



BELL CANYON COMMUNITY SERVICES DISTRICT  
30 HACKAMORE LANE  
BELL CANYON, CALIFORNIA 91307

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## REGULAR MEETING

OF THE BOARD OF DIRECTORS

DATE/TIME : FEBRUARY 26, 2024 at 7:00 p.m.

LOCATION: Bell Canyon Community Center

### AGENDA

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District will hold a regular meeting at 7:00 PM on Monday, February 26, 2024, at 30 Hackamore Lane, Bell Canyon, California in the Community Center to consider those items set forth in the following agenda, except in accordance with Government Code Section 54954.2[b]. The Board reserves the right to modify the order in which items are heard.

The District welcomes any member of the public to attend the meeting. Any non-resident who wishes to attend in-person can, upon their arrival at the front gate, inform gate personnel of their attendance at the District's meeting. No pre-registration is required.

Members of the public may also attend via ZOOM:

General Manager is inviting you to a scheduled Zoom meeting.

Topic: BCCSD Regular Meeting Monday, February 26, 7:00 PM  
Time: Feb 26, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91408440315?pwd=akdxRC9keWY2U2E4SXIJOGZLb08xdz09>

Meeting ID: 914 0844 0315

Passcode: 563714

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One tap mobile

+16699009128,,91408440315#,,,,\*563714# US (San Jose)

+16694449171,,91408440315#,,,,\*563714# US



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Dial by your location

- +1 669 900 9128 US (San Jose)
- +1 669 444 9171 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US

Meeting ID: 914 0844 0315  
Passcode: 563714

Agenda Materials

The complete agenda for this meeting is available at <https://bellcanyoncsd.ca.gov> and at the District Office, 30 HACKAMORE LANE, SUITE #2B, BELL CANYON SUITE CA 91307. Any materials submitted to the legislative body after distribution of this agenda will be available for public inspection at the District Office. Requests for agenda materials or meeting participation assistance can also be made by email to [gregory.mchugh@bellcanyoncsd.ca.gov](mailto:gregory.mchugh@bellcanyoncsd.ca.gov) .

Americans with Disabilities Act (ADA) Accommodations


In compliance with the ADA, any person with a disability who requires accommodation in order to participate in a meeting should contact the District Office at [gregory.mchugh@bellcanyoncsd.ca.gov](mailto:gregory.mchugh@bellcanyoncsd.ca.gov) to request accommodation.



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The District will use its best efforts to provide reasonable accommodations related to the meeting.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Observe a moment of silence in remembrance of the victims of terrorism in Israel.
4. Public comment on Agenda items:
  - CC Logs 
  - January 2024 Financials
  - Approve meeting minutes for 11/27/23, 12/12/23, 1/22/24
  - First Reading of Harassment Ordinance
  - Recreation Update
  - AT&T proposal discussion
  - Need for new ordinances discussion
  - LAFCo update
  - General Manager Search
  - CHP Update
  - Other committee reports
  - Cleanup Day scheduled
  - General Manager and Director updates
  - Executive session
5. Open Forum/Comments. In accordance with Government Code Section 54954.3, every agenda for a regular meeting of the Board of Directors shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless that action is otherwise governed by Government Code Section 54954.2[b].
6. Rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.

For any person to speak, they must be recognized by the Presiding Officer and passed the microphone so they can be heard on Zoom. ZOOM attendees



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will raise their hand on Zoom to request recognition. Zoom attendees will be unmuted on Zoom when recognized. Members of the public in the audience must come to the podium to speak. You will be notified when it is time to come to the podium. All public speakers will be allotted a maximum of 3 minutes. We will recognize Zoom attendees first.

7. BUSINESS ITEMS

7A. Consent items – see agenda packet.

- Credit card log (1)
- January 2024 Financials (2) (23) (26)
- Review/approve minutes from 11/27/23, 12/12/23, 1/22/24

7B. First reading of Harassment Ordinance (35)  
See agenda packet. Offer motion as needed.

7C. Recreation update

- Halloween financial results – see agenda packet (45)
- Eggstravaganza proposed budget – see agenda packet (51)
  - Review and approve

7D. Discussion - AT&T proposal to the PUC to remove support for landlines. Impact on Bell Canyon community. Offer motion as needed.

7E. Discussion – need for new ordinances – offer motions as needed

- Overnight parking or parking at all on CSD property
- Posting political signs or campaigning on CSD property

7F. LAFCo update

Recently M. Robkin, P. Lee and G. McHugh recently met with LAFCo. Kai Luoma indicated that LAFCo would begin gathering data later this year for the next MSR. The MSR itself will be in 2025 but a specific schedule has not yet been established. We indicated we wanted to avoid working through the year-end holidays.

7G. General Manager Search

The announcement has been posted on the District website on the CSDA website.



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7H. CHP Update – see agenda packet

- Enforcement statistics
- Enforcement cost

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7I. Other committee reports

- Document committee – no progress
- Trash bin ordinance – to have been rewritten to increase time allowed to leave bins on street – no progress

7J. Cleanup Day Scheduled

- Saturday April 20, 9 AM – 1 PM
- Will include hazardous waste and shredding

7K. General Manager reports; Director reports

Items of interest from the General Manager and/or any Director.

7L. Executive Session

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Gov. Code § 54956.9(d)(4)) - 1 matter

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code § 54956.9(d)(1)) – *Bell Canyon Community Services District v. Olga Damascus*, LASC Case No. 23CHRO01288

8. The next regular meeting is on March 25, 2024, at 7:00 PM.

9. Adjournment.

					Issued to <u>G. McHugh</u>							
Transaction	Date	Item charged	Quantity	Amount*	Appr'd*	Vendor name	Purpose/Use	Received by Delivered to	Receipt given to	Consum- able?	Who made purchase	CLASS**
	1/25/24	Deluxe Petting Zoo	1	\$350.00		Reptacular Animals Corp.	Eggstravaganza	G. McHugh	G. McHugh	N	G. McHugh	GF-REC
	1/27/24	USPS	3 items	\$4.41		USPS	Mail Federal quarterly and annual reports W-2, 1099, and Fed 941	G. McHugh	G. McHugh	N	G. McHugh	G-ALL
	1/31/24	Portable restroom and 2 wash sinks	1	\$294.49		Anthony's Portable Restrooms Inc.	Eggstravaganza	G. McHugh	G. McHugh	N	G. McHugh	GF-REC
	2/12/24	Spring Bunny, Fairy Photo box	1 each	\$4.63		Pure Imagination	Down payment for Eggstravaganza	G. McHugh	G. McHugh	N	G. McHugh	GF-REC
Log must be maintained at the time of the charge and submitted to the Board at the next board meeting for review												
*Pre-approval by the General Manager or Board officer of any expense over \$500.00 for any item												
Credit card log must be submitted to accounting weekly before any subsequent charges can be authorized												
**To be completed by administration												





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**MINUTES OF BELL CANYON CSD REGULAR MEETING ON November 27, 2023**

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District held a Regular meeting at 7:00PM on November 27, 2023, to consider those items set forth in the posted agenda, except in accordance with Government Code Section 54954.2(b). Please note that the Board reserved the right to modify the order (listed in the agenda) in which items were heard.

**1. Call to Order and Roll Call:** The meeting was called to order at 7:15 PM. Directors present were Judy Lantz, Richard Levy, Peter Machuga (Vice President), Michael Robkin (President) and Eric Wolf. Also present was Gregory McHugh, Interim General Manager, Samantha Becker, Recreation Events Coordinator, and Pam Lee, BCCSD Counsel.

**2. Pledge of Allegiance**

**3. A moment of silence was observed in memory of the victims of terror in Israel.**

**4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**

**5. Public comment on Agenda items:**

- Oct 9 minutes - Pam Lee – noted she was not present. Minutes to be amended.
- Many questions on office as the scene of an alleged crime. Discussions of alleged criminal behavior in the CSD office and at CSD meetings.
- Allegation that Greg McHugh cannot sign for the CSD.

**6. Open Forum**

- Micki Davidovicz – party on the CSD credit cards. Told Greg McHugh at the time and he said that they would have to pay it back. (NOTE: Greg does not recall this conversation. And he would not have made such an arbitrary statement without knowing the facts. He would have said: If true, they would have to pay it back.)
- Mike Klein – comments on items outside the jurisdiction of the District.





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## 7. Adjournment

The meeting was adjourned at 7:40 PM due to audience disruption to await arrival of the Sheriff.

At 8:50 PM M. Robkin moved that the meeting be adjourned to tomorrow night at 7 PM. Seconded by E.Wolf. Motion passed as follows:

Ayes: R. Levy, M. Robkin, E. Wolf

Noes: J. Lantz

Abstain: P. Machuga



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**MINUTES OF BELL CANYON CSD REGULAR MEETING RECONVENED ON November 28, 2023**

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District reconvened the adjourned Regular meeting from November 27, 2023, at 7:00PM on November 28, 2023, to consider those items set forth in the posted agenda, except in accordance with Government Code Section 54954.2(b). Please note that the Board reserved the right to modify the order (listed in the agenda) in which items were heard.

**1. Call to Order and Roll Call:** The meeting was called to order at 7:00 PM. Directors present were Judy Lantz, Richard Levy, Peter Machuga (Vice President), Michael Robkin (President) and Eric Wolf. Also present was Gregory McHugh, Interim General Manager, Samantha Becker, Recreation Events Coordinator, and Pam Lee, BCCSD Counsel.

**2. Open Forum (continued)**

- Dr. Stephen Kubrick – waste barrels at 163 Saddlebow not picked up. Called Waste Management.
- Yossi Kviatkovsky – Criticized the conduct of the BCCSD meeting of 11/27/2023 and E. Wolf and M. Robkin as well as G. McHugh.
- Mike Klein – Violated the Brown Act. Greg McHugh should be fired for backdating the lease. Board members authorizing the lease should resign.
- Leon Reingold – Worried about this organization. Wants M. Robkin to step down.
- Micki Davidovivz – Claims that the CSD credit card was used for \$3973.84 at restaurants from 2018 through 2022.
- Matthew Pearlman – Wants video footage from the DVR in the CSD area to prove a hate crime. Last evening a fellow homeowner speaking was interrupted by E. Wolf. Said to a neighbor that Matthew was harming horses. Same gentlemen videoed cursing. Disappointed that the Sheriff not here.
- Eric responded to Yossi, Mike Klein and Matthew Pearlman



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**3. Consent Items**

- Credit Card Log, SUV Log.  
P. Machuga suggested putting the AED outside the gym for greater access. Right now it is a public AED unit in a restricted area. Asked G. McHugh to speak with the HOA General Manager.

- 9/18, 10/9, 10/16 minutes.  
Amend to correct remarks by Olga Damacus on 10/16 minutes.  
Moved by M. Robkin that minutes be approved as amended.  
Seconded by R. Levy. Motion passed as follows:  
Ayes: J. Lantz, R. Levy, P. Machuga, M. Robkin, E. Wolf  
Noes:  
Abstain:

Amend to show P. Lee not present on 10/9 minutes.  
Moved by M. Robkin that minutes be approved as amended.  
Seconded E. Wolf. Motion passed as follows:  
Ayes: R. Levy, P. Machuga, M. Robkin, E. Wolf  
Noes:  
Abstain: J. Lantz

Motion to accept rest of consent items by M. Robkin. Seconded by E. Wolf. Motion passed as follows:  
Ayes: J. Lantz, R. Levy, P. Machuga, M. Robkin, E. Wolf  
Noes:  
Abstain:

**4. Discussion of recent alleged criminal behavior in CSD offices and CSD meetings**

M. Robkin read the following into the record. Copy attached to these minutes:

- 1- Statement by M. Robkin
- 2- Statement by G. McHugh
- 3- Letter from Mike Rabkin – HOA Counsel

J. Lantz – Doesn't recall an agenda item for the lease. Has the ping pong table with all the legal papers been removed?



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P. Machuga read a statement into the record. Copy attached to these minutes.

E. Wolf- Now everyone knows the truth. No Fraud, no backdating.

J. Lantz - When we first started working on the MSR, Pam Lee sat with Eric in his office. Thought it was the CSD.

P. Machuga moved that we immediately stop any further legal expense, allow the sheriff to investigate and permit staff to show harm by the entry into what had been a previously unsecured CSD office area. Seconded by J. Lantz. Motion failed as follows:

Ayes: J. Lantz, P. Machuga

Noes: R. Levy, M. Robkin, E. Wolf

Abstain:

**5. Discussion of situation with lease of 2A, and possible solutions to our space problem. Insufficient storage space and insufficient office space.**

See discussion under 4 above.

**6. Discuss Clean-up Day - 12/2/23**

G. McHugh described the clean-up day plan. Waste Management and the Salvation Army will be at the Community Center parking lot collecting non-green waste and material donations, respectively. Waste Management will be at the multi-use parcel collecting green waste. The BCWFD will be at the multi-use parcel with the Fire Safe Council's chipper to chip branches, limbs and tree segments into a Waste Management container. See brochure in agenda packet.

**7. Next regular meeting on 12/25/23 is CANCELED due to lack of forum.**

**8. Adjournment**

The meeting was adjourned at 8:57 PM.



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**BELL CANYON COMMUNITY SERVICES DISTRICT STATEMENT ON  
BCA BOARD MEMBERS YOSSI KVIATKOVSKY AND WILLIAM  
NAPIER TRESPASSING INTO THE CSD OFFICE AND OTHER BCA  
AND BCCC PROPERTY**

On the evening of Monday, November 6, 2023, between the hours of 4:00 pm and 8:00 pm, Bell Canyon Association (BCA) Board Members Yossi Kviatkovsky and William Napier broke into office 2A of the Bell Canyon Community Center and changed the locks. Mr. Kviatkovsky proceeded to trespass into office 2B, which is the official office of the Bell Canyon CSD, and hired a locksmith to change the locks on the front door to 2A, the connecting door between 2A and 2B and the front door of office 2B.

The Bell Canyon Community Center is controlled by the BCCC and leases offices to various tenants, including the BCA and the Bell Canyon Community Services District.

**LEGAL BACKGROUND**

The Bell Canyon Association (BCA) is our community homeowners association (HOA). BCA owns but does not control the Bell Canyon Community Center building. Rather, the Bell Canyon Community Center building is controlled by the Bell Canyon Community Center (BCCC), a for-profit organization and separate legal entity with a completely different governing board from the HOA or the Bell Canyon CSD. The BCCC operates the Bell Canyon Community Center building, acting as landlord and collecting rent.

