than budgeted.		
Pools	12,400	3,528	(8,872)	9,300	11%	32,750	Pool expenses less than budgeted due to only one pool operating in July (Highlands Pool closed for the summer due to COVID-19).		
Grounds Maintenance	132,538	132,082	(456)	120,556	31%	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	20,682	20,859	177	19,735	16%	133,600	No significant variances noted.		
Insurance	9,158	8,678	(480)	9,640	16%	54,944	No significant variances noted.		
							Actual expense greater than budget due to addition of pool security guard as part of COVID-19 pool procedures.		
Security	28,500	38,646	10,146	28,660	23%	171,000			

SUMMARY BUDGET VARIANCE ANALYSIS REPORT ©

HIDDEN VALLEY FOUNDATION INC.

FOR THE TWO MONTH PERIOD OF JULY 1, 2020 TO AUGUST 31, 2020

Budget Category	YTD	YTD	Variance	Prior Year	FY '21 Actual as	FY '21	Significant Variance Explanations
	Budget FY '21	Actual FY '21	Over/(Under) Budget	YTD	% of FY '20 Annual Budget	Annual Budget	
Professional Fees	15,487	12,326	(3,161)	10,067	11%	111,206	Actual professional fees less than budget due to legal work on various policies and research on real estate matters offset by savings in other categories.
Other	8,600	3,110	(5,490)	6,592	5%	61,600	Accounting error corrected by FSR in July. Ignoring effects of the correction, category would be slightly under budget.
Other Activities	666	1,009	343	247	25%	4,000	No significant variances noted.
Summer Camp	666	-	(666)	1,264	0%	4,000	No summer camp in 2020 due to COVID-19.
Mountain Metric Bike Event	500	(1,840)	(2,340)	(5,314)	-61%	3,000	Mountain Metric event cancelled for 2020; however, some registrations and sponsorships were received and are being refunded or will be deferred until 2021.
Shuttle Services Agreement	-	-	-	-	0%	40,000	Seasonal expense.
Activities (Rec./Social)	2,668	3,137	469	4,296	20%	16,000	More activities in the summer months; no significant variances.
TOTAL EXPENSES	393,827	380,786	(13,041)	356,936	17%	2,187,724	Total expenses approximately \$13,000 under budget for the first two months of the fiscal year.
Operating Income Before Transfers to Reserves	30,315	42,967	12,652	63,866		358,622	Operating income greater than budget due to favorable expense variance for first two months of the fiscal year.
Less: Transfers to Reserves, net	58,082	55,920	(2,162)	63,999	16%	348,500	Transfers to reserves being made in accordance with budget.

SUMMARY BUDGET VARIANCE ANALYSIS REPORT ©							
HIDDEN VALLEY FOUNDATION INC.							
FOR THE TWO MONTH PERIOD OF JULY 1, 2020 TO AUGUST 31, 2020							
	YTD	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 Category	YTD Budget FY '21	YTD Actual FY '21	Budget	Actual FY '20	Annual Budget	Annual Budget	
NET SURPLUS AFTER TRANSFERS TO RESERVES	\$ (27,767)	\$ (12,953)	\$ 14,814	\$ (133)		\$ 10,122	Small deficit for first two months of the fiscal year, less than budget expectations (due to large grounds maintenance expenses in the summer months).
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							

3560 HIDDEN VALLEY FOUNDATION, INC
SUMMARY INCOME STATEMENT
08/31/2020

c/o FIRSTSERVICE RESIDENTIAL
21 CHRISTOPHER WAY
EATONTOWN NJ 07724

DESCRIPTION	YTD BUDGET	YTD ACTUAL	PRIOR YTD ACTUAL	% OF FY BUDGET	ANNUAL BUDGET
BUDGET CATEGORY					
TOTAL REVENUE	\$ 424,142	\$ 423,753	\$ 420,802	(17)%	\$ 2,546,346
EXPENSES					
LABOR	105,746	98,841	97,119	18 %	535,297
PAYROLL TAXES	8,072	8,483	9,189	18 %	48,425
EMPLOYEE BENEFITS	12,010	12,343	8,004	17 %	72,059
MANAGEMENT COMPANY FEES	10,666	12,460	12,830	19 %	64,000
SUPPLIES	7,516	7,184	8,588	18 %	45,100
OFFICE	7,838	6,288	9,031	13 %	47,000
VEHICLES & EQUIPMENT	6,326	6,032	4,205	14 %	42,450
FACILITIES MAINTENANCE	3,788	7,620	2,829	34 %	22,720
POOLS	12,400	3,528	9,300	11 %	32,750
GROUNDS MAINTENANCE	132,538	132,082	120,556	31 %	420,573
ROAD LINE STRIPING	0	0	98	0 %	8,000
SNOW REMOVAL	0	0	0	0 %	250,000
UTILITIES	20,682	20,859	19,735	16 %	133,800
INSURANCE	9,158	8,678	9,640	16 %	54,944
SECURITY	28,500	38,646	28,660	23 %	171,000
PROFESSIONAL FEES	15,487	12,326	10,067	11 %	111,206
OTHER	8,600	3,110	6,592	5 %	61,600
OTHER ACTIVITIES	666	1,009	247	25 %	4,000
SUMMER CAMP	666	0	1,264	0 %	4,000
MOUNTAIN METRIC BIKE EVENT	500	(1,840)	(5,314)	(61)%	3,000
SHUTTLE SERVICE AGREEMENT	0	0	0	0 %	40,000
ACTIVITIES(RECREATION/SOCIAL COMMITTEES)	2,668	3,137	4,286	20 %	16,000
TOTAL EXPENSES	\$ 393,827	\$ 380,785	\$ 356,936	17 %	\$ 2,187,724
OPERATING INCOME BEFORE RESERVES	30,315	42,967	63,866	(12)%	358,622
RESERVES					
LESS TRANSFERS TO RESERVES	58,082	55,920	63,999	16 %	348,500
NET SURPLUS/(DEFICIT) AFTER RESERVES	\$ (27,767)	\$ (12,952)	\$ (133)	128 %	\$ 10,122

3560 HIDDEN VALLEY FOUNDATION, INC
INCOME STATEMENT
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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	790	1,000	(210)	2,327	2,000	327	12,000
65000	OTHER INCOME	0	667	(667)	1,075	1,334	(259)	8,000
65121	EXCAVATOR RENT INCOME	665	417	248	0	834	(834)	5,000
65324	SOUTH RIDGE GREAT ROOM RENTAL	0	63	(63)	0	126	(126)	750
65507	HOUSE NUMBERS	0	21	(21)	16	42	(26)	250
65526	ADVERTISING/WEB SITE INCOME	0	417	(417)	0	834	(834)	5,000
65527	PHONE DIRECTORY ADVERTISING	0	1,208	(1,208)	0	2,416	(2,416)	14,500
65555	ENTRANCE FEES	7,000	2,083	4,917	9,000	4,166	4,834	25,000
65600	POOL INCOME	0	583	(583)	0	1,166	(1,166)	7,000
65616	RESALE CERTIFICATES	950	208	742	2,350	416	1,934	2,500
65804	FOUNDATION ASSESSMENT	148,761	148,903	(142)	297,807	297,806	1	1,786,840
65806	HIGHLANDS FOUNDATION ASSESSMENT	25,272	25,272	0	50,544	50,544	0	303,264
65807	SOUTH RIDGE FOUNDATION ASSESSMENT	5,265	5,265	0	10,530	10,530	0	63,180
65808	SUMMIT VILLAGE FOUNDATION ASSESSMEN	20,007	20,007	0	40,014	40,014	0	240,084
65809	NORTH SUMMIT FOUNDATION ASSESSMENT	1,408	1,408	0	2,816	2,816	0	16,896
65816	HIGHLANDS CONDO SERVICE AGREEMENT	864	864	0	1,728	1,728	0	10,368
65817	SOUTH RIDGE CONDO SERVICE AGREEMENT	180	180	0	360	360	0	2,160
65818	SUMMIT VILLAGE SERVICE AGREEMENT	684	684	0	1,368	1,368	0	8,208
65819	NORTH SUMMIT SERVICE AGREEMENT	72	48	24	144	96	48	576
65830	FOUNDATION MAINT SERVICES	0	0	0	0	0	0	1,500
68010	RESERVE ACCOUNT INTEREST	(1)	250	(251)	65	500	(435)	3,000
68057	INVESTMENT GUYASUTA	662	1,250	(588)	1,431	2,500	(1,069)	15,000
68058	INVESTMENT SOMERSET B&T	944	1,250	(306)	2,177	2,500	(323)	15,000
69050	DEVELOPER CONTRIBUTION	0	23	(23)	0	46	(46)	270
	TOTAL OPERATING INCOME	213,524	212,071	1,453	423,753	424,142	(389)	2,546,346
OPERATING EXPENSE:								
LABOR:								
ADMINISTRATIVE LABOR:								
75774	PAYROLL ADMINISTRATIVE	22,936	21,576	(1,360)	44,801	43,152	(1,649)	258,910
	TOTAL ADMINISTRATIVE LABOR	22,936	21,576	(1,360)	44,801	43,152	(1,649)	258,910
MAINTENANCE LABOR:								
75970	VAC/HOL/STO	757	0	(757)	2,845	0	(2,845)	0
75971	P/R-EQUIPMENT MAINT.	93	1,303	1,210	1,180	2,606	1,426	15,638
75973	P/R-POOL MAINTENANCE	963	1,436	473	1,761	2,872	1,111	8,616
75975	P/R-LAMP POST MAINTENANCE	185	817	632	234	1,634	1,400	9,807
75977	P/R-GENERAL MAINTENANCE	1,425	5,434	4,009	3,679	10,868	7,189	65,213
75978	P/R-SNOW REMOVAL	0	0	0	0	0	0	47,915
75979	P/R-DUMPSTERS	406	654	248	943	1,308	365	7,845
75980	P/R-VISTA BLDG/SUMMIT VILLAGE	291	505	214	373	1,010	637	6,059
75981	P/R-HIGHLANDS CONDO	2,154	76	(2,078)	4,111	152	(3,959)	911
75982	P/R-SOUTH RIDGE CONDO	53	0	(53)	53	0	(53)	17
76292	GROUNDS MAINTENANCE	7,144	4,072	(3,072)	13,481	8,144	(5,337)	48,866
	TOTAL MAINTENANCE LABOR	13,472	14,297	826	28,659	28,594	(65)	210,887
POOL LABOR:								
75984	P/R-LIFEGUARD	11,940	11,000	(940)	25,381	22,000	(3,381)	49,000
75985	P/R-POOL MANAGER	0	2,500	2,500	0	5,000	5,000	7,500
75986	P/R-SNACK SHACK LABOR	0	1,500	1,500	0	3,000	3,000	5,000
75988	P/R SUMMER DAY PROGRAM	0	2,000	2,000	0	4,000	4,000	4,000
	TOTAL POOL LABOR	11,940	17,000	5,060	25,381	34,000	8,619	65,500
	TOTAL LABOR	48,347	52,873	4,526	98,841	105,746	6,905	535,297
PAYROLL TAXES:								
75930	P/R TAX-FICA	2,855	2,877	22	5,835	5,754	(81)	34,527
75931	P/R TAX-MEDICARE	668	558	(110)	1,365	1,116	(249)	6,691
75932	P/R TAX-FUTA	72	61	(11)	153	122	(31)	729
75933	P/R TAX-STATE UNEMPLOYMENT	533	540	7	1,131	1,080	(51)	6,478
	TOTAL PAYROLL TAXES	4,128	4,036	(92)	8,483	8,072	(411)	48,425
EMPLOYEE BENEFITS:								

