



MINUTES

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, December 2, 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, called the meeting to order at 7:20 p.m.

III. Attendance/Introductions

- Board Members present: Jason Alabanza (arrived late); Maria Andrews, Chris Brittle, Doug Eeten, Ian Forsyth, Kathy Wildermuth
- Service Providers present: Valley Management Services (Desiree Conley)
- Invited Guests: Richard Tirrell (Welcome Center Manager); Allen Wildermuth (Welcome Center Committee)

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

a. Member Discipline—Hearings & Fines

- i. Meet & Confer hearings conducted: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 2
- iv. Problem Homes Discussed: 5

V. Approve Minutes*

- Board of Directors Meeting on October 28, 2010-**Approved**

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.*

John Estes appeared before the Board and informed the Board that he had worked with the Fire Department to obtain keys for three gates on St John Mines Road which would need to be opened in case Hiddenbrooke Parkway is ever closed due to an emergency or other reason. He reported that there is a fourth private gate, but it doesn't have a lock. He provided the Board with three sets of keys. Because the Fire Department did not have keys for some of the locks on the gate, the new Hiddenbrooke locks will be used by them as well to open gates as necessary. Brittle thanked John and indicated that one key will be stored permanently in the Welcome Center, HCA would like one key, and the location of the third key will be determined at a later date.

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. Changes/additions to Agenda or order of Agenda: **None**
- b. Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment: **Approved**

VIII. CC&Rs —Dave Caldwell, Elizabeth Mathern

i. CC&R Violation Summary

| | |
|--|------------|
| Number of Courtesy Letters Sent | 11 |
| Number of Final Letters Sent | 6 |
| Number of Violations on Hold | 10 |
| Number of Violations which were resolved | 31 |
| Recommended for Fine (Closed Session Hearing): | 2 |
| Emails answered/sent: | 68/21 |
| Phone calls: | 3 |
| Next Verification Drive: | 12/13/2010 |

ii. Foreclosed Home Program

| | |
|---|---|
| Number of homes tagged with violation notice: | 1 |
| Number of homes not in compliance-scheduled for hearing | |
| Number of realtors/banks called: | |
| Number of homes that had landscape work performed: | 1 |

Doug Eeten will request that Dave Caldwell make sure to notify the Board when a new home is tagged, so that the Board will know when the 15 day time to correct takes effect.

IX. President's Report---Chris Brittle

Maria will be putting together a Procedures Manual for the Board. Elizabeth Mathern continues to update the HPOA website; the latest work includes updating the HMD tab to include the minutes of all the HMD Advisory Committee meetings as well as the latest City Engineers Report for 2010-2011; the new Message Sign for Hiddenbrooke should arrive shortly; Ian has the new server up and running and there are still some issues with TOPS; Maria stated that we should have strong security for this information, and Ian responded that was the intent and should work for all Board members with the Vista or more recent operating system on their computer. Due to the cost of installing Office on the server, that was not being recommended

X. Treasurer's Report---Ian Forsyth

- a. Checking Account and CD balances: \$4,995 in bills this month, \$21,556 in checking account after bills are paid, and \$98,600 in CDs of various terms.
- b. Collections Report (Collection Update to be discussed in Closed Session)-Valley Management Services: 308 homes have not paid their annual assessments.
Motion: Approve nine (9) Resolutions prepared by ProSolutions to record liens on 9 properties listed below. Authorize President to sign the Resolutions:
 - 182-151-090 (Hold until January)
 - 182-111-190 (Hold until January)
 - 182-121-060 (Hold until January)
 - 182-422-200 (Hold until January)
 - 182-164-080-**Approved**
 - 182-351-220 (Hold until January)
 - 182-171-400-**Approved**
 - 182-173-050-**Approved**
 - 182-340-490 (Hold until January)

- c. Fine Report: \$500 in fines were billed this month; there are 382 delinquent accounts.
- d. Other items concerning the Financial Report *-Valley Management Services

XI. Old Business

- a. Updated CC&R Violation Procedures* --Doug Eeten

The Board is considering revised CC&R procedures to realign roles and responsibilities and improve recordkeeping. Final procedures may change depending on the capabilities