The Bell Canyon CSD is a separate legal entity from the HOA and the BCCC and has a completely different governing board. The Bell Canyon CSD is a governmental entity and public agency, funded by local property taxes. The Bell Canyon CSD governing board is comprised of directors who are elected by resident voters in the regular general elections held in California each November of even-numbered years. The Bell Canyon CSD rents office 2B from the BCCC.

**PARTIAL TIMELINE OF EVENTS LEADING UP TO THE BREAK-IN**

For months leading up to the BCA recall election, there have been numerous verbal and written exchanges where BCA Board member and CSD Director Eric Wolf had discussed certain evidence in his possession that would implicate Mr. Kviatkovsky on various matters. Mr. Wolf stated that such evidence was in his office.

**Saturday Nov. 4:** BCA Recall passes

**Monday Nov. 6 (morning):** The BCCC board votes on and approves a lease of office 2A (as well as renewing lease of 2B) to the Bell Canyon CSD. The lease of the additional space 2A had been in discussion for several months between the BCCC and Bell Canyon CSD, well before the execution of the lease. In fact, an increase in the Bell Canyon CSD rent line item was included and specifically notated in the Bell Canyon CSD Budget for the 2023-2023 FY, which was adopted in July, 2023.



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**Monday Nov. 6 (afternoon):** Mr. Kviatkovsky hired a locksmith to drill out the lock to office 2A. Mr. Napier accompanied Mr. Kviatkovsky and the locksmith to office 2A. Mr. Kviatkovsky also posted several statements on Facebook about looking for an alleged thief.

To be clear, Mr. Kviatkovsky and Mr. Napier had absolutely no legal right or authority to break into office 2A for the following reasons:

- The BCA is not the landlord of the Bell Canyon Community Center.
- Even if the BCA were the landlord (which they are not), a landlord cannot break into their tenant's leased space.
- Individual BCA Directors have no legal authority to take any action unless authorized by the BCA Board. Even if a director were authorized (which they were not), the BCA Board had no legal authority, as the BCCC (not the BCA) is the landlord of the Bell Canyon Community Center.

**Monday Nov. 6 (early evening):** Interim General Manager, Greg McHugh, came to the Bell Canyon CSD office. He found and confronted Mr. Kviatkovsky in the Bell Canyon CSD office, while Mr. Kviatkovsky's hired locksmith was planning to change the lock on all the doors including the Bell Canyon CSD Office door at office 2B. This door is clearly labeled as belonging to the Bell Canyon CSD and is plainly visible from anyone passing by the office on the exterior.

Mr. Kviatkovsky had zero right to enter Bell Canyon CSD property or hire a locksmith to change our locks. Entering onto government property without permission is trespassing. There is no legal reason for Mr. Kviatkovsky to even be physically present in the Bell Canyon CSD office without permission, let alone to change the locks to the CSD office and attempt to deny the Bell Canyon CSD board and staff access to our own office and our own documents.

**Monday, Nov. 6 / Tuesday, Nov. 7:** There was additional trespass into the Bell Canyon CSD office. The lock on the CSD filing cabinet has been tampered with and broken.

Law enforcement officers from the Ventura County Sheriff's Department were called in about the foregoing events, and they came to the Bell Canyon Community Center the evening of Monday, November 6 to investigate. The foregoing events have been included in a statement made by Mr. McHugh to the Sheriff's Department. (See attached Statement by Mr. McHugh dated November 10<sup>th</sup>, 2023 to the Sheriff's Department, included by permission of author.)

**Monday Nov. 9 (early evening, prior to and during CSD Public Meeting):** BCA Counsel Michael Rabkin, esq. (not to be confused with CSD President Michael Robkin) send a letter to CSD Counsel Pam Lee, esq. claiming, among other things, that the BCCC lease is a forgery. These claims are false. (letter is attached) Mr. Rabkin never asked BCCC president (and Bell Canyon Volunteer Wildland Fire Department Chief) Garrett Clancy if the BCCC Board had approved the lease. He never communicated with any BCCC Board Member to check on the status of the lease. He never communicated with anyone from the CSD, except to send his false letter to CSD attorney Pam Lee. Parts of this letter were conveyed verbally by BCA Board Member William Napier during the 11/9 CSD Meeting. Since 11/9 BCA attorney Rabkin has not returned



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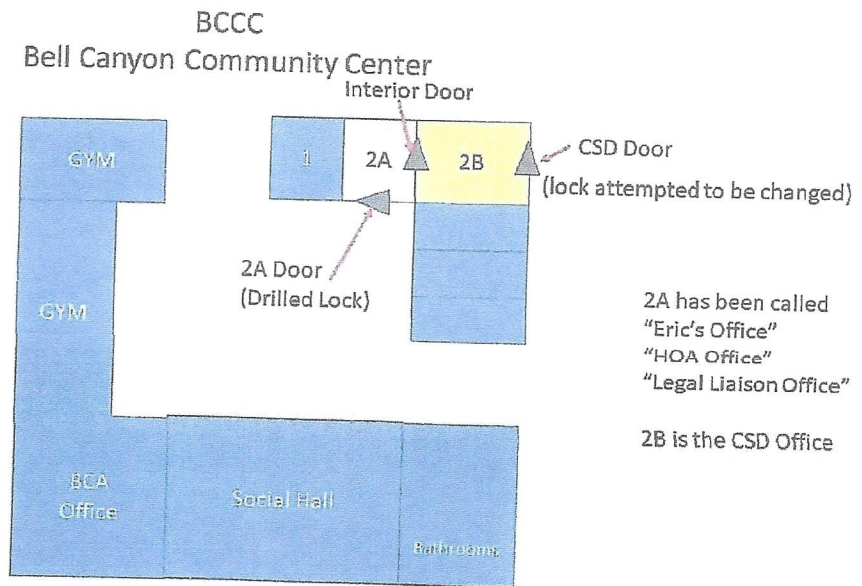
any phone call or email message or answered any inquiry regarding this false letter from CSD attorney Pam Lee.

BC CSD Board of Directors ignored the false statements from Michael Rabkin, esq. and voted to approve the lease on the evening of 11/9.

**LAW ENFORCEMENT FOLLOW UP**

When Mr. McHugh and I met with the Sheriff's Department again on Thursday, November 9, 2023, we were informed by Sheriff's Department that all recent Bell Canyon police reports, incidents, and potential crimes have been assigned to a single investigator and the investigation is ongoing.

MAP for reference





On Monday, November 6, I went to the Community Center at approximately 3:30 PM. I parked by the CSD office and noticed that the door was open. I went inside and saw that the inside door was open. I called out but no one answered. I went into the other office and no one was there. Its exterior door was also wide open. I called out again and no one answered. I went outside through its open door and called out a third time. No one answered. I returned to the CSD office and noticed that the lock on the filing cabinet was not locked. I immediately locked it. I then called Michael Robkin and related to him what had happened. I heard someone in the other office and he came to the door between offices. I did not recognize him. Turned out he was a locksmith and he was going to change all the locks including the lock on our outer door. I told him that he could not change the lock on our outer door as this was a government office. I asked him who authorized this and he said he would go get him. Then Yossi Kviatkovsky came in and said that there had been a burglary and that the HOA was changing the locks. I told him he could not change the lock on our outer door because this was the BCCSD and a government office. I also told him he had to leave. He said as landlord he had a right to enter. [Turned out that he is a Director on the Board of the Bell Canyon Association and our landlord is a different corporation, the Bell Canyon Community Center. So he did not really represent the landlord.] I told him by law he has to give us 24 hours' notice. He then agreed to leave but wanted anything that belonged to the BCA and was still changing the lock on the door between offices. At that point Michael Robkin arrived. William Napier also made an appearance in the HOA office and looked through the door. Yoshi asked about the printer next to the wall of the other office. I told him it did not belong to the BCCSD but that I did not know to whom it actually belonged. He also asked about monitors on desk in the corner adjoining the other office. I told him I was not sure that I had to check our records. He then took the printer that did not belong to the BCCSD and went into the other office. The locksmith proceeded to change the lock on the door connecting the two offices and then locked the door. Michael and I left at approximately 4:00 PM. I locked exterior door.

At approximately 7 PM that evening I received a call from Michael Robkin that he had been told that there were people in our office. He was going to buy materials to secure the adjoining office door from our side and could I meet him there later. I got there about 8:30 PM and the materials were there but not Michael. I called him and he said he had a commitment and asked if I could take care of it. I told him yes. I used the materials to secure the door and left approximately 9 PM.

On Tuesday, November 7, I entered the CSD office in late morning. I noticed that the file cabinet lock (a combination lock) was unlocked. I tried to lock it but it would not work with my combination. I went home and got a key operated lock and returned and secured the file cabinet. I then tried to reset the combination lock to the original combination. I found a screwdriver on the desk that was a perfect fit for the reset screw on the combination lock but I found that to reset the combination you have to have it set to the current combination so I gave up. I preserved both the combination lock and the screwdriver. I removed all access from the entry lock except for Michael Robkin and me and then went home.

*Gregory McHugh*

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LAW OFFICES  
WOLF, RIFKIN, SHAPIRO, SCHULMAN & RABKIN, LLP

Michael W. Rabkin  
mrabkin@wrslawyers.com

08937-001

November 9, 2023

VIA ELECTRONIC MAIL ONLY  
plee@awattorneys.com

Pam Lee, Esq.  
Aleshire & Wynder LLP  
18881 Von Karman Avenue, Suite 1700  
Irvine, CA 92612

Re: Bell Canyon Association ("Association") and The Bell Canyon Community Center, Inc.

Dear Ms. Lee:

This law firm represents The Bell Canyon Community Center, Inc (which is a subsidiary of the Bell Canyon Association) and the Bell Canyon Association.

I am writing to you because I understand that tonight, the Bell Canyon Community Services District, for whom you are counsel, will be meeting to ratify the enclosed Bell Canyon Community Center lease, "dated" November 6, 2023. I am putting you on notice that this alleged lease was not approved or even reviewed by The Bell Canyon Community Center board, nor the Bell Canyon Association board, and was never approved, accepted, agreed to or ratified by them. Simply put, The Bell Canyon Community Center Board will not honor this lease and considers it a forgery.

Please do not ratify or accept this lease tonight, because if you do so, both of my client associations will have no choice but to take action against The Community Services District for participation in this fraudulent transaction.

Nothing contained herein or omitted herefrom shall be deemed to be an admission, limitation or waiver of any of the Associations' rights, remedies or defenses, either at law, or in equity, all of which rights, remedies and defenses are hereby expressly reserved.

Very truly yours,

WOLF, RIFKIN, SHAPIRO, SCHULMAN & RABKIN, LLP

  
MICHAEL W. RABKIN

MWR:aak  
Enclosure

4521564.1

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Bell Canyon Community Center Lease

THIS LEASE is made on November 6, 2023:

The Landlord hereby agrees to lease to the Tenant, and the tenant hereby agrees to hire and take from the Landlord, the Leased Premises described below pursuant to the terms and conditions specified herein:

**LANDLORD:**  
Bell Canyon Community Center, Inc.  
30 Hackamore Lane  
Bell Canyon, CA 91307

**TENANT(S):**  
Bell Canyon Community Service District  
30 Hackamore Lane, Suites #2A and 2B  
Bell Canyon, CA 91307

- 1 **LEASED PREMISES.** The Leased Premises are those premises containing 760 square feet and described as 30 Hackamore Lane Suites #2A and 2B. The suites are located in an Office Building known as the Bell Canyon Community Center.
- 2 **TERM.** The term of the Lease shall be for a period of 3 years commencing on November 6, 2023, and ending on November 6, 2026, unless sooner terminated as hereinafter provided.
- 3 **RENT.** The Tenant agrees to pay the MONTHLY RENT of:  
Five Hundred Fifty Dollars (\$550.00)  
payable in advance before the first day of each calendar month during the full term of this lease. Commencing November 6, 2024, the above rent shall be increased annually by the change in the consumer price index. Rent for any period which is for less than one (1) month shall be a prorated portion of the monthly installment herein based upon a thirty (30) day month. All money, except security deposits, due from Tenant to Landlord under this Lease shall be deemed to be rent and all rent shall be paid to Landlord, without deduction or offset, in lawful money of the United States of America and at such place as Landlord may from time to time designate in writing.
- 4 **RENT PAID UPON EXECUTION :** Tenant to pay the sum of NA upon execution of this lease. This sum is advanced payment for the period NA being the first month of the lease and the period NA through NA being the last month of the lease. If this lease provides for rent adjustments, then the payment made in advance for the last month of the lease shall be applied to the amount then due.
- 5 **USE AND HOURS OF OPERATION.** Tenant shall use the Premises solely for business purposes and shall not use or permit the Premises to be used for any other purpose. Tenant acknowledges that neither Landlord nor Landlord's agents or employees have made any representation or warranty, express or implied, as to the suitability of the Premises for Tenant's intended use. Tenant shall not be limited as to its hours of operation. However, Tenant's hours of operation shall not create a nuisance to adjoining Tenant's or other property owners in Bell Canyon. Landlord shall provide operation of the Heating and Air Conditioning systems only during the following hours: Monday through Friday: 7AM to 7PM and Saturday: 7AM to 5PM.
- 6 **SECURITY DEPOSIT.** Concurrently with Tenant's execution of this Lease, Tenant has deposited with Landlord a security deposit in the amount of \$0.00. Said Security Deposit shall be held by Landlord as security for the faithful performance by Tenant of all the terms, covenants, and conditions of this Lease to be kept and performed by

30.21 **Surrender of Premises.** Tenant shall peacefully surrender the Premises to Landlord upon the termination or expiration of the Lease in broom-clean condition and in as good condition as when Tenant took possession, except for (a) reasonable wear and tear, (b) loss by fire or other casualty, and (c) loss by condemnation. Concurrently therewith, Tenant shall remove all of Tenant's personal property from the Premises, Office Building, and surrounding common areas and promptly repair all damage to the Premises, Office Building and common areas caused by such removal. If Tenant abandons or surrenders the Premises, or is dispossessed by process of law or otherwise, any of Tenant's personal property left on the Premises shall be deemed to be abandoned, and, at Landlord's option, title shall pass to Landlord under this Lease as by a bill of sale. If Landlord elects to remove all or any part of such Tenant's property, the cost of removal, including repairing any damage to the Premises, Office Building or common areas, caused by such removal shall be paid by Tenant. At the termination or expiration of this Lease, Tenant shall immediately deliver to Landlord all keys to the Premises and the Office Building.

