



**MINUTES**  
**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors Meeting**  
**Thursday, September 23, 2010**  
**6:30 PM**  
**Library – Hiddenbrooke Golf Club**

**I. 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

**II. Open Session: Call to Order--Chris Brittle, President**

The Open Session will begin at 7:15 p.m., or at the end of the Closed Session if completed earlier. Chris Brittle called the meeting to order at 7:18 pm.

**III. Introductions**

- a. Board Members present: Maria Andrews, Chris Brittle, Ian Forsyth - as there was not a quorum for the meeting, actions will be voted on subsequently by email.
- b. Service Providers present: Valley Management Services, Dave Caldwell, Elizabeth Mathern
- c. Invited Guests present: Richard Tirrell (Welcome Center Manager)

**IV. Report from Closed Session** (to be included in Open Session minutes in summary form, no names or addresses)—Chris Brittle

- a. **Collections:** a list of homes in collection and their status was provided to the Board
- b. **Member Discipline—Hearings & Fines**
  1. Meet & Confer hearings conducted: 0
  2. Reimbursable Assessments levied: 4
  3. New Fines Assessed: 5
  4. Problem Homes Discussed: 6

**V. Approve Minutes\***

- Board of Directors Meeting on August 26, 2010; not voted on due to lack of a quorum

**VI. Community Forum** -- *Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of HPOA may speak now. Each speaker should state his /her name and address for the record. Each speaker is limited to three (3) minutes. Valley Management will track the time.*

- No community members present.

**VII. Consent Calendar and Approval of Agenda**

*All matters are approved under one motion unless requested to be removed for discussion by a Board Member. Any item discussed separately may be voted separately upon request by a Board Member.*

- a. Bills to be approved for payment\* --See Financial Management Report from Valley Management Services with listing of invoices for payment; not voted on due to lack of a quorum

**VIII. President's Report**--Chris Brittle

Chris Brittle reported he attended the Vallejo School District meeting along with a number of community members to support switching the location of the Park and School on School District land. The School District voted later in the meeting to continue discussions, and there are various opinions among the community about what that means in terms of the ultimate goal of getting a park constructed. Brittle also reported that he has been working with all the Board members to improve the CC&R procedures which will be discussed in detail at the next meeting when more Board members are present. Maria Andrews will be preparing a list of Action Items from the Open and Closed Sessions. He also said that the taxes were filed in September on time. He has applied, on behalf of HPOA, for a debit card from First Bank which should help with payment of bills.

**IX. Treasurer's Report**--Ian Forsyth

- a. Checking Account and CD balances-Checking balance of \$31,000 and \$97,000 in CDs. Ian asked if there was interest in moving some of the CDs into short term bonds, but it was noted that at current rates and with the somewhat higher risk, it may not be desirable to do so at the present time.
- b. Update on Collections-discussed in Closed Session
- c. Update on Fines - Board would like a way to keep track of how much we receive in fines: Dave Caldwell noted this could be a question of interest at the Annual Meeting.
- d. Other items concerning the Financial Report \*(Financial Manager): Bills for payment total about \$3,100.

**X. Committee Reports**

**a. CC&Rs /Verification Committee**—Dave Caldwell, Elizabeth Mathern

**1. CC&R Violation Summary**

Number of Courtesy Letters Sent	14
Number of Final Letters Sent	7
Number of Cease and Desist Letters Sent	1
Number of Violations on Hold	6
Number of Violations which were resolved	13
Recommended for Fine (Closed Session Hearing)	5
Emails answered/sent	72
Phone calls	8
Next Verification Drive (w/Maria Andrews)	Oct 5

**2. Foreclosed Home Program – no new information to report**

Number of homes tagged with violation notice:	
Number of homes not in compliance-scheduled for hearing	
Number of realtors/banks called:	
Number of homes that came in to compliance:	

**3. Letters sent to homes with Cars Parked on Illegal pads: 10**

**b. Hiddenbrooke Maintenance District Advisory Committee\*** - Chris Brittle

The City is still working on getting the new landscape maintenance company under contract to take care of the HMD areas in Hiddenbrooke. There are questions about whether the low bidder can perform the work. If not, the City will then start to work with the second low bidder. Maria Andrews asked if there was any new information on the Summit regarding transfer of the Open Space parcels into the HMD. Chris said he did not have any new information.