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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	5,043	5,078	35	10,406	10,156	(250)	60,941
75944	DENTAL INSURANCE	184	186	2	385	372	(13)	2,235
75947	LIFE & DISABILITY INSURANCE	463	452	(11)	944	904	(40)	5,419
75949	SIMPLE IRA/401K	303	289	(14)	607	578	(29)	3,464
	TOTAL EMPLOYEE BENEFITS	5,993	6,005	12	12,343	12,010	(333)	72,059
	MANAGEMENT CO. EXPENSES							
81100	MANAGEMENT FEES	5,000	5,000	0	10,958	10,000	(958)	60,000
81108	FIRSTSERVICE EXPENSE	1,265	333	(932)	1,501	666	(835)	4,000
	TOTAL MANAGEMENT CO. EXPENSES	6,265	5,333	(932)	12,460	10,666	(1,794)	64,000
	SUPPLIES:							
	OFFICE SUPPLIES:							
75132	JANITORIAL SUPPLIES	118	167	49	513	334	(179)	2,000
75535	KITCHEN SUPPLIES	46	125	79	100	250	150	1,500
78100	OFFICE SUPPLIES	853	458	(395)	998	916	(82)	5,500
79040	COMPUTER SUPPLIES	0	125	125	0	250	250	1,500
	TOTAL OFFICE SUPPLIES	1,017	875	(142)	1,610	1,750	140	10,500
	MAINTENANCE SUPPLIES:							
95180	SUPPLIES-TOOLS	176	250	74	922	500	(422)	3,000
95181	SUPPLIES-MISC	98	417	319	662	834	172	5,000
95182	SUPPLIES-STEPS	543	833	290	602	1,666	1,064	10,000
95183	SUPPLIES-ELECTRICAL	78	250	172	78	500	422	3,000
95184	SUPPLIES-LAMP POSTS	229	125	(104)	1,382	250	(1,132)	1,500
95185	SUPPLIES-PAINT	248	208	(40)	498	416	(82)	2,500
95186	SUPPLIES-SIGNS	814	208	(606)	814	416	(398)	2,500
95187	SUPPLIES-UNIFORMS/BOOTS	130	375	245	616	750	134	4,500
95188	SUPPLIES-HOUSE NUMBERS	0	50	50	0	100	100	600
95189	SUPPLIES-DUMPSTER PELLETS	0	42	42	0	84	84	500
95190	PAINTING PROGRAM REIMBURSEMENT	0	125	125	0	250	250	1,500
	TOTAL MAINTENANCE SUPPLIES	2,316	2,883	567	5,574	5,766	192	34,600
	TOTAL SUPPLIES	3,334	3,758	424	7,184	7,516	332	45,100
	OFFICE EXPENSES:							
	PHONES:							
76210	TELEPHONE	276	333	57	531	666	135	4,000
76222	CELL PHONE	93	167	74	177	334	157	2,000
76713	INTERNET/CABLE	165	125	(40)	330	250	(80)	1,500
	TOTAL PHONES	534	625	91	1,039	1,250	211	7,500
	POSTAGE:							
78150	POSTAGE	73	792	719	2,017	1,584	(433)	9,500
	TOTAL POSTAGE	73	792	719	2,017	1,584	(433)	9,500
	OTHER OFFICE EXPENSES:							
78156	COPYING & PRINTING	0	667	667	0	1,334	1,334	8,000
78163	POSTAGE/METER LEASE	0	250	250	605	500	(105)	3,000
78166	COPIER SUPPLY/SERVICE	0	167	167	0	334	334	2,000
79042	COMPUTER MAINTENANCE	585	292	(293)	972	584	(388)	3,500
79043	PRINTER MAINTENANCE	0	42	42	0	84	84	500
79150	DUES & SUBSCRIPTIONS	264	167	(97)	862	334	(528)	2,000
79453	ADVERTISING	0	83	83	0	166	166	1,000
79487	WEB SITE COST	517	417	(100)	794	834	40	5,000
79700	MISCELLANEOUS EXP	0	125	125	0	250	250	1,500
	TOTAL OTHER OFFICE EXPENSES	1,365	2,210	845	3,232	4,420	1,188	26,500
	NEWSLETTER EXPENSES:							
79158	NEWSLETTER	0	83	83	0	166	166	1,000
	TOTAL NEWSLETTER EXPENSES	0	83	83	0	166	166	1,000
	DIRECTORY EXPENSES:							

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79170	DIRECTORY POSTAGE	0	42	42	0	84	84	500
79171	DIRECTORY PRINTING	0	167	167	0	334	334	2,000
	TOTAL DIRECTORY EXPENSES	0	209	209	0	418	418	2,500
	TOTAL OFFICE EXPENSES	1,972	3,919	1,947	6,288	7,838	1,550	47,000
	EXCAVATOR:							
73702	EXCAVATOR MAINT	0	167	167	0	334	334	2,000
73714	EXCAVATOR FUEL	0	83	83	0	166	166	1,000
	TOTAL EXCAVATOR	0	250	250	0	500	500	3,000
	VEHICLE EXPENSES:							
	PICK-UP TRUCK:							
73733	PICK-UP TRUCK FUEL	177	250	73	276	500	224	3,000
73734	PICK-UP TRUCK MAINTENANCE	265	208	(57)	1,065	416	(649)	2,500
	TOTAL PICK-UP TRUCK	442	458	16	1,341	916	(425)	5,500
	SKID LOADER:							
73735	SKID LOADER FUEL	0	58	58	0	116	116	700
73736	SKID LOADER MAINTENANCE	0	250	250	481	500	19	3,000
	TOTAL SKID LOADER	0	308	308	481	616	135	3,700
	STEINER:							
73737	STEINER-FUEL	0	17	17	0	34	34	200
73738	STEINER-MAINTENANCE	0	125	125	0	250	250	1,500
	TOTAL STEINER	0	142	142	0	284	284	1,700
	UTV (KUBOTA):							
73739	UTV-FUEL	0	46	46	0	92	92	550
73740	UTV-MAINTENANCE	133	125	(8)	133	250	118	1,500
	TOTAL UTV (KUBOTA)	133	171	39	133	342	210	2,050
	F550 PICK-UP TRUCK:							
73741	F550 PICK UP FUEL	0	417	417	158	834	677	5,000
73742	F550 PICK UP MAINTENANCE	146	250	104	965	500	(465)	3,000
	TOTAL F550 PICK-UP	146	667	521	1,123	1,334	211	8,000
	DODGE RAM 5500 TRUCK:							
73743	DODGE RAM 5500 FUEL	0	375	375	218	750	532	4,500
73744	DODGE RAM 5500 MAINTENANCE	265	250	(15)	740	500	(240)	3,000
	TOTAL DODGE RAM 5500 TRUCK	265	625	360	958	1,250	292	7,500
	MISCELLANEOUS EQUIP.:							
73745	MISC.EQUIPMENT -FUEL	11	42	31	36	84	48	500
73746	MISC. EQUIPMENT-MAINTENANCE	0	83	83	19	166	147	1,000
73747	VEHICLE MISC. SUPPLIES	0	125	125	103	250	147	1,500
	TOTAL MISCELLANEOUS EQUIP.	11	250	239	158	500	342	3,000
	F350 PICK-UP TRUCK:							
73748	F350 PICK UP FUEL	70	125	55	185	250	65	1,500
73749	F350 PICK UP MAINTENANCE	1,110	167	(943)	1,653	334	(1,319)	2,000
	TOTAL F350 PICK-UP	1,180	292	(888)	1,838	584	(1,254)	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	2,176	3,163	987	6,032	6,326	294	42,450

3560 HIDDEN VALLEY FOUNDATION, INC
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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	260	275	15	509	550	41	3,300
76317	ELECTRIC-SOUTH RIDGE CENTER	792	933	141	1,569	1,866	297	11,200
76318	ELECTRIC-POST LAMPS	3,276	3,250	(26)	6,561	6,500	(61)	39,000
	TOTAL ELECTRIC	4,328	4,458	130	8,638	8,916	278	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	9,312	9,666	354	58,000
74416	RECYCLING	1,288	1,050	(238)	2,909	2,100	(809)	12,600
	TOTAL OTHER UTILITIES	5,944	5,883	(61)	12,221	11,766	(455)	70,600
	TOTAL UTILITIES	10,272	10,341	69	20,859	20,682	(177)	133,600
	INSURANCE:							
77515	INSURANCE	1,076	1,292	216	2,152	2,584	432	15,500
75950	WORKER COMP INSURANCE	3,094	3,287	193	6,526	6,574	48	39,444
	TOTAL INSURANCE	4,169	4,579	410	8,678	9,158	480	54,944
	SECURITY:							
79479	SECURITY	15,048	14,250	(798)	32,078	28,500	(3,578)	171,000
79480	POOL SECURITY	2,102	0	(2,102)	6,569	0	(6,569)	0
	TOTAL SECURITY	17,150	14,250	(2,900)	38,646	28,500	(10,146)	171,000
	PROFESSIONAL FEES:							
75890	PAYROLL SERVICE	967	892	(75)	1,977	1,784	(193)	10,706
81200	LEGAL FEES-GENERAL	83	2,083	2,001	8,279	4,166	(4,113)	25,000
81203	LEGAL FEES 2020 PROJECT	0	833	833	0	1,666	1,666	10,000
81300	LEGAL COLLECTIONS	0	833	833	150	1,666	1,516	10,000
81401	AUDIT AND ACCOUNTING FEES	0	0	0	0	0	0	19,000
81414	INVEST MGMT FEE GUYASUTA	1	0	(1)	593	500	(93)	2,000
81415	INVEST MGMT FEE SOMERSET B&T	10	5	(5)	1,318	705	(613)	4,500
81419	RESERVE SVC FEE	5	0	(5)	10	0	(10)	0
81500	ENGINEERING	0	1,250	1,250	0	2,500	2,500	15,000
81510	OTHER PROFESSIONAL SERVICES	0	1,250	1,250	0	2,500	2,500	15,000
	TOTAL PROFESSIONAL FEES	1,066	7,146	6,080	12,326	15,487	3,161	111,206
	OTHER EXPENSES:							
70500	BAD DEBT EXPENSE	0	833	833	0	1,666	1,666	10,000
75881	EMPLOYEE EXPENSES	159	333	174	(2,908)	666	3,574	4,000
78400	BANK FEES	74	63	(11)	144	126	(18)	750
78610	LICENSE/FEES/PERMITS	0	29	29	40	58	18	350
79456	CONTRIBUTIONS	0	0	0	0	0	0	10,000
79600	DEPRECIATION EXPENSE	2,917	2,917	0	5,834	5,834	0	35,000
89798	MISCELLANEOUS	0	125	125	0	250	250	1,500
	TOTAL OTHER EXPENSES	3,149	4,300	1,151	3,110	8,600	5,490	61,600
	ACTIVITIES:							
75223	RECREATION COMMITTEE	555	667	112	2,135	1,334	(801)	8,000
79745	SOCIAL COMMITTEE	113	667	554	1,002	1,334	332	8,000
79757	OTHER ACTIVITIES	481	333	(148)	1,009	666	(343)	4,000
79758	SUMMER CAMP	0	333	333	0	666	666	4,000
79759	MOUNTAIN METRIC BIKE EVENT	0	250	250	(1,840)	500	2,340	3,000
79763	SHUTTLE SERVICE AGREEMENT	0	0	0	0	0	0	40,000
	TOTAL ACTIVITIES	1,148	2,250	1,102	2,306	4,500	2,194	67,000