31 **DESCRIPTION OF LEASEHOLD IMPROVEMENTS BY TENANT.** All improvements shall be made by Tenant, and Tenant is accepting the Premises in its current condition. All plans and specifications, for work that Tenant desires, must be by licensed architect and must first be submitted to Landlord for Landlord's approval and/or Bell Canyon Architectural Committee approval. Any approval by Landlord must be in writing, prior to the commencement of any work. Landlord to have the right but not the obligation to inspect building work progress and verify that work meets all applicable codes, and Landlord's Standards. Tenant drawings shall include details and finishes of cabinetry, flooring, wall coverings, and furniture. All improvements made by Tenant shall be pursuant to Building Permits obtained and paid for by Tenant.

IN WITNESS WHEREOF, the Parties hereto have executed this Lease the day and year first written above.

LANDLORD:

Bell Canyon Community Center, Inc.

  
\_\_\_\_\_  
Garrett Clancy, President

Date: 11/6/2023

TENANT:

Bell Canyon Community Service District

  
\_\_\_\_\_  
Gregory McHugh, Interim General Manager

Date: 11-6-2023

Office note – 11/27/2023 –

Peter Machuga,  
Vice President,  
Bell Canyon Community Service District

Statement & Read into Record

Addendum to 11-27 23 minutes

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The CSD office did not have a private, secured office in room 2B at the BCCC facility. Anyone who had access to office 2A had access to office 2B and further the 2B office was shared with the HOA. The rent was about \$250 per month because of the arrangement.

Several discussions had taken place to take full possession of 2B and to secure 2B from 2A by installing a dead bolt. The action was delayed because of the need for HOA material to be stored and spread out on a ping pong table. CSD office, ½ of 2B, was never secured.

No Board discussion regarding the need to add office 2A to the CSD office space. Staff had not requested the Board for additional space beyond office 2B.

There was never any discussion of the timing of the full use of office 2B. It was a low priority item given the office had existed in this form for a few years and the HOA did not prioritize the removal of their material.

Certainly, the timing of the November 6th lease in line with the change in leadership of the HOA suggests a capricious, vindictive, and possible political action not conducive of public trust. Scheduling an emergency meeting on November 11th for a low priority item seems to add to the intrigue and create additional suspicions regarding questionable date of the transaction.

A request was made to remove the lease agreement from the emergency meeting agenda was made. More time was needed to understand circumstances. The item was not removed from the agenda.

Now here we are, trying desperately to demonstrate the harm was done by entry into a previously unsecured office. CSD and HOA attorneys opining at nauseum as if to see who can generate the most billable hours while the Board cheers them on.

We are a small district and stories like this give the impression that we are too small to responsibly manage our affairs with the best interest of the public in mind.

I move we immediately stop any further legal expense, allow the sheriff to investigate and permit the staff to show harm by the entry into what had been a previously unsecured CSD office area.

Further, I object to the use of public funds in this matter without line-item Board approval before any commitment is made.

Greg;

Statement from Yossi Kviatkovsky "1/25/23"

You are on notice that the 11-27-23, Bell Canyon Community Services District (CSD) meeting was disrupted by publicly elected board director Eric Wolf, not members of the public. The subsequent handling of Eric Wolf's disruption, meeting adjournment, and naming of time and date for the continued meeting all seem to violate CA laws. (17)

As the videos show, Eric Wolf was being criticized for his absence of integrity by a member of the public. This directly involves the CSD as he sits on the CSD board of directors. Rather than sit quietly and listen to criticism as the law requires, Eric Wolf repeatedly interrupted the speaker. The only individual causing commotion or disruption was Eric Wolf. Eric Wolf knowingly and intentionally violated that member of the public's right to free speech and to regulate elected officials. Eric Wolf then called for CSD president Michael Robkin to stop the meeting and call the sheriff.

Eric Wolf has a pattern of intimidating members of the public with personal videotaping, selfish calls to the Ventura County Sheriff, as well as filing of false claims and accusations against members of the public to deputies and directly to courts. Tonight's antics by Eric Wolf are not novel or surprising as he has subjected the public to them before.

Michael Robkin refused to control his board member Eric Wolf. Instead, you, Greg McHugh, Interim General Manager of CSD (although you have held this position for a year and there has yet to be a posting for a permanent GM) called the Ventura County Sheriff at (805) 654-9511 and made the false claim that it was the public, not Eric Wolf a CSD director, who was the cause of the disturbance. Dispatcher Cheryl can attest to this call as she was the one with whom you spoke.

Cheryl, after speaking to a member of the public, noted in the call report that the deputy who answers the call needs to view the videos. That this would prove the situation as the deputy would see that it was not the public but Eric Wolf who caused the disturbance. That Samantha Becker videoed for the CSD and there are members of the public with personal videos as well. That Eric Wolf then asked for the sheriff to be called in a blatant act to intimidate members of the public from executing their right to free speech and to regulate elected officials at public meetings. And that the meeting was adjourned rather than continued once Michael Robkin took control of his board director Eric Wolf.

Michael Robkin is noted on video stating that it was CSD legal counsel Pam Lee, equity partner at Aleshire & Wynder LLP, who affirmed the adjournment.

The sheriff was then called, per Cheryl, to not come to the meeting after all.

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Not only was the meeting stopped to call the sheriff, but then once the meeting was adjourned, the sheriff was called to not come. That reads like a blatant attempt by Eric Wolf to 1) stop public criticism of him as an elected official, 2) abuse his power as a CSD board director to call the sheriff to come to a meeting that he, Eric Wolf disrupted, but blame the public, and 3) to call off the sheriff from coming once he knew he would not be subjected to further criticism as the meeting had been adjourned.

1) It is not within the law to adjourn a public meeting because a board director does not like being criticized. In fact, the right to speak freely at public meetings and to regulate elected officials is part of the letter and spirit of the Brown Act and CA court decisions.

Per the AG's Office (pg. 48):

The Act provides that the legislative body shall not prohibit a member the policies, procedures, programs, or services of the agency, or of legislative body. (§ 54954.3(c).) Public meetings of governmental limited public fora. As such, members of the public have broad constit any subject relating to the business of the governmental body. Any att such speech must be narrowly tailored to effectuate a compelling state in found that policies that prohibited members of the public from criticiz were unconstitutional. (*Leventhal v. Vista Unified School Dist.* (199 *Moreno Valley Unified School Dist.* (1996) 936 F.Supp. 719.) These de critical comments was a form of viewpoint discrimination, and that

The 9th Circuit Court determined in *Acosta v Costa Mesa*, that "Members of the council shall not, by disorderly, insolent, or disturbing action, speech, or otherwise, substantially delay, interrupt or disturb the proceedings of the council"

What you all did by allowing Eric Wolf to disrupt a public meeting by impeding a member of the public's speaking time because he did not like that his absence of integrity was being addressed, seems to be strict violation of laws.

2) Eric Wolf's pattern of calling for authorities when the public is speaking against him, is not permitted by law. It is an abuse of his seat on CSD board of directors and a direct attempt to silence members of the public and intimidate them from speaking at public meetings or even attending meetings for fear of retribution by Eric Wolf for simply exercising their right to free speech and to regulate elected officials.

The CA Supreme Court determined in Kay that, "If invoked without restriction, the statute could criminalize conduct that was "nothing more than an expression of free speech protected by the Constitution." (1 Cal. 3d at p. 941.). Therefore, the court determined that Penal Code section 403 does not "grant to the police a 'roving commission' to enforce Robert's Rules of Order." (1 Cal. 3d at p. 930.)

The 9th Circuit Court determined in White v Norwalk that, "Undoubtedly, abuses can occur, as when a moderator rules speech out of order simply because he disagrees with it, or because it employs words he does not like" (White v. City of Norwalk, 900 F.2d 1421, 1425 (9th Cir. 1990).)

The 9th Circuit Court determined in Acosta v Costa Mesa, that the First Amendment requires a person's speech in a city council meeting must actually disrupt a meeting before that person may be removed from the meeting. (7, 18 F.3d 800 (9th Cir. 2013).)

What you all do by calling authorities at will to stifle public speech and intimidate members of the public is seems a violation of CA law.

3) Eric Wolf once again used personal videoing of the public on his cell phone as a means to harass the public and disrupt a public meeting. Eric Wolf is a CSD director and does not fall under the law allowing members of the public to record public meetings. For purposes of the board, there is a recording made by the CSD. Eric Wolf videos as a form of intimidation, harassment, and bullying of members of the public. This is evidenced by the contempt of court against him waiting to be heard.

Per AG's Office (pg. 15), "While in attendance, members of the public may make video or audio recordings of the meeting. (§ 54953.5.)". Note that it is not "members of the legislative body" and "members of the public", but just members of the public who have the right to personally record public meetings.

What you all did by refusing to again stop Eric Wolf from recording the public from the board table, seems a strict violation of the Brown Act.

4) Per the CA AG's office, an adjourned public meeting must be properly noticed. The law requires that "if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made."

Michael Robkin is noted on video as stating he refuses to notice the meeting.



5. **Adjournments and Continuances**

Regular and special meetings may be adjourned to a future date. If a meeting is conducted within five (5) days of the original meeting, the agenda for the original meeting may be considered at the subsequent meeting. (54954.2(b)(3).) If the subsequent meeting is more than five (5) days after the original meeting, a new agenda must be prepared and posted pursuant to section 54955.1. Meetings pursuant to section 54955.1 are subject to the same procedure as meetings pursuant to section 54955.1.

When a meeting is adjourned to a subsequent date, notice of the meeting must be conspicuously posted on or near the door of the place where the meeting is to be held at least 24 hours after the time of the adjournment. When less than a 24-hour notice is given for a noticed meeting, the body may either meet as a committee of the whole on the future date pursuant to the provisions of sections 54955 or 54955.1 or the legislative body may meet at a noticed meeting. The clerk may

54955.            **Adjournment**

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The legislative body of a local agency may adjourn any regular adjourned special meeting to a time and place specified in the order. The quorum may so adjourn from time to time. If all members are absent from a regular meeting the clerk or secretary of the legislative body may decide the time and place and he shall cause a written notice of the adjournment to be posted in the manner as provided in Section 54956 for special meetings, unless such notice is provided for special meetings. A copy of the order or notice of adjournment shall be posted at or near the door of the place where the regular, adjourned regular, special meeting was held within 24 hours after the time of the adjournment. When a meeting is adjourned as provided in this section, the resulting adjourned meeting is for all purposes. When an order of adjournment of any meeting is made, the adjourned meeting is to be held, it shall be held at the hour specified in the ordinance, resolution, bylaw, or other rule.

54955.1.            **Continuance**

Any hearing being held, or noticed or ordered to be held, by a local agency at any meeting may by order or notice of continuance be continued or

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What you all did by refusing to properly notice the continued meeting seems to strictly violate the Brown Act.

Per this notice, you are called to cease immediately your allowance of Eric Wolf to interrupt members of the public, to video the public while he is acting as a board director, to make frivolous calls to authorities in order to intimidate, harass, threaten, and bully members of the public from exercising their rights to free speech and to regulate their elected officials, and to improperly noticing public meetings.

The law calls that if CSD director Eric Wolf refuses to control himself during public meetings at which he is a board director, he is to be removed from the board table. The meeting is not to be halted in order to appease Eric Wolf's desire for the meeting to end.



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**MINUTES OF BELL CANYON CSD SPECIAL MEETING ON DECEMBER 12, 2023**

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District held a Special meeting at 7:00PM on December 12, 2023, to consider those items set forth in the posted agenda, except in accordance with Government Code Section 54954.2(b). Please note that the Board reserved the right to modify the order (listed in the agenda) in which items were heard.

**1. Call to Order and Roll Call:** The meeting commenced at 7:04 PM. Directors present were Judy Lantz, Richard Levy, Peter Machuga, Michael Robkin (President) and Eric Wolf. Also present was Gregory McHugh, Interim General Manager.

**2. The Pledge of Allegiance**

**3. A moment of silence was observed in memory of the victims of terror in Israel.**

**4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**

**5. Public Comments on Agenda Items.**

In accordance with Government Code Section 54954.3, every agenda for a special meeting of the Board of Directors shall provide an opportunity for members of the public to directly address the legislative body on any item listed on this agenda, provided that no action shall be taken on any item not appearing on the agenda unless that action is otherwise governed by Government Code Section 54954.2[b]. Public forum will be conducted with each agenda item.

- Election of President and Vice President
- Closed Session

No comments submitted



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**6. Election of President and Vice President**

R. Levy nominated M. Robkin for President. E. Wolf seconded the nomination. M. Robkin was elected President as follows:

Ayes: J. Lantz, R. Levy, P. Machuga, M. Robkin, E. Wolf

Noes:

Abstain:

J. Lantz nominated P. Machuga for Vice President. P. Machuga seconded the nomination. The election failed as follows:

Ayes: J. Lantz, P. Machuga

Noes: R. Levy, M. Robkin, E. Wolf

Abstain:

E. Wolf nominated R. Levy for Vice President. M. Robkin seconded the nomination. R. Levy was elected Vice President as follows:

Ayes: R. Levy, M. Robkin, E. Wolf

Noes: J. Lantz, P. Machuga

Abstain:

**7. Closed Session**

7A. Conference with Legal Counsel-Anticipated Litigation

(Gov. Code 54956.9(d)(4): (No. of cases: 1)

*Direction has been given by a vote of 3 Yes to 2 No (No: J.*

*Lantz and P. Machuga) to initiate a lawsuit regarding the rights and obligations of the parties to the Lease of Office 2A and 2B at the Bell Canyon Community Center.*

7B. Personnel action (Gov. Code 54957.1(a)(5): 1 matter)

*Direction has been given by a vote of 5 Yes to 0 No for the Interim General Manager to begin advertising for a permanent General Manager.*

**8. The next meeting**

The regular meeting scheduled for 12-25-2023 is cancelled due to lack of quorum. The next regular meeting is 1-22-24 at 7:00 PM.



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**9. Adjournment**

The meeting was adjourned at 8:15 PM.



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**MINUTES OF BELL CANYON CSD REGULAR MEETING ON January 22, 2024**

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District held a Regular meeting at 7:00PM on January 22, 2024, to consider those items set forth in the posted agenda, except in accordance with Government Code Section 54954.2(b). Please note that the Board reserved the right to modify the order (listed in the agenda) in which items were heard.

