

Hidden Valley Foundation, Inc.



Board of Directors Monthly Board Meeting Friday, December 19, 2025, 7:00 p.m.

Directors

Patricia McGrail, President
Rick Etling, Vice President
Bob Kollar, Treasurer
Dan Martin, Secretary
Dan Friday, Director
Lisa Borrelli Dorn, Director
Tom Molenda, Director

Staff

Anna Holloway, Executive Director & Community Manager
Brian Hofer, Maintenance & Facilities Manager
Sandra Sekerka, Manager of Accounting
Chris Nicholson, Sr. Accounting Assistant
Mary Beth McAliley, Sr. Administrative Assistant
Ken Pash, Property & Compliance Inspector



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. Announcements/Discussion Points

5.a Announcements

5.a.1 Committee Volunteer Applications to be submitted by January 2, 2026

5.a.2 Annual Corporate Meeting

5.b Discussion items:

5.b.1 Homeowner Appeal – Unit Rental Policy Violation

6. Set the Agenda

Motion to set the agenda:

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

7. Approve the Minutes of the November 21, 2025 Board Meeting

Motion to Approve the minutes of the November 21, 2025 Board Meeting

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

8. Treasurer's Report, Page

Motion to Accept Treasurer's Report

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

9. Executive Director Report, Verbal

Anna Holloway, Executive Director & Community Manager

10. Maintenance & Facilities Manager Report, Verbal

Brian Hofer, Maintenance and Facilities Manager

11. Committee Reports- Committee chairpersons attending virtually should use the raise hand function to be recognized.

11.1 Finance Committee, No Report

Bob Kollar, Chairperson

11.2 Audit Committee, No Report

Robert Armen, Chairperson

11.3 Maintenance Committee, No Report

Tom Sierzega, Chairperson

11.4 Strategic Long-Range Planning Committee, No Report

Debbie Watson, Chairperson



11.5 Social and Recreation Committee, No Report

Robin Henley & Erin Mikolich, Co-Chairpersons

11.6 Nominating & Leadership Development, Page

Chris Umble, Chairperson

11.7 Architectural Control Committee, Page

Donna Courson & Rob Hanlon, Co-Chairpersons

11.8 Rules & Regulations Committee, Page

Sherrie Marafino, Chairperson

11.9 Marketing and Communications Committee, No Report

Debbie Watson, Chairperson

11.10 Community Safety & Security Committee, No Report

Beverly Zern, Chairperson

11.11 Water and Wastewater Committee, No Report

George Harakal, Chairperson

11.12 Multi-Use Paths Committee, No Report

Jay Smith, Chairperson

11.13 Clean Energy Committee, No Report

Bob Earley, Chairperson

11.14 Environmental Stewardship & Landscaping Committee, Page

Tom Sierzega, Chairperson

11.15 Rental Impact Working Group, Page

Patrick Sweeney, Chairperson

Motion to Accept Committee & Working Group Reports:

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

12. Other Reports

12.1 Security Incident Report Summary, Page

12.2 Jefferson Township Communications, Page

13. New Business

13.1 Motion to Set Annual Corporate Meeting Date of Hidden Valley Foundation, Inc. for Board Re-Organization

Motion to set the date for the annual meeting of the Hidden Valley Foundation Inc., for the purpose of electing officers of the Board of Directors and other general corporate matters. Meeting to be held on January _____, 2026:

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____



13.2 Motion to Approve Resolution Authorizing Current Check Signers to Continue Until the New Officers are Elected and new Signature Card has been filed with the Applicable Financial Institutions

Motion to approve resolution authorizing current check signers to continue until the new officers are elected and new signature card has been filed with the applicable financial institutions

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

14. Set next monthly meeting date

14.1 Friday, January 16, 2026 at 7pm – Monthly Board Meeting

15. Adjournment

Motion to adjourn meeting:

(Motion by _____ Seconded by _____)

Approved _____ Not Approved _____ Approved as Modified _____

Time of Adjournment _____



These minutes, at this point, are not official and may contain inadvertent and/or unintentional errors and/or omissions. The minutes will become official only after any corrections and/or upon approval by the Hidden Valley Foundation, Inc. Board of Directors at its next regularly scheduled Monthly Meeting.

**MONTHLY BOARD OF DIRECTORS MEETING
HIDDEN VALLEY FOUNDATION, INC.
Friday, November 21, 2025
Meeting Minutes**

1. Members' time:

- Jim Zern, #1474 Gebhart Way:
 - Wanted to address the level of lawncare/landscaping/maintenance, was not to the previous standard. At various times even homeowners are addressing this work on their own. It seems to him that help is needed in this area with the landscaper

2. Call the meeting to order:

There being no additional HVF Member(s) wishing to speak, the HVF BOD Meeting of November 21, 2025, was called to order at 7:02 PM by President Pat McGrail at South Ridge Center 1 ("SRC 1").

