



IMPORTANT DATES

HPOA Board Meeting
Closed Session 6:30 PM
Open Session 7:00 pm
April 28, May 26

HARC Meeting 7:00 PM
March 15, April 19, May 17

Resident Monthly Sunday Golf
March 13—11:00 am
April 10—11:00 am
May 15—Noon

RSVP by Tuesday before the tournament with your Name and NCGA Number to:
John Estes 647-7052. 📧

Hiddenbrooke Tuesday Golf
Weather permitting, golf at Hiddenbrooke starting at about 9:00 am. Call the Pro Shop

ANNUAL MEETING
Thurs. June 21st
HCA 7 pm; HPOA 8 pm

Day Light Savings
Time
March 13th, 2 am
Set clocks forward

Next Newsletter
June 2011
Deadline May 5th

Editor: Joyce Estes
estesj@pacbell.net

Hiddenbrooke TIMES

Published by Hiddenbrooke Property Owners Association, Inc.

March 2011

Community Emergency Response Teams (CERT)

In this day and age of reduced public safety services and cut backs in all types of governmental programs did you ever stop to think of what would happen in a major disaster? How long would it take for help to arrive in Hiddenbrooke, how much help could we expect if Highway 80 was impassable?

Following a major disaster, first responders who provide fire and medical services will not be able to meet the demand for these services. Factors as number of victims, communication failures, and road blockages will prevent people from accessing emergency services they have come to expect at a moment's notice through 911. People will have to rely on each other for help in order to meet their immediate life saving and life sustaining needs.

We (Hiddenbrooke) have an opportunity to take a step to help ourselves prepare for this kind of scenario. The Vallejo Fire Department will be conducting training this spring to prepare community volunteers to effectively respond in the event of a major disaster. Currently there are five members of the Hiddenbrooke community that have received CERT training (John Estes, Bob Sampayan, Richard Tirrell, Rick Joslin and Chett Haupt.) This is not nearly enough to deal with a major event.

CERT is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference.

The CERT training for community groups is usually delivered in 2 1/2 hour sessions, one evening a week over a 7 week period. Dates to be determined.

The Vallejo Fire Department is willing to provide the CERT course for 20 people from Hiddenbrooke. If you are interested please contact me at rmmatthews@sbcglobal.net. 📧

Hiddenbrooke Message Board

By now you should have all seen the new message board which is on the right side just past the Welcome Center and the parking space. The message board replaces the plastic A-Frames that were not allowed by the City. The new board is a joint project by the Hiddenbrooke Property Owners Association, Inc., the Hiddenbrooke Golf Course and the Hiddenbrooke Maintenance District. Since the Golf Course contributed half the cost of the new sign, they will receive half the space and the other half will be shared by HPOA and other community organizations.



Joyce Estes is the Sign Coordinator (647-7053) and will approve the message postings. Kathleen Brittle has agreed to help post messages for both HPOA and HCA.

The Sign Committee Selection Committee was composed of Joyce Estes (Chair), Carmen Juarez (Golf Course), Jane McWhorter (HMD) and Nancy Berke (HCA). 📧

HPOA President's Message

President Chris Brittle, Phone 731-0056

Hello neighbors. Over the past six months the Board has been busy on a number of items. Here is a brief update on our activities:

CC&Rs: We continue to actively enforce the CC&Rs to help keep our community beautiful and maintain property values. As we add new members to the community, it important that we communicate these objectives and that we all understand the importance of the CC&Rs. To provide this understanding, we send each new resident a New Owner letter which both Welcomes them to Hiddenbrooke and outlines some of the basic CC&R requirements. We will also be using the new Message Board to post friendly reminders about some of the more common CC&R problems. Our paid CC&R Manager continues to perform regular inspection drives to make sure everyone is doing their part. Since the new Board took office in July 2010, we have issued 141 Courtesy letters, 51 Final Letters, and several Cease and Desist letters for landscaping projects that did not get HARC approval. Most homeowners are very responsive, and we appreciate everyone's cooperation. HPOA is also continuing to maintain the front yards of foreclosed homes when the yards need weeding and mowing to maintain the appearance of the community.

Each year we provide you with a summary of our Board's CC&R procedures, fine schedule, collection policies and the Policies and Procedures used by the Hiddenbrooke Architectural Review Committee's (HARC). Only slight changes have been made to these documents, but please take the time to read and refresh your memory about these procedures. The Board will approve them in April.



