



<http://www.HiddenbrookeOnline.org>

HARC@HiddenbrookeOnline.org

**Hiddenbrooke Property Owners Association (HPOA)
Hiddenbrooke Architectural Review Committee (HARC)**

Summary of HARC Policies & Disclosures

Applications with checks made payable to the Hiddenbrooke Property Owners Association, Inc. may be mailed to:

Valley Management Services
101 W. American Canyon Road, #508-PMB 272
American Canyon, CA 94503
valley-manager@sbcglobal.net

All HARC/HPOA forms can be found at: <http://www.HiddenbrookeOnline.org>.
The fee for a custom home is \$150 and for Landscaping is \$50.

Contacts:	Name	Phone	Available
	Jamie Clark, HARC Chair & Landscape Manager	707 644-7764	Weekdays 9 am – 4 pm
	Joyce Estes, HPOA President	707 647-7053	Weekdays 9 am – 4 pm
	Valley Management Services	707 644-0922	Weekdays 9 am – 4 pm

Hiddenbrooke Architectural Review Committee

This five member committee and alternates are appointed by the HPOA Board to two year staggered terms. The Committee Year is September 1 through August 31. Volunteers for this committee should contact the HARC Chair or HPOA President.

For a list of current HARC members and HPOA Board Members, please go to the web site and look under documents for Board Members and Committees: <http://www.hiddenbrookeonline.org>.

Hiddenbrooke Property Owners Association, Inc.

This is an elected seven member Board with staggered two year terms. Elections are held each June with nominees published in the April issue of Neighbors and the Ballot/Proxy published in the June issue.

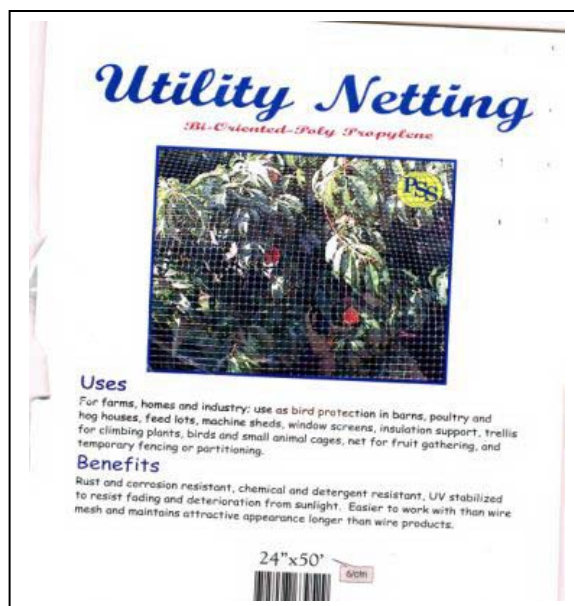
Summary of HARC Disclosures, Policies, and Procedures

1. **Disclosures:** Listed on the web site are the current members of HARC and HPOA. Members of HARC & HPOA own homes in Hiddenbrooke (HB).
2. **Meetings** are generally held on the third Tuesday of the month at the Library (between the Men's and Women's Locker Rooms) at the Hiddenbrooke Club House. Meeting times may vary. **Call Valley Management Services at 707 644-0922 to confirm meeting time, date and location.**

3. **HARC Minutes:** The approved HARC minutes will be posted on <http://www.HiddenbrookeOnline.org> within one month of approval. Draft minutes can be emailed to owners upon request.
4. **CC&R Complaints** are handled by the CC&R Manager, David Caldwell, who refers difficult issues to the Committee for discussion and decision. Email complaints to: CC&R-Complaint@HiddenbrookeOnline.org.
5. **Ethics**—HARC members, HPOA Board and our independent contractors will at all times act in the best interests of Hiddenbrooke and respond to requests in a timely and professional manner.
6. **Assessments**—Annual assessment, HARC fees and amounts due HPOA must be paid before HARC can issue the final approval letter for a Custom Home, Addition and/or Landscaping project.
7. **Landscape Approvals** are handled by the Landscape Manager, Jamie Clark, who forwards all checks for HARC Fees to Valley Management Services to be credited to the owner's account. HARC has up to 30 days to review and approve applications, but our goal is to respond to most requests within two weeks. However, this may not happen if the owner is requesting a variance or Jamie is out of town.
8. **Landscape Appeals**—An application that is not approved may be appealed to the HPOA Board by the owner by sending a letter or email stating the basis of the appeal to HPOA, c/o Valley Management Services requesting that HARC forward their file to the Board for review. The owner will be notified by the HPOA Board of the date of their hearing. The HPOA Board will make every effort to hear the appeal at the next regularly scheduled Board Meeting.
9. **Custom Homes**—The submittal process for Custom Homes is a 4-step process, which is detailed in the Design Guidelines. Custom Home applicants should deliver plans and notify HARC one week before the meeting with the name and address of the applicant and the address of the custom home site to be placed on the agenda. HARC will make every attempt to process the plans received by the next monthly meeting and when possible will authorize a member of the committee to approve specific plan changes so the owner can move forward to the next submittal step. Within two weeks of the meeting, HARC will send a letter to the owner listing the items that need to be changed and/or submitted at the next step. **HARC recommends that custom homeowners notify owners within 500 feet of the proposed construction before submittal step two.**
10. **City of Vallejo** approved the original CC&Rs 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.
11. **Related Parties**—HARC and/or HPOA Board members who have an 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 four members, the President may appoint members of HPOA Board or another resident to the Committee for the duration of this project. If the alternate is serving on the committee, the appointee will serve as the Temporary Alternate for the duration of the project.
12. **Record Retention—HARC Approval Letters** should be kept by the applicant and provided to the next owner of the property.
13. **Updates/Distribution**—This disclosure form will be updated each September 1st and the approved document added to the other HPOA Documents on www.HiddenbrookeOnline.org. It should be given to anyone who requests a copy of the Design Guidelines or Application Forms. Update will be by the HARC Chair and reviewed annually at the HARC August meeting. Any revised document will be forwarded to the HPOA President via email so it can be approved at the next HPOA Board meeting.