09/23/2020
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3560 HIDDEN VALLEY FOUNDATION, INC
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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	202,841	217,463	14,622	380,785	393,827	13,042	2,187,724
	NET OPERATING INCOME BEFORE RESERVE	10,682	(5,392)	16,074	42,967	30,315	12,652	358,622
	RESERVES							
88001	RESERVE BANK FEES	(16)	(542)	(526)	(1,920)	(1,084)	836	(6,500)
88001	RESERVE FUNDING	27,083	27,083	0	54,167	54,166	(1)	325,000
88001	RESERVE INTEREST	1,605	2,500	895	3,673	5,000	1,327	30,000
	TOTAL RESERVES	28,673	29,041	368	55,920	58,082	2,162	348,500
	NET INCOME / LOSS AFTER RESERVES	(17,991)	(34,433)	16,442	(12,952)	(27,767)	14,815	10,122

c/o FIRSTSERVICE RESIDENTIAL
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GL ACCOUNT #	ACCOUNT NAME	BALANCE	TOTAL
ASSETS			
CURRENT ASSETS			
CASH OPERATING			
11900	CASH OPERATING BU	272,380	
12020 356001	CASH OPERATING PNC OPERATING #4458	174,011	
12020 356002	CASH OPERATING PNC SOC CMTTE #2214	2,152	
12020 356003	CASH OPERATING PNC REC CMTTE #2222	2,118	
12020 356004	CASH OPERATING PNC MAINT CHK #1499	2,441	
12020 356005	CASH OPERATING PNC SHUTTLE CKG#1528	1,607	
12020 356007	CASH OPERATING CITIZENS BANK #168-5	56	
12020 356008	CASH OPERATING SOMERSET CD 3/30/21	240,915	
12900	PETTY CASH	157	
12925	PETTY CASH-SNACK SHACK	651	
	TOTAL OPERATING CASH		696,487
CASH RESERVES			
13020 3560R4	CASH RESERVES 1ST COMMONW MKT#2107	120,013	
13020 3560R6	CASH RESERVES CITIZENS MMKT #1693	32,243	
13020 3560R8	CASH RESERVES BANK UNITD MMKT#3392	67,383	
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	745,759	
13020 3560S9	CASH RESERVES INVEST-SOMERSET B&T	825,594	
	TOTAL RESERVE CASH		2,462,815
OTHER CURRENT ASSETS			
21200	ACC RECEIVABLE-OTHER	1,000	
21000	ACCOUNTS RECEIVABLE	85,468	
22300	ALLOWANCE FOR DOUBTFUL ACCOUNTS	(43,000)	
21130 3H	DUE TO / FROM HIGHLANDS CONDO	13,068	
21130 6H	DUE TO / FROM SUMMIT VILLAGE II	1,480	
21654	DUE FROM RESERVES	358,529	
26000	PREPAID EXPENSE	12,403	
26100	PREPAID INSURANCE	3,553	
26270	UTILITY DEPOSITS	2,318	
	TOTAL OTHER CURRENT ASSETS		434,819
FIXED ASSETS			
34102	FURNITURE & EQUIPMENT	105,599	
34133	LAND-GARDNER RD	32,244	
35010	VEHICLES	336,774	
33352	S. RIDGE POOL EQUIPMENT	5,800	
36102	A/D FURNITUE & EQUIPMENT	(79,331)	
36150	A/D POOL EQUIPMENT	(5,458)	
36156	A/D VEHICLES	(240,863)	
	NET FIXED ASSETS		154,765
	TOTAL ASSETS		3,748,666
LIABILITIES & FUND BALANCES			
CURRENT LIABILITIES			
42100	ACCOUNTS PAYABLE	56,608	
42654	DUE TO OPERATING	358,529	
42898	ACCRUED PAYROLL	27,206	
43100	ACCRUED EXPENSES	46,050	
44113	DEFERRED INCOME-ASSESSMENT	143,569	
21005	PREPAID ASSESSMENTS	34,056	
	TOTAL CURRENT LIABILITIES		666,018
FUND BALANCES			
	OPERATING FUND BALANCE		978,583
	TOTAL OPERATING FUND BALANCE		978,583
	RESERVE FUND		2,104,285
	TOTAL RESERVE FUND		2,104,285
	TOTAL FUND BALANCES		3,082,868

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3560 HIDDEN VALLEY FOUNDATION, INC
HIDDEN VALLEY BALANCE SHEET
08/31/2020

C/O FIRSTSERVICE RESIDENTIAL
21 CHRISTOPHER WAY
EATONTOWN NJ 07724

GL ACCOUNT #	ACCOUNT NAME	BALANCE	TOTAL
	TOTAL LIABILITIES & FUND BALANCES		<u>3,745,886</u>

Investment Summary
Hidden Valley Foundation
As of August 31, 2020

	<u>Cost</u>	<u>Market</u>
COMMON STOCKS		
Somerset Bank and Trust	\$ 369,684.50	\$ 508,445.44
Guyasuta Investment Advisors	<u>208,082.46</u>	<u>272,870.76</u>
TOTAL COMMON STOCKS	577,766.96	781,316.20
As % of total portfolio	26.0%	31.7%
Investment policy guideline		15 - 45%
FIXED INCOME SECURITIES		
Somerset Bank and Trust	292,824.58	308,850.72
Guyasuta Investment Advisors	<u>294,029.36</u>	<u>311,289.00</u>
TOTAL FIXED INCOME SECURITIES	586,853.94	620,139.72
As % of total portfolio	26.4%	25.2%
Investment Policy guideline		50 - 70%
CASH		
Somerset Bank and Trust	9,297.73	9,297.73
Guyasuta Investment Advisors	161,599.54	161,599.54
Money Market Accounts--various banks	219,639.00	219,639.00
Certificates of Deposit (3)	<u>670,822.00</u>	<u>670,822.00</u>
TOTAL CASH	<u>1,061,358.27</u>	<u>1,061,358.27</u>
As % of Portfolio	47.7%	43.1%
Investment Policy Guideline		0 - 15%
TOTAL INVESTMENTS	<u>\$ 2,225,979.17</u>	<u>\$ 2,462,814.19</u>

Cash Disbursement Report
08/01/2020 - 08/31/2020

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
SDC000	SDC BUILDING CENTER, INC Community HIDDEN VALLEY FOUNDATION	02082921 Description Misc. Shop Supplies	07/30/2020	20.13	0.00	HDBUO	015195 Entity Account 3560 95181	V	08/06/2020 Invoice 32597/1A	20.13 Dist Amount 20.13
SDC000	SDC BUILDING CENTER, INC Community HIDDEN VALLEY FOUNDATION	02082927 Description tools	07/30/2020	74.16	0.00	HDBUO	015195 Entity Account 3560 95180	V	08/06/2020 Invoice 32247/1	74.16 Dist Amount 74.16
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086372 Description Electric - Post Lamps	08/10/2020	25.15	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 846823073020	25.15 Dist Amount 25.15
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086398 Description Electric - Post Lamps	08/10/2020	23.45	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 232072080320	23.45 Dist Amount 23.45
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086405 Description Electric - Post Lamps	08/10/2020	24.76	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 054062080320	24.76 Dist Amount 24.76
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086407 Description Electric - Post Lamps	08/10/2020	25.75	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 853498080320	25.75 Dist Amount 25.75
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086408 Description Electric - Post Lamps	08/10/2020	155.61	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 178749080320	155.61 Dist Amount 155.61
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086409 Description Electric - Post Lamps	08/10/2020	25.42	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 853431080320	25.42 Dist Amount 25.42
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086413 Description Electric - SR Summer Center	08/10/2020	776.16	0.00	HDBUO	015196 Entity Account 3560 76317	V	08/11/2020 Invoice 610946080320	776.16 Dist Amount 776.16
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086414 Description Electric - Post Lamps	08/10/2020	26.30	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 468145080320	26.30 Dist Amount 26.30
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086415 Description Electric - Post Lamps	08/10/2020	21.98	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 346288080320	21.98 Dist Amount 21.98
ZZZP11	PENELEC Community HIDDEN VALLEY FOUNDATION	02086417 Description Electric - Post Lamps	08/10/2020	116.67	0.00	HDBUO	015196 Entity Account 3560 76318	V	08/11/2020 Invoice 018372080320	116.67 Dist Amount 116.67
ARM012	ARMSTRONG Community HIDDEN VALLEY FOUNDATION HIDDEN VALLEY FOUNDATION	02086373 Description Internet/Cable Telephone	08/10/2020	265.55	0.00	HDBUO	015197 Entity Account 3560 76713 3560 76210	V	08/11/2020 Invoice 364601072520 364601072520	265.55 Dist Amount 59.95 205.60
BRP000	B AND R POOLS AND SWIM Community HIDDEN VALLEY FOUNDATION	02086724 Description SR Pool Water Testing	08/10/2020	204.00	0.00	HDBUO	015198 Entity Account 3560 95223	V	08/11/2020 Invoice L83334	204.00 Dist Amount 204.00
CME000	CME ENGINEERING LP Community HIDDEN VALLEY FOUNDATION	02086715 Description Imperial Hts Stmwr - Phase 2	08/10/2020	262.50	0.00	HDBUO	015199 Entity Account 3560 57630	V	08/11/2020 Invoice 0053850 RDD RPJ	262.50 Dist Amount 262.50
CULLIG	CULLIGAN Community HIDDEN VALLEY FOUNDATION	02086770 Description Water for the water cooler	08/10/2020	46.80	0.00	HDBUO	015200 Entity Account 3560 78100	V	08/11/2020 Invoice 121499072520	46.80 Dist Amount 46.80
FAG000	FAGAN SANITARY SUPPLY	02086411	08/10/2020	262.13	0.00	HDBUO	015201	V	08/11/2020	262.13

Cash Disbursement Report
08/01/2020 - 08/31/2020

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
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Janitorial Supplies				3560	75132		167723	262.13
JEN061	JENNCO SOLUTIONS, INC	02086370	08/10/2020	240.00	0.00	HDBUO	015202	V	08/11/2020	240.00
	HIDDEN VALLEY FOUNDATION	Web site hosting				3560	79487		329	240.00
LAK018	LAKE ROAD TRUCK REPAIR	02086692	08/10/2020	8.48	0.00	HDBUO	015203	V	08/11/2020	8.48
	HIDDEN VALLEY FOUNDATION	2006 Truck Maintenance - replacement inspection sticker				3560	73749		2795	8.48
MEI004	MEI SYSTEMS	02086727	08/10/2020	371.00	0.00	HDBUO	015204	V	08/11/2020	371.00
	HIDDEN VALLEY FOUNDATION	Telephone/Communication System Agreement 8/1/20 - 7/31/21				3560	95211		81476	371.00
MID048	MID ATLANTIC SIGNS	02086712	08/10/2020	927.50	0.00	HDBUO	015205	V	08/11/2020	927.50
	HIDDEN VALLEY FOUNDATION	Dodge Pick up Lettering				3560	73744		157	265.00
	HIDDEN VALLEY FOUNDATION	F350 Truck Lettering				3560	73749		157	265.00
	HIDDEN VALLEY FOUNDATION	Pick up Truck Lettering				3560	73734		157	265.00
	HIDDEN VALLEY FOUNDATION	Kubota Lettering				3560	73740		157	132.50
NEW059	NEW ENTERPRISE STONE	02086699	08/10/2020	58.83	0.00	HDBUO	015206	V	08/11/2020	58.83
	HIDDEN VALLEY FOUNDATION	steps and handrail repairs				3560	95182		7364549	58.83
NEW059	NEW ENTERPRISE STONE	02086713	08/10/2020	49.67	0.00	HDBUO	015206	V	08/11/2020	49.67
	HIDDEN VALLEY FOUNDATION	Steps & handrail repairs				3560	95182		7365557	49.67
NEW059	NEW ENTERPRISE STONE	02086725	08/10/2020	68.37	0.00	HDBUO	015206	V	08/11/2020	68.37
	HIDDEN VALLEY FOUNDATION	steps & handrails supplies				3560	57630	WDS TPS	7362057	68.37
OLD012	OLDE EARTH PRODUCTS	02086702	08/10/2020	307.40	0.00	HDBUO	015207	V	08/11/2020	307.40
	HIDDEN VALLEY FOUNDATION	Landscaping Supplies				3560	74080		3	307.40
PIL004	PILE'S CONCRETE PRODUCTS	02081232	07/27/2020	-372.06	0.00	HDBUO	015208	V	08/11/2020	-372.06
	HIDDEN VALLEY FOUNDATION	Credit for storm drain supplies				3560	74572		1228858	-372.06
PIL004	PILE'S CONCRETE PRODUCTS	02083093	07/30/2020	339.20	0.00	HDBUO	015208	V	08/11/2020	339.20
	HIDDEN VALLEY FOUNDATION	Portable Toilet for Rec & Social Events				3560	75223		1228998	169.60
	HIDDEN VALLEY FOUNDATION	SR Facilites Maintenance - Portable Toilet				3560	95211		1228998	169.60
PIL004	PILE'S CONCRETE PRODUCTS	02086412	08/10/2020	148.40	0.00	HDBUO	015208	V	08/11/2020	148.40
	HIDDEN VALLEY FOUNDATION	supplies for storm drains				3560	74572		1229214	148.40
ROT012	ROTHMAN GORDON, PC	02086768	06/30/2020	11,253.87	0.00	HDBUO	015209	V	08/11/2020	11,253.87
	HIDDEN VALLEY FOUNDATION	Legal fees recorded FY ending 6.30.20				3560	81200		183484	11,253.87
SCH023	SCHMIDT SUPPLY	02086371	08/10/2020	349.80	0.00	HDBUO	015210	V	08/11/2020	349.80
	HIDDEN VALLEY FOUNDATION	South Ridge Pool Chemicals				3560	95221		27251	349.80
SDC000	SDC BUILDING CENTER, INC	02086726	08/10/2020	50.84	0.00	HDBUO	015211	V	08/11/2020	50.84
	HIDDEN VALLEY FOUNDATION	Tool				3560	95180		33233/1	50.84
SHE090	SHERWIN WILLIAMS CO	02086716	08/10/2020	56.02	0.00	HDBUO	015212	V	08/11/2020	56.02

