



Burbank Hill Community Association

c/o The HOA Election Guys, Inc
27472 Portola Pkwy #205-412
Foothill Ranch, CA 92610

Melissa Vitali
Powerstone Property Management
1 Boardwalk Ave, Ste 102
Thousand Oaks, CA 91360

DO NOT DISCARD THIS PAGE

The perforated stub at the bottom will need to be signed and returned with your ballot.

In addition to this notice, this package contains the following:

1. One Official Ballot
2. One double-window envelope
3. One smaller Secret Ballot envelope
4. Four sheets of candidate statements

Please note: The candidates are solely responsible for the content in their statements, neither the Association, nor the Inspector of Elections have redacted or edited any of the content in the statements enclosed in this election package.

December 20, 2024

A Meeting of the Members will be held as follows:

Date: January 21, 2025 (All mailed ballots should be received by us by January 20, 2025)
 Time: 7:00 PM
 Location: via zoom.com (Zoom info will be posted at: www.TheHOAElectionGuys.com/burbankhill)

Physical location to attend the zoom meeting: The HOA Election Guys (17 Spectrum Pointe Suite 504, Lake Forest, CA 92630)

This Meeting of the Members is being held to vote on the election of THREE (3) directors.

For the election to be held, a quorum of the membership must return a ballot, or attend the meeting.

The Burbank Hill Community Association bylaws define a quorum as "25%" of the voting power of the association, or 33 members. This quorum requirement is lowered to 20% (26 members) at a reconvened meeting. If quorum is not reached at any meeting, the members in attendance at the meeting may vote to either (a) reconvene the meeting to a later date, or (b) close the meeting without reconvening, meaning no election will take place (this is done via a voice vote of the homeowners present at the meeting). If a meeting is reconvened the deadline for receiving ballots will be extended as well. Please return your ballot so that we can meet quorum!

If you have any questions, please do not hesitate to contact your association's Inspector of Elections. The HOA Election Guys, Inc can be reached at (888) 380-3332 or by email at info@thehoaelectionguys.com

Detach along perforated line and place this stub in the provided window envelope.
Please make sure that the addresses are showing through the windows.

OWNER SIGN ABOVE (only one owner's signature is required) **Signature must show through window or ballot will not be counted!**

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Instructions:

- 1) Cast your vote(s) on the enclosed ballot.
- 2) Insert ballot into the smaller Secret Ballot envelope.
- 3) Insert the sealed Secret Ballot envelope into the window envelope.
- 4) Sign this stub in the left corner (**your ballot will not be counted if you do not sign this stub**)
- 5) Detach and insert this stub into the window envelope, making sure your signature and the addresses are showing through the windows.
- 6) Mail your ballot (if not provided, make sure you apply postage!)

NAMRATA COOPER

Hello all,

The word count is limited by the HOA, so I will keep this letter brief. **However**, if you have **ANY** questions regarding: **easements, trees, basins, security, reserves etc.**, please do reach out. Happy to answer - so you can make an educated decision! Please also **SELF REVIEW** financials and reserves. My main reasons for running are:

- **EXPENSES ARE NOT VALUE DRIVEN:** Our expenses do not match our services. Eg: we pay a **QUARTER MILLION DOLLARS to our guards** and **ANOTHER QUARTER MILLION DOLLARS to our gardeners** every year (*probably more if you add irrigation and other landscaping extras*). **Services from both companies are sub-par for OVER HALF A MILLION DOLLARS A YEAR.** Nobody minds value driven expenses but the keyword is 'value'.
- **RESERVES NEED TO BE REBUILT:** HOA transfers app. **\$120,000** into our reserves every year. Our reserves have meandered around **mid-60%** for app. **5 years.** We haven't done any major work to justify the flattened reserves. We need to fix this mess to avoid future assessments. Our financial situation is unsustainable.
- **MONTHLY DUES TOO HIGH COMPARED TO 'LIKE' HOAS:** We pay \$615/mo compared to like HOAs that have many **more amenities & better services** than us.
- **IN EFFECT, WE PAY MORE THAN \$615/mo:** Not only did our dues increase rapidly in the past few years, but *we actually lost some services*. Eg: our gardener count went down to 3 from 2, we lost our security patrols and we completely stopped street cleaning. When all the **reduced services** are factored in, **we pay almost \$750/mo** in dues. ***With reduced services, your dues SHOULD DECREASE; NOT INCREASE!!!***
- **RE-START COMMITTEES & SEND FINANCIALS TO HOMEOWNERS EVERY MONTH:** I'm not sure why financials/minutes stopped getting sent to homeowners every month or why we don't have committees any more. Bottomline - we need more community engagement, **MORE ACCOUNTABILITY & MORE TRANSPARENCY!**
- **WE NEED BETTER FINANCIAL DECISIONS:** As an example, (one of many) - we took out white roses/boxwoods at our entrances and **spent over \$20,000 on the two entrances for (mostly) small gallon replacement plants.** Our fiscal year started in August and we are **already in a DEFICIT.** The current board's solution is to transfer some funds from our reserves to operating account, to make up for some of the deficit. If you run a business, you know that **a deficit is a deficit! Period.** The other problem is that our payments are in arrears, including acacia work. Thousands of dollars still unpaid as of this draft. (Nov 2024). Where are the \$ going to come from?
- **Our HOA has an INCOME of approximately ONE MILLION DOLLARS per year** (\$957,840 to be exact). We can do better. **Incumbents running for the board say they will fix it, if elected. Why didn't they do that already???** If I'm elected, we **WILL.** If I'm not elected, I do hope the new board will show better fiscal judgement. However, if you like my ideas, feel free to give me 1, 2 or 3 votes (3 max).

Thanks, Namrata Cooper

Karine Hagopian

Dear Burbank Hills HOA Members,

It has been an honor to serve on the current HOA. It's not always easy;

However, I'm excited to announce my candidacy for re-election. If given the opportunity, I will strive to:

- Safeguard our finances with integrity.
- Explore cost-saving opportunities.
- Invest wisely in the future of Burbank Hills.

Your support means everything. Let's keep Burbank Hills thriving!

Warm regards,
Karine Hagopian
Burbank Hills HOA

Alexandra Helfrich

Alexandra Helfrich has served as Burbank Hills Homeowners Association Vice President since June 2023 and is asking for your vote to maintain the stability and grow the progress made by this board. We function efficiently and with respect - both behind the scenes, and during open meetings. Alexandra is committed to working with the Board and vendors effectively to identify and implement the short- and long-term goals for our community within budget and without conflict.

During her tenure the board has:

- Developed a multi-year fuel modification and weed abatement plan, bringing the Association into compliance with the Burbank Fire Department requirements, avoiding hefty fines
- Created a Homeowner Planting Request Program to allow additional planting on HOA areas adjacent to their homes
- Installed sustainable, drought resistant, water saving entrance landscape design
- Researched and hired new property managers and landscape contractors
- Managed vendors effectively resulting in better services from all
- Resolved delinquent homeowner accounts to an all-time low
- Updated and revised community rules and regulations to comply with current laws and needs
- Monitored architectural improvements
- Submitted full design plans to City of Burbank for revised access control
- Hosted community events such as Food Truck Fridays and block parties
- Maintained careful financial oversight and spending within the annual budget
- Managed ongoing maintenance needs including guard houses, mailboxes, transponders, etc. with efficiency
- Kept homeowners informed with regular Community Newsletters

Alexandra is an original homeowner in Burbank Hills, where she has raised her family since 2000. She served as a member of the Landscape, Security and Financial Committees and has attended almost all scheduled committee meetings and open HOA board meetings. Alexandra's vast professional, financial, management, and organizational skills and experience bring an ability to work with budgets, timelines, and legal guidelines. Her decades of experience acting as a liaison to bring together diverse people with different agendas benefits the Association. Her work from home schedule is flexible and provides the opportunity to meet with contractors as needed on site.

She is committed to clear, transparent, honest, and appropriate communication among the homeowners, vendors, and the Board. Her involvement with the Burbank Hills HOA from the inception gives her a historical overview of the community that is valuable for its current day management.

