

Summary of HARC Disclosures, Policies and Procedures

- 1. Disclosures:** Listed on the website are the current members of HARC and HPOA. Members of HARC and HPOA own homes in Hiddenbrooke (HB).
- 2. HARC Minutes:** The approved HARC minutes will be posted here within one month of approval. Draft minutes can be emailed to owners upon request.
- 3. CC&R Complaints:** are handled by the CC&R Manager who refers HARC related issues to the Committee for discussion and decision. Complaints can be submitted using the form on the HB website under Property Owners/CC&R information.
- 4. Ethics:** HARC members, HPOA Board members, and our independent contractors will at all times act in the best interest of Hiddenbrooke and respond to requests in a timely and professional manner.
- 5. Assessments:** Annual HPOA assessments, HARC fees and any amounts due to HPOA must be paid before HARC can issue the final approval letter for any application.
- 6. HARC Decision Appeals:** An application that is not approved may be appealed to the HPOA Board by sending a letter or email stating the basis of the appeal to HPOA to OMNI Community Management, listed above. HARC forward their file to the Board for review. The owner will be notified of the date of their hearing. The HPOA Board will make every effort to hear the appeal at the next regularly scheduled board meeting.
- 7. The City of Vallejo** approved the original HB CC&Rs and Landscape and Design guidelines in 1999, including the required submittal steps. However, neither HARC nor HPOA can guarantee that what is approved by HARC will be accepted by the City of Vallejo. Each applicant is responsible for obtaining the required approvals from the City of Vallejo.
- 8. Related Parties:** HARC and/or HPOA Board members who have interest in a property being submitted for approval by HARC may not vote on that project. They may be allowed to discuss the application at the HARC meeting. If this reduces HARC to fewer than 4 members, the HPOA President may appoint temporary members for the duration of this project.
- 9. Record Retention:** HARC approval letters should be kept by the applicant and provided to the next owner of the property.