Also, in accordance with Civil Code 1368(c), this is your annual notification that any changes to your home and/or front or back yard need to be approved by the Hiddenbrooke Architectural Review Committee (HARC). This includes painting of any kind on your home, except if you are not changing the original color.

Annual Meeting. HPOA and HCA have set their Annual Meetings for Tuesday, June 21, 2011. The HPOA meeting will start at 8:00 pm, and new directors will be elected at that time. (HCA will start their meeting at 7:00 pm). Ballots will be sent out in the June issue of HB-TIMES. Please mark your calendar for this important event held at the Club-house.

Looking for New Board Candidates. The HPOA Board will be looking for one new candidate to fill a vacancy on the Board. Maria Andrews, Eli Cronbach, and Ian Forsyth, all current Board members, have agreed to be run for re-election for another two year term.. Please consider helping your community by becoming a Board candidate. Depending on the position, you would likely be committing 10 or so hours a month.

Welcome Center/Hiddenbrooke Maintenance District. As mentioned in previous Newsletters, HPOA has taken on new responsibilities starting last year, including managing the Welcome Center and overseeing the Hiddenbrooke Maintenance District Advisory Committee. The Welcome Center has been spruced up with a new floor and a new front door will be installed soon. The cameras continue to work well and provide excellent video surveillance for the community. Our three year contract with All Phase Security Services is up this year, and the Board will be releasing a Request for Proposal (RFP) to

(Continued on page 4 - President's Message)

A-I

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Comedy Night

Fri, March 11

5:30 pm No Host Cocktails

6:30 pm Buffet

7:30 pm Comic Dave Burleigh Performs

Buffet includes Mixed Green Salad, Baked Chicken
Florentine, Braised Ball Tip,
Chef's Choice Starch and Vegetable & Dessert.

\$30 / person excluding tax & gratuity.

Call 707-558-1153 to reserve your table by March 7

St. Patrick's Dinner



Celebrate St. Patrick's Day
at Hiddenbrooke Golf Club
on Thur, March 17

5:30 pm No Host Cocktails

6:30 to 8 pm Buffet

Buffet Includes: Watercress Soup, Poached Salmon,
Craggaunowen Chicken, Carrots, Red Potatoes,
Cabbage
and Lemon Buttermilk Tart

\$25 / person excluding tax & gratuity

RSVP by March 10 at HiddenbrookeGolf.com or
call 558-0330 x224



KemperSports



Hiddenbrooke Golf Club General Manager's Message

By Eric Thompson, General Manager, Ethompson@kempersports.com

The Club has several events in store for the residents this year. We hope you attend as many events as possible.

Comedy Night on Fri, March 11 and **St. Patrick's Dinner** on Thur, March 17. See our ad for more information.

Save the Dates for Easter Brunch on Sun, April 24, Mother's Day Brunch on Sun, May 8, Resident Pool Party on Sat, June 4 and National Night Out on Tues, August 2. More information will be mailed to you.

Golf Memberships – We have the membership for you! Enjoy unlimited access to this Arnold Palmer Signature Designed Golf Course rated 4 ½ out of 5 stars by Golf Digest, reduced member guest fees and more. There are NO Initiation Fees, NO Greens Fees & NO Cart Fees! Choose from individual, family, senior, twilight, military, corporate or trial memberships. Call 558-0330: Carmen at ext. 208 or Alisa at ext. 206.

Hold Your Next Party at Hiddenbrooke - Looking to host a Special Event such as a Birthday Celebration, Anniversary Party or other type of social event? Submit this article when you book your 2011 reception by April 15 and receive \$500

off your event. Valid for NEW inquiries only. Minimums apply. Please call 558-1153 to schedule your site tour.

Know Someone Graduating? – Book a graduation party by April 15 and receive special pricing, complimentary room rental and Chef's selection of hors d' oeuvres display. Valid for NEW inquiries only. Minimums apply. Bring this article to redeem this offer. Call Sandy at 558-1153 to reserve your graduation party.

Cocktails & Dinner at the Club EVERY FRIDAY NIGHT- Don't want to cook on a Friday Night? Let us do the cooking for you! Join us for Cocktails & Dinner at the Club every Friday Night starting at 4 pm. Enjoy Happy Hour specials between 4 – 7 pm. Visit www.HiddenbrookeGolf.com to check out the Cocktails & Dinner at the Club menu.