3. Board attendance roll call:

- Board Members in attendance in Person: Pat McGrail, Rick Etling, Bob Kollar, Dan Martin, Dan Friday, and Lisa Borrelli Dorn.
- Board Members in attendance via zoom: None
- Board Members in attendance via phone: None.
- Board Members not in attendance: Tom Molenda..

Also, in attendance was Anna Holloway, Community Manager & Executive Director, Brian Hofer, Maintenance & Facilities Manager and Sandra Sekerka, Manager of Accounting.

4. Establish board quorum:

Establishment of BOD Quorum Confirmed (Six BOD Members in person and one absent), six BOD Members are present.

5. Announcements/Discussion Points:

Announcements:

5.a.1 Annual Members Meeting – Saturday, November 22, 2025, at 10:00 AM – It is by far the biggest Community Event of the year, please try and attend at the Hidden Valley Resort.

5.a.2 Vendor Expo – Saturday, November 22, 2025, 8:30am-10:30am – learning about and supporting the vendors is important to help the mountain develop. Please try and show up early to meet the vendors prior to the Annual Meeting.



5.a.3 Update on Pavilion Maintenance Matters – Work and research is being done to explore various options and associated costs with each to make the pavilion a “three-season” facility. This is needed to help preserve and protect the interior of the structure. Further research on this is being completed by the Maintenance Committee and will be provided to the Board at a future meeting.

5.a.4 Conference Center Condition – Unfortunately, the current Owners have no intentions of investing any money to enhance the facility. They will only minimally maintain the exterior of the facility for appearance and safety’s sake.

Discussion items:

5.b.1 Proposed Wording Update to Arbitration Policy (#10) - The Board tabled action on updating the Arbitration Policy to a future meeting after more information is gathered. See New Business Item 14.1.

5.b.2 Proposed Wording Update to Unit Owner and Resident House Rules Handbook - In response to homeowner concerns, the Board amended the wording in the Unit Owner and Resident House Rules Handbook to address the use of low-speed motorized children’s vehicles (such as Power Wheels, etc.) around the community. See New Business Item 14.2.

5.b.3 Gardner Road/Oliver Way Road Signage Discussion - The Board approved a motion to change the existing YIELD sign at the Oliver Way and Gardner Road intersection to a STOP sign as a result of safety concerns.

6. Set the Agenda:

RESOLVED: Lisa Borrelli Dorn made a Motion to Set the Agenda. Rick Etling seconded the Motion. There being no further discussion(s), all Directors present voted in favor of the Motion and the Motion carried.

7. Volunteer Recognition – To be done at Annual Members Meeting, Saturday, November 22:

8. Approve the Minutes of the October 25, 2025, Board Meeting:

RESOLVED: Dan Friday made a Motion to Approve the October 25, 2025, Board Meeting Minutes. Bob Kollar seconded the Motion. There being no further discussion(s), all Directors present voted in favor of the Motion and the Motion carried.

9. Treasurer's Report, Page

Treasurer Bob Kollar, Treasurer gave the Treasurer’s Report. For more details related to the Treasurer’s Report please see the information in the TREASURER’S PERFORMANCE DASHBOARD, HIDDEN VALLEY FOUNDATION, FOR THE FOUR-MONTH PEERIOD OF JULY 1, 2025, TO OCTOBER 31, 2025.

10. Executive Director Report, Verbal:

Anna Holloway, Executive Director & Community Manager:

- 1) See discussion items 5.b.1, 2 and 3 above. In addition :
- 2) Cardboard recycling is going well.
- 3) Christmas Lights were hung with care and looked great.



11. Maintenance & Facilities Manager Report, Verbal:

Brian Hofer, Maintenance and Facilities Manager:

- 1) The new Salt Dome is up and being loaded with salt for the winter season.
- 2) New salt deliveries are on the way.
- 3) Vehicles are prepped and ready for the upcoming season.

