



**Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Meeting
Thursday, June 24, 2010 Time: 6:30 PM
Location: Library – Hiddenbrooke Golf Club**

- I. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:30 PM. A quorum was present.
- II. **Attendance/Introductions:**
Board Members present: Joyce Estes, Ian Forsyth, Kathy Wildermuth, Maria Andrews, Chris Brittle and Doug Eeten
Board Members Absent: Eli Cronbach
Service Providers present: Desiree Conley, Valley Management Services – Financial Management, Dave Caldwell, CC&R Manager, Elizabeth Mathern, Administrative Assistant
Guests: Jason Alabanza, Byrne Conley
- III. **Approve Minutes:** Board Meeting Minutes of May 27, 2010. **Approved**
- IV. **Community Forum** – None.
- V. **Consent Calendar and Approval of Agenda Approved**
 - a. **Changes/additions to agenda or order of agenda**
 - b. **Votes via email:** None
 - c. **Bills to be approved for payment** –See Management Report from Valley Management Services with listing of invoices for payment.
 - d. **Consent Calendar Item—Tax Returns**
Tax Return Engagement Letter. As in prior years Joyce will organize the information for the preparation of the tax return and make any adjusting journal entries. Tax returns are due September 15, 2010 but are usually put on extension and filed a month or two later.
Motion Approved: Authorize the President to sign the engagement letter with James Ernst Accounting CPAs to prepare the corporate tax returns for the year ending June 30, 2010 at a cost not to exceed \$500.
- VI. **Financial Management Company** – Desiree Conley
 - a. **Management Report Update** – see attached Management/Financial Report
 - b. **Financial Report** – Ian Forsyth
 - c. **Collection Accounts in progress** -- update to be discussed in Closed Session.
- VII. **Administrative Assistant**-Elizabeth Mathern
 - a. **Binders** are complete and have been given to new Board members
- VIII. **President's Report**-Joyce
Outgoing comments – Need to simplify fines and procedures to minimize follow up. Recommend change in format and future use of a data base program tied to TOPS to

minimize lookup of information and record retention...i.e., enter it once and we all pull from the same data file for our reports.

IX. **Committee Reports**

a. **HARC**—Chris Brittle

June meeting – There was one landscape plan submitted. The home with an illegal structure is still a problem. There is also a house on Landmark Drive that was repainted a different color than the original color and a complaint was received. The house did not get HARC approval for the new color. There was also a discussion regarding a house who has an illegal structure on Carlingford.

b. **CC&RS Manager/Verification Committee**—Dave Caldwell/Doug Eeten

Total Letters Sent - 21

Number of Courtesy Letters Sent-Regular - 8

Number of Final Letters - 13

Number of Violations on Hold - 8

Number of Violations which are resolved (x-complete) - 24

Number of New Fines To be Voted Tonight:-Closed Session - 7

Number of Certified Letters sent re Hearings – None

15 Day Program--Number of homes tagged for violation notice - 5

15 Day Program—Number of homes not in compliance-scheduled for hearing

15 Day Program—Number of realtors/banks called

15 Day Program---Number of homes that came in to compliance - 4

Temporary program on posting notices for front yard maintenance to improve overall appearance of Hiddenbrooke

Next Verification Date: Tues June 29, 2010

Status of CC&R notices regarding parking on illegal pads--Chris and Doug are still working on project.

c. **Review latest list of foreclosures – Joyce**

d. **It's Time to Paint – Next Neighborhood to get letters**—Kathy Wildermuth has walked one neighborhood and prepared a written list of homes needing paint. Kathy and Elizabeth will work on letters.

e. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** -Eli Cronbach and Joyce Estes.

- The Orchards has now been accepted into the Hiddenbrooke Maintenance District.
- Landscape Bids for new contract – bids were opened June 3rd. Waiting for City to determine who met the requirement as lowest bidder. Asked for copies of bid sheets but no response from City.
- HMD reasonable management and administrative fees: Mike Baldwin sent letter sent to City Council as protest against unreasonable fees and Ginger Bryant also spoke at Council Meeting.
Summit Transfer to HMD – has sub district issues

- Orchards Transfer to HMD – should be less than 3 weeks plus political time
 - Reflections –has sub district issues. Reflections HOA sent copy of HMDAC minutes re Reflections and sub districts.
 - Utility Corridor Repair Contract – City has said they want a meeting and then no further contact. Perhaps they think the meeting for the HID included this?
- f. **Welcome Center Transfer:** Joyce Estes signed the latest contract on June 11th and gave a copy to the insurance company. VMS has been advised to track additional costs for the additional \$2 million of insurance and the cost to add City of Vallejo as a co-insured. Eli Cronbach will follow up and make sure we have a signed contract with All Phase Security and that all keys and manuals are turned over on July 1st.
- g. **Hiddenbrooke Improvement District (HID) Advisory Committee**– Eli Cronbach Meeting with City on June 17 attended by Eli Cronbach, Joyce Estes and Paul Norberg. Byrne Conley and Chris Brittle were unable to attend.