Just want to pick up something quick at the Club on Friday Night? Take out service is available. Visit HiddenbrookeGolf.com to see the menu and call 558-0330 ext. 218 to order food for pick up every Friday Night.

See you all at the Club!! 🍷

(Continued from page 2 - President's Message)

All Phase and several other major security firms in March.. A committee of the Board will then evaluate submittals with the goal of selecting the successful firm in April. Information about this RFP can be found on the Hiddenbrooke website under Property Owners/HMD. You can also submit comments to the Board on the RFP using the Board's email address on the website.

After much discussion at the Vallejo City Council decided to re-bid the landscape contract for the Hiddenbrooke Maintenance District. This means that our current contractor, D&H Landscaping, will continue until the City completes the new selection process. Our HMD Advisory Committee, chaired by Mike Baldwin, was instrumental in getting the City to re-bid the contract.

St. John's Mine Road: Through his contacts with the City, John Estes was able to have new locks installed on the gates along St John's Mine Road and the community now has possession of these keys should we ever need to open this road in an emergency (e.g., if Hiddenbrooke Parkway is closed due to a natural disaster or other reason). HCA has raised the need for this outlet, and HPOA was able to facilitate the solution.

Hiddenbrooke Improvement District Funds. Last year the Board worked with the City to obtain a one-year reduction in your taxes related to the bond for the Hiddenbrooke Improvement District. We plan on working with the City again this year to hopefully achieve another reduction. Because the bond account has accumulated a surplus of funds over and above what is needed for annual debt service, the Board will also begin a process to determine what projects Hiddenbrooke residents would like to see funded with these unspent reserves.

Budget. The Board approved a budget for the next fiscal year at its January meeting. (see other section). While this seems pretty early to approve a budget, it is necessary due to community notification requirements in our CC&Rs. We are very close to achieving our goal of accumulating a \$100,000 reserve, and the Board voted not to raise the annual assessment next year which will remain at \$55 per parcel (which is below the \$57 maximum assessment that is allowed by the annual CPI calculation). 📌

Want to Help Your Community?

Both the Hiddenbrooke Property Owners Association (HPOA) and Hiddenbrooke Community Association (HCA) will be looking for new candidates to fill several vacancies on their respective Boards. As most people know, HPOA is a mandatory association to which all homeowners belong and enforces the CC&Rs, manages the Welcome Center, and coordinates with the City on maintaining the landscaping in Hiddenbrooke. HCA is a voluntary association that sponsors social events, the annual Charity golf tournament, National Night Out, and works on safety and security issues in the community.

If you are interested in becoming a candidate for either Board, please contact Chris Brittle, President of HPOA, or Nancy Berke, President of HCA. Becoming a member of one of the Boards is an excellent way to meet people in the community and perform a valuable service. Depending on the position, you would likely be committing 10 or so hours a month. 📌



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Feral Cats? HiddenKittens Group Needs Your Help


Feral or wild cats are a problem throughout Hiddenbrooke. Since last year, a small group of volunteers have trapped, neutered/spayed, and re-released or adopted over 40 cats and kittens. There are groups of cats who have been treated and re-released requiring daily feeding. Volunteers are providing that care here in Hiddenbrooke every day.

If you can help, please email us! For more information, contact Jamie Clark at jamielee6@comcast.net or Stephne Elliott at stephnekelliott@yahoo.com. 



New Inspector for Hiddenbrooke Maintenance District

James Olson has replaced our previous Landscape Inspector for the Hiddenbrooke Maintenance District, Jeanine Perasso-Kaczmarczyk. James, who is Vallejo-born, graduated from Hogan High School. He has substantial experience in public service: 3 years spent with Solano County Public Works Maintenance followed by more than 11 years with the City of Vallejo. He is a qualified arborist, with certification from the International Society of Arboriculture, and holds a California Pesticide Regulation (DPR) Qualified Applicator Certificate. James is currently working towards 2 degrees at Solano Community College, an AS in Ornamental Horticulture and a BS in Public Administration.

You can report broken sprinklers or HMD areas needing attention by calling James at 707-648-4581 or by email to jolson@ci.vallejo.ca.us. 