12. Committee Reports:

- 12.1 Finance Committee, No Report, Bob Kollar, Chairperson**
- 12.2 Audit Committee, No Report, Robert Armen, Chairperson**
- 12.3 Maintenance Committee, No Report, Tom Sierzega, Chairperson**
- 12.4 Strategic Long-Range Planning Committee, No Report, Debbie Watson, Chairperson**
- 12.5 Social and Recreation Committee, No Report, Robin Henley & Erin Mikolich, Co-Chairpersons**
- 12.6 Nominating & Leadership Development, Page, Chris Umble, Chairperson**
- 12.7 Architectural Control Committee, Page, Donna Courson & Rob Hanlon, Co-Chairpersons**
- 12.8 Rules & Regulations Committee, Page, Sherrie Marafino, Chairperson**
- 12.9 Marketing and Communications Committee, Page, Debbie Watson, Chairperson**
- 12.10 Community Safety & Security Committee, Page, Beverly Zern, Chairperson**
- 12.11 Water and Wastewater Committee, Page, George Harakal, Chairperson**
- 12.12 Multi-Use Paths Committee, Page, Jay Smith, Chairperson**
- 12.13 Clean Energy Committee, No Report, Bob Earley, Chairperson**
- 12.14 Environmental Stewardship & Landscaping Committee, Page, Tom Sierzega, Chairperson**
- 12.15 Rental Impact Working Group, No Report, Patrick Sweeney, Chairperson**

RESOLVED: Bob Kollar made a Motion to Accept Committee & Working Group Reports as presented. Lisa Borrelli Dorn seconded the Motion. There being no further discussion(s), all Directors present voted in favor of the Motion and the Motion carried.

13. Other Reports:

- 13.1 Security Incident Report Summary, Page Attached.**
- 13.2 Jefferson Township Communications, No Report.**

14. New Business:

14.1 Motion to Approve Updates to Arbitration Policy (#10):

RESOLVED: Dan Friday made a Motion to Table Proposed Updates to Arbitration Policy (#10) for Further Review and Evaluation. Bob Kollar seconded the Motion. There being no further discussion(s), all Directors present voted in favor of the Motion and the Motion carried.

14.2 Motion to Approve Updates to Unit Owner and Resident House Rules Handbook:

RESOLVED: Bob Kollar made a Motion to Approve Updates to Unit Owner and Resident House Rules Handbook. Rick Etling seconded the Motion. There being no further discussion(s), all Directors voted in favor of the Motion and the Motion carried.

14.3 Motion to Approve the Nomination as Submitted by the Nominating and Leadership Development Committee for the Parke Award:



RESOLVED: Rick Etling made a Motion to Approve the Nomination as Submitted by the Nominating and Leadership Development Committee for the Parke Award. Lisa Borrelli Dorn seconded the Motion. There being no further discussion(s), all Directors voted in favor of the Motion and the Motion carried.

14.4 Motion to change the Gardner Road/Oliver Way Road Signage from Yield to Stop as a result of Safety concerns:

RESOLVED: Rick Etling made a Motion to change the Gardner Road/Oliver Way Road Signage from Yield to Stop as a result of safety concerns. Dan Friday seconded the Motion. There being no further discussion(s), all Directors voted in favor of the Motion and the Motion carried.

15. Set next monthly meeting date:

President, Pat McGrail stated, the next Monthly Board of Directors Meeting of the HVF will be held on Friday, December 19, 2025, at 7:00 PM – The Monthly Board of Directors Meeting will be held at the SRC 1 Great Room and via Zoom.

16. Adjournment:

President, Pat McGrail asked if there was anything for the Good of the Order, none being presented, there was a request for a Motion to Adjourn.

RESOLVED: Dan Martin made a Motion to Adjourn the Meeting. Bob Kollar seconded the Motion. There being no further discussion(s), all Directors voted in favor of the Motion and the Motion carried.

The meeting adjourned at 7:49 PM.

Respectfully submitted for consideration,
Dan Martin, HVF, BOD Secretary



HIDDEN VALLEY FOUNDATION, INC.

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 MONTHLY REPORT

Committee Name: Nominating and leadership Development Committee

Report Date: December 15, 2025

Committee members, Board liaisons: Debbie Watson, Larry Castner, Ann Gaudino, Jack Neely, Chris Umble, Tom Molenda

Committee Mission/Range of Responsibility:

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

Report topics:

1. Meeting/involving new volunteers
2. Development of Leadership Conference
3. Edits to Committee SLRP Goals

Key summary/recommendations:

1. Committee agreed that attracting new volunteers, especially a younger generation of homeowner volunteers, is the key need for improvement. Action steps for 2026 were identified.
2. Leadership Development
 - a. Discussion: Proposed Leadership Conference
Discussion centered on what kinds of support this committee can provide to help improve communications and effectiveness of Board/Committees work process, and to build understanding and comradery across all levels of leadership, including with Condo Boards.
 - b. ACTION:
 - i. Committee to develop proposal for the Board (Umble/Castner lead)
 - ii. Pending the above action, Committee will meet as needed to develop the methodology, survey tool, and event agenda.
3. SLRP Assignments/Results/Edits (
 - a. Committee reviewed and updated its SLRP assignments based on 2025 experience and HVF capabilities.
 - i. We will not seek college summer interns because of the level of academic quality supervision/administration required and our current inability to staff for that; further college internships require a level of compensation which we cannot support financially at this time.