Background: The City now agrees that there is an undesignated surplus of \$4+ million and provided the following recommendations as to allocations and asked for us to respond by the end of June:

- Reserve \$2 million for future capital improvements (i.e. road repairs)
- Appropriate \$1 million for capital improvements;
- \$500,000 LED street light conversion and \$500,000 erosion repair to utility corridor
- Reduce debt service by calling \$1 million of bonds
- Buy-down \$500,000 FY 2010-2011 property owner levy; (\$250,000 reduction annually and a one-time \$250,000 buy down)

The committee met on 6/21/10 and as a result of that meeting a draft letter to the City was discussed that included three recommendations: 1) reduce the annual bond levy by the amount of excess funds generated each year, or approximately \$500,000 this year, 2) reduce debt service by calling \$1 million in bonds, and 3) indicate that HPOA has not had sufficient time or information to evaluate other proposals for use of the capital reserve.

Motion Approved: Letter approved.

- h. **American Canyon-HB Interchange Committee Advisory Committee** – Chris ON HOLD
- i. **HB-Times:** Sept Issue deadline is August 5th. – Joyce. Possible topic is update on HID Surplus Funds. Joyce has agreed to stay on as Editor for a while. Note: Bill for June issue incorrectly included sales tax on all items. This is incorrect and asked Digital Copy to correct. Sales tax is not paid on postage or labor.
- j. **Graffiti Buster**–Maria & Bret Andrews. Nothing to report.
- l. **Web Page** – Still need Design Guidelines Appendix B added, new officers to be added by July 1st, and email for HPOA@Hiddenbrookeonline.org should be updated.

X. **Old Business**

- a. **Update of old Triad Spreadsheet Re Landscape Approvals:** Still not assigned to Bob.
- b. **Letter to Hughes and Gill** – Draft in process. Now assigned to Chris Brittle. OH HOLD
- c. **National Night Out – Chris Brittle.** Band payment check needs to be cut in July.
- d. **Annual Meeting:** Report of Board Members elected and suggestions for next year. Total ballots cast via proxy and in person were 150. Recommendation was made to try electronic ballot/voting for next year.

XI. **New Business**

- a. **Election of Officers 2010-2011 by new board: The following officers were elected for next year's Board:**

- President – Chris Brittle
- Vice President – Kathy Wildermuth
- Secretary – Maria Andrews
- Treasurer – Ian Forsyth

- b. **Mission Statement:** Ian has asked that we consider having a mission statement and has written the following as our starting point:

The Hiddenbrooke Property Owners Association (HPOA) is a volunteer, non-profit corporation that endeavors to promote the common good, general welfare, and community upkeep for Hiddenbrooke residents by enforcing and soliciting compliance with Hiddenbrooke Covenants, Conditions and Restrictions. Our end goal is to enhance the livability, property values, and security of our community.

Motion: Approve above Mission Statement for publication as needed on the web page and in HB-TIMES. After some discussion it was decided to take another month for Board members to review and submit their comments to Ian.. ON HOLD

- c. **Remarks from New President.** Chris Brittle expressed appreciation for past President Joyce Estes for all that she has done for HPOA and Hiddenbrooke.
- d. Dave Caldwell suggested that future meetings would flow better if the Closed Session was held at the beginning. The Board agreed to make this change in the meeting order.

- XII. **Next Meeting Date:** Thursday, July 22, 2010 at 6:30 pm at the library. Topics to include approval of contracts with Dave Caldwell and Elizabeth Mathern.

- XIII. **Adjournment to Closed Session.** The Board has elected to follow Civil Code §1363.05 Open Meeting Act which limits topics for closed session to formation of contracts, member discipline, personnel matters, or to meet with a member regarding fines or payment of assessments.

- XIV. **Report of Closed Session** (to be included in open session minutes in summary form, no names or addresses)

- a. **Collection Issues—Valley Management Services**

- i. Number of owners who called or wrote about collection action – none.
- ii. Liens Filed by Pro Solutions - 13

b. **Member Discipline—Hearings/Fines**

- i. New Fine Hearings Held – 6
- ii. Continuing Fines Assessed - 3
- iii. Problem Homes Discussed-9

Members who have notified the President that they can't attend a future scheduled meeting:
None

***The Minutes of the meeting were approved by the Board of Directors on July 22, 2010.
A signed certified copy of the Minutes is on file.***