HARC has made the following determinations and is providing the following guidance to help homeowners comply with the Design Guidelines and CC&Rs.

1. **Red Colored Bark, White Rock and Palm Trees** are not allowed in Hiddenbrooke.
2. **Utility Netting for Golf Course Fences:** HARC has chosen a standard type of bi-oriented poly propylene utility netting with no visible edges along the top or bottom. This allows the netting to visually disappear into the wrought iron fencing, especially if wound through fence every 4 feet or so. (March 2008 this items was available form Orchard Supply. See picture below.)



3. **Fence Stain:** HARC has chosen a selection of colors within the same range in order to better coordinate with your home's exterior paint and trim colors. HARC has approved the following stain brands and colors:

Behr (Home Depot) Semi-Transparent Colors:

Woodbridge (DP-530), Cappuccino (DP-529), Chestnut (DP-310), Sable (DP-318)
Chocolate (DP-397), Tugboat (DP-535), Wood Chip (DP-532)

Behr Solid Color Stain: Woodbridge (DP-530)

Sherwin Williams (Lowes) Semi-Transparent Colors: Yankee Barn (SW 3505),

Riverwood (SW 3507)

4. **Cement Guidelines**

- a. Two car driveways can be expanded or extended subject to all the following:
 - i. Maximum total expansion not to exceed 80 square feet (width multiplied by length), and
 - ii. Width of expansion not to exceed 8'-0" wide (laterally) and,
 - iii. Length of expansion not to exceed 10'-0" length (Longitudinal), and
 - iv. No more than 30% of available "green area" can be removed on front or side yards to accommodate driveway expansion.

5. Cement Guidelines Continued

- a. Three car driveways can be expanded or extended subject to all the following:
 - i. Maximum total expansion not to exceed 30 square feet (width multiplied by length), and
 - ii. Width of expansion not to exceed 3'-0" wide (laterally), and
 - iii. Length of expansion not to exceed of 10'-0" length (Longitudinal), and
 - iv. No more than 5% of available "green area" can be removed on front or side yards to accommodate driveway expansion.
- b. All driveway expansions are subject to the following:
 - i. Driveway expansions must have HARC approval and any required City permits BEFORE work begins.
 - ii. Driveway expansions must match the existing hardscape (driveway) to appear part of the original design. This can include new surfaces for both the existing driveway and expansion.
 - iii. The expansion must be architecturally compatible and pleasing with the home and its surrounding, which may include adding more landscaping elements (bushes, plants, trees etc.).
 - iv. Subject to the 30%, and 5% restrictions above, expansions must preserve existing landscaping, as approved by HARC or new landscaping must be approved.
 - v. Curb cuts will not be allowed. Vallejo City permits are required for drainage holes.

Failure to observe these design guidelines will subject property owners to fines and the request for all work to be removed.

6. **Holiday Decorations** may be put up 15 days before the Holiday and must come down 15 days after the Holiday except December decorations may go up December 1st and must be down by January 31st or they are subject to fine.
7. **Driveway Storage—Inoperable Cars and Cars Without Current DMV Tags:** The CC&Rs are very clear that ALL cars are to be contained on the driveway and in the garage and that the driveway isn't for storage. Therefore April 1, 2009, we will enforce this CC&R. We will no longer tolerate cars without current license tags or cars that can't be driven on the street to be parked in the driveway on a long term basis (more than 7 days).