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
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Paint				3560	95185		3682-8A	56.02
SOM012	SOMERSET CANDY CO, INC	02086728	08/10/2020	55.23	0.00	HDBUO	015213	V	08/11/2020	55.23
	HIDDEN VALLEY FOUNDATION	Janitorial Supplies				3560	75132		206870	13.68
	HIDDEN VALLEY FOUNDATION	Kitchen Supplies				3560	75535		206870	41.55
STE313	STEPHENSON EQUIPMENT INC	02086374	08/10/2020	1,117.24	0.00	HDBUO	015214	V	08/11/2020	1,117.24
	HIDDEN VALLEY FOUNDATION	Skid Loader maintenance				3560	73736		19006620	1,117.24
WEN000	FSResidentialMidAtlantic	02086416	08/10/2020	153.45	0.00	HDBUO	015215	V	08/11/2020	153.45
	HIDDEN VALLEY FOUNDATION	Background checks				3560	81108		0243239	153.45
WEN000	FSResidentialMidAtlantic	02086434	08/10/2020	73.50	0.00	HDBUO	015215	V	08/11/2020	73.50
	HIDDEN VALLEY FOUNDATION	Legal statements & postage				3560	81108		0243313	73.50
AQU042	AQUATIC ENVIRONMENT	02088807	08/17/2020	1,542.00	0.00	HDBUO	015216	V	08/21/2020	1,542.00
	HIDDEN VALLEY FOUNDATION	Pond Treatment				3560	74292		38102	1,542.00
BER063	BERNSTEIN-BURKLEY, P.C.	02089275	08/18/2020	50.00	0.00	HDBUO	015217	V	08/21/2020	50.00
	HIDDEN VALLEY FOUNDATION	Legal Collections - Petersen				3560	81300		77232	50.00
BER063	BERNSTEIN-BURKLEY, P.C.	02089288	08/18/2020	50.00	0.00	HDBUO	015217	V	08/21/2020	50.00
	HIDDEN VALLEY FOUNDATION	Legal Collections - Irely				3560	81300		77233	50.00
BER063	BERNSTEIN-BURKLEY, P.C.	02089291	08/18/2020	50.00	0.00	HDBUO	015217	V	08/21/2020	50.00
	HIDDEN VALLEY FOUNDATION	Legal Collections - Colonna				3560	81300		77234	50.00
DEN099	DENNIS CARROLL	02088638	08/17/2020	123.95	0.00	HDBUO	015218	V	08/21/2020	123.95
	HIDDEN VALLEY FOUNDATION	Reimbursement for Soil tests & postage for tree study				3560	79757		25	123.95
EDG022	EDGAR HAMMER II	02088631	08/17/2020	54.36	0.00	HDBUO	015219	V	08/21/2020	54.36
	HIDDEN VALLEY FOUNDATION	Supplies for Pickleball line striping at Highlands courts				3560	95210		23	54.36
JML000	JML LANDSCAPE MANAGEMENT	02088632	08/17/2020	1,918.41	0.00	HDBUO	015220	V	08/21/2020	1,918.41
	HIDDEN VALLEY FOUNDATION	Beautification per contract				3560	74050		93790	1,918.41
JML000	JML LANDSCAPE MANAGEMENT	02088633	08/17/2020	35,822.26	0.00	HDBUO	015220	V	08/21/2020	35,822.26
	HIDDEN VALLEY FOUNDATION	Lawn mowing per contract				3560	74813		93436	35,822.26
MAR437	MARTHINSEN AND SALVITTI	02088630	08/17/2020	848.00	0.00	HDBUO	015221	V	08/21/2020	848.00
	HIDDEN VALLEY FOUNDATION	Prepaid Insurance Installment due 9/2020				3560	26100		382629	848.00
MAR437	MARTHINSEN AND SALVITTI	02088634	08/17/2020	420.00	0.00	HDBUO	015221	V	08/21/2020	420.00
	HIDDEN VALLEY FOUNDATION	Prepaid Ins. installment due September				3560	26100		382638	420.00
NEW059	NEW ENTERPRISE STONE	02088636	08/17/2020	139.22	0.00	HDBUO	015222	V	08/21/2020	139.22
	HIDDEN VALLEY FOUNDATION	Steps & Handrail supplies				3560	95182		7369704	139.22

Cash Disbursement Report
08/01/2020 - 08/31/2020

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
NEW059	NEW ENTERPRISE STONE	02088639	08/17/2020	52.28	0.00	HDBUO	015222	V	08/21/2020	52.28
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Supplies for steps & handrails				3560	95182		7366560	52.28
SCH023	SCHMIDT SUPPLY	02088641	08/17/2020	249.63	0.00	HDBUO	015223	V	08/21/2020	249.63
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	South Ridge Pool Chemicals				3560	95221		27375	249.63
SDC000	SDC BUILDING CENTER, INC	02088627	08/17/2020	17.99	0.00	HDBUO	015224	V	08/21/2020	17.99
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	SR Pool Equip. repair				3560	95224		33692/1	1.48
	HIDDEN VALLEY FOUNDATION	shop supplies				3560	95181		33692/1	2.75
	HIDDEN VALLEY FOUNDATION	Tool				3560	95180		33692/1	13.76
SOM010	SOMERSET TRUST COMPANY	02088626	08/17/2020	987.58	0.00	HDBUO	015225	V	08/21/2020	987.58
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Leadership gifts				3560	79757		5276073020	527.51
	HIDDEN VALLEY FOUNDATION	Kitchen Supplies				3560	75535		5276073020	53.61
	HIDDEN VALLEY FOUNDATION	Office Supplies				3560	78100		5276073020	97.48
	HIDDEN VALLEY FOUNDATION	CAI Subscriptions & Dues				3560	79150		5276073020	309.00
SOM014	SOMERSET GIANT EAGLE	02088628	08/17/2020	30.55	0.00	HDBUO	015226	V	08/21/2020	30.55
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Janitorial Supplies				3560	75132		3560080320	30.55
VER-2	VERIZON	02088635	08/17/2020	74.99	0.00	HDBUO	015227	V	08/21/2020	74.99
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Internet				3560	76713		000178073120	74.99
VER-2	VERIZON	02088637	08/17/2020	3.63	0.00	HDBUO	015227	V	08/21/2020	3.63
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Telephone				3560	76210		000182073120	3.63
ZZZH13	HIDDEN VALLEY FOUNDATION	02084561	08/04/2020	27,083.33	0.00	HDBUO	015240	D	08/25/2020	27,083.33
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	RESERVE FUNDING				3560	57610		RV0035600700 15	27,083.33
ZZZP11	PENELEC	02083094	07/30/2020	2,588.12	0.00	HDBUO	015242	D	08/25/2020	2,588.12
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		95008689935	2,588.12
ZZZP11	PENELEC	02083095	07/30/2020	258.60	0.00	HDBUO	015242	D	08/25/2020	258.60
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Highlands Center				3560	76316		95008689962	258.60
ZZZP11	PENELEC	02086372	08/10/2020	25.15	0.00	HDBUO	015242	D	08/25/2020	25.15
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		846823073020	25.15
ZZZP11	PENELEC	02086398	08/10/2020	23.45	0.00	HDBUO	015242	D	08/25/2020	23.45
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		232072080320	23.45
ZZZP11	PENELEC	02086405	08/10/2020	24.76	0.00	HDBUO	015242	D	08/25/2020	24.76
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		054082080320	24.76
ZZZP11	PENELEC	02086407	08/10/2020	25.75	0.00	HDBUO	015242	D	08/25/2020	25.75
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		853498080320	25.75
ZZZP11	PENELEC	02086408	08/10/2020	155.61	0.00	HDBUO	015242	D	08/25/2020	155.61
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		178749080320	155.61
ZZZP11	PENELEC	02086409	08/10/2020	25.42	0.00	HDBUO	015242	D	08/25/2020	25.42
	Community	Description				Entity	Account		Invoice	Dist Amount

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	Electric - Post Lamps				3560	76318		853431080320	25.42
ZZZP11	PENELEC	02086413	08/10/2020	776.16	0.00	HDBUO	015242	D	08/25/2020	776.16
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - SR Summer Center				3560	76317		610946080320	776.16
ZZZP11	PENELEC	02086414	08/10/2020	26.30	0.00	HDBUO	015242	D	08/25/2020	26.30
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		468145080320	26.30
ZZZP11	PENELEC	02086415	08/10/2020	21.98	0.00	HDBUO	015242	D	08/25/2020	21.98
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		346288080320	21.98
ZZZP11	PENELEC	02086417	08/10/2020	116.67	0.00	HDBUO	015242	D	08/25/2020	116.67
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Electric - Post Lamps				3560	76318		018372080320	116.67
ADV049	ADVANCED DISPOSAL SVCS	02090842	08/24/2020	6,276.95	0.00	HDBUO	015243	C	08/27/2020	6,276.95
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Trash Removal				3560	74400		LD0004195835	4,658.00
	HIDDEN VALLEY FOUNDATION	Recycling				3560	74416		LD0004195835	1,620.95
ALL227	US SECURITY ASSOCIATES	02090841	08/24/2020	4,466.58	0.00	HDBUO	015244	C	08/27/2020	4,466.58
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Security Guards for pool				3560	79479		10306417	4,466.58
ALL227	US SECURITY ASSOCIATES	02090844	08/24/2020	2,935.71	0.00	HDBUO	015244	C	08/27/2020	2,935.71
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Security 6/26 - 7/30/20 - (Regular) patrol guard hours				3560	79479		10306416	2,935.71
CON084	CONNEX INTERNATIONAL INC	02090848	08/24/2020	20.84	0.00	HDBUO	015245	C	08/27/2020	20.84
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Telephone Conferencing				3560	76210		152190/07020	20.84
JEF087	JEFF ROSS	02091298	08/25/2020	300.00	0.00	HDBUO	015246	C	08/27/2020	300.00
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	DJ for Pool Party				3560	75223		107	300.00
LAU054	LAUREL QUICK PRINT	02090835	08/24/2020	221.81	0.00	HDBUO	015247	C	08/27/2020	221.81
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Envelopes				3560	78100		9652	221.81
LAU075	LAUREL HIGHLANDS	02090843	08/24/2020	275.00	0.00	HDBUO	015248	C	08/27/2020	275.00
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Laurel Highlands Visitor Bureau Subscription				3560	79150		3560070120	275.00
OLD011	OLDE EARTH GRAND RENTAL	02090840	08/24/2020	339.20	0.00	HDBUO	015249	C	08/27/2020	339.20
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Gazebo Repairs				3560	95213		31318	339.20
PAU150	PAUL BUNYAN INC	02090846	08/24/2020	5,040.00	0.00	HDBUO	015250	C	08/27/2020	5,040.00
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Tree Trimming/Removal				3560	74332		4670	5,040.00
ROT012	ROTHMAN GORDON, PC	02090833	08/24/2020	8,196.08	0.00	HDBUO	015251	C	08/27/2020	8,196.08
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Legal Fees				3560	81200		183767	8,196.08
SCO025	SCOTT ELECTRIC	02090845	08/24/2020	228.75	0.00	HDBUO	015252	C	08/27/2020	228.75
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Supplies for lamp post repairs				3560	95184		2088781	228.75
SDC000	SDC BUILDING CENTER, INC	02090839	08/24/2020	211.99	0.00	HDBUO	015253	C	08/27/2020	211.99
	Community	Description				Entity	Account		Invoice	Dist Amount
	HIDDEN VALLEY FOUNDATION	Supplies for steps & handrails				3560	95182		34067/1	211.99