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Property
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Association, Inc.

c/o Valley Management Services
#508 PMB 272

101 W. American Canyon Road
American Canyon, CA 94503

Phone/Fax 707-644-0922
Valley-manager@sbcglobal.net

Associations at Hiddenbrooke

Hiddenbrooke Master CC&Rs

Valley Management Services-Above

Fairway Villas HOA-Bridgeport
925 824-2888

Reflections HOA-Helsing Group
925 355-2100

Village HOA-Summit Properties
707 448-8906 x 12

Summit HOA-Boardwalk Invest.
925 937-4378

Hiddenbrooke Golf Club

www.HiddenbrookeGolf.com

Pro Shop, Tee Time 558-1140

HB Grille 558-0330 x 217

Club House-during events only
558-0330 x 218

Annual Swim/Gym/Tennis
558-0330 x 208

Maintenance 557-8160

Catering 558-1153

HB Maintenance District (HMD)

(Broken Sprinklers & Landscaping)

James Olson 648-4581

Emergencies After Hrs

648-4315

Welcome Center/

Security

558-9697



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Hiddenbrooke TIMES—Mailing Information

This newsletter is mailed to all residents and businesses in Hiddenbrooke and to non-resident owners in USA. It will also be online at www.HiddenbrookeOnline.org in the Property Owners section, Documents tab.

HB-News is a FREE! Yahoo Groups e-mail list just for Hiddenbrooke residents. Subscribers (all 556) get the email delivered daily to their email box. To join send an email with the required information: your name, HB address and whether owner or tenant to: **HiddenbrookeNews-subscribe@yahoo.com**. Or, follow the links at www.HiddenbrookeOnline.org.

2010 – 2011 Board of Directors
HPOA@HiddenbrookeOnline.org

Annual Mandatory Assessment
\$55.00 per year—Billed July 1st

President	Chris Brittle	731-0056
Vice President	Kathy Wildermuth	647-2896
Secretary/Communication	Maria Andrews	647-1387
Treasurer	Ian Forsyth	543-1650
Director–HARC	Jason Alabanza	510 502-2334
Director–CC&R Violations	Doug Eeten	649-0339
Director–HMD/Wel Center	Eli Cronbach	318-1562

Financial Manager: Valley Mgmt Services — See upper left for contact information

CC&R Manager: Dave Caldwell — CCRMgr@Hiddenbrookeonline.org

HARC Committee: HPOA-HARC@Hiddenbrookeonline.org

HB TIMES Editor: Joyce Estes — estesj@pacbell.net, 647-7053

HMD Adv. Committee: Mike Baldwin — mbaldwin99@sbcglobal.net 557-0600

HMD Resident Inspections: Jane McWhorter — 552-7807

Landscape Plans/Questions or to Drop Off Plans: Jamie Clark, HARC Chair,
707 644-7764, jamielee6@comcast.net

For agendas, minutes, committee information and most all documents see:
www.HiddenbrookeOnline.org. Drafts of minutes not posted can be obtained from Valley-Management Services.

CC&R Complaints should be sent to CCR-Complaint@HiddenbrookeOnline.org with a street address, description and picture of the problem and your name, address and phone number. Complaints can also be mailed to Valley Management Services — see address on upper left corner. Complaints about a home in the Village, Villas, Reflections or Summit should FIRST be submitted to their respective HOA. Emails will be forwarded to: CC&R Manager, Liaison Directors and the President. 📧



Hiddenbrooke Property Owners Association, Inc.
www.HiddenbrookeOnline.org — Email Board: HPOA@HiddenbrookeOnline.org

SUMMARY OF CC&R COMPLAINT PROCEDURES, NOTICES AND FINES

HOW TO FILE A COMPLAINT:

CC&R Complaints should be sent to CCR-Complaint@HiddenbrookeOnline.org with a street address, description, picture of the problem and your name, address and phone number or mailed to HPOA, c/o Valley Management Services (VMS) (see address on last page). Complaints about a home in the Village, Villas, Reflections or Summit should FIRST be submitted to their respective HOA. Complaints received via email will be acknowledged via email. Unidentified complaints and complaints without a picture will not be considered.