**1. Call to Order and Roll Call:** The meeting was called to order at 7:13 PM. Directors present were Judy Lantz, Richard Levy, Peter Machuga (Vice President), Michael Robkin (President) and Eric Wolf. Also present was Gregory McHugh, Interim General Manager, Samantha Becker, Recreation Events Coordinator, and Pam Lee, BCCSD Counsel.

**2. Pledge of Allegiance**

**3. A moment of silence was observed in memory of the victims of terror in Israel.**

**4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**

**5. Public comment on Agenda items:**

- Discussion on Open Lot use

Yoav Shalev – concerned with getting a structure built – don't want a station next to our house – setback 20' is an issue – a fire protected area for refuge – horses would not be removed there – lower property values on the street – better to continue the Equestrian Center building – it will match to the community

Laura Love – Not enough room at the Equestrian Center – level hill next to Equestrian Center – too much traffic at 45-45 MPH already – nobody wants it here

Arty Pollack – agrees with what was said



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- Bellcanyoncsd.com

Geoff Abadee – who owns that now? Judy Lantz – Geoff asked CSD board to investigate website.

## 6. Open Forum

- Geoff Abadee – Board member Judy Lantz – restorebellcanyon.com – has had this for several years. Does not smell right - should be investigated as libel and slander have come from [restorebellcanyon@gmail.com](mailto:restorebellcanyon@gmail.com)
- Matthew Perelman – Going through footage of CSD meetings – a lot of cursing and disturbing behavior – working on a report of the last four meetings – with an outside group – working with a consumer watchdog

## 7. Consent Items

- All except financials (Credit card log, SUV log, minutes from 10/23/23/and 11/9/23). Motion by R. Levy to approve. Motion seconded by M. Robkin. Motion passed as follows:  
Ayes: J. Lantz, R, Levy, P. Machuga, M. Robkin, E, Wolf  
Noes:  
Abstain:
- Financials  
Discussion to eliminate assets not enumerated prior to 2002 from the \$14,000 on the Balance sheet, move the \$375,000 to a separate physical account.

Board wants to see financial results from Halloween.

J. Lantz wants to see breakdown of Dennis Zines compensation as GM from 2022 and consultant in 2023 from his bill.

E. Wolf moved that financial report be accepted. R. Levy seconded the motion. The motion passed as follows:

Ayes: J. Lantz, R, Levy, P. Machuga, M. Robkin, E, Wolf

Noes:

Abstain:





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**8. Discussion on Harassment Ordinance.**

(NOTE: The agenda identifies this item as "First reading" but because the text of the Ordinance was not noticed this will be a discussion only. The first reading may be at the next regular meeting.)

Peter asked about section 2. Pam said is that it is a red line version with more detail. Policy is at a higher level. 38 #6 (page 9 of ordinance) a malicious complaint is a false accusation. Do we need a separate policy to govern in investigations? No, per Pam. Part of the investigation process or a third party investigation process.

First reading will be at the next meeting.

**9. Bellanyoncsd.com**

J. Lantz read Geoff Abadee's statement and email and her response. Copies attached to these minutes.

J. Lantz agreed to provide the email list she developed on bellcanyonsd.com on Constant Contact to the District.

**10. Discussion regarding use of empty lot**

Comments from Baymare residents indicate they have setback issues, safety issues due to fire and safety issues for horses.

Residents prefer that it would be adjacent to BCCC and architecturally compatible.

Two-thirds of all owners in Bell Canyon must approved any transfer of real property – a very high hurdle.

The District does have the general power to acquire real property (Govt. Code Section 61060(d)).

J. Lantz commented that the multi-use parcel (contains the bus stop) was originally deeded to the District from the County to be a site for a fire station. Can we use it for an office?



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E. Wolf commented that they originally spoke of a separate office back in 2010, but also wanted a maintenance yard where manure and hay are stored.

P. Machuga commented that the District would need to justify such an expenditure with only three part-time employees.

The District does own the multi-use parcel, the maintenance yard and the gravel lot adjacent to the maintenance yard.

J. Lantz commented that the District could take back the land for the bus stop.

The Board will continue to consider this with District General counsel and others.

M. Robkin moved that he, P. Lee and G. McHugh have a discussion on obtaining a meeting room and a justification. To incur no more than two hours of District Counsel's time. Explore other options to build/rent a meeting room – use of multi-use parcel – or parcel next to park. Seconded by E. Wolf. Motion passed as follows:

Ayes: R. Levy, P. Machuga, M. Robkin, E, Wolf

Noes: J. Lantz

Abstain:

**11. Demand retraction letter**

M. Robkin moved that the District draft a letter to the BCCC and the BCA requesting they publicly retract their false accusations of forgery and backdating. P. Machuga seconded the motion. Motion passed as follows:

Ayes: R. Levy, P. Machuga, M. Robkin, E, Wolf

Noes:

Abstain: J. Lantz

**12. Tow hitch for SUV**

E. Wolf moved that a tow hitch be obtained for the SUV at a cost not to exceed \$500.00. M. Robkin seconded the motion. He motion passed as follows:

Ayes: J. Lantz, R. Levy, M. Robkin, E, Wolf

Noes:



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Abstain: P. Machuga

**13. General Manager search**

There was a discussion of compensation for the General Manager role. G. McHugh receives \$30.00 per hour with no benefits and averaged approximately \$2,300 per month in 2023. However, average special district compensation for a General Manager is in the \$40-50/hour range unless it is a large district or specialized such as a fire district. Hours were also discussed as this is a part-time hourly role. It was generally agreed that the hours should range from 15-30 per week. The position was budgeted at 20 hours per week.

Richard moved that the salary range be approved for \$40-\$50 per hour with hours to be 15-30 per week plus benefits. P. Machuga seconded the motion. The motion passed as follows:

Ayes: J. Lantz, R. Levy, P. Machuga, M. Robkin, E, Wolf

Noes:

Abstain:

**14. Executive Session**

- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Gov. Code § 54956.9(d)(4)) - 1 matter
  - No reportable action taken
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code § 54956.9(d)(1) – *Bell Canyon Community Services District v. Olga Damascus*, LASC Case No. 23CHRO01288
  - No reportable action taken. Put on Executive Session agenda for next meeting.

**15. Next meeting**

The next regular meeting will be on Monday, March 25, at 7:00 PM

**16. Adjournment**

The meeting was adjourned at 9:15 PM.



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From: Geoff Abadee <geoffbts@gmail.com>  
To: "Judy Lantz" <parrotsnaturally@earthlink.net>, "Michael Robkin"  
<mikerobkin@gmail.com>, "Eric Wolf" <abetterbc@gmail.com>, "Peter Machuga"  
<ptmachuga@aol.com>, "Richard Levy" <richard@levynelson.com>, "Pam K. Lee"  
<plee@awattorneys.com>  
Subject: RestoreBellCanyon domain  
Date: Jan 10, 2024 9:30 AM

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It has come to my attention as well as many other members of the community that Ms Judith Lantz is the owner of the above mentioned domain .

This is the same domain name that has been sending out slanderous and false information about people and community safety entities for some time. . Prior to the last election an edited video of myself slandering me was setup prior to the election to defame me and not get me voted . Machuga was also behind this by getting a mailing list from Melissa Raff. Both you and Peter in my opinion are not worthy to represent the community and I am officially putting you both on notice that a full investigation will be conducted with the proper governmental departments.

The CSD should not have members that supports this website and allow such slanderous and defaming comments to be posted . They are legally responsible for these actions and Lantz should not be a sitting board member .

I am disgusted to even write such an email but I want it on the record so we all know what type of two faced person these people are .

Rest assure if you know me well enough , I won't let the grass grow under my feet on this matter .

Lantz- I urge you to post this on restorebellcanyon . It would make me most happy.

Geoff Abadee  
310-505-0410

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From: Geoff Abadee <geoffbts@gmail.com>  
Sent: Jan 12, 2024 4:32 PM  
To: "Judy Lantz" <parrotsnaturally@earthlink.net>  
Cc: "Peter Machuga" <ptmachuga@aol.com>, "Eric Wolf" <abetterbc@gmail.com>, "Richard Levy" <richard@levynelson.com>, "Greg McHugh" <gregory.mchugh@bellcanyoncsd.ca.gov>, "Michael Robkin" <mikerobkin@gmail.com>  
Subject: Final Request  
Date: Jan 12, 2024 4:32 PM

Dear Ms Lantz,

Under the laws set down under the Public Records Act you as an individual are hereby put on notice to provide what has been asked for in relation to my request many months ago in 2023.

I also hereby request a PRA which I have sent to Greg McHugh on items related and owned by you -

Bellcanyoncsd - domain name and email address

Restorebellcanyon - domain name and email address

All correspondence related to the above mentioned items including and not limited to -

Email, receipts for payment , money received from residents supporting you on these sites, texts and any other written or electronic correspondence.

I hereby required this information on my previous request by next CSD meeting to be held this January 2024 and the remainder with the legal time frame allowed.

You are in breach of your fiduciary responsibility as an elected member of a governmental department and legally expose both the CSD and yourself for legal action.

I am, as well as any other members and citizens entitled this information without excuses or broken promises.

I thank you in advance

Geoff Abadee

1/13/24

(34)

Geoff:

I don't usually respond to moronic emails, but this time I will do as you requested and share your email and my response with the community. But since there is no website called [restorebellcanyon.com](http://restorebellcanyon.com) and I have no control of the email account for [restorebellcanyon@gmail.com](mailto:restorebellcanyon@gmail.com), I will post your email and my response on the official Bell Canyon Facebook page.

You obviously don't know the difference between a domain name and an email account. I have owned the domain name "[restorebellcanyon.com](http://restorebellcanyon.com)" for many years. I have numerous such names that I registered when the self-named wolfpack first took over Bell Canyon. Yes, that was when Carol Henderson, our long-time general manager was fired and when the pack tried withholding her pension. At that time, with other residents, I launched the first attempt at a total recall of the BCA board and contemplated developing a website with that domain.

There has never been an email account registered or a website developed at the domain named [restorebellcanyon.com](http://restorebellcanyon.com).

The "so called" attacks at you, of which I am unaware, originated with a gmail account [restorebellcanyon@gmail.com](mailto:restorebellcanyon@gmail.com), that I do not own.

By mistakenly accusing me of attacking you, you have made a fool of yourself. and left yourself open to possible legal action.

You lost the CSD election in 2022 not because of Peter Machuga and myself, but because you did not have community support.

Regarding the previous PRA request for documents in 2023, **note** that Greg McHugh received a thumb drive containing all pertinent documents within the legal timeline of your request and acknowledged receipt of the data in an email.

Judy Lantz

Anyone viewing this email should feel free to share it with other residents or on other sites.

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**ORDINANCE NO. 24-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BELL CANYON COMMUNITY SERVICES DISTRICT ESTABLISHING A DISTRICT-WIDE DISCRIMINATION AND HARASSMENT PREVENTION POLICY, AND FINDING OF EXEMPTION FROM CEQA**

**WHEREAS**, Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on an individual’s race, color, religion, sex, or national origin; and

**WHEREAS**, the California Fair Employment and Housing Act (“FEHA”) prohibits employers from refusing to hire, discharging, or discriminating against an individual in compensation or in terms, conditions, or privileges of employment because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of the individual, or any other protected class, as applicable; and

**WHEREAS**, the FEHA requires employers to take all reasonable steps to prevent discrimination and harassment from occurring in the workplace committed by or against their employees; and

**WHEREAS**, the Bell Canyon Community Services District (“District”) is committed to preventing discrimination and harassment in the workplace; and

**WHEREAS**, the District adopted an affirmative action plan to combat discrimination and harassment in its District Policy Manual adopted in 2023; and

**WHEREAS**, the District desires to prevent discrimination or harassment by its officials, employees, volunteers, and contractors; and

**WHEREAS**, in order to prevent discrimination or harassment in the workplace, the District has prepared a new Discrimination and Harassment Prevention Policy; and

**WHEREAS**, the new and updated Discrimination and Harassment Prevention Policy is intended to supersede, rescind, repeal and replace prior discrimination and harassment prevention policies, as embodied in the District Policy Manual.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BELL CANYON COMMUNITY SERVICES DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** The above recitals are true and correct and are hereby incorporated by this reference.

**SECTION 2.** The following regulations for the provision of security services within the District’s jurisdiction is hereby enacted:



# DISCRIMINATION AND HARASSMENT PREVENTION POLICY

## 1. Purpose and Scope.

- A. To reinforce the Bell Canyon Community Services District’s commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment. This policy is designed to attempt to prevent discrimination or harassment from occurring, and if it does occur, to stop any further discrimination or harassment and correct any effects of discrimination or harassment.
- B. This policy and procedure will apply to all personnel that are employed by the District, those persons who volunteer or serve as unpaid interns for the District, any “special employees” as defined by law, any elected or appointed officials, and any persons providing services pursuant to a contract as described in Government Code Section 12940(j)(1).
- C. This policy is also intended to apply to non-employees to the extent that they are discriminated against or harassed by District employees, any persons serving on the board of directors, or any persons providing services pursuant to a contract with the District as described in Government Code Section 12940(j)(1).
- D. It shall be deemed a violation of this policy to engage in the conduct described herein even if it does not rise to the level of legally actionable harassment or discrimination.

## 2. Discrimination and Harassment

- A. Under this policy, “Discrimination” includes, but is not limited to:
  - 1. Any practice, process or action in the workplace which works against equality of opportunity and against the ability of each person to be employed and to advance on the basis of merit without regard to the following protected categories/status:
    - a. Age (40 and over)
    - b. Ancestry
    - c. Color
    - d. Religious Creed (including religious dress and grooming practices)
    - e. Denial of Family and Medical Care Leave
    - f. Disability (mental and physical) including HIV and AIDS
    - g. Marital Status
    - h. Medical Condition (cancer and genetic characteristics)
    - i. Genetic Information
    - j. Military and Veteran Status
    - k. National Origin (including language use restrictions)

- l. Race
- m. Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding)
- n. Gender, Gender Identity, and Gender Expression
- o. Sexual Orientation
- p. Any other basis protected by Federal and/or State law

- 2. Basing an employment decision affecting a job applicant or employee (e.g., decision to hire, promote, transfer, terminate, etc.) on one's protected status.
- 3. Treating an applicant or employee differently with regard to any aspect of employment because of his or her protected status.
- 4. Taking adverse employment action (e.g., demotion, transfer, discipline, termination) against an employee based on the employee opposing discrimination and/or harassment in the workplace, assisting, supporting, or associating with a member of a protected category/status who complains about discrimination and/or harassment, or assisting in an investigation of discrimination and/or harassment.