Cash Disbursement Report
08/01/2020 - 08/31/2020

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
SOM012	SOMERSET CANDY CO, INC	02090838	08/24/2020	61.25	0.00	HDBUO	015254	C	08/27/2020	61.25
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Kitchen Supplies					3560	75535	207361	4.46
	HIDDEN VALLEY FOUNDATION	Janitorial Supplies					3560	75132	207361	56.79
VER-2	VERIZON	02091299	08/25/2020	76.09	0.00	HDBUO	015255	C	08/27/2020	76.09
	<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	000192080920	29.99
	HIDDEN VALLEY FOUNDATION	Telephone					3560	76210	000192080920	46.10
VER064	VERTICAL SOLUTIONS	02090836	08/24/2020	188.15	0.00	HDBUO	015256	C	08/27/2020	188.15
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	Computer Maintenance - September					3560	79042	30566366	188.15
WEN000	FSResidentialMidAtlantic	02087693	08/12/2020	29,680.32	0.00	HDBUO	015258	C	08/27/2020	29,680.32
	<u>Community</u>	<u>Description</u>					<u>Entity</u>	<u>Account</u>	<u>Invoice</u>	<u>Dist Amount</u>
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75774	0245975	9,789.77
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75986	0245975	4,225.75
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75977	0245975	8,803.40
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75950	0245975	1,544.76
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75933	0245975	282.44
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75949	0245975	136.64
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75944	0245975	90.86
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75943	0245975	2,422.46
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75947	0245975	218.71
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75977	0245975	9.23
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75890	0245975	456.38
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75930	0245975	1,346.88
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75932	0245975	38.05
	HIDDEN VALLEY FOUNDATION	W/E 07/31/2020					3560	75931	0245975	314.99
Entity Totals				203,878.40	0.00					203,878.40

Computer Checks: -58,518.72
Manual Checks: 114,208.38
Direct Credits: 31,151.30

October 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. Phase I tree removal in the Heights neighborhood is complete with the installation of 15 new pine trees. This was accomplished with great leadership from the Landscape Committee.
- ii. Management anticipates 3-4 days of tree work to be completed prior to winter, reserving approximately 5 days for winter emergencies and/or spring.

b. Timber Retaining Wall Replacement

- i. The replacement of three retaining wall on Eagle Ridge Terrace has been completed by Dependable Lawn Care on October 12th. Some minor restoration deficiencies remain to be rectified prior to final payment. This work is anticipated to take place the week of October 19th.

c. Imperial Road Phase II

- i. Leasok Excavating has completed the installation of new drainage ditches and culvert/catch basins. The remaining asphalt restoration for disturbed resident driveways and Imperial Roadway are expected to be completed by October 16th, weather permitting. The asphalt restoration is sub-contracted to LTM Paving.

2. Capital Budget Project Status

i. Road Resurfacing

1. Completed by New Enterprise

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. Awarded to Dependable Lawn Care, minor restoration deficiencies remain to be rectified prior to final payment. See description above.

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 Firm has provided a preliminary site plan draft for review and input for modifications. When a final site plan is developed relating to the structure configuration the full site plan will be developed to incorporate drainage and infrastructure i.e. holding tanks, septic, etc. Final

design plans are anticipated within two weeks of a confirmed structure configuration.

- vi. Ridgeview Road drainage project
 - 1. Gibson-Thomas anticipates having the design, plans and specifications completed by November 13th. When approved and funds are available bid packages will be compiled and distributed to vendors.
- vii. Small tools/equipment
 - 1. Various items will be selected as the need arises.
- viii. Pool chemical controls (both pools)
 - 1. Schmidt Supply has installed the updated/upgraded system that provides improved chlorine application rates with an addition of automated PH regulation at the South Ridge Pool. Installation at the Highlands Pool remains as the control system is back ordered. Training for the system will be provided upon pool start-up in the spring.

3. Maintenance Team

- a. Vehicles and Equipment
 - i. Regular and preventative maintenance will begin in the coming weeks to prepare for winter use.
- b. Highlands Condominium building maintenance
 - i. The maintenance team continues to conduct various external repairs and maintenance. The time consumption for the maintenance team has become manageable within the last month.
- c. Eric Soles
 - i. Eric has been on medical leave beginning August 12. His time away from work is expected to continue until November 30th.
- d. Work orders
 - i. The majority of work orders completed are in the following categories.
 - 1. Landscaping
 - 2. Drainage
 - 3. Wood steps and handrails
 - ii. Multiple, necessary items outside of the submitted work orders have been addressed.

4. JML Landscape Management

- a. JML continues to provide adequate service. They will continue to conduct leaf removal/cleanup by neighborhood, followed by mowing as the weather and growing season permits.

**REPORT OF ARCHITECTURAL CONTROL COMMITTEE
HIDDEN VALLEY FOUNDATION, INC.
FOR THE PERIOD SEPTEMBER 8, 2020 THRU OCTOBER 2, 2020**

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 – 23

Number of requests approved – 20

Number of requests denied – 1

Number of requests deferred – 2

Number of applications presently held for further review – 0

1. VJS Properties – SR1942 – 1942 South Ridge Way replace windows - A
2. Radio – FW1719 – 1719 Snowfield Run – ridge cap, flashing, gutters & downspouts - A
3. Smith – SW2335 – 2335 South Ridge Drive (SFH) – paver patio w/fire pit - A
4. Larocca – HVW533 – 533 Gardner Road (SFH) – relocate fire pit; paint house - A
5. Habovick – HTS520 – 520 Kooser Circle – gutters and downspouts - A
6. Moats (new owner) FW1702 – 1702 Snowfield Run – emergency roof repairs and replace skylights - A
7. *Nelson – SF1617 – 1617 Snowfield Way – heat pump (relocated outdoor unit – previously deferred) - A
8. *Werner – SF1606 – 1606 Snowfield Court – privacy fence (previously deferred for further review-inspection of area) - DENIED
9. Hritz – SW2307 – 2307 South Ridge Drive (SFH) – remove dying trees and retaining wall; rebuild retaining wall - A
10. Redick – PN2404 – 2404 South Ridge Lane – paint garage doors and window trim - A
11. Valladares – SW2306; 2306 South Ridge Drive (SFH) – tree removal, stamped concrete front porch, plant trees/shrubs - DEFERRED
12. F♦ Moats – FW1702 – 1702 Snowfield Run – paint using stain - A
13. F♦ Patterson – HL1467 – 1467 Gebhart Way – paint using stain - A
14. F♦ McCall – HJL1473 – 1473 Gebhart Way – paint using stain - A
15. F Siger – OHV265 – 265 Imperial Road – paint deck - A
16. F Lucas – SR1930 – 1930 South Ridge Way – p/w & paint deck – A
- *17. McGrail – SW2303 – 2303 South Ridge Drive – split rail fence w/chain link behind it to contain dogs - DEFERRED
18. Carney – BC5; 5 Black Cherry Drive – replace deck - A

19. Aroesty – HL1101 – 1101 Forbes Lane – replace a bathroom window w/frosted glass panes - A
20. Cellone – HL1512 – 1512 Tailor Way – paint using stain (not due until 2021) - A
21. Johnstone – AW4534 – 4534 Nordic Way – remove and replace/expand deck - A
22. Riccardi – HL1551 – 1551 Snowfield Dr. – windows, deck railing, storage shed on deck, storm door - A
23. **F** Hammer – PH3B219 – 219 Ridgeview Road – shingles - 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

HIDDEN VALLEY FOUNDATION, INC.
COMMITTEE MEETING REPORT

Recommendations and Actions from Committees in this report are preliminary and subject to discussion and approval by the Board of Directors before their implementation.

COMMITTEE NAME: **Rules & Regulations Committee**

Committee Mission/Range of Responsibility: The Rules and Regulations Committee shall (a) advise the Board of Directors on matters requiring the adoption for rules or regulations for the use and enjoyment of all Community Properties and facilities of the Foundation; and (b) as requested by the Board, develop and draft rules and regulations for the use and enjoyment of all Community Properties of the Foundation.

Meeting Date/Time: October 5, 2020 at 7:00 PM

Committee members in attendance: Attended by phone: Michele Fiola; Barbra Sloan; Tom Kellner.
Not in attendance: Pat McGrail

Meeting Agenda Topic:

1. Parking and Towing Policy #15 – Review of Attorney Revision

Key discussions summary:

1. Chairperson Fiola (“Michele”) opened the meeting with a review of the drafted “Parking and Towing” Policy.
2. The following excerpts from the policy were reviewed.

SECTION II: PARKING RULES AND REGULATION

ITEM 3. Parking is prohibited on the grass throughout Hidden Valley, including the grass of the common property and residential properties.

Committee Feedback: Due to the lacking of parking around the foundation office, event or pool attendees park in the grass. We think that in the last sentence above should include something like this after community property “with the exception of the grass area around the foundation during events or pool hours”.

ITEM 5. No commercial vehicle(s), or vehicle(s) in excess of 5,000 pounds, are to be parked within the Hidden Valley Community or permitted to remain on any residential property or community property overnight.

Committee Feedback: There are many residents that their primary vehicle is used for commercial purpose which may have business signage on them. If you look at the average weight of many pickups they are around 5,000+ pounds. Are you going to fine residents for these type of vehicles that are parked in front of their residences?

ITEM 11. TOWNHOMES, ZERO LOT LINE HOMES AND CONDOMINIUMS ONLY:

(b) Each Townhome, Zero Lot Line Home or Condominium Unit may have no more than two (2) vehicles in Hidden Valley. For purposes of this limitation, a “vehicle” is (i) a licensed/registered motorized vehicle such as an automobile, truck, sport utility/crossover vehicle, passenger van, cargo van, or two (2) or three (3) wheeled motor cycle or other vehicle which can be legally operated on public roads and streets in the Commonwealth of Pennsylvania or (ii) a golf cart.

Committee Feedback: For a zero lot home are you saying that a resident is not allowed to have 2 cars and 1 motorcycle = 3 vehicles? Some townhomes and zero lot line homes have 1 or 2 car garages. If we park one car in the garage with one motorcycle and have 1 car in either a driveway or common parking area, is that resident in violation? We think that should say no more than 2 vehicles taking up common parking spaces.

