

APPENDIX A

SCOPE OF SERVICES

Consultant agrees to provide Professional Services as Legal Counsel and Clerk to the Hillcrest Heights Geologic Hazard Abatement District (“**GHAD**”) consistent with this Agreement and GHAD Laws (Public Resources Code section 26500 *et. Seq.*).

The GHAD Attorney role includes providing legal advice to the Hillcrest Heights GHAD in accordance with GHAD Law, the GHAD Plan of Control, and policies and guidelines that may be adopted by the Hillcrest Heights GHAD Board. In this role, the GHAD Attorney is also responsible for advising the GHAD Board, if it so desires, in the creation of its own rules, regulations and policies in accordance with GHAD Law. Such rules, regulations and policies may relate, but is not limited to awarding of contracts for services, conflict of interest provisions, filing claims with the GHAD, and investment criteria. The GHAD Attorney shall review all official legal documents (i.e., Plan of Control and any amendments thereto, engineer's report and any amendments thereto, contracts, agreement, claims, reports, resolutions) presented to the GHAD Board.

Additionally, the GHAD Attorney will consult with the GHAD Manager and GHAD Treasurer in assuring the Plan of Control and GHAD Law is implemented and the GHAD Board is provided with all necessary documents to make informed decisions.

In working with the GHAD Manager and Treasurer, the GHAD Attorney/Clerk shall provide the following to the GHAD Board on an annual basis:

1. A proposed budget explaining how the GHAD funds are to be expended for the upcoming year.
2. An update (either by written communication or at a GHAD Board meeting) explaining the operations of the GHAD including but not limited to (a) the tasks that have been undertaken by GHAD staff in accordance with the plan of control, (b) the number of units in the GHAD, (c) the current assessment amount being levied, and (d) the balance in the GHAD account.

The GHAD Attorney advises the GHAD Board, GHAD Manager, GHAD Treasurer and other GHAD staff or officers that may be appointed by the GHAD Board in the future. The Attorney will attend all GHAD Board meetings.

The GHAD Clerk role includes securing GHAD Board meeting dates, creating agendas and distributing all necessary notices of public meetings, documents and staff reports to the GHAD Board and as required, to all interested parties. The GHAD Clerk shall work with the City Clerk in assuring that the GHAD materials are included as part of the City's meeting agendas and distributed to the GHAD Board. The GHAD Clerk shall keep records of the proceedings of the meetings and is responsible for maintaining the official records of GHAD proceedings. The GHAD is subject to the provisions of the Ralph M. Brown Act and the Clerk is responsible for clerical roles under the Brown Act.