- ii. With respect to the goal of establishing new volunteer opportunities for teens/young people, we will support the present efforts of staff to recruit/manage lifeguards and summer camp staff. We do not have the financial or human resources to establish new categories of youth volunteer or employment opportunities apart from what we can currently support via HVF staff.

Action/decisions to be presented to the Board:

1. Recommendation on conduct of an Annual Leadership Conference to be held in February, 2026
 - a. Next Meeting: Our next meeting will be Wednesday January 7 at 5:00 pm unless we meet ad hoc in December to advance the Leadership Conference.

Thanks to the committee for excellent participation, patience, and persistence throughout 2025!



HIDDEN VALLEY FOUNDATION, INC.

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COMMITTEE MEETING REPORT

Committee Name: Architectural Control Committee

Committee Mission/Range of Responsibility: Approval of applications submitted by individual homeowners concerning exterior home property repairs and improvements

Committee Objectives: To maintain the quality and consistency of the homeowner's property in Hidden Valley

SLRP Objectives and status: To maintain the quality and consistency of the homeowner's property in Hidden Valley

Meeting Date/Time: Every first and third Friday of the month during construction season and first Friday of the month during winter months. We met on two third Fridays due to a great number of applications submitted

Committee members, Board liaisons and HVF staff in attendance:

Donna Courson – Co-Chair
Rob Hanlon Co-Chair
Dennis Carroll
John Dickinson
John Eddy
John McGrail
Mike Mikolich
Richard Miller
Sean Walsh
Dan Friday - Board Liaison
Mary Beth McAliley - HVF Staff Member
Ken Pash – HVF Property and Compliance Inspector

Meeting Agenda topics: Permit requests – see following pages

Key discussions summary/recommendations: Permit requests – see following pages

Action/decisions to be presented to the Board: N/A

Next Meeting: December 5

HIDDEN VALLEY FOUNDATION, INC.
ARCHITECTURAL CONTROL COMMITTEE MEETING
AGENDA
Friday, Nov.7, 2025, 9:00 AM

Committee members are Donna Courson - Co-Chairperson, Rob Hanlon - Co-Chairperson, Dennis Carroll, John McGrail, Mike Mikolich, Richard Miller, Sean Walsh, John Dickinson and John Eddy. Board Liaison- Dan Friday.

1. **Doas - 1765 Greenfield Terrace - SFH**-Install 4'x8'shed, with lean-to-style roof against side of home. Cedar siding, double swing door with black exterior hinges. **Build 8'x4' storage shed behind house along the deck. Approved 25-347**
2. **James Frederick & Gayle Irwin -2406 S. Ridge Lane - SFH** - Create fire bowl with 6-8 chairs approx. 12'x12' more than 10' from the home, no trees in or above the area. **Denied - must move location of the fire bowl to be on property.**
3. **Brent/Christy VanArsdale - 4518 Nordic Way - TH** Install a hot tub (7'x7'Lx3'H) on back deck. Ice Grey/Coastal Grey - see attached photo for placement location. **The ACC Committee recommends checking to see if deck supports will be substantial enough for the weight of the tub filled with water estimated at 500lbs. Approved 25-350**
4. **James & Lisa Jancel - 2715 Powder Ridge Rd - Zero Lot** - **Replace (2) windows/front bedroom, (3) windows, make small window a slider, replace large window behind the house. Windows to be bronze. Approved 25-353**
5. **Hrzic -1834 Eagles Ridge - TH** Replace numerous shingles that are in disrepair. Install seamless gutters and downspouts; front/rear. Install 5" gutter guard. **Deferred: must replace full roof, no patching.**
6. **Berkebile - 221/223 Imperial Road - Single Family** Removal of 7 trees that pose a danger to driveway and buildings. Trees to be removed are marked. Trees marked with blue spots. **Approved per arborist due to disease or that they are dead. Approved 25-355**
7. **Andrew Shull - 1907 South Ridge Ct - TH** - Replace 420 sq foot rear deck/bench with Trek - Dark Brown, contractor will haul all debris from the site. **Color match SW Spicewood as close as possible. If decision is made for railing rather than benches, railing must be to code. Site to be cleaned daily. Trex to be installed to specs. Approved 25-354**
8. **Dana Yealy - 2328 South Ridge Dr. - Single Family** Removal of 6 trees that are marked at base with orange dot paint. Additional few smaller dead pines that homeowner will remove/clean up; they are smaller than the HVF policy. **In need of removal per arborist because they are dead or dying. Approved 25-356**
9. **Dan & Terri Emma - 15 Lakeview Rd.- TH** - Replace 5 Windows - Bronze Replacement Windows by Window World. **Replace windows same style/color - bronze. ACC recommends new construction windows. Approved 25-357**