B. Under this policy, "Harassment" is defined by the existence of the following elements:

- 1. Conduct that is based on a protected category/status;
- 2. Conduct that is unwelcome;
- 3. Workplace harm that creates a hostile work environment or results in a tangible employment action (quid pro quo).

C. Even if conduct does not constitute a hostile work environment, it still may be misconduct that is cause for discipline. Examples of actions that may lead to workplace harassment complaints based on a hostile work environment and which are prohibited include, but are not limited to, the following:

- 1. Visual Harassment, such as posters, photographs, letters, notes, email, cartoons, or drawings related to the person's protected category/status.
- 2. Verbal Harassment, such as epithets, derogatory comments/statements, vulgar, racist or other discriminatory jokes, or slurs based upon a person's protected category/status.

- 3. Physical Harassment, such as assault, blocking or impeding access or other physical interference, sabotaging work or imposing demeaning work tasks based upon a person's protected category/status.

**3. Sexual Harassment.**

- A. Sexual harassment includes harassment based on sex or of a sexual nature, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions.
- B. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser.
- C. Sexual harassment can take the form of, but is not limited to:
  - 1. Unwanted sexual advances.
  - 2. Offering employment benefits in exchange for sexual favors.
  - 3. Making or threatening reprisals after a negative response to sexual advances.
  - 4. Visual conduct, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters.
  - 5. Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes.
  - 6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
  - 7. Physical conduct, including touching, assault, impeding or blocking movements.
- D. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
  - 1. The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
  - 2. The harasser can be the victim's supervisor, a supervisor in another area, a manager, a co-worker, or a non-employee.
  - 3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

4. Unlawful sexual harassment may occur without economic injury to or termination of the victim.
- E. “Hostile Work Environment” cases are a type of Sexual Harassment that can result from various forms of conduct, including, but not limited to the following:
1. Visual Harassment: leering/staring, making sexual gestures, inappropriate gifts, and displaying suggestive or pornographic objects, pictures, magazines, cartoons, posters, letters, notes, or emails.
  2. Verbal Harassment: making or using derogatory comments, epithets, slurs and jokes. Comments about body parts or physical appearance, innuendo, unwanted sexual advances, unfulfilled threats of employment benefits/detriments in exchange for favors, pressure for dates, discussion of a sexual nature, questioning a person’s sexual practice or history, and sexually degrading words used to describe an individual.
  3. Physical conduct: touching, assault, impeding or blocking movements.
- F. “Quid Pro Quo (‘This for that’) Harassment” cases are another type of Sexual Harassment. “Quid Pro Quo” Harassment can occur when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, such as a promotion, raise, hiring, or performance appraisals. This kind of Sexual Harassment can only be perpetrated by a supervisor, manager or other person who has the authority to affect the employee’s terms and conditions of employment.
- G. Examples of actions that may lead to sexual harassment complaints and which must be avoided include, but are not limited to, those listed below:
1. Unwanted sexual advances or pressure for dates or sexual favors.
  2. Making implicit or explicit offers of employment benefits in exchange for sexual favors.
  3. Making implicit or explicit threats of retaliation for negative responses to sexual advances.
  4. Leering, sexual looks or sexual gestures with hands or through body movements.
  5. Unwanted touching, including hugging, kissing, patting or stroking.
  6. Pinching, grabbing, assaulting, impeding or blocking movements.
  7. Sexually suggestive objects or pictures, cartoons or posters in the workplace or on computer systems (including email and the internet).

8. Graphic verbal commentaries about an individual's body.
  9. Sexually degrading words used to describe an individual, including inappropriate sex oriented comments about appearance, including dress or physical features.
  10. Lewd propositioning.
  11. Unwanted written communications, telephone calls, or personal gifts.
  12. Sexual teasing, jokes, remarks or questions.
  13. Referring to an adult as a "girl", "hunk", "doll", "babe", or "honey" or whistling at someone.
  14. Sexual innuendoes or stories.
  15. Asking about sexual fantasies, preferences or history.
  16. Questions about sexual life.
  17. Sexual comments about a person's clothing, anatomy or looks.
  18. Telling lies or spreading rumors about a person's personal sex life.
  19. Giving massages, touching a person's clothing, hair or body.
- H. Even if conduct does not constitute Sexual Harassment, it may still be misconduct that is cause for discipline.
- I. The District shall take all reasonable steps to prevent discrimination and harassment from occurring. To that end, the District has prepared this policy, distributed a brochure on sexual harassment, and posted in the workplace a poster made available by the Civil Rights Department. The District further provides training and education to managers and supervisors regarding sexual harassment as required by law.

**4 Procedure.**

- A. Complaints of Discrimination or Harassment.
1. If any District employee, volunteer, intern, or applicant believes that he or she has been subjected to discrimination or harassment, including sexual harassment, by anyone, including those who may or may not be employed by or officials or officers of the District, he or she has the right to report the incident to any manager or supervisor, and the right to file a complaint with the District. The General Manager or his or her designee shall interview, or cause to be interviewed, the individual filing a complaint and

the individual may be accompanied by a person of his or her choice, as long as that person is not an involved party or a witness. Other individuals will be interviewed as necessary. If the complaint is against the General Manager, then the complaint should be filed with the General Counsel's office.

- 2. Complaints of acts of discrimination or harassment, including sexual harassment, that are in violation of the District's Discrimination and Harassment Prevention Policy will be accepted in writing or orally, and any anonymous complaint will be taken seriously and investigated. Anyone who has observed or been the target of discrimination or harassment, including sexual harassment should report it to the General Manager.
- 3. Additionally, individuals can also file complaints with the Equal Employment Opportunity Commission or with the Civil Rights Department.

B. Investigation.

- 1. When the General Manager receives a complaint, the allegations will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable, but confidentiality is neither guaranteed nor likely if discipline is ultimately determined necessary because any employee being so disciplined has the right to a full copy of the investigation report upon which the discipline is based.
- 2. If it is determined that a violation of this policy has occurred, the District will act promptly to correct the offending conduct, and where it is appropriate disciplinary action will be imposed.

C. Disciplinary Action.

- 1. If it is determined that a violation of this policy has been committed by a District employee, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as is appropriate under the circumstances.
- 2. If it is determined that a violation of this policy has been committed by a non-District employee, the District will take such action as is appropriate under the circumstances. Such action may range from notifying the non-District employee's employer, filing a complaint with said employer, or other such reasonable action, including all legal actions and proceedings, designed to stop the offending conduct.

D. Duties of Supervisors and Managers.

1. Inform all employees of District policy and their rights and recourse for activities which come under the Discrimination and Harassment Prevention Policy.
2. Immediately take action when informed of any alleged violations of the Discrimination and Harassment Prevention Policy by informing the General Manager and seek consultation regarding any remedial or investigative response needed to immediately stop continued alleged violations.
3. Recognize that managers and supervisors should report to the General Manager any instances of discrimination or harassment, including sexual harassment, of which they are aware, and instances of discrimination or harassment, including sexual harassment, of which they should be aware in the normal course and scope of their management responsibility.
4. Recognize that managers and supervisors should report to the General Manager any instances of discrimination or harassment, including sexual harassment, of which they are aware, and instances of harassment of which they should be aware in the normal course and scope of their management responsibility even if the employee being subject to alleged discrimination or harassment, including sexual harassment, asks that it not be reported or that no action be taken.

**5. Abusive Conduct and Bullying.**

It is the policy of the District to maintain a workplace free from any form of abusive conduct or bullying. The receiving of any complaints of alleged acts of abusive conduct or bullying will be taken seriously and will be promptly and objectively investigated, and offenders will be appropriately disciplined.

“Abusive conduct” is defined under Government Code Sections §12950.1(g)(2) as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employee’s legitimate business interests. For example, abusive conduct may take the form of, but not limited to, repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. A single act shall not constitute abusive conduct, unless especially severe or egregious.

Another form of abusive conduct may also be referred to as bullying. In addition to the above definition, examples of workplace bullying may include, but not limited to the spreading of malicious rumors, or insulting someone by word or behavior, ridiculing or demeaning someone, picking on someone or setting them up to fail, exclusion or victimization, unfair or discriminatory treatment, overbearing supervision or other misuse of power or position, making threats or comments about job security without basis, slapping, pushing, shoving, punching, or

otherwise physically attacking someone, or deliberately undermining a competent worker by unnecessarily overloading their work and constant criticism.

**6. Malicious Complaint.**

While the District vigorously defends the right to work in an environment free of harassment and unlawful discrimination, it also recognizes that false accusations of harassment and discrimination can have serious consequences. Accordingly, anyone who is found, through the District's investigation, to have knowingly falsely accused another person of harassment or unlawful discrimination will be subject to appropriate disciplinary action, up to and including termination, or other legal proceeding or action, as applicable.

**7. Severability.**

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this chapter which can be given effect without the invalid provision or application and to this end the provisions of this chapter are declared to be severable.

**SECTION 3.** The Board of Directors finds and determines that pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA), this Ordinance is an organizational or administrative activity of the District that will not result in direct or indirect physical changes in the environment, and therefore not a project. Accordingly, no further environmental review is necessary. Furthermore, given that the Ordinance is not related to a specific project, the Ordinance (i) will not impact a sensitive environmental resource of hazardous or critical concern; (ii) will not have a cumulative impact on the environment through successive projects of the same type, in the same place, over time; (iii) does not have any unusual circumstances that will have a significant effect on the environment; (iv) does not impact a scenic highway; (v) is not located on a hazardous waste site; and (vi) will not adversely impact a historical resource. Accordingly, none of the exceptions to categorical exemptions set forth in the CEQA Guidelines, Section 15300.2, apply to this Ordinance, and the regulations on graffiti abatement is exempt from CEQA pursuant to Public Resources Code Section 21080.17.

**SECTION 4.** This Ordinance shall become effective 30 days following its adoption.

**PASSED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2024.

AYES:  
NOES:  
ABSENT:

ATTEST:

\_\_\_\_\_  
Michael Robkin, President



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\_\_\_\_\_  
Gregor y McHugh, Interim General Manager/Secretary

I, \_\_\_\_\_, Interim General Manager/Secretary of the Bell Canyon Community Services District, Ventura County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Ordinance passed and adopted by the Board of Directors of the Bell Canyon Community Services District on the date and by the vote indicated herein.

**HALLOWEEN 2023**

**Close Encounters of the Canyon Kind**

<b>Vendor</b>	<b>Amount</b>	<b>What it includes</b>
Kabe Magnolia (Event Planner)	\$13,000	DJ, Event Planner, Lighting
Cal Grove Rentals	\$203	Street Light Tower
American Rent All	\$1,995.30	10 Bicycle Barricade 7.5, 8 10' Pole ans Base
Cloud Nine Ent.	\$1,500.00	Photo Booth with Attendant (Alien Props, unlim
Magician (Erik Blackwell)	\$1,100	3 hours of close up magic (great magician!)
Tarot Reader #1 (Victoria Yesim Mercan)	\$585.00	Tarot Reading #1
Tarot Reader #2 (Katelyn Brennan)	\$400.00	Tarot Reading #2
Caricature Artist # 1 (George Toons)	\$600	About 20 people per hour in b&w head & shot
Caricature Artist # 2 (Scott Gross)	\$600	
Face Painter (Katarzyna Nowik)	\$500.00	Face Painting & add glitter tattos for free
Anello Security & Consulting	\$1,950.00	1 manager & 10 event staff for safety
Miles Lewis Entertainment (Kids Entertainir	\$1,400.00	Art Services in room 1 (2 entertainers & suppl
Porta Potties (Anthony's)	\$748.26	3 Special Event Restrooms & 3 outdoor sinks
EscapeVR LLC	\$2,400.00	4 hours, Full Access to ArenaVersa VR Laser
GotPrint.com	\$593.03	Design, print & mail flyer to all Bell Canyon R€
Prizes for Costume Contest	\$300	3 beautiful pictures
PIP	\$90.67	Halloween Banner 10' x 2'
Venue Rental Agreement	donation from HOA	
Supplies for purchases :		
Avery Name Badges	\$47.18	Avery Name Badge Inserts
Name Badges, Lanyard Set with ID Holder	\$294.77	Lanyards set with ID Holder & Name Badges
Name Badges, Lanyard Set with ID Holder	\$333.12	Lanyards set with ID Holder & Name Badges 1
(3) 4 Pack of Cocktail Table Tablesclothes	\$145.51	16 Cocktail Table Tablesclothes for purchase
16 LED Uplights	\$825.81	Recharable Par Lights (uplights for under coc
Party Trophy Medals, AA batteries, Adhesi	\$194.57	Metals for Planet Pumpkin Awards, Batteries 1
LED Lights (Centerpieces for main tables)	\$49.32	1 (24 pieces green / 24 blue) LED Tea Lights
LED Lights (Centerpieces for main tables)	\$22.51	1 (24 pieces purple) LED Tea Lights
Various items	\$101.25	(1) 4 Pack of Cocktail Table Tablesclothes, V€
Walmart	\$367.06	2 Pop up Canopy Tents (for fortune teller) & 2
Walmart	\$95.51	Additional Vases needed (some never returne
Dollar Tree	\$129.34	4 cases of vases for centerpieces
Etsy	\$51.48	Custom Judge Headbands (4) for costume co
WIFI Router		Needed for ATM
Supplies needed for Alien Spaceships (2) .	\$363.08	Reimbursement to Linda Find for various materi
	\$22	10 Silver Round Plastic Table Cover, 84in

45

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\$224.26 Round Mini Balls, Duct Tape (Pack of 6), Part  
\$9.06 Grey Alien Cutouts (8)  
\$29.00 Adobe Stock - 10 assets a month

Adobe

\$31,270

49

**Contact Info**

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 Javier Castaneda 562-380-2805 / javier@voltzvr.com  
 GotPrint.com 818-252-3000  
 Meredith Fanelli Jacobson  
 Karin 818-986-9245/dox@pipsfv.com

**Invoice**

1099  
 Invoice 176180-2  
 Invoice #447381  
 Invoice # 00723  
 252  
 Invoice B.C. 10.28.23  
 12862-1  
 Invoice 3535-09122023B  
 Order # 27998657  
 Invoice # 102272

**W9/Legal Agreement**

Paid by check  
 Paid by CSD Credit Card  
 Paid by Check  
 Paid by check  
 Paid \$600 deposit by check / \$500 TBP on 10/28  
 Paid \$292.50 deposit by check /\$292.50 TBP on 10/28  
 Paid \$200 deposit by check/\$200 TBP on 10/28  
 Paid \$300 deposit by check/Signed by S.B./\$300 TBF  
 Paid \$300 deposit by check /\$300 TBP on 10/28  
 Paid \$50 by check/\$450 TBP on 10/28  
 Paid by check  
 Paid \$700 by check/ \$700 TBP on 10/28  
 Paid by CSD Credit Card  
 Paid by check  
 Paid by CSD Credit Card  
 Paid by Check

Amazon (Returned for \$94.36)  
 Amazon (Returned Lanyards for \$60.05)  
 for into to be printed on & envelopes to stuff with.