Other local community volunteer experience includes service on the board of directors of the Burbank Arts for All Foundation (BAFA) where they raised and donated over \$1 million to arts programs in Burbank public schools. As an executive board member of BAFA, Alexandra was responsible for the fiscal and legal oversight and governance of the non-profit. A committed advocate on behalf of children, Alexandra was awarded the 28th Congressional District Woman of the Year recognition.

Alexandra Helfrich has been the Vice President of her family-owned film production company since 1998. Prior to that, she was Director of Feature Post-Production for Fox Searchlight Pictures and has years of film production experience where she managed countless multimillion dollar budgets and project timelines and negotiated and oversaw vendor contracts all over the world. In both her professional and volunteer life Alexandra participated in many training opportunities, including for board members, organizational governance, and team building.

A vote for Alexandra Helfrich is a vote for continued consistent, fair, and collaborative management of our community.

Carol Terakawa-Burbank Hills HOA Candidate Statement

Carol Terakawa and her family are original homeowners and they love our community. Carol's professional experience has been leading large sales organizations in Media and Digital companies from Cox Media to Yahoo! to iHeart to Audacy. She currently serves on the Board of an Advertising organization of ThinkLA.

Carol has experience negotiating long-term and large strategic partnerships as well as creating and maintaining solid professional relationships with her clients and vendors. She is a strong and clear leader, facilitator and coach. These traits and beliefs carry over to our community and her commitment to making a positive difference in our neighborhood.

Thank you for voting for me to serve on the HOA Board since 2022, and as your HOA Board President since the HOA Board was recalled in July 2023. I am running for a second term, and I hope you will vote for me.

The current Board members are:

- Carol Terakawa, President
- Alexandra Helfrich, Vice President
- Karine Hagopian, Treasurer
- Christopher Nappi, Secretary
- Piruz (Frankie) Oganesyanyan-Member at Large.

This group of Board members has been a good combination to collaborate and get things done. This is the type of Board I want to continue being a part of.

The Board's goal was to work collaboratively on the important things (Fuel Modification, Access Control, ARC applications and completion dates and overall repairs), share the information transparently and be productive without creating unnecessary "swirl."

The first item on the newly appointed Board's agenda was to find a new Property Management Company as our Burbank Hills HOA was terminated by our previous company, Seabreeze. The Board unanimously selected Powerstone Property Management Co.

Other accomplishments of our Board include:

- Rules and Regulations:

- The Board updated the Rules and Regulations working with Powerstone
 - Landscape:
 - Fuel Modification: The newly recalled Board created a multi-year Fuel Modification Plan that was approved by the Burbank Fire Department, saving our HOA thousands of dollars in fines. This project is underway.
 - Weed abatement (cutting of the grasses): With Artistic Maintenance, this is now part of our monthly maintenance. This saves us \$35,000 annually that can go toward Fuel Modification maintenance
 - Access Control:
 - Guards: Received recommendations from the Neighborhood Watch and interviewed four (4) Access Control companies
 - Gate ARM - the Board gathered information from a past Board President, Mitch Powers and resubmitted the application.
 - Speed Humps - completed as a holdover from the previous Board.
 - Guard House - Repaired the roof, completed mold remediation and approval as well as painted. This had never been done
 - Transponders: created a new process and the newly elected Board has distributed 123 new transponders
- Mailboxes: Created a new process as we now order directly from the vendor and hire a handyman to install savings of hundreds of dollars. There is NO homeowner waiting for a mailbox to be repaired
- ARC Applications
 - Monitoring and management of construction in the neighborhood ensuring homeowners have completed ARC applications and have the correct permits from the City of Burbank.
 - Food Truck Night:
 - The Board brought back a popular Food Truck night that Mitch Powers and Board created during Covid. It continued to be a big hit during the summertime

Carol has volunteered and was part of the landscape committee as its chairperson; she was on the smoke detector committee years ago.

Carol currently is General Sales Manager + Head of Strategy and Innovation for Audacy (formerly CBS Radio) now home to 40,000+ podcasts and owner of KNX, K-Earth 101, KROQ, The Wave and Jack FM.

Carol wants to contribute and help our community and looks forward to meeting even more neighbors. Thank you.

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