10. **Neill Miller - 1627 Snowfield Way-TH** - Replace front and back door, full view, painted in Rockwood Red. Full view doors painted in SW2802 Rookwood Red. Approved 25-358 NOTE: Submit new ACC Application to stain deck.
11. **Kevin & Patty Flaherty 533 Kooser Circle - TH** Replace all doors and window throughout the townhouse - Anderson Window and Door. Replace same style/color- bronze as existing. Approved 25-351
12. **Jim & Beverly Zern - 1759 Greenfield Drive- Zero Lot** Repairs to 2023 roof not done properly, same shingles to be used. Contractor to evaluate and repair as many as necessary. Approved 25-359
13. **Zim & Beverly Zern - 1759 Greenfield Drive - Zero Lot** Remove mulch in front of house and replace with river rock for the entire bed. Spring 2026. Approved 25-360
14. **Robert Alexander - 4505 Nordic Ct- TH** - Replace front door with used door from neighbor. Replace split, broken and rotting siding and trim boards with cedar or Hardie boards. Paint to match existing. Full replacement of siding done in the same material required. Door to be same style/same color. Approved 25-365
15. **Barbara Frederick - 522 Kooser Circle - TH** Replace roof, same color, extend bathroom vent to roof, replace rotting fascia board on the front and install 5” gutter. Must call PA ONE CALL to run downspout discharge under the sidewalk. Replace roof with Owens Corning Brownwood Shingles, and extend vents, replace fascia boards. Approved 25-361
16. **Amber Duff - 1813 Eagles Ridge Ct - TH** Install ductless heat pump system, yellow lines on photos indicate location of lines. Install heat pump, advise ACC if it will be on ground or hung. Approved 25-362
17. **Philip Joson - 1320 Westridge - TH** Fix loose deck railing, decks to be stained, replace cracked Hardy Siding in front and back, fix loose stone around pillars. Approved 25-363
18. **Mark Ohern - 1927 South Ridge Way - TH** Roof shingle replacement. Replace entire roof with Certainteed Landmark Colonial Slate. Approved 25-352
19. **Brian George- 1499 Saddler Way-TH** DEFERRED 10/17- partial roof repair due to leaking. (Certainteed Burnt Sienna or Owens Corning Brownwood).
ADDITIONAL INFORMATION PROVIDED:
 - Leak is on the back of the unit.
 - Neighbor’s approval has been provided.
 - Homeowner has agreed to weave new shingles in with the neighbors’ existing roof.Replace bottom portion of roof due to leaking Shingles Certainteed Burnt Sienna or Owens Corning Brownwood. Debris removed daily off site. Approved 25-365
20. **Carolyn & Bill Campbell- 1928 South Ridge Way-TH** - Replace (12) windows and (2) sliding patio doors. Replace all windows in the unit with new construction windows - bronze. All debris to be disposed of daily by contractors off site. Approved 25-348

21. Fred & Pat Martinez- 196 Ridgeview Rd.-SFH - Replace a storm door that was torn off by the wind, with a Larson storm door. **Dispose of construction debris daily off site. Approved 25-349**

ADMINISTRATIVE APPROVALS

1. Nolan - 1764 Greenfield Terrace - Zero Lot - Replace existing split air system with a split air system that will cool and heat. Same location. SM42-Db40 **Request before November 7th to heat. Permit 25-341**
2. Jackie Graham - 1958 S. Ridge- TH- Remove existing siding and trim on back wall and both 4' return walls. Replace any rotted members and/or sheeting. Tyvek wrap and flashing. (2) new construction windows, brand-Seven D, white exterior. New LP Smart Siding. Paint color: South Ridge Grey/Siding and Forest Home/Trim. Construction debris is cleaned up daily. **Request before November 7th due to water infiltration. Permit 25-342**
3. Gerard & Melissa Pindroh - 1167 Gristmill Ct.- Condo - Replace front door with Condo approved door type and to be painted SW302 Spicewood **Condo Association approved. Permit 25-343**
4. John Gill - 579 Maple Court - TH - Seal/Caulk vent pipes for winter. Both fan vents need repair and sealed. **Security stopped work on 10/23/25 H/O considered this to be general maintenance. Permit 25-344**
5. Stephen Teneyck - 1821 Eagles Ridge Terrace- TH - Remove basement sliding window to caulk and/or pour cement to shore up due to cracks. **Committee approved, work needed to be done prior to November 6th real estate closing. Permit 25-345**
6. Thomas Medsger - 1528 Timbercrest Terr - TH Remove boards at chimney (Palanes start 11/5/25) to have Nickos (to start 11/10/25) investigate potential chimney damage **Permit 25-346 WILL REVIEW WITH COMMITTEE BEFORE NIKOS IS APPROVED.**