114-0739929-6106648  
 111-1390925-3106608  
 114-3379851-2010646  
 114-8836668-3564258  
 114-5579283-9368259  
 114-7878185-3766616  
 114-2089353-9326662  
 114-4924305-4150634  
 http 2000112-770001713

Paid/Returned by CSD Credit Card (\$94.36)  
 Paid/Returned by CSD Credit Card \$60.05  
 Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 Reimbursement for Samantha Becker

Amazon  
 Amazon  
 Amazon  
 Amazon  
 Amazon  
 Amazon  
 Walmart : \$57.97 was refunded (17 of the 24 was never shipped)  
 Walmart (In Store - Reimbursement Samantha Becker)  
 Dollar Tree  
 Etsy  
 Amazon  
 Various  
 Party City

Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 Paid/Returned by CSD Credit Card (\$41.72)  
 Paid by CSD Credit Card  
 Paid by CSD Credit Card  
 many  
 859689752-B

Amazon  
Amazon  
Adobe Stock

111-4050822-7924246  
111-4430403-2134625  
invoice 2589485381

d  
Paid by CSD Credit Card  
Paid by CSD Credit Card

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**Notes Deposit / Paid**

PAID IN FULL X paid in full  
 Didn't have last year! We wc X paid in full

Just needed cocktail tables. I X paid in full  
 Not purchasing alien decora X paid in full  
 Usually charges \$3000 for 4 \$500 in additional payment to be made 10/28  
 Rate is \$140/hr and there is X paid with 2 checks  
 \$100 per hour X paid with 2 checks  
 \$150 per hour x 4 hours. Ani X paid with 2 checks  
 \$150 per hour x 4 hours. Ani X paid with 2 checks  
 \$125 per hour X paid with 2 checks  
 Lowest vendor im price and X paid in full  
 Black light materials needed X paid with 2 checks  
 Drop off Friday/Pick up Mon: X paid in full  
 Waited a long time for contr: X paid in full  
 Not all residents said the rec X paid in full  
 3 Prizes in total. Unframed \$100/piece of watercolor \$150  
 New Banner X paid in full

Needed for more lanyards X paid in full  
 Lanyards were tickets X paid in full  
 Lanyards were tickets X paid in full  
 Cheaper to purchase cockta X paid in full  
 Only a little more expensive X paid in full  
 American Rental wanted \$42 X paid in full  
 Lights for the vases (in wate X paid in full  
 Lights for the vases (in wate X paid in full  
 X paid in full  
 Needed new tents for tarot r X paid in full  
 Vases for Centerpieces X paid in full  
 Vases for Centerpieces X paid in full  
 X paid in full  
 ATM couldn't come, so I retu X paid in full  
 Various items needed for sp X paid in full  
 Creating 2 spaceships as de X paid in full

or sp X paid in full  
Various items needed for sp X paid in full  
Artwork from HOA X paid in full

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**Bell Canyon CSD**  
**Event Date :**  
**Event Time :**  
**Location :**

**Eggstravaganza 2024**

Sunday, March 24  
 Bell Creek Park

Item	Description	QTY Needed	Cost	Notes	Where to buy	What we already ha	Invoice	Paid
Art Activity	4 x 6 frames to decorate (24 in a pack - 16 packs?) Markers / Stickers		\$500	Wood Frames (goes with Photo Station with Bunny) - detail below	Michaels	Already have some markers and TONS of stickers		
Bunny, Fairy, Photo Station	2 hours, through Pure Imagination		\$668	Bunny and Fairy (as Host) for 2 hours: \$608 + \$60 travel fee	Pure Imagination		Invoice 3901	Paid \$370.80
Photo Station	2 hours, through		\$550	Photo Station for Bunny, Photo will be printed out to go into frame (arts and craft)	Pure Imagination		Included in invoice 3901 above	
Reptacular	2 hours, petting zoo		\$950	14-15 animals/2 hours/2 handlers/ travel free added	Reptacular Animals		Invoice 4875	\$350 paid cc/ remaining paid upon arrival
Decoration	See breakdown below		\$1,000					
Port-A-Potties	Anthony's Portable bathroom		\$294.49	1 Restroom, 2 station sink	Anthony's		15743-1	\$294.49 paid via cc
Refreshments	Mimosas, coffee, cocoa, water, donuts		\$800	Amount from last year (still need to figure out what I need because of afternoon)	Bottles of champagne/Water/Seltzer			
Egg Prizes	See breakdown below		\$3,000	\$3,991.73 was spent last year. I know we have some prizes left over and we reuse				
Flowers & Vases	Flower (Trader Joes)		\$400	\$400 spent last year	PIP			
Advertising	2 posters and 4 smaller posters		\$92	10' x 2' Banner				103741
<b>Grand Total</b>			<b>\$8,254</b>					

**Art Activity Breakdown:**

4 x 6 frame to decorate  
<https://www.michaels.com/product/24-pack-4-x-6-ready-to-finish-scalloped-edges-wood-frame-by-make-market-MP315008-16-packs>  
 QTY 16, \$21.36 I

**Acrylic Pastel Markers**

<https://www.michaels.com/product/crayola-20-color-super-tips-washable-pastel-markers-10743177>  
 QTY 3, \$5.99 ea

**Décor Breakdown:**

Trash Cans  
[https://www.amazon.com/gp/product/B07H82X38M/ref=ox\\_sc\\_act\\_title\\_22?smid=A332B5C5YRP3RF8B9sc=1](https://www.amazon.com/gp/product/B07H82X38M/ref=ox_sc_act_title_22?smid=A332B5C5YRP3RF8B9sc=1)  
 QTY 1, \$24.99 E

**Straw Bales**

Straw needed for photo op  
 QTY 20, \$20 EAC

**8 Piece Egg Hunt Sign**

[https://www.partycity.com/easter-egg-hunt-plastic-and-metal-yard-sign-kit-8pc-933485.html?extcmp=pla%7CLia%7CGoogle&ad\\_source=1&gclid=CjwKCAIAIcywBhBnEiWAO-GZ5738UyUjC9t\\_inf28HGJF-pH8PEisDeKfT1K1TirJpZnYj3nZlnfxoCxeEQAVD\\_BWE&gclid=aw.ds](https://www.partycity.com/easter-egg-hunt-plastic-and-metal-yard-sign-kit-8pc-933485.html?extcmp=pla%7CLia%7CGoogle&ad_source=1&gclid=CjwKCAIAIcywBhBnEiWAO-GZ5738UyUjC9t_inf28HGJF-pH8PEisDeKfT1K1TirJpZnYj3nZlnfxoCxeEQAVD_BWE&gclid=aw.ds)  
 QTY 1, \$20.00 E

We already have some Markers and tons of stickers we don't need to buy)

Michaels  
 Michaels  
 Michaels

Amazon  
 Agoura Feed 818-889-1989  
 Party City

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4 Piece Open Face Yard Signs	<a href="https://www.amazon.com/gp/product/B0CNT26RR1/ref=ox_sc_act_title_17?smid=A1VPYTA RG9HRJX&amp;psc=1">https://www.amazon.com/gp/product/B0CNT26RR1/ref=ox_sc_act_title_17?smid=A1VPYTA RG9HRJX&amp;psc=1</a>	QTY 1, \$26.99	\$30 Décor	Amazon
1 Piece Gif/Boy Bunny Yard Signs	<a href="https://www.amazon.com/gp/product/B0CNGT8NPZ/ref=ox_sc_act_title_17?smid=A2XULGIAB154G3&amp;psc=1">https://www.amazon.com/gp/product/B0CNGT8NPZ/ref=ox_sc_act_title_17?smid=A2XULGIAB154G3&amp;psc=1</a>	QTY 1, \$18.99	\$20 Décor	Amazon
26 Pack Sign Stakes (for posters and	<a href="https://www.amazon.com/dp/B0CMSRCFGZ/r ef=sspa_dk_detail_4?pd_rd_i=B0CMSRCFGZ&amp;pd_rd_w=DVla&amp;content-id=amzn1.sym.386c274b-4bfe-4421-9052-a1a56db557ab&amp;pf_rd_p=386c274b-4bfe-4421-9052-a1a56db557ab&amp;pf_rd_r=HYH33SN3CWK85TJ P65N&amp;pd_rd_wgs=89E4p&amp;pd_rd_f=2affbdb8-52ed-4a60-b75d-b249da07c6f8&amp;s=la-wn-garden&amp;sp_csd=q2lkz2V0TmfZT1zcf9KzXRha WxfidGhibWf0aWWM&amp;th=1">https://www.amazon.com/dp/B0CMSRCFGZ/r ef=sspa_dk_detail_4?pd_rd_i=B0CMSRCFGZ&amp;pd_rd_w=DVla&amp;content-id=amzn1.sym.386c274b-4bfe-4421-9052-a1a56db557ab&amp;pf_rd_p=386c274b-4bfe-4421-9052-a1a56db557ab&amp;pf_rd_r=HYH33SN3CWK85TJ P65N&amp;pd_rd_wgs=89E4p&amp;pd_rd_f=2affbdb8-52ed-4a60-b75d-b249da07c6f8&amp;s=la-wn-garden&amp;sp_csd=q2lkz2V0TmfZT1zcf9KzXRha WxfidGhibWf0aWWM&amp;th=1</a>	QTY 1, \$22.99	\$24 For Posters (rules and signs), Last year tape didn't work	Amazon
6 Ft Inflatable Bunny on Carrot	<a href="https://www.amazon.com/gp/product/B0BL1Y1YTVF/ref=ox_sc_act_title_20?smid=A3EAU8YV19R0ZU&amp;th=1">https://www.amazon.com/gp/product/B0BL1Y1YTVF/ref=ox_sc_act_title_20?smid=A3EAU8YV19R0ZU&amp;th=1</a>	QTY 1, \$37.99	\$40 Décor	Amazon
Tape	<a href="https://www.amazon.com/gp/product/B00464740A/ref=ox_sc_act_title_23?smid=A2Q1LRYTXYHQ2K&amp;psc=1">https://www.amazon.com/gp/product/B00464740A/ref=ox_sc_act_title_23?smid=A2Q1LRYTXYHQ2K&amp;psc=1</a>	1	\$15 6 Rolls (For Cones - Littles Lane)	Amazon
(2) 10 Ft Inflatable	<a href="https://www.amazon.com/gp/product/B09NP194NB/ref=ox_sc_act_image_9?smid=A3N1X5SR1WHGV9&amp;th=1">https://www.amazon.com/gp/product/B09NP194NB/ref=ox_sc_act_image_9?smid=A3N1X5SR1WHGV9&amp;th=1</a>	QTY 2, \$69.99	\$140 Last year we made a balloon arch - this can be reused and easier set up!	Amazon
12 Inflatable Eggs	<a href="https://www.amazon.com/gp/product/B0BLHGINN1/ref=ox_sc_act_image_11?smid=A2AWN F4EU3NAZ6&amp;th=1">https://www.amazon.com/gp/product/B0BLHGINN1/ref=ox_sc_act_image_11?smid=A2AWN F4EU3NAZ6&amp;th=1</a>	QTY 1, \$30.79	\$35 Use for photo station	Amazon
2.5 Gallon Bubbles for Bubble machi	<a href="https://www.amazon.com/gp/product/B0721ZKZ6X/ref=ox_sc_act_image_1?smid=A32YAMC BWZ6409&amp;th=1">https://www.amazon.com/gp/product/B0721ZKZ6X/ref=ox_sc_act_image_1?smid=A32YAMC BWZ6409&amp;th=1</a>	QTY 2, \$15.99 E	\$35 2.5 gallon bubble solution for bubble machine (need to mix with water)	Amazon
<b>Egg Prize Breakdown:</b>				
Candy in Grab Bag (Chocolate)	<a href="https://www.amazon.com/gp/product/B09TQ4DYIK/ref=ox_sc_act_title_19?smid=A3GR49Z1N9MKNP&amp;psc=1">https://www.amazon.com/gp/product/B09TQ4DYIK/ref=ox_sc_act_title_19?smid=A3GR49Z1N9MKNP&amp;psc=1</a>	QTY 1	\$179.99 30 lbs candy choc foil wrapped eggs	Amazon
Candy in Grab Bag (Lollipop)	<a href="https://www.amazon.com/gp/product/B07MIG5GKVV/ref=ox_sc_act_title_5?smid=A1D9LGO Q8PGYOE&amp;psc=1">https://www.amazon.com/gp/product/B07MIG5GKVV/ref=ox_sc_act_title_5?smid=A1D9LGO Q8PGYOE&amp;psc=1</a>	QTY 1	\$48.99 10 Lb Lollipop for grab bag	Amazon
200 Candy grab bags (Bags)	<a href="https://www.amazon.com/gp/product/B01MTK7NB9/ref=ox_sc_act_image_6?smid=AP78KB1847DX&amp;psc=1">https://www.amazon.com/gp/product/B01MTK7NB9/ref=ox_sc_act_image_6?smid=AP78KB1847DX&amp;psc=1</a>	QTY 2, \$7.98	\$20 200 Clear bags (Qty 2 needed)	Amazon
600 Candy Grab Bag (Label)	<a href="https://www.amazon.com/gp/product/B00007J9EAO&amp;psc=1">https://www.amazon.com/gp/product/B00007J9EAO&amp;psc=1</a>	QTY 1, \$8.71	\$10 Avery (600) sticker print out	Amazon
Various Prizes (Littles):	<a href="https://www.amazon.com/gp/product/B09MGR6CK5/ref=ox_sc_act_title_4?smid=AMRU9NR">https://www.amazon.com/gp/product/B09MGR6CK5/ref=ox_sc_act_title_4?smid=AMRU9NR</a>	QTY 5, \$18.99 E	\$20 Egg shakers prize for littles	Amazon
(40 Psc) Egg Shaker Eggs	<a href="https://www.amazon.com/gp/product/B082M KSCQM/ref=ox_sc_act_image_7?smid=AXUO3MUG2M5ZY&amp;psc=1">https://www.amazon.com/gp/product/B082M KSCQM/ref=ox_sc_act_image_7?smid=AXUO3MUG2M5ZY&amp;psc=1</a>	QTY 4, \$18.98 E	20 Mini Stuffed Animals	Amazon