(d) In the event that owner of Townhomes, Zero Lot Line Homes or Condominiums will have weekend guests who may require a temporary permit to park on community property, the resident may contact the Foundation no less than forty-eight (48) hours prior to the date on which the guest parking is to begin to request a Guest Parking Permit.

Committee Feedback: In the case of Barbara’s area, if you allow 2 vehicles, but then allow guest passes then potentially a resident can have more than 2 cars parked in a common parking area. We think that 2 cars in common area that has limited parking must be the maximum. If those two cars are not owned by the homeowner then they would be guests. Right now the way that Barbara manages the problem is that she will call the homeowner if renters are taking more than 2 spaces and ask them to move the extra vehicles to another parking area... Or if it is the homeowner and they have more than 2 cars because they also have guests she will go talk to the homeowner to move the extra vehicles. It has been a cooperative discussion, but she deals with it constantly. Issuing guest passes in her area could be an issue in that now they could say they have guest passes for their guests, even though they have more than 2 cars there.

3. Barbara requested that we also submit her feedback from an email with a document called parking memo as part of committee meeting minutes:

Memo from Barbara Sloan:

9/23/20

RE: Enforcement and Fines policy regarding Policy #15

From: Barbara Sloan, Rules Committee member

The current Policy 15 only covers vehicles illegally parked and blocking public access. It does not cover any other items listed as being subject to fines. Before the Board can adopt any fines related to parking, the Rules Committee will need to spell out what are the conditions for all the other actions covered by the listed fines.

It would be useful for the Rules Committee to know what the Board thought was an improperly stored snowmobile and boat. Same is true for commercial vehicles, trailers, and campers. When is a golf cart improperly parked?

Regarding the issue of parking on grass, it could be clearly spelled out that this relates to residential areas. It is not clear how to enforce this policy around the Foundation. There is simply not enough paved parking at the Foundation to handle the number of cars when the pool is open or there are

special events. Unless the Board is prepared to pave over the playground and all the grass and trees outside the pool fence, there is no real solution to cars being parked on grass at the Foundation.

There is no written rule on excess parking in residential areas although there has been a norm that there should be no more than two cars per unit. As a resident of the Lakeview Townhouses 12-18, I have experience with this. Our parking lot can barely handle twelve spaces for units 12-17. Unit 18 has its own two spaces separate from the main parking area. In the winter we often lose one to three spaces due to snow piled at the end of the lot. Rather than calling tow trucks, we cooperate. If one unit has more than two cars, they are asked to move to the old tennis courts on Craighead Drive. If renters have not followed instructions, we call the owner to deal with them. While there should be a rule, I don't see towing as the best solution.

Another aspect of the two cars per unit rule is when a resident has a party. I have never encountered a parking problem in this situation nor am I aware of any complaints. One would not want a situation where a disgruntled resident would call for the towing of ten or more cars.

Recommendations to the Board:

- The above was sent to Jon Sabo for feedback that should be considered when approving a revised policy.

Meeting adjourned at 7:50 PM.

Next Meeting: November 2, 2020, at 7:00 pm by phone.

Submitted by Michele Fiola, July 7, 2020.

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.

Date of Meeting: September 16, 2020 starting at 12:00 pm

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

Agenda Topics:

1. Seasonal Hardcopy Newsletter
2. Mock Newsletter creation.
3. Rollout to the Board
4. Preliminary discussion on the Facebook site: 'Life at Hidden Valley'. The pros, the cons and possible approaches.

Key Discussions Summary:

1. Marie Pfab developed a spreadsheet with our newsletter topic ideas. Multiple topics have been added to the list.
2. One of the topics that we wish to focus upon for the Newsletter are those frequently asked questions. Those questions are being assimilated from staff and from an earlier board.
3. Wendy's friend and colleague, Kelly, will prepare the rough draft and we will look at the rough draft by the end of September. Pricing estimates will be prepared based on 500, 1000 and 1500. The Newsletter will be developed on 11 x 17 paper which will breakdown to 4 pages of 8 1/2 x 11.
4. Discussions followed as to delivery mechanisms i.e. e-mail, regular mail, hard copy at designated locations throughout the community or a combination of all previously mentioned.

Discussions/Conclusions/Recommendations:

1. We will continue with our plans to develop a Newsletter that the group will endeavor to get into the hands of all property owners. The ultimate outcome will be to get everyone on the same page relative to information and Community news sharing.
2. We also discussed the 'Life at Hidden Valley' Facebook page. For many within the Committee we discussed how this communication channel had taken on a life of it's own and not necessarily in a positive light. Future focus will be done on this communication channel which seems to be more popular than other communication means.

Action/decisions to be presented to the Board:

Plans are underway to create a mock newsletter for the board presentation. Additionally, we will be looking at costs associated with Newsletter distribution channels.

Next Meeting/follow-up: Wednesday, September 30, 2020 @ 3:00 pm.

CC: Jay Barbaccia

Jon Sabo

Vickie Baughman

Date: October 7, 2020

To: HVF Board of Directors

From: Nominating & Leadership Development Committee

RE: Monthly Report for October Board Meeting

With the mailing of Board Election Packets completed on October 1, 2020, the nominating process has come to a close and the election process is underway. We wish to thank the HVF Staff, and in particular Vickie Baughman and Christine Nicholson, for their extra efforts made to ensure that the Board Election Packets were printed and mailed in a timely way to support the election calendar.

Nominating and Election Status Summary - At this late stage, with ballots in the hands of the members, we can summarize the actions of this Committee with regard to the nominating and election process. Our actions have had an overall objective of maximizing homeowner participation in the nominations and election process:

1. Early announcement of the Board Nominating Process, its intent, and its planned calendar of events/activities. (May 1)
2. Regular Communication to Members – Through cooperation of the Communications Committee, updates and invitations to participate were communicated almost every week through the e-newsletter.
3. Conducted two Potential Future Board Member Information Sessions for homeowners, on June 13 and 21.
4. Introduced At-large Nominations in addition to the traditional Self-Nomination process. This opportunity was communicated to all homeowners in a mass mailing completed in August.
5. The nominations process yielded five (5) candidates; two (2) were self-nominations, three (3) were secured via At-Large nominations.
6. The order in which candidates appear on the ballot was determined through a random drawing conducted at South Ridge Center on September 23. The random drawing was completed by Antonio Marigliano, of Allied Universal Security, and witnessed by Victoria Baughman, Chris Umble, and Jon Sabo. The candidates, and the order in which the names were drawn, was:
 - a. Christopher Taylor
 - b. David Waldschmidt
 - c. Daniel Martin
 - d. Thomas Suppa
 - e. John Dickinson

7. "Meet the Candidates" Presentations – Candidates self-introductory statements and a Q&A session is scheduled for Saturday October 10 at South Ridge Center. The meeting will be conducted via Zoom, providing a Q&A opportunity for members attending.
8. "Meet the Candidates" Video – The self-introductory portion of the candidates' statements will be video-recorded for posting to all homeowners via the HVFToday website.
9. Ballot packets were mailed to all members on October 1, 2020. Election results will be announced at the HVF Annual Meeting on November 21, 2020.

Respectfully submitted for the Committee,

Chris Umble

Lisa Borrelli Dorn

John McGrail

October 4, 2020

Subject: Heights tree planting - Thank you

This project was a TEAM effort, a great collaboration of dedicated volunteers working with our fantastic maintenance staff. The Landscape Committee has been working for several months with Heights homeowners to rejuvenate the landscape at The Heights. The fifteen spruce trees are the initial phase of a multi-year plan. The Committee continuously looks for suggestions from homeowners. The planting on Friday was a team effort. The staff, Brian, Martin, and Ryan, did the "heavy lifting", using an excavator to dig the holes and a skid-loader for moving trees and dirt. The volunteers, Dennis Carroll, Marie Pfab, Linda Lackey, Alicia Bitzer, Bill & Hope McGee, Donna Courson, Ron Pollock, and Conrad Witalis, leveled the trees, back-filled and raked the soil. Please express your thanks when you see them. Great job.

Marie has some photos which we'll post on Facebook.

Thanks,
Dennis



Memo

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

Phone / In-person assist breakdown in September 2020:

Client Assist – 71	Guest Assists – 10
Homeowner Assists – 34	Motorist Assists – 1
Animal Complaints / Concerns – 0	Miscellaneous Calls – 5
Parking Related Concerns / Complaints – 6	Noise Complaints – 0
Money Escorts – 0	Salt Deliveries – 0

There were a total of **6** Incident Reports for September 2020:

Ambulance Escort – 1	Residential Fire Alarm – 1
Homeowner Assist – 1	Vehicle Accident – 1
Residential Alarm – 2	

Pennsylvania State Police were on property a total of **0 times in September 2020.

Allied Universal Security patrolled a total of **2,706** miles in September 2020.

Thank you.

Michael P. Meyers

To: HV BOD

From: Chris Lindberg, HV Representative

Subject: Monthly Township Supervisors Mtg, 10/8/2020

Folks: I attended the monthly meeting of the township supervisors today.

Of interest to us is the continued work on getting traffic to slow down on Rt. 31 from just past the tubing center Eastbound

To Trent road. Numerous accidents and close calls occur monthly along that stretch oh highway, and the trucks coming

Eastbound using their Jake Brakes cause unnerving noise to the residents along Rt. 31. I can hear it fro my house all the time.

Contact is being made with Rep. Metzgers Office. The real time speed indicator in Sullivans parking lot is one result,

but it does not have recording capability for analysis.

Of note, today as I headed to the meeting a State Policemen had a motorcycle pulled over just past the entrance to Kooser Park.

The Bakersville Volunteer Fire Department fund raiser is ongoing at this time. They are the responders to Hidden Valley,

and obviously it is in our best interest to support them, along with the Somerset Ambulance service. The fire department is done

making Hoages for the season (2200 were preordered for the Sept 26th sale) but stay tuned for next spring.

The Fire department is sponsoring a "Gun Bash" that uses the daily lottery number to determine a winner. Prizes are supplied by Hoovers

Outfitting (owned by Chip Myers.. a HV ski Patroller), And MT arms. Contact the Fire department to make a \$20. donation to get your

winning number. There are prizes other than guns on the prize list.

Sincerely

Chris Lindberg

HIDDEN VALLEY



FOUNDATION, INC.

POLICY NAME: Snow Removal and Traction Control Policy
POLICY NUMBER: 26
ORIGINAL ISSUE DATE: Unknown
REVISIONS: August 24, 2007
September 16, 2011
October 11, 2011
October 16, 2020

PURPOSE: To create a snow removal policy for the Hidden Valley Foundation property owners. Further, to publish the Traction Control Map to delineate those roads that will receive salt and/or Anti-Skid, whereas general road areas should be expected to have a snow pack.

POLICY STATEMENT: Snow removal will take place according to the following guidelines:

AREAS COMMON TO THE ENTIRE COMMUNITY

The Foundation will:

- Plow all roads as needed to keep roads passable (but NOT clear) for vehicular traffic.
- Salt and/or Anti-Skid will be applied to those specific areas as delineated on the Road Traction Control Map as approved by the Board. Snow pack should be expected on most roads and lots.
- Plow parking areas at six (6) or more inches of accumulated snow.
- Priority will be given to main roads, secondary roads, and parking lots, in that order.
- Common area pathways (walking pathways adjacent to roads) will be shoveled as time and manpower permit.

SINGLE FAMILY HOMES

- Single family homes receive no snow removal service, other than roadways.

TOWNHOUSES AND ZERO LOT LINE HOMES

The Foundation will:

- Shovel one path up the driveway in order to access the sidewalk, once daily, when snow accumulates to six (6) inches or more.
- Shovel sidewalks, once daily, when snow accumulates to six (6) inches or more.
- Zero Lot Driveways will not be plowed.