**c. Hiddenbrooke Improvement District Advisory Committee**

-nothing to report

**d. Welcome Center** – Richard Terrill (Welcome Center Manager)

A new floor is going to be installed in the Welcome Center. The most cost effective solutions will be a new heavy duty vinyl floor which will cost about \$2,100. Richard also asked about the status of the letter to the City requesting emergency response data. Brittle said he had reviewed it and sent comments to Eli awhile back.

**e. HARC Report** – Chris Brittle

Application for new community Message Sign: Brittle reported that HARC had reviewed the application by HMD for a new message sign (application prepared by Joyce Estes, Chair of the Sign Committee). The main discussion items concerned whether to show the Hiddenbrooke website as part of the sign, whether to have the word “Hiddenbrooke” on the top or just have the Hiddenbrooke logo, how the content of the sign will be determined, and location of the sign. HARC agreed they should not be involved in the content, only the physical design of the sign. The location (will replace the temporary sign on the right sight of the road just beyond the Welcome Center) is acceptable. Jamie Clark, HARC Chair, will compose a letter with HARC’s determinations on the other items. Jason Alabanza also attended this meeting.

**f. HCA Liaison Report** – No report

**XI. Old Business**

- a. Updated CC&R Violation Procedures (Draft for discussion)\* –Chris Brittle; this item was postponed until more Board members could be present to discuss.
- b. Update on moving HPOA computer to off site server-Ian Forsyth; the HPOA computer has been moved to a new server and is up and running. The Board will be given instructions about how to access it. HPOA has applied for a new debit card which will be used to pay the costs. The host has been changed to an even less expensive company than was originally being tested.
- c. Latest on website update-Elizabeth Mathern; a new tab has been added for the Hiddenbrooke Improvement District Advisory Committee and new content has been set up. A lot of work remains to determine if we have the latest documents throughout the website. Brittle said that a priority would be to have the CC&R tab changed to “CC&R Information” and have the HPOA meetings added to the main website calendar.

**XII. New Business:** None

**XIII. Upcoming Board Items/Events**

- a. Fine Subcommittee to meet again; Brittle anticipates one more meeting will be needed to resolve some of the loose ends on fine policies.

**XIV. Next Meeting Date:** Thursday, October 28, 2010 at 6:30 p.m. at the Library.

**XV. Adjournment:** Meeting adjourned at 8:26 pm.

\* **Attachments for Board members:** August Minutes, September Financial Management Report (sent separately by VMS), draft CC&R Violation procedures, minutes from latest HMDAC meeting

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# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report August 2010 Board Meeting September 23, 2010

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Owner Deposits for August 2010	\$20,409.45
HB Times Ads	\$ 600.00
CD Redemption	\$15,000.00
CD Interest	\$ 127.69
<b>Total Deposits August, 2010</b>	<b><u>\$36,137.14</u></b>
CD Purchase 8/10/10	\$15,127.69
CD Purchase 8/19/10	\$30,000.00
<b>Checking Balance 08/31/10</b>	<b><u>\$31,213.97</u></b>
Owner Deposits thru 9/21/10	\$2,300.54
<b>Current Checking Balance (As of September 21, 2010)</b>	<b>\$30,435.40</b>
<b>Checking Balance after payables</b>	<b>\$26,534.74</b>
<b>Current Certificates of Deposit</b>	
AC 112 Mature. 3/8/11 9 - Month	\$20,000.00 @1.1%
AC 114 #3575 5/5/11 9 - Month	\$15,127.69 @1.05%
AC 115 #3785 1/18/11 5 - Month	\$30,000.00 @.90%
AC 130 Mo.10/07/10 5 - Month	\$17,000.00 @1.05%
AC 140 Mo.10/10/10 12 - Month	\$15,000.00 @1.10%
	.
<b>Total CD Value</b>	<b><u>\$97,127.69</u></b>
<b>Bills to be Approved</b>	
Valley Management Services	\$1,700.00
11 Pre-collection pkgs Certified Mail	\$ 110.00
Dave Caldwell	\$ 634.38
Elizabeth Mathern	\$ 544.00
Michael Moore	\$ 165.00

<u>Owner overpayments</u>	
Mary Vallarta	\$ 90.37
Michelle Nelson	\$ 175.00
Rebeca Uhlich	\$ 324.26
<u>Welcome Center Bills</u>	
AT&T Phone	\$157.65
<b>Total Checks</b>	<b>\$3,900.66</b>

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Phone 707 644-0922

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Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Fines for August – 11 homes	\$600.00
Delinquent Accounts Accuring Interest and Late Fees Approx.	380

### **Valley Management Services – Services Paid by Requestor**

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. August 2010	8 (One Bank)
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