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Item Description	URL	QTY	Price	Source
(120 Psc) Sidewalk Chalk	<a href="https://www.amazon.com/Dansib-Sidewalk-Colorful-Toddler-Decorations/dp/B0CPCRFZ3P/ref=sr_1_15?crd=BCAIHX4TBGPL&amp;dib=eyJ2joiIm5i9.0576MOU-DQMES9eCUFYQdWDkqW6jixN625WXBH6Hk n8RldzAp_tmXQLNGn97fqhAEtT7eyd-VKVCi56u6Yp173Hkr39teGviziTbWkCSF7Z6SclzJA16G6H9Ac0RRucd8kztdkIdTvemx08n6Y5Pn3E0P75ZPKZ5VvufPYQJnX3qKVChh50Y7rc6wd uHFs8e-FnpNpV5ueuRg_8Vkr0dkHR_OJjiwUnLryaUy5c1zajj0blJisonNWub_11-Qup0FxbzBWjkyLokrV8W5vpV-G91sVn6ZokvGtqjTM.7h5SFcWPKp5tfrkP25bcNQnZRF9V4_gv6RbyuRTXQ&amp;dib_tag=se&amp;key words=chalk+eggs&amp;qid=1708389820&amp;sprefix=chalk+eg%2Caps%2C330&amp;sr=8-15">https://www.amazon.com/Dansib-Sidewalk-Colorful-Toddler-Decorations/dp/B0CPCRFZ3P/ref=sr_1_15?crd=BCAIHX4TBGPL&amp;dib=eyJ2joiIm5i9.0576MOU-DQMES9eCUFYQdWDkqW6jixN625WXBH6Hk n8RldzAp_tmXQLNGn97fqhAEtT7eyd-VKVCi56u6Yp173Hkr39teGviziTbWkCSF7Z6SclzJA16G6H9Ac0RRucd8kztdkIdTvemx08n6Y5Pn3E0P75ZPKZ5VvufPYQJnX3qKVChh50Y7rc6wd uHFs8e-FnpNpV5ueuRg_8Vkr0dkHR_OJjiwUnLryaUy5c1zajj0blJisonNWub_11-Qup0FxbzBWjkyLokrV8W5vpV-G91sVn6ZokvGtqjTM.7h5SFcWPKp5tfrkP25bcNQnZRF9V4_gv6RbyuRTXQ&amp;dib_tag=se&amp;key words=chalk+eggs&amp;qid=1708389820&amp;sprefix=chalk+eg%2Caps%2C330&amp;sr=8-15</a>	QTY 2, \$39.99 E	\$95 (120 Psc) Sidewalk Chalk	Amazon
Various Prizes (Big)	<a href="https://www.amazon.com/gp/product/B07RP HCLPY/ref=ox_sc_act_image_67?smid=A15MW KAUGF7I2&amp;psc=1">https://www.amazon.com/gp/product/B07RP HCLPY/ref=ox_sc_act_image_67?smid=A15MW KAUGF7I2&amp;psc=1</a>	QTY 4, \$25.99 E	\$110	Amazon
(24 Pcs) Invisible Ink Pen	<a href="https://www.amazon.com/gp/product/B0BHH KTGDT/ref=ox_sc_act_image_19?smid=A51U2 G15XJ704&amp;th=1">https://www.amazon.com/gp/product/B0BHH KTGDT/ref=ox_sc_act_image_19?smid=A51U2 G15XJ704&amp;th=1</a>	QTY 2, \$18.99 E	\$42.00	Amazon
(100 PCS) Stretchy Sticky Hands)	<a href="https://www.amazon.com/gp/product/B0CGH C2BSR/ref=ox_sc_act_image_13?smid=A16I13 MAXBKZBO&amp;psc=1#customerReviews">https://www.amazon.com/gp/product/B0CGH C2BSR/ref=ox_sc_act_image_13?smid=A16I13 MAXBKZBO&amp;psc=1#customerReviews</a>	QTY 3, \$15.31	\$35	Amazon
(80 PCS) Squishies	<a href="https://www.amazon.com/gp/product/B0B7R N77G/ref=ox_sc_act_image_16?smid=A1ZQLI 0YWS350&amp;th=1">https://www.amazon.com/gp/product/B0B7R N77G/ref=ox_sc_act_image_16?smid=A1ZQLI 0YWS350&amp;th=1</a>	QTY 1, \$32.99 E	\$40	Amazon
(120) PCS) Pop Braclet	<a href="https://www.amazon.com/gp/product/B0B6Q V5HRK/ref=ox_sc_act_title_1?smid=A207AOW 776F26W&amp;psc=1">https://www.amazon.com/gp/product/B0B6Q V5HRK/ref=ox_sc_act_title_1?smid=A207AOW 776F26W&amp;psc=1</a>	QTY 1, \$32.99 E	\$40	Amazon
(120) Pop Key Chains	<a href="https://www.amazon.com/gp/product/B0C6KJ CLCC/ref=ox_sc_act_title_1?smid=A16M047H7 JMLGF&amp;psc=1">https://www.amazon.com/gp/product/B0C6KJ CLCC/ref=ox_sc_act_title_1?smid=A16M047H7 JMLGF&amp;psc=1</a>	QTY 1, \$57.99	\$65	Amazon
(200 PCS) Jump Rope	<a href="https://www.amazon.com/gp/product/B0B6Z 14TYQ/ref=ox_sc_act_image_4?smid=A2E54N 0T0XHFBC&amp;psc=1">https://www.amazon.com/gp/product/B0B6Z 14TYQ/ref=ox_sc_act_image_4?smid=A2E54N 0T0XHFBC&amp;psc=1</a>	QTY 2, \$38.99	\$85	Amazon
Golden Egg Prizes				
10, \$10 Gift Cards to Jennies Ice Cream		QTY 10, \$10	\$100	Jennies Ice Cream

(We Need Clean Table Clothes)

Notes for day :  
Tables & Chairs  
Round Tables on the grass  
Provided By HOA

## **Halloween Event - Close Encounter of the Canyon** **Kind: Event Report**

### **Event:**

We were very excited to have a 'lighter' theme. Less decor, more up lighting. When we hired the DJ, they recommended an Event Planner and the two worked together and set up the up lighting! This was a HUGE help!

For tickets, we decided to prioritize HOUSEHOLDS in the district. Households were defined first by HOA census, but exceptions were available for anyone with proof of residency (e.g. Driver's License, utility bill). Don't know if anyone took advantage of that. We wanted to give the local households/residents a chance to reserve their tickets first, prior to inviting guests. We had resident tickets available from October 1-14 at no charge. Then, October 16-20 we had it open where residents can purchase up to 6 tickets for guests at \$15 per ticket. We originally had it separated, but then changed it to extend the residents to get their tickets at the same time as guest's tickets.

We had a non-Bell Canyon volunteer, and she was amazing! Linda Fine helped create a spaceship that crashed to help create planet pumpkin. Not too many people brought pumpkins, but this was a main attraction that everyone seemed to love! It was truly one-of-a-kind decoration!

We had a last-minute decoration. Mark Hollinger (BCVFD) created an autopsy in front of the tree in the courtyard. Since we didn't have many decorations, this was a huge help! No blood and gore (really toned it down since the war in Israel just started).

The day of, we didn't need to have any volunteers come since the Event planner and two of her staff set up the tables, table decoration and made sure the vendors were arriving! This was also a huge help, so all people had time to get ready and enjoy the night!

### **Site Plan:**

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I have the map attached with the vendors and set-up. I think the flow of everything was great! We were unable to use the community center for the haunted house, due to potential construction. Construction did not start, but we decided to switch gears and use the tennis courts and put virtual reality laser tag and virtual reality haunted asylum (haunted house).

## Gate:

This year the gate traffic was not a problem. We had 3 HOA staff; Eric spent a lot of time there and organized the system. We assigned 4 security guards to manage outbound traffic so there was no interference between people making U-Turns. I think it helped that the HOA did an e-blast just on traffic and made sure everyone knew that there would be no call-ups. Apparently when the fire truck showed up with lights, a few people immediately exited the line. Flashing lights enhanced the front gate experience/efficiency.

## Parking:

This year was way better with the lighting. We rented a light tower and had it up on the hill (in front of the gym) to really light up the street. I thought it was way better and safer!

This year we made a last-minute request for 5 handicap parking spots. Not sure how effective it was. We planned to put cones out, and had new and bigger signs made, but I personally didn't check if the handicap signs were on the cars that parked there.

MR: The big signs didn't make it up in time. We should put big, handicapped signs up early in the day.

ZZ: great idea for handicap parking. Parking was really easy this year.

SB: Someone mentioned a valet service for future years. I have zero experience with this.

## Restrooms:

We were unable to use the bathrooms in the community center, but we had the bathrooms in the back of the building opened! We also had 3 porta potties, with the sinks outside. No issues that I heard from the bathroom. We had a bright LED light (that

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is ours) that was used and completely lit up the back. We had a security guard in the back to keep an eye on things and told guests to go back to the party.

EM: The restroom got filthy as the evening went on. I used it mid event and the toilet seat covers, and toilet paper were all over the floor and the seats. Also, once the door closed, they were very dark inside. Loved having the hand wash station. (Upon my exit, I saw that the women's bathroom door was propped open) and went in there to use the mirror. Maybe assign one person to assist with toilet maintenance?

ZZ: needed a crew to check/clean every 30 to 45 mins. I heard it got ugly and no supplies.

### Safety:

This year we hired a security company, and I thought it was amazing. No one was sneaking in. People were following the rules and there were no issues such as fights or vandalism. I thought it was a very effective plan and people seemed to listen and liked the extra security. We also had 4 people from HOA, and the fire department there as well!

JW- I thought having security along with the fire dept worked out well. I don't know how many people were able to bypass but having them there made it feel much more in control. Things seemed calmer and running smoother than before. CdG: security was great!!

ZZ: with the lanyard - upfront holding each ticket holder accountable for their behavior and guest - everyone felt safe to relax and enjoy. It felt like a concert and could be asked to leave or escorted out.

### Budget:

The budget allowed for this year was \$31,000. After reviewing all payments, returns and reimbursement.

Sam increased the budget from last year to this year. Sam wanted to make things look a little different from previous years (she did not want the inflatables for example because of problems in the past). She did plan to add security, so this was added to the budget. What was not added in the budget was additional bathrooms, the flyer, laser tag

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(since the haunted house was no longer an option, she had to redirect a new idea), and the lanyards (which was a lot more than we all thought it was).

## Vendors: (Various comments)

- **Caricature Artists** - JW- I thought it was such a great addition to the event. They were great. The lines didn't look too long. So fun!

CdG: so many people commented that they loved this. Artwork was great.

- **Magician** - (MR: Some people missed him, not sure there is a solution except to ask him to deliberately circulate more) JW: Never saw him. I don't know that a magician is needed in the future.

ZZ: I did not see him all night. Suggestion is to set up a table for him/her near tents? Or do not need this vendor next time.

SB: I saw him talking and always interacting. His outfit was all black. It was hard to tell he was the magician. Not approachable for people to come to him – he had a deck of cards in his hands and came up to you. I assume a lot of people missed him, unfortunately.

- **Tarot Card Readers** - (MR: from someone else: figure out some way they don't spend 30 minutes on one read) JW: The lines were long. I kept going back but they remained long. We should find out if they were following the time rule. CdG: this is a tough one for me. For a high quality reading it takes more than 5 minutes (I used to read tarot!) I have only heard good things about the quality of the readings. But of course, lines are always the complaint. I'd vote for a third tent because this is the one thing that everyone seems to want to do, and people get disappointed when they don't get to do it.

ZZ: the read should be 15 mins max - maybe have a signup sheet and cross out names? The feedback was it was worth the wait. Hire someone just to manage the sign-up sheet and time.

- **Face Painter** - CdG: I never saw a face painter.

ZZ: can opt out on this one as people come with mask, not worth the wait, also location was missed and should have been a more visible place.

SB: My daughter had her arm painted and she loved it. She did a really good job!

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Again, not really advertised where she was, but it was noted on the flyer that we had one. I didn't hear anyone asking where anything was.

- **Photo Booth** - JW- Such a fun way to greet people. They were good about inviting people to pose and were very friendly.

CdG: this was great and fun for family photos.

ZZ: great location and was used by all.

SB: I wanted them to be in the front so people can take pictures when coming in or when they are leaving. Great location and it was fun!

- **Black Light Arts & Craft** - CdG: I didn't take the kids in but it seemed like the room was packed and everyone was having fun. Black light is always a big draw.

ZZ: really great idea and was fun for all age groups.

SB: My kids spent some time in here. They all loved it. I walked in the room a few times and it was packed. Everyone seemed happy.

- **VR Laser Tag & Haunted Asylum** –

From the vendor (owner/Javier) I think the only issue we encountered was the long lines. Even though we used a Cue system to avoid people waiting in lines, people still wanted to wait in line because they were afraid of being skipped. We explained they would not be skipped but still they wanted to wait, also because they enjoyed watching the kids play and enjoyed the screens of in game play. Us revamping the VR experience to be Alien themed was a great success and gave us ideas for future events. Thanks for that idea. On our next event we will implement an actual physical numbered ticket system with a digital display showing which number is playing and which number is next. it will be a display we place outside the entrance that can be seen from the party area to avoid having them come and ask. Now that we know what to expect we definitely will assemble faster and unassemble faster to maximize the fun. We are always available for any future events. I know we had issues in the beginning of our negotiations with delays and documentation but that's all done, and we know what you need next time.

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They took 3 hours to take down. CdG: I sent a few groups of friends, and they couldn't figure out how it worked and couldn't find who was in charge - maybe it was too late in the night. Everyone that I spoke with didn't do it because it was too confusing. I really loved this idea so I'm hoping others had a good experience.

ZZ: this attracted the teens from what I saw. Needed to explain this and waiver upfront prior to event for parents to understand what this is and online waiver.