HOW COMPLAINTS ARE HANDLED:

- **Complaint Verification–Courtesy Notice:** The violation will be verified and approved for a violation notice by the Verification Committee. The owner/agent may be called for more information. A courtesy letter will be sent to the owner within two weeks unless the violation is referred to the Hiddenbrooke Architectural Review Committee (HARC). If front yard landscaping is not being watered, the Courtesy Notice may be skipped and a Final Notice sent.
- **Complaint Verification–Final Notice:** Two weeks or later after the first letter, a member of the Verification Committee will re-inspect to see if the violation has been repaired or removed. If the CC&R Manager has not been notified of when and how the violation will be fixed, a second letter shall be sent which will explain the fines and sanctions which could be imposed by the Board. If the violation re-occurs within nine months of the Courtesy Letter, the procedures will be continued where they last stopped including continuation of fines. The final notice will give the scheduled hearing date and information on how to obtain a Hearing Form.
- **Fines** must be approved by the Board and start at \$50 per month. The written notice will be signed by a Board Member or a paid manager, be recorded on the last day of the month and include the decision of the hearing. Any fine not paid shall accrue interest at 1% per month on the unpaid balance and a statement processing fee of \$5.00 per statement.
- **15 Day Notice to Correct CC&R Violation:** When a home is vacant, in pre-foreclosure or has been foreclosed on and there is a CC&R violation, HPOA can issue a 15 Day Notice to Correct which is posted to the front door of the property and mailed to the non-resident owner/agent. If the violation is not corrected within 15 days of posting, HPOA can have the work done. The Board will hold a hearing at the next regularly scheduled Board meeting to approve a reimbursable assessment on the property. . If the hearing upholds the reimbursable assessment, the cost of the work will be billed to the owner, including a \$25 service charge. Charges and/or fines will be billed on a monthly basis for continued failure to maintain the property.

UNAUTHORIZED BUILDING/LANDSCAPING/PAVING/ETC: When a complaint involving unauthorized building/landscaping/paving, etc. is reported, HARC or an HPOA assignee will immediately issue a notice of violation and a request that the violating owner Cease and Desist the unauthorized building/landscaping/paving/etc. The appropriate Vallejo City inspectors will be copied on the notice. Owners will be asked to stop construction, submit plans to HARC for approval and obtain the required permits from the City of Vallejo. Failure to submit plans to HARC will constitute a violation of the CC&R's and be subject to the regular CC&R enforcement actions.

The HPOA Policy is to insure that all complaints are evaluated and our Board, management company and various committees work in collaboration with all the owners to keep Hiddenbrooke beautiful. HPOA Board meetings are open to all owners subject to available seating. Call VMS for dates, times & Location.

BILLING, ASSESSMENT AND COLLECTION POLICY

References are to the First Amended and Restated Hiddenbrooke CC&Rs Recorded 7/20/06.

1. **Mailing Address:** It is the responsibility of each owner to provide the Association with their current mailing address. All owners have the right to submit a SECONDARY address so legal notices can be sent to the primary and secondary addresses. When mail going outside of Hiddenbrooke is returned by the Post Office and no other mailing address can be located, the mailing address of record will be changed to the Hiddenbrooke address.
2. **Board Responsibility:** It is the power and duty of the Board of Directors to levy all annual, special and reimbursable assessments. In hardship cases, the Board of Directors, in its sole discretion, may allow lot owners to make quarterly payments. (Article 10.1 and 10.1.1)
3. **Obligation to Pay Assessments and Additional Charges** and the right and power of the Association to initiate all actions and procedures for collection shall run with the land. Each successive Owner(s) of record of any Lot shall be liable to pay all Assessments and Additional Charges assessed while they are the Owner of such Lot. (Article 10.2)
4. **Delinquent Assessments** are as follows: Any installment or other portion of an Assessment not paid within thirty (30) days after its due date shall be delinquent and shall be subject to interest not to exceed 1% per month and other Additional Charges as stated in Item 6 below. (Article 10.5) Billings and reminder notices will be sent as follows:

First Mailing of Annual Assessment: Annually between July 1st – 10th
Second, Third and Forth Delinquent Mailings: Past due statement are mailed in October, January, and April of each year with a processing fee of \$5.00 and will incur interest of 1% per month except statements with fines and/or landscape charges (Reimbursable Assessments) will be mailed monthly.
5. **Home Listed For Sale with a Past Due Account:** Any time a home is listed for sale and there are unpaid assessments, fines or existing violations of the CC&Rs, Valley Management Services will send the listing agent/broker/escrow title office or owner a current statement and list of outstanding violations which must be disclosed to any buyer.
6. **Additional Charges** shall mean all costs, fees, charges, and expenditures, including without limitation, interest, late charges, attorneys' fees, recording and filing fees, and all other costs actually incurred by the Association in collecting and/or enforcing payment of Assessments, fines, and/or penalties. (Article 2.1) The Board has set the Processing Fee for past due statements at \$5.00 which is the amount that the management company charges to prepare past due statements.
7. **Returned Check:** Any check returned by the bank for insufficient funds, stop payment or any other reasons will be charged back to the owner plus any bank fees, management processing fees, collections costs and agents' fees.
8. **Lien Recorded in Error:** If a lien is recorded against an owner's property in error, the party who recorded the lien is required to record a lien release within 21 days of verification of the error, and to provide an owner certain documents in this regard. (Civil Code Section 1367.1)
9. **Pre-Lien Notice:** For unpaid assessments 120 days after the billing date, at the direction of the HPOA Board, Notice of the Intent to File a Lien may be issued by certified mail to the delinquent owner(s) of record. Notice will be sent to their last mailing address of record. Such notice will include an itemized statement of the total amounts delinquent (assessments, late charges, interest, statement fees, other costs and costs of collection, if any), notice that the owner is entitled to meet with the Board or Board representatives pursuant to the "meet and confer" program (see Item 14 below) and a copy of this notice. Prior to recording a Notice of Delinquent Assessment, the Association shall provide notice to the Owner in accordance with Civil Code section 1367.1 or successor statute which items have been summarized above. (Article 10.5)

10. **Decision to Record a Lien (Notice of Delinquent Assessment), File in Small Claims Court, or Referral to an Attorney** shall be made by the Board of Directors, approved by a majority vote in an open meeting. The Board shall record the vote in the minutes of that meeting referring to the property by parcel number, and not the name of the owner. The management company will send one final notice by regular mail to the last known mailing address giving the owners 15 days to pay the balance owed before referral for collection action. HPOA will never foreclose on any property, but interest, fees, processing fees and all collection costs, etc. will be added to the owner's account. These fees can quickly increase to over \$2,200.
11. **Recording Lien:** After the 60th day after the Pre-Lien Notice is sent, the Association may record a lien on the property to secure the debt. **"No procedures shall be initiated to foreclose the lien securing any Assessment levied under this Article 10."** (Article 10.5)
12. **Release of Lien:** Upon payment in full of a delinquent Assessment, including any Additional Charges, the Board shall cause to be recorded a certificate stating the satisfaction thereof and the release of the lien. (Article 10.7)
13. **Overnight Payment of Assessment.** You can mail your assessment by overnight delivery to: First Bank Association Services, 108 Springstowne Center, Vallejo, CA 94591. Phone 800-200-0013.
14. **Meet and Confer Program:** An owner may request to meet with the Board at any Board meeting in Closed Session limited to Board Members, Management Company and invited guests to discuss any request for payment plan, delinquent account, violation notice or board procedure. The request should be made to Valley Management Services, (707) 644-0922, at least seven days prior to the next scheduled Board Meeting.
15. **Financial Record Inspection:** An owner has the right to inspect the association's financial books and records upon written request and during reasonable hours to Valley Management Services. (Bylaws Article 11.1)
16. **Violations of CC&Rs—Fines:** The Board of Directors shall have the power to impose monetary sanctions against the Owner due to an infraction by the owner, owner's family, or tenants according to the adopted and published schedule of monetary fines (page 4). Each owner shall be provided written notice of the scheduled hearing and may appear at the HPOA Board Meeting to dispute this monetary sanction. The sanction will be recorded on the last day of the month. Any fine not paid within fifteen (15) days of being levied shall accrue interest at 1% per month and a statement processing fee of \$5.00. Owner is further liable for all costs of collection of the fine including court costs and attorneys' fees. (Article 12.1.5). **If the violation continues for a period of 15 days after notice, the Board under Article 12.1.2 has the power to enter upon the property and remove any violation and bill the owner. See Item 17 below.** Unpaid fines which total \$500 or more may be sent to Small Claims Court.
17. **Violations of CC&Rs—Vacant Homes and Homes in Foreclosure or Pre-Foreclosure—**For homes that have existing violations, the Board has the right to post the house for a violation and give 15 days to commence remedying the violation or the Board or its contractor may enter the Lot where such violation or breach exists, correct the violation and after a hearing bill the owner for the cost of correction/removal including a \$25 service charge (Reimbursement Assessments). (CC&Rs 10.1.3 and 12.1.2) Reimbursable Assessments attach to the land and will need to be paid prior to any sale or refinance.
18. **Violations of CC&Rs—New Owners** will have 30 days from close of escrow to start corrective action on CC&R Violations that existed at close of escrow or be subject to fines, except a landscape watering program must be started immediately.
19. **Architectural Changes—**In accordance with Civil Code 1368(c), this is your annual notification that any changes to your home and/or front or back yard need to be approved by the Hiddenbrooke Architectural Review Committee. Procedures and an application form is available on the Hiddenbrooke website.
20. **Policy Changes** may be made by the Board of Directors at any time except where prohibited by law.