CONDOMINIUMS

The Foundation will:

- Shovel sidewalks, once daily, when snow accumulates to six (6) inches or more.
- Snow shoveling will occur any time from Monday to Sunday between the hours of 7a.m. to 7p.m. on a rotation basis.
- Ends of driveways will be opened as time and manpower permit.
- Ice will be handled at the discretion of the Foundation.

HIDDEN VALLEY



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SNOW REMOVAL FROM SIDEWALKS AND DRIVEWAYS ON PROPERTY OWNED BY DISABLED HOMEOWNERS

In addition to the snow removal practices stated above, the Foundation will, following receipt of a reasonable written or telephone request from a “disabled” homeowner, remove the snow and ice from the sidewalks and from the driveway path serving that “disabled” homeowner’s property.

A “disabled” homeowner is one who has a “disability” as defined in The Americans with Disabilities Act – ADA and other applicable state and local civil rights laws.

The snow removal shall occur within a commercially reasonable period of time following the disabled homeowner’s request, and also as close as reasonably possible to the time when the disabled homeowner intends to use the sidewalk and driveway path.

The Foundation reserves the right to make an independent determination as to whether or not a homeowner is “disabled” as defined by the aforementioned laws. A disabled individual may expedite the determination of disability by filing proof of said statutory disability with the Foundation prior to his/her request for services.

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FOUNDATION, INC.

POLICY NAME: Committee Procedures and Guidelines

POLICY NUMBER: 31

ORIGINAL ISSUE DATE: January 16, 2009

REVISIONS: May 18, 2018

PURPOSE: The general purpose of Committees shall be to function in their areas of specific knowledge and expertise and to make recommendations to the Board of Directors.

POLICY STATEMENT:

Code of Conduct and Ethical Standards: No member of any Committee is to be treated disrespectfully by a Board Member, the Management staff, fellow members of their Committee, or a resident. Furthermore, when serving in their capacity as a Committee member, Homeowners shall be held to fiduciary standards whereby they shall act in the best interest of the Foundation and its members at all times and shall maintain the confidentiality of Foundation information.

Committee Selection Process: Homeowners interested in serving on a Committee may attend and audit a Committee's operation as provided in this Policy. Homeowners wishing to join a Committee shall complete an [Volunteer Information Application Form](#) made available through the Hidden Valley Foundation's office [or the Foundation's website](#). The completed [Volunteer Information Form application](#) will be presented at the next regular meeting of the Board of Directors, who shall review it and decide whether or not to appoint the applicant [volunteer](#) to the Committee for which they applied. The Board may consider the [volunteer's applicant's](#) experience and education as they might apply to the functions of the Committee. The Board of Directors reserves the right to appoint Committee members to fill vacancies as needed and may approve a Homeowner to a Committee without an application being submitted.

In addition, each Committee Chairperson may report vacancies and the number of available positions to the Executive Director [or to the Nominating and Leadership Development Committee at any time during the year as needed. Such vacancies may be filled at any time during the year by homeowners that complete a Volunteer Information Form and are approved by the Board of Directors. Such vacancies may be announced in Foundation ~~for~~ publications, its website, ~~or for announcement~~ at \[regular Board meetings or\]\(#\) the Annual Members Meeting. \[Annually, e\]\(#\)Each Committee will take responsibility for interviewing their \[volunteer\]\(#\) candidate\(s\) \[for Committee membership for the upcoming new calendar year\]\(#\) by no later than November 30 and submit a list of the names of proposed members for the coming year to Management to](#)

Updated May 2018

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present to the Board by no later than December 31. Committee chairpersons shall ensure that a Volunteer Information Form is on file for each proposed Committee member submitted to the Board. Once approved, new Committee members will be seated at the first Committee meeting of the calendar year. The Officer positions and Board liaisons will be decided by the Board of Directors at the first meeting in January following the Annual Members Meeting. Committee members appointed by the Board will serve for the duration of the year in which they are appointed.



General Committee and Chair Term Guidelines: Committee chairperson and member terms are to be based on a calendar year and are for a one-year term. A current or former Committee member may serve on a Sub-Committee as approved by the majority of the Committee.

Committee Chair and Member Eligibility: A homeowner, legal entity (corporation), partnership (group of individuals) or private owner(s) that are listed in the property deed are eligible to be a Committee member. An eligible Committee member can also be a current HVF Board of Directors member. If property is owned by a corporation, the corporation can designate no more than one person per property to serve as a Committee member. That designated individual must be an Officer, Director or Shareholder of that corporation.

Committee members must also be in good standing with the Foundation (i.e. current in all financial obligations to the Foundation and not have his/her membership privileges suspended). Ideally, the Chairperson will have served a minimum of one year as a Committee member. The HVF Executive Director is responsible for determining eligibility and to ~~advise~~ theadvise the Board of any discrepancies.

Appointment of Chair and Committee Members: The Board shall approve all Committee chairperson and member positions. The Board will appoint Committee members upon recommendation of the Chairperson.

Committee Operations: The purpose of the Committees is to stand in an advisory capacity to the Foundation's Board of Directors concerning the subject matter under the responsibility of the Committee. Committees are appointed by and serve at the pleasure of the Board. All operating issues are the ultimate responsibility of the Foundation's Board of Directors. **Committees shall have no authority to negotiate service contracts, interview potential service providers, direct Management staff or to commit the Foundation to any course of action unless so directed by the entire Board.** The Board may consult with the Committees at their discretion, but is not obligated to ask for Committee input prior to acting on any business decision regarding the Foundation's affairs.

The Board of Directors may appoint a member(s) of the Management staff and a current Board member(s) to serve as a liaison(s) to the Committees in order to assist them in accomplishing their duties. The purpose of the Board liaison(s) for each Committee is to improve and coordinate the flow of information between the Board and Committee.

At no time should the chair of the Committee or members of the Committee direct Management staff to perform a task for the Committee or direct Management staff on how to perform their jobs. If the Committee requires Management staff assistance beyond that

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provided by the HVF Executive Director, the request should be directed to the Board of Directors who will assign the appropriate Management staff member(s) to support the task/request of the Committee.

Communication: Each Committee Chair will be provided with a Board of Directors approved "Committee Meeting Report" template from the HVF Executive Director. Each Committee is required to complete and submit completed reports to the HVF Executive Director within a week following the last Committee meeting, and the Executive Director will provide copies to the Board of Directors. Such reports must be submitted not later than 5:00 P.M. the Friday preceding the regular Board meeting. Such reports shall also include reports of no action, no meeting or no report given. Committees should prepare informational articles highlighting the Committee activities at least quarterly to be approved by the Board of Directors and then published in the Foundation's newsletter or on the website.

Members: Each Committee shall consist of a chairman and two (2) or more members and may include a member of the Board of Directors for Board contact, who is not a voting member of the Committee. An odd number of Committee members are preferred for voting purposes and Committee sizes may be determined by each Committee. Homeowners who have interest in joining or exploring a Committee may attend and audit meetings of that Committee in order to acquaint themselves with the Committee and its operations. Such homeowners auditing the Committee shall not have voting rights within the Committee until they have completed a Volunteer Information Form and have been approved by the Board to serve on the Committee.

Formation of Sub-Committees/Task Forces: Upon approval of the Board ~~and per Article XII, Section 11, "with the exception of the Nominating Committee,~~ each Committee shall have the power to appoint Sub-Committees from among its membership and may delegate to any such Sub-Committee any of its powers, duties and functions" in order to accomplish the work outlined within the scope and/or a special assignment from the Board. In order for a Sub-Committee to exist, no less than one of its members must be a voting member of the Committee they work under. An odd number of Sub-Committee members are preferred for voting purposes.

Meetings: Committees shall generally meet monthly. Committees may meet more or less frequently as needed but shall establish regular meeting times, and schedule meeting room space with the HVF Executive Director. The Committee Chair will provide the HVF Executive Director and Board President, as well as all Committee members, with a copy of the proposed agenda at least three (3) business days prior to the Committee meeting. All meetings will be conducted in open format except when in executive session or when conducting hearings. Homeowners attending a Committee meeting may participate only when asked by the Chairperson or when their designated time has come up in the agenda.

Roberts Rules of Order shall serve as the framework for the way all Foundation meetings are

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held. Meeting minutes shall be taken by the designated Secretary on the Committee using the "Committee Meeting Report" template. Minutes should be approved by the Committee Members, with copies submitted to the Executive Director, the Chair, Strategic Long Range Planning Committee, and Property Manager for posting to the Foundation website within one week of the meeting. Any action taken in lieu of a formal meeting shall be documented in the minutes of the next meeting

Indemnification of Committee Members: The Foundation shall indemnify each Committee member against all damages and expenses for actions or omissions performed within the scope of their duties as volunteer Committee members except for situations involving willful, wanton or grossly negligent conduct or bad faith. Committee Chairs will maintain copies of all Board approvals of Committee member appointments to ensure liability insurance coverage.

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Updated May 2018

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FOUNDATION, INC.

Exhibit A

**HIDDEN VALLEY FOUNDATION, INC.
SPECIFIC COMMITTEE GUIDELINES**

Standing Committees:

- A. The ***Executive Committee*** of the Board of Directors shall consist of all Officers. The Executive Committee shall be responsible for executive oversight of the most senior employees of the Foundation, executive oversight of the Management firm (if any), and other significant matters or emergencies requiring immediate action.
- B. The ***Nominating and Leadership Development Committee*** shall have the duties and functions described in Article VIII and XII of the By-Laws.
- C. The ***Social/Recreation Committee(s)*** shall advise the Board of Directors on all matters pertaining to the social and recreational programs and activities of the Foundation.
- D. The ***Maintenance Committee*** shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of the Community Properties and facilities of the Foundation, and to the exterior maintenance upon the property of the Members as provided for in the Articles of Incorporation and the By-Laws.
- E. The ***Audit Committee*** shall advise the Board on the selection of the certified public accounting firm appointed to conduct the annual audit of the Foundation's financial statements and advise the Board as to the results of the annual audit. The Committee shall also investigate any financial matters as requested by the Board. Additionally, the Committee shall also conduct random inquiries and inspections of the accounting records to ensure proper adherence to the Foundation's financial policies. The treasurer shall be an ex officio member of the Committee.
- F. The ***Finance Committee*** shall (a) advise the Board on the development of the annual operating and capital budgets; (b) periodically review the investments and reserves of the Foundation and make recommendations to the Board; (c)

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review all major contracts and financial plans and commitments of the Foundation; and (d) advise the Board as requested on other pertinent financial matters.

- G. The **Rules and Regulations Committee** shall (a) advise the Board of Directors on matters requiring the adoption of rules or regulations for the use and enjoyment of all Community Properties and Facilities of the Foundation; and (b) as requested by the Board, develop and draft rules and regulations for the use and enjoyment of all Community Properties of the Foundation.
- H. The **Architectural Control Committee** shall have the duties and functions described for such Committee in the Declaration of Covenants, Conditions and Restrictions and shall, in addition, be responsible for advising the Board and monitoring any proposals, programs or activities which might affect the value of Residential Properties within Hidden Valley and shall propose action to the Board of Directors as may be appropriate for the Foundation to take on such matters. Except with respect to new development by Developer which has not been transferred to the Foundation for membership, the Architectural Control Committee shall also monitor the construction of new Residential Property for compliance with existing architectural guidelines.
- I. ~~The **Strategic Long Range Planning Committee** shall provide the Board of Directors with a vision for the Foundation's future articulated through a written inventory of strategic priorities, projects, and initiatives that reflect the collective voice of the Members.~~
- J. The **Election Committee** shall have the duties and functions described in Article VIII and XII of the By-Laws.

~~K. The **Strategic Long Range Planning Committee**, although not a Standing Committee specified in the By-Laws, is a special committee designated by the Board and shall provide the Board of Directors with a vision for the Foundation's future articulated through a written inventory of strategic priorities, projects, and initiatives that reflect the collective voice of the Members.~~

~~K. This Committee may also be tasked by the Board with oversight and reporting on implementation of the Foundation's Strategic Long Range Plan.~~

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HIDDEN VALLEY



FOUNDATION, INC.