Next ACC meeting Friday, Dec.5, 2025, at 9 AM



HIDDEN VALLEY FOUNDATION, INC.

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COMMITTEE MEETING REPORT

December 2025

Committee Name: Rules and Regulations Committee

Committee Mission/Range of Responsibility: The role of the Rules and Regulations Committee is covered by Article XII, Section 1 (e) of the Bylaws, which states that *“The Rules and Regulations Committee shall advise the Board of Directors on matters requiring the adoption of rules, regulations or guidelines for the use and enjoyment of all Community Properties and facilities of the Foundation. When directed by the Board, the Rules and Regulations Committee shall develop and draft rules, regulations and guidelines for the use and enjoyment of all Community Properties and facilities of the Foundation which shall be reviewed and approved by the Board.”*

Meeting Date/Time: No meeting was held. Committee members were in contact by email to finalize this report and request to the Board.

Committee Members and Board Liaison:

Committee Members: Sherrie Marafino, Chair, committee members, John Eddy and Jim Zern

Board Liaison: Lisa Borrelli Dorn, Board Member

Meeting Topics:

1. N/A

Key discussions summary/recommendations:

1. This is the final report by current committee chair, Sherrie Marafino.
2. Committee members request that the Board require that applicable proposed policies/changes to existing policies or the Handbook, drafted by other than the Rules and Regulations Committee, be reviewed by the Committee before being submitted to the board for a vote. Action taken prior to review by the Rules and Regulations Committee risks inconsistency with existing documents and the Handbook and may hinder the mission of the Committee.

Actions to be presented to the Board:

1. Request that the Board require that proposed changes to the Handbook or applicable existing policies, as well as new policies drafted by other than the Rules and Regulations Committee, be reviewed by the Rules and Regulations Committee prior to a vote by the Board.

Next Meeting: TBD

MEETING MINUTES – November 21, 2025

COMMITTEE NAME: **Environmental Stewardship and Landscape**

Purpose/Mission/Scope of Work: To protect and enhance our natural environment by maintaining stewardship of our forest and landscape with sustainable forestry practices through the establishment of an integrated landscape and stewardship program for the Hidden Valley Community.

Strategic Objectives:

Status	Committee	5,3,1 Goals
Complete	Environmental & Landscape Stewardship	Homeowner Value 4. Consolidate oversight of landscaping, forestry and groundwater management within an assigned committee/HFV function
Not Started	Environmental & Landscape Stewardship	Homeowner Value 4. Create an integrated “Landscape Stewardship Plan” pulling together the arborist study and stormwater management recommendations, with prioritized common area and neighborhood landscaping initiatives
In Progress	Environmental & Landscape Stewardship	Homeowner Value 4. Update Tree removal Policy as needed to support Stewardship Plan.
Not Started	Environmental & Landscape Stewardship	Quality of Life 2. Coordinate with landscaping to maintain green environment of overall community
Not started	Environmental & Landscape Stewardship	Safety & Security 4. Continue to implement best forestry practices detailed in the forestry consultant's report

Committee Members: Tom Sierzega, Alicia Bitzer, Rick Etling, Dan Friday, Donna Hall, Gretchen Love, Linda Lackey, J.B. Wilcox, Bob Kollar - Board Liaison

Committee Members Present: Tom Sierzega, Alicia Bitzer, Gretchen Love, Linda Lackey,

Meeting Date: November 21, 2025

MEETING MINUTES:

A. **Tree Removal and Replacement Policy:**

- The committee worked on the Tree Removal and Replacement Policy to complete the private property portion.

ACTION ITEMS:

1. Gretchen to update policy based on meeting notes and distribute for review
2. Team – provide feedback on policy updates

NEXT MEETING: December 19, 2025 – 4:00 PM



HIDDEN VALLEY FOUNDATION, INC.