SCHEDULE OF FEES AND MONETARY FINES

Administrative Fees

	<u>Fees/Fines</u>
Interest	1% per month
Returned check	Actual costs
Documents available free at: http://www.HiddenbrookeOnline.org . Click on tab for Property Owners/ Documents: Articles of Incorporation., Bylaws, CC&Rs, Minutes, List of Directors and Forms	

Valley Management Services (Fees set by them)

Statement processing fee for each past due statement	\$ 5.00
Certified Mail	10.00
Returned check fee	20.00
Transfer Fee – Escrow Compliance	125.00
Expedite Fee	25.00
Referral for Collection	40.00

Hiddenbrooke Architectural Review Committee—Effective January 1, 2007

Email: HARC@HiddenbrookeOnline.org

Landscape Application	\$ 50.00
<i>HARC may, at their discretion, waive the fee and return the check when the application is for a single item (i.e., mail box or tree), the application is complete and approval can be made without a site visit.</i>	

Custom Home Application – 4 step process

Step 1: Pre-Design Conference (Optional) <i>Prior to step 2 – At the request of the City of Vallejo Planning Department, the owner must notify surrounding owners within 500 feet and provide proof to HARC</i>	
Step 2: Preliminary Architectural Submittal for Home Builder—Fee Due	\$150.00
Step 3: Final Architectural and Landscape Submittal and Approval by HARC	
Step 4: City of Vallejo Approval and Permits <i>If more than three meetings with HARC are needed, you will be notified of any additional fee which may include fees for an architect or other costs.</i>	

HARC Fees subject to change based upon actual costs for outside consultants, if needed.

Violation of CC&Rs—Fines

Violations—First, Second and Third Month Offense <i>(After a Courtesy and Final Notice and Board Hearing.)</i>	\$ 50.00
Violations—4th Month Offense and continuing violations	100.00

Correction of CC&R Violation (Reimbursable Assessment)

Actual Cost plus \$25 Service Charge
Per Occurrence Plus Fines

This insert contains important information about the Hiddenbrooke Property Owners Association, Inc. (HPOA) which enforces the Hiddenbrooke Master CC&Rs. Save this document with your CC&Rs and HARC approval letters for landscaping and modifications. You will need it when you sell your home.

Financial Management: Valley Management Services,

101 W. American Canyon Rd., #508 PMB 272, American Canyon, CA 94503
Phone/fax: 707 644-0922; Email: valley-manager@sbcglobal.net

Hiddenbrooke Architectural Review Committee: Custom home approvals and landscape plans are mailed to the address above.

Email to HARC: HPOA-HARC@HiddenbrookeOnline.org
Meetings & Deliveries: Call VMS. 707 644-0922 for instructions

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 temporary members for the duration of this project.
12. **Record Retention**—**HARC Approval Letters** should be kept by the applicant and provided to the next owner of the property.

HARC wishes to call attention to the following items, which are included in the Hiddenbrooke Design Guidelines, Appendix B.

1. **Red Colored Bark, White Rock, Colored Tarps 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. (available from Orchard Supply as of January 2011)
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 (Lowe's) 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.
 - b. 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.
 - c. 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. City of Vallejo will not allow curb cuts. Vallejo City permits are required for drainage holes.
 - d. Failure to observe these design guidelines will subject property owners to fines and the request for all work to be removed.
5. **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 are subject to fine.
6. **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. 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).
7. **Mail Box Replacements** should be the same color as the original box or black, the same shape when possible, no larger than 13" wide x 23" long x 12 "high, and no smaller than 6" wide, 20" long, 10" high. Boxes on the same post should match or owner needs to submit application for HARC approval.