Exhibit B

Recommendations and Actions from Committees in this report are preliminary and subject to discussion and approval by the Board of Directors before their implementation.

**HIDDEN VALLEY FOUNDATION, INC.
COMMITTEE MEETING REPORT**

Committee Name: _____

Committee Mission/Range of Responsibility:

Strategic Objectives:

Meeting Date/Time:

Committee members, Board liaisons and HVF staff in attendance:

Meeting Agenda topics:

- 1.
2. Etc.

Key discussions summary/recommendations:

- 1.
2. Etc.

Action/decisions to be presented to the Board:

- 1.
2. Etc.

Next Meeting: Date, Time and Location



HIDDEN VALLEY FOUNDATION, INC.

POLICY NAME:	Committee Procedures and Guidelines
POLICY NUMBER:	31
ORIGINAL ISSUE DATE:	January 16, 2009
REVISIONS:	May 18, 2018 August 26, 2020
PURPOSE:	The general purpose of Committees shall be to function in their areas of specific knowledge and expertise and to make recommendations to the Board of Directors.

POLICY STATEMENT:

Code of Conduct and Ethical Standards: No member of any Committee is to be treated disrespectfully by a Board Member, the Management staff, fellow members of their Committee, or a resident. Furthermore, when serving in their capacity as a Committee member, Homeowners shall be held to fiduciary standards whereby they shall act in the best interest of the Foundation and its members at all times and shall maintain the confidentiality of Foundation information.

Committee Selection Process: Homeowners interested in serving on a Committee may attend and audit a Committee's operation as provided in this Policy. Homeowners wishing to join a Committee shall complete a Volunteer Information Form made available through the Hidden Valley Foundation's office or the Foundation's website. The completed Volunteer Information Form will be presented at the next regular meeting of the Board of Directors, who shall review it and decide whether or not to appoint the applicant volunteer to the Committee for which they applied. The Board may consider the volunteer's experience and education as they might apply to the functions of the Committee. The Board of Directors reserves the right to appoint Committee members to fill vacancies as needed and may approve a Homeowner to a Committee without an application being submitted.

In addition, each Committee Chairperson may report vacancies and the number of available positions to the Executive Director or to the Nominating and Leadership Development Committee at any time during the year as needed. Such vacancies may

(UPDATED August 26, 2020)

be filled at any time during the year by homeowners that complete a Volunteer Information Form and are approved by the Board of Directors. Such vacancies may be announced in Foundation publications, its website, at regular Board meetings or the Annual Members Meeting. Annually, each Committee will take responsibility for interviewing their volunteer candidate(s) for Committee membership for the upcoming new calendar year by no later than November 30 and submit a list of the names of proposed members for the coming year to Management to present to the Board by no later than December 31. Committee chairpersons shall ensure that a Volunteer Information Form is on file for each proposed Committee member submitted to the Board. Once approved, new Committee members will be seated at the first Committee meeting of the calendar year. The Officer positions and Board liaisons will be decided by the Board of Directors at the first meeting in January following the Annual Members Meeting. Committee members appointed by the Board will serve for the duration of the year in which they are appointed.

General Committee and Chair Term Guidelines: Committee chairperson and member terms are to be based on a calendar year and are for a one-year term. A current or former Committee member may serve on a Sub-Committee as approved by the majority of the Committee.

Committee Chair and Member Eligibility: A homeowner, legal entity (corporation), partnership (group of individuals) or private owner(s) that are listed in the property deed are eligible to be a Committee member. An eligible Committee member can also be a current HVF Board of Directors member. If property is owned by a corporation, the corporation can designate no more than one person per property to serve as a Committee member. That designated individual must be an Officer, Director or Shareholder of that corporation.

Committee members must also be in good standing with the Foundation (i.e. current in all financial obligations to the Foundation and not have his/her membership privileges suspended). Ideally, the Chairperson will have served a minimum of one year as a Committee member. The HVF Executive Director is responsible for determining eligibility and to advise the Board of any discrepancies.

Appointment of Chair and Committee Members: The Board shall approve all Committee chairperson and member positions. The Board will appoint Committee members upon recommendation of the Chairperson.

Committee Operations: The purpose of the Committees is to stand in an advisory capacity to the Foundation's Board of Directors concerning the subject matter under the responsibility of the Committee. Committees are appointed by and serve at the

(UPDATED August 26, 2020)

pleasure of the Board. All operating issues are the ultimate responsibility of the Foundation's Board of Directors. **Committees shall have no authority to negotiate service contracts, interview potential service providers, direct Management staff or to commit the Foundation to any course of action unless so directed by the entire Board.** The Board may consult with the Committees at their discretion, but is not obligated to ask for Committee input prior to acting on any business decision regarding the Foundation's affairs.

The Board of Directors may appoint a member(s) of the Management staff and a current Board member(s) to serve as a liaison(s) to the Committees in order to assist them in accomplishing their duties. The purpose of the Board liaison(s) for each Committee is to improve and coordinate the flow of information between the Board and Committee.

At no time should the chair of the Committee or members of the Committee direct Management staff to perform a task for the Committee or direct Management staff on how to perform their jobs. If the Committee requires Management staff assistance beyond that provided by the HVF Executive Director, the request should be directed to the Board of Directors who will assign the appropriate Management staff member(s) to support the task/request of the Committee.

Communication: Each Committee Chair will be provided with a Board of Directors approved "Committee Meeting Report" template from the HVF Executive Director. Each Committee is required to complete and submit completed reports to the HVF Executive Director within a week following the last Committee meeting, and the Executive Director will provide copies to the Board of Directors. Such reports must be submitted not later than 5:00 P.M. the Friday preceding the regular Board meeting. Such reports shall also include reports of no action, no meeting or no report given. Committees should prepare informational articles highlighting the Committee activities at least quarterly to be approved by the Board of Directors and then published in the Foundation's newsletter or on the website.

Members: Each Committee shall consist of a chairman and two (2) or more members and may include a member of the Board of Directors for Board contact, who is not a voting member of the Committee. An odd number of Committee members are preferred for voting purposes and Committee sizes may be determined by each Committee. Homeowners who have interest in joining or exploring a Committee may attend and audit meetings of that Committee in order to acquaint themselves with the Committee and its operations. Such homeowners auditing the Committee shall not have voting rights within the Committee until they have completed a

(UPDATED August 26, 2020)

Volunteer Information Form and have been approved by the Board to serve on the Committee.

Formation of Sub-Committees/Task Forces: Upon approval of the Board each Committee shall have the power to appoint Sub-Committees from among its membership and may delegate to any such Sub-Committee any of its powers, duties and functions in order to accomplish the work outlined within the scope and/or a special assignment from the Board. In order for a Sub-Committee to exist, no less than one of its members must be a voting member of the Committee they work under. An odd number of Sub-Committee members are preferred for voting purposes.

Meetings: Committees shall generally meet monthly. Committees may meet more or less frequently as needed but shall establish regular meeting times, and schedule meeting room space with the HVF Executive Director. The Committee Chair will provide the HVF Executive Director and Board President, as well as all Committee members, with a copy of the proposed agenda at least three (3) business days prior to the Committee meeting. All meetings will be conducted in open format except when in executive session or when conducting hearings. Homeowners attending a Committee meeting may participate only when asked by the Chairperson or when their designated time has come up in the agenda.

Roberts Rules of Order shall serve as the framework for the way all Foundation meetings are held. Meeting minutes shall be taken by the designated Secretary on the Committee using the "Committee Meeting Report" template (EXHIBIT B). Minutes should be approved by the Committee Members, with copies submitted to the Executive Director, the Chair, Strategic Long Range Planning Committee, and Property Manager for posting to the Foundation website within one week of the meeting. Any action taken in lieu of a formal meeting shall be documented in the minutes of the next meeting

Indemnification of Committee Members: The Foundation shall indemnify each Committee member against all damages and expenses for actions or omissions performed within the scope of their duties as volunteer Committee members except for situations involving willful, wanton or grossly negligent conduct or bad faith. Committee Chairs will maintain copies of all Board approvals of Committee member appointments to ensure liability insurance coverage.

(UPDATED August 26, 2020)

Exhibit A

HIDDEN VALLEY FOUNDATION, INC. SPECIFIC COMMITTEE GUIDELINES

Standing Committees:

- A. The ***Executive Committee*** of the Board of Directors shall consist of all Officers. The Executive Committee shall be responsible for executive oversight of the most senior employees of the Foundation, executive oversight of the Management firm (if any), and other significant matters or emergencies requiring immediate action.
- B. The ***Nominating and Leadership Development Committee*** shall have the duties and functions described in Article VIII and XII of the By-Laws.
- C. The ***Social/Recreation Committee(s)*** shall advise the Board of Directors on all matters pertaining to the social and recreational programs and activities of the Foundation.
- D. The ***Maintenance Committee*** shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of the Community Properties and facilities of the Foundation, and to the exterior maintenance upon the property of the Members as provided for in the Articles of Incorporation and the By-Laws.
- E. The ***Audit Committee*** shall advise the Board on the selection of the certified public accounting firm appointed to conduct the annual audit of the Foundation's financial statements and advise the Board as to the results of the annual audit. The Committee shall also investigate any financial matters as requested by the Board. Additionally, the Committee shall also conduct random inquiries and inspections of the accounting records to ensure proper adherence to the Foundation's financial policies. The treasurer shall be an ex officio member of the Committee.

The ***Finance Committee*** shall (a) advise the Board on the development of the annual operating and capital budgets; (b)

periodically review the investments and reserves of the Foundation and make recommendations to the Board; (c) review all major contracts and financial plans and commitments of the Foundation; and (d) advise the Board as requested on other pertinent financial matters.

- F. The ***Rules and Regulations Committee*** shall (a) advise the Board of Directors on matters requiring the adoption of rules or regulations for the use and enjoyment of all Community Properties and Facilities of the Foundation; and (b) as requested by the Board, develop and draft rules and regulations for the use and enjoyment of all Community Properties of the Foundation.

- G. The ***Architectural Control Committee*** shall have the duties and functions described for such Committee in the Declaration of Covenants, Conditions and Restrictions and shall, in addition, be responsible for advising the Board and monitoring any proposals, programs or activities which might affect the value of Residential Properties within Hidden Valley and shall propose action to the Board of Directors as may be appropriate for the Foundation to take on such matters. Except with respect to new development by Developer which has not been transferred to the Foundation for membership, the Architectural Control Committee shall also monitor the construction of new Residential Property for compliance with existing architectural guidelines.

- H. The ***Election Committee*** shall have the duties and functions described in Article VIII and XII of the By-Laws.

- I. The ***Strategic Long Range Planning Committee***, although not a Standing Committee specified in the By-Laws, is a special committee designated by the Board and *shall* provide the Board of Directors with a vision for the Foundation's future articulated through a written inventory of strategic priorities, projects, and initiatives that reflect the collective voice of the Members. This Committee may also be tasked by the Board with oversight and reporting on implementation of the Foundation's Strategic Long Range Plan.

EXHIBIT B

Recommendations and Actions from Committees in this report are preliminary and subject to discussion and approval by the Board of Directors before their implementation

HIDDEN VALLEY FOUNDATION, INC. COMMITTEE MEETING REPORT

Committee Name: _____

Committee Mission/Range of Responsibilities

Strategic Objectives:

Meeting Date/Time:

Committee members, Board Liaisons, and HVF Staff in attendance:

Meeting Agenda topics:

- 1.
2. Etc.

Key discussions summary/recommendations:

- 1.
2. Etc.

Actions/decisions requested of the Board:

- 1.
2. Etc.

Next Meeting: Date, Time and Location