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COMMITTEE MEETING REPORT

Committee Name: Rental Impact Working Group

Committee Mission/Range of Responsibility:

Mission Statement as part of SLRP 2025

“Understand the trajectory of rental activity, capitalize on the marketing or other opportunity that rentals provide, and mitigate any adverse impacts of renter behaviors”

Team evaluating the need to change/revise statement as laid out above.

Committee Objectives:

- 1. Understanding rentals impact on the community**
 - a. The good, the bad, and the ugly
 - b. Goal is to be fact and data driven
 - i. Dealing with individual issues, not generalizations
 - c. Review of data on rentals
 - i. Number of rentals in community (estimated)
 - ii. Impact on community
 1. Strain on resources/interactions with security
 - a. Widespread or isolated
- 2. Communication Channel to Rental Owners**
 - a. Discuss use of Slack or Other Tool

SLRP Objectives and status:

1. Rental policy reviewed and updated accordingly based on experience of compliance and enforcement – **Rental team reviewed, shared feedback, determined that clarification was needed by board if intent was to warn unit owners before fining that would need called out explicitly in the rental unit policy.**

Update: October meeting group reviewed the change to the policy per rental teams suggestion and enacted by HVF Board. Excerpt shown below:

Fines and Penalties for violations by a Tenant of an HVH:

*1st Offense-Warning**

**Note: In the event that the 1st offense involves a criminal or an egregious act, i.e. one that creates a danger to person or property, a fine will be assessed in accordance with the fines assessed for the 2nd and 3rd offenses.*

2. Working group recommendations evaluated and rental policy updated accordingly – **See the above.**
3. Rentals Team support the efforts of the Growth Impact Study Task Team to complete by July 2026 its evaluation of residential growth and increased rentals upon demand for the Foundation’s services and amenities. – **In process working through data which is sparse/hard to properly quantify in order to make a data based recommendation**

Meeting Date/Time: Last Meeting was October 16,2025. Rental team has paused regular meetings until Spring of 2026 to evaluate incidents/rental impacts during Winter 2025-26 and continue to attempt to grow out Rental Homeowners Group.

Committee members, Board liaisons and HVF staff in attendance:

Attendance for the last regular meeting held (October 2025) Pat Sweeney, Team Lead; John Dickinson, Tom Suppa, and Michael Baker – Team members

Meeting Agenda topics:

1. Incident Report Review
 - a. Tom & Michelle to present their findings on reviewing Summer 2024 and Summer 2025 incidents
 - i. Comparison of the number of incidents year over year before and after the implementation of Unit Rental Policy (40)
2. Unit Rental Policy Suggestion
 - a. Presented the team’s recommendation to Pat McGrail, Hidden Valley board president to include specific language about the intent to warn as first course of action.
 - b. Action was taken by the board and the policy was updated
3. Rental Homeowners Communication Tool
 - a. Continue to build out slack channel for rental unit communication
 - b. Need additional help finding rental unit owners from this group and beyond
 - i. Gathered to date through gorilla marketing and hunt and peck essentially
4. Future Meetings
 - a. Propose the team goes inactive while the communication tool is being fine-tuned and or an uptick in negative renter interactions dictates additional action.

Key discussions summary/recommendations:

1. Continue to try and recruit rental unit owners to the rental owners’ group/slack channel
2. Pause regularly scheduled meetings until after Winter 2025-26 season and review incidents during that time in Spring of 2026

Action/decisions to be presented to the Board:

1. Current recommendation(s) presented to board have been implemented. No additional actions/decisions recommended at this time.

Next Meeting: Spring of 2026 (April potentially) or if negative rental interactions dictates convening sooner



HIDDEN VALLEY FOUNDATION Incident Analysis
11/01/2025 - 11/30/2025

Incident Category by Month

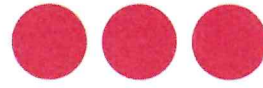
11/01/2025 - 11/30/2025



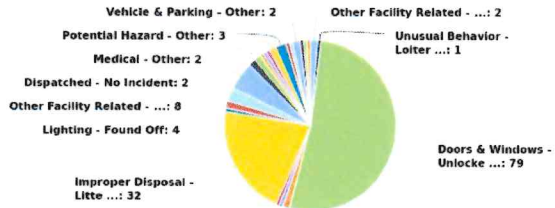
Incident Category	Nov	Total
Other Facility Related - Garbage & Cleanliness	2	2
Unusual Behavior - Loitering	1	1
Doors & Windows - Unlocked	79	79
Public Disturbance - Loud Noise	2	2
Potential Hazard - Fire	1	1
Goods & Products - Missing	1	1
Improper Disposal - Littering	32	32
Vehicle & Parking - Break Down	1	1
Vehicle & Parking - Not Compliant	2	2
Lighting - Found Off	4	4
Other Facility Related - Client Policy Violation	8	8
Communication - Complaint	2	2
Dispatched - No Incident	2	2
Access Control - Other	1	1
Access Control Systems - Other	1	1
Active Hazard - Other	1	1
Medical - Other	2	2
Potential Hazard - Other	3	3
Security Systems - Other	1	1
Structures & Buildings - Other	1	1
Vehicle & Parking - Other	2	2
Intrusion Detection Systems - Triggered	1	1
Windows - Found Opened	1	1
Doors - Damaged	1	1
Total	152	152

Multi-dimension Overview

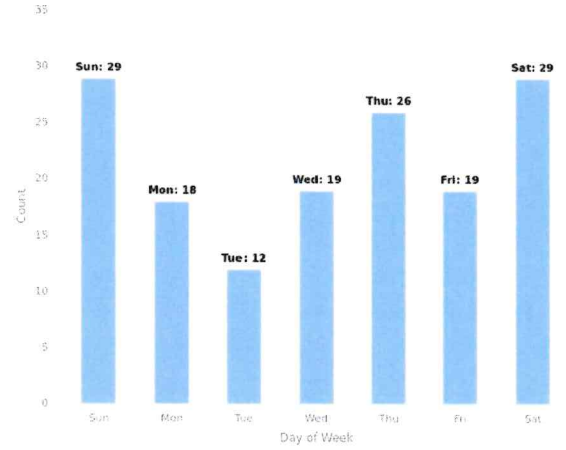
11/01/2025 - 11/30/2025



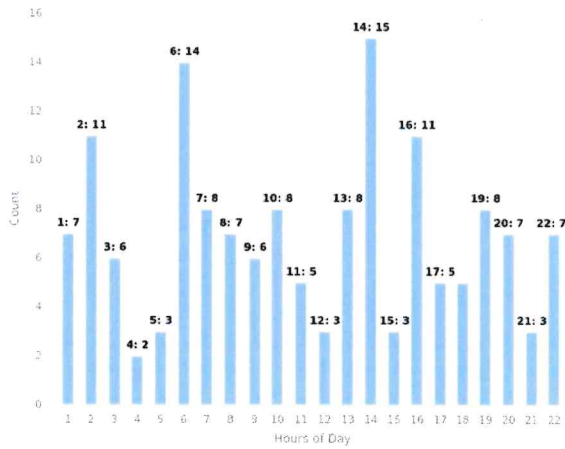
Incident Category



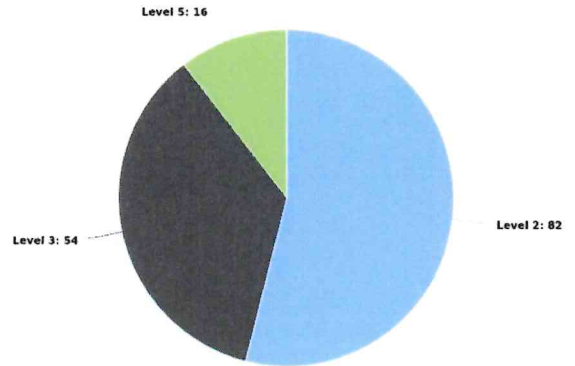
Day of Week



Hours of Day



Incident Severity Level (1-5)



Jefferson Township Supervisor Meeting Summary – December 11, 2025

1. Report from Bakersville Volunteer Fire Department on the status of Replacement Truck that was involved in accident last year. It should arrive in next several months.
2. Further discussion with Jefferson Twp Solicitor on a couple of Solar Panel Farms in the Twp. Further information is needed and further Twp guidelines are being addressed.
3. Some discussion on the Bakersville grove being turned over to the Twp. Multiple issues regarding the exact property lines, and agreement is being worked on.
4. Potential large chicken farm is proposed for twp. and details are being worked out with Somerset Conservation District.
5. Permanent closure of Crimson Oak Road which is off 31 and used to be part of the old Route 31. Was never transferred to Twp, is now private and will be closed off.
6. Jefferson Twp Water and Sewer Authority, One sample of water from 1 tap showed elevated lead levels. Further testing of all other taps did not show lead elevations. Not an issue.
7. Budget for 2026 adopted.
8. NO JEFFERSON TOWNSHIP TAX RATE INCREASE FOR 2026.

Submitted by John G Eddy, Hidden Valley Foundation Jefferson Twp liaison.