SB: I participated and did the Haunted Asylum. It was cool. Maybe have more at the same time. Even though it was only 2 minutes, even if we had 2-4 at the same time? Also, more advertisement! I originally wanted one tennis court for laser tag and one tennis court for the HA. Not sure why one court was used for both.

- **Smileys Hot Dogs** - Keep for sure. He was fast & cheap!

SB: He has done the events many times. He also recommended a ATM but unfortunately it didn't work out this year. Maybe next year.

ZZ: add a pizza and maybe taco truck.

- **Rock Chef Rolls** - GFM: great food at a decent price.

SB: I heard he sold out and closed a little early.

- **Passion Empanadas**-

- **Smoking Gun Bar** - CdG: theme drinks were a hit! ZZ: bar location and tables were perfect - great place for adults to congregate. Keeping it visible but not the main attraction as this is for kids. GFM: Good service with multiple workers. Never too long of a wait.

- **RM Bake Sale** - JW- Always a festive and community-building thing to have.

ZZ great location and always a hit

## **The Good:**

The energy of the crowd was AMAZING! Everyone was happy to be there. Many people were dancing. The DJ was GREAT! Need them to come back!



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The DJ read the audience well and played the right music for the crowd. The crowd entertainers pass out light up foam sticks. CdG: The most compliments I heard were on music/dj and lighting!

ZZ: DJ was a hit with parents and kids. The giveaways were a hit. Lots of praise on the organization, clean and fun for the kids. Theme was on point and the lights and UFO was stunning.

The flow of the layout was great! I thought everything was well organized.

No problems at the gate

People felt safe.

JW- Yes. Energy was great! The DJ was great. There seemed to be a lot of people dancing throughout the night.

ZZ: Really nice for parents to relax and enjoy time with their kids. They felt safe and grateful to have a community event to celebrate taking the pressure of looking for a place to go. Encouraging the guest passes are important so kids can invite their friends.

## The Bad:

- Eventbrite: We had some issues with Eventbrite at first. There was an issue with CSD not being allowed to have access to the resident census. Eventually we did get it. It was an excel document that didn't reflect any changes that were recently made after the document had been generated. I was only aware of the resident changes by email from Jenni or Bri. Also with Eventbrite, there was no way to change their wording with the tickets. It stated there was a 'will call' and tickets could be picked up the day of the event. We didn't want this to be stated this way, but there was no way to change it. We did have it written somewhere to disregard the automated message and most people did listen to it. We had most people pick up their tickets outside the HOA office.

At first, we had Eventbrite close on October 20th. Since there were still a lot of people (around 130) that didn't make a reservation, Samantha had a lot of emails. This caused a lot of chaos and I wish we just left Eventbrite open, but not

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make this known. We should have told the residents it had an end date, but then left it open at least for a few more days after. There is always the panic of residents that didn't get their tickets. Wouldn't have closed off Eventbrite. I would have kept it open to limit the email orders coming in.

For the orders that came in after Eventbrite had closed, there was only a serial number provided (no Eventbrite order number). Some people even purchased guest tickets, and we were collecting checks. When the residents were picking up their tickets, we had to make sure they had their checks with them to pay the CSD.

- Creating Lanyards - It took a long time to create the envelopes and the lanyards. We changed the idea of wristbands to the creation of lanyards to clearly see (for security purposes) to quickly identify the residents and corresponding guests if problems did arise! Residents had black lanyards and guests had blue lanyards (residents and guests were in two separate envelopes to help with organization).

The envelopes were handwritten, and the lanyards were individually numbered! There was a whole process with multiple steps. Because it was so time consuming (for Greg, Sam and the volunteers) it would have been extremely difficult to do this and the haunted maze. We wouldn't have had time to do both (no time and short on volunteers)! Volunteers were helping stuff and organizing the tickets. CdG: I'm not sure what a better solution would be here but when I heard Greg was hand numbering every card! And Sam hand drawing the envelopes / that's just too much!

- Pick up lanyards: We actively requested the help of volunteers which was very difficult to get! There were about 5 shifts each day and added additional evening shifts. Volunteers had to sit outside the HOA office for the duration of the day. 8am-5pm for the week of October 23-27th. This was the time frame for residents to pick up their tickets. HOA was under staff and couldn't have the interruption of ticket pick-up. (MR: Maybe we can have some days 8-5pm, and other days 12-7pm for pick up?).

ZZ: it was good - all signed for the tickets and counted what they got upfront so no delays day of event.

## Events Committee: Halloween

When residents were picking up their tickets, we should have created a master list. We had the resident sign the census, but the numbers didn't match what they ordered. The census was not up to date (since many revisions occurred) but people were confused that this was the number of tickets they ordered. I don't have the answer as to how the master list should have been created (the process was already so time consuming). Too many lanyards were 'missing'. The lanyards were created to keep track of the residents and the guests of the residents. Greg created all the labels and then Sam was checking the census. After it was created, each resident was then put in an envelope and then was stuffed in a plastic holder and the correct color lanyard. JW- Lots of people had lost their flyers so for next year, if applicable, we should have flyers on the tables, even if they are xerox copies.

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ZZ: flyer on how to order more, who to make check out to, pick up schedule etc.

- Tarot Readers - The Tarot readers didn't listen and follow the 5-minute reading rule. With two tarot readers, the lines were long, and people were complaining it was taking too long. I had to remind them a few times, but they just weren't listening. Maybe put a sign outside the tents that each read was 5 minutes max! (MR: this was a big problem, we need a different tarot reader, or maybe pay her per read? Not sure)

ZZ- maybe hire a person to run the schedule and sign-up sheet? As the tarot reader gets in the zone and cannot manage time on a free event.

- Costume Contest - Didn't get a picture of the winner with their prize. It was hard to get them together. We made an announcement from the DJ, but it was hard to get them all together. (MR: Next time have the judges pre-meet on their own time to figure out rules and pictures)

ZZ: it was hard to get the winners to line up for the announcement and stay put for pictures. Judges met throughout to pick the winners.

- Weather - Wind picked up towards 9PM, and it did get cold. The crowd started to get smaller because of this.

The next day, we did lose a canopy tent that we just purchased this year for the tarot readers! We also lost a few of the decorations (made of glass). The spaceship flipped over as well.

# Events Committee: Halloween

- Chairs - Need more tables and chairs. Maybe find a second spot for tables (Where the bouncy houses used to be?? Some people (guilty) reserved tables so there were fewer available for late arrivals.

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## Final Thoughts:

-(SAM) Check with security to get their thoughts/feedback on the lanyards, and overall night!

## Changes / Suggestions for Future Years:

ZZ: maybe add a big screen to video the event live by the DJ - see the winners for contest, announcements, people dancing - like a concert?

Sam spoke with the Event Planner about different ways to go about the ticket process. I think all in all it was a great event. My suggestion for next year would be to keep the event open to all residents. I would forgo tickets for residents, they could just show their driver's license and get in. And maybe their 6 guests can get wristbands prior to the event and show those at the door. That might streamline the process a bit. Perhaps other websites other than Eventbrite (since the wording couldn't be changed) and have individual tickets.

- Maybe put a sign outside the tents that each read was 5 minutes max!
- Check with HOA (Laura, Lulu, Jenni, Bri, Travis, Luis, Ricardo) for their feedback.
- Ask the Vendors for feedback (esp. VR vendor. Their registration was slow).
- MAKE SURE VENDORS DO NOT RELY ON INTERNET
- ADVERTISE CASH ONLY
- Maybe make the event 5 hours (instead of 4). (MR: If we do this, we start at 5pm. Not an adult party time, so maybe deliberately plan an event for the little kids from 5:30 to 6:30 ish?) CdG: I love the idea of starting earlier because I know a few residents that didn't come because of early bedtimes. It would be nice to do something for the littles early on. Perhaps a little Halloween parade and they can show off costumes.

## Events Committee: Halloween

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- Maybe... Residents get free lanyards for 2 weeks. Then guests for \$15. Then final 2 days guests for \$25? And Day-Of-The-Event \$50.
- Evan said to contact him next year... maybe his company can help with making them (If we do lanyards in the future)?
- Got a complaint the flyer wasn't fun and inviting enough. I personally disagree, but we can make one side the "fun" side and the other the "rules" side. JW- I thought the flyers were great! CdG: totally disagree. It was super fun. Flyer maybe had too much on there! Although all was valid and important info.
- JW- I thought this was an amazing event. It was fun, exciting, and smoothly run. Thank you, Sam, Lisa, Adriana, and the rest of this lovely group.
- ZZ- flyer had all the information on it. The only confusion was the virtual part - needed to explain this and the waiver - maybe do online prior to the event for parents to do.

CdG: thank you all! Everyone did an awesome job. Sam you are a brilliant leader!

GFM: Thank you Samantha and team for a job Well Done!!!

# BELL CANYON TRAFFIC ENFORCEMENT STAT SHEET

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Moving Violation	Month	2023		2024												Total	
		N	D	J	F	M	A	M	J	J	U	S	O	N	D		
22350 VC - speed	VERBAL	4															4
	CITE																0
22107 VC - unsafe turning movement	VERBAL																0
	CITE																0
21650 VC - failure to drive on right half of roadway	VERBAL																0
	CITE																0
22454 VC - school bus, red light/stop sign	VERBAL																0
	CITE																0
21461 VC - failure to obey regulatory sign	VERBAL																0
	CITE																0
12500 VC / 14601 VC - unlicensed or suspended	VERBAL																0
	CITE	2	1	1													4
22450 VC - stop sign	VERBAL	35	8	4													47
	CITE	32	41	14													87
27315 VC / 27360 VC- seatbelt/ child restraints	VERBAL																0
	CITE		2	1													3
21651 VC - driving across a divided section of highway	VERBAL																0
	CITE																0
23123 VC - cellphone violation	VERBAL																0
	CITE																0
OTHER - Moving Violation	VERBAL																0
	CITE	2															2
26708 VC - tinted film	VERBAL																0
	CITE																0
12951 VC - driver license not in possession	VERBAL																0
	CITE			1													1
5200 VC - missing one or more plates	VERBAL		2														2
	CITE	1															1
4000 VC - none/expired registration	VERBAL																0
	CITE																0
5204 VC - license plate improperly displayed	VERBAL																0
	CITE																0
27151 VC - modified exhaust	VERBAL																0
	CITE																0
16028 VC - no proof of insurance	VERBAL																0
	CITE			1													1
14600 VC - change of address with DMV	VERBAL																0
	CITE			1													1
Any Lighting Violations	VERBAL																0
	CITE																0
OTHER - Mechanical Violation	VERBAL	1															0
	CITE			1													1
IMPOUNDS		1		1													2
DUI ARRESTS																	0
OTHER ARRESTS																	0

CITES	101
VERBALS	53

INVOICE

66



Invoice Number: 000000-  
Invoice Date: 02/14/2024  
Due Date: 03/15/2024  
Customer ID:

Dept of the CA Highway Patrol

Bell Canyon Community Services District  
Attn: Gregory F. McHugh, Interim General  
30 HACKAMORE LANE, SUITE 2B  
BELL CANYON CA 91307

CONTRACT# 23R770000  
Traffic Control/ Enforcement Services

Service Period: 01/01/2024 - 01/31/2024

<u>Line</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
1	OT- Officer, CHP	20.00	113.58	2,271.60
2	Vehicle Mileage	293.00	1.51	442.43

Amount Due (USD): \$ 2,714.03

For billing questions, please contact us at (916)-843-4330  
Contains confidential information and unauthorized use or disclosure is prohibited by State law.

-----  
Please detach this portion of the bill and return it with your payment.

Customer Name: Bell Canyon Community  
Services District  
Customer ID: 00151849  
Invoice ID: 0000001563176  
Due Date: 03/15/2024  
Fiscal Year: 2023-2024  
Amount Due: \$ 2,714.03  
Amount Paid: \_\_\_\_\_

Remit Payment To:

Dept of the CA Highway Patrol  
P.O. Box 942900  
Sacramento CA 94298-2900

0015184900000015631760000271403

INVOICE

67



Invoice Number: 000000  
Invoice Date: 02/14/2024  
Due Date: 03/15/2024  
Customer ID: 00

Dept of the CA Highway Patrol

Bell Canyon Community Services District  
Attn: Gregory F. McHugh, Interim General  
30 HACKAMORE LANE, SUITE 2B  
BELL CANYON CA 91307

CONTRACT# 23R770000  
Traffic Control/ Enforcement Services

Service Period: 12/01/2023 - 12/31/2023

<u>Line</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
1	OT- Officer, CHP	28.00	113.58	3,180.24
2	Vehicle Mileage	368.00	1.51	555.68

Amount Due (USD): \$ 3,735.92

For billing questions, please contact us at (916)-843-4330  
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Please detach this portion of the bill and return it with your payment.

Customer Name: Bell Canyon Community  
Services District  
Customer ID: 00151849  
Invoice ID: 0000001563175  
Due Date: 03/15/2024  
Fiscal Year: 2023-2024  
Amount Due: \$ 3,735.92  
Amount Paid: \_\_\_\_\_

Remit Payment To:

Dept of the CA Highway Patrol  
P.O. Box 942900  
Sacramento CA 94298-2900

0015184900000015631750000373592



INVOICE



Invoice Number:  
Invoice Date:  
Due Date:  
Customer ID:

00000 [redacted] (68)  
02/14/2024  
03/15/2024  
[redacted]

Dept of the CA Highway Patrol

Bell Canyon Community Services District  
Attn: Gregory F. McHugh, Interim General  
30 HACKAMORE LANE, SUITE 2B  
BELL CANYON CA 91307

CONTRACT# 23R770000  
Traffic Control/ Enforcement Services

Service Period: 11/01/2023 - 11/30/2023

<u>Line</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
1	OT- Officer, CHP	34.00	113.58	3,861.72
2	Vehicle Mileage	442.00	1.51	667.42

Amount Due (USD): \$ 4,529.14

For billing questions, please contact us at (916)-843-4330  
Contains confidential information and unauthorized use or disclosure is prohibited by State law.

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Please detach this portion of the bill and return it with your payment.

Customer Name: Bell Canyon Community Services District  
Customer ID: 00151849  
Invoice ID: 0000001563173  
Due Date: 03/15/2024  
Fiscal Year: 2023-2024  
Amount Due: \$ 4,529.14  
Amount Paid: \_\_\_\_\_

Remit Payment To:

Dept of the CA Highway Patrol  
P.O. Box 942900  
Sacramento CA 94298-2900

0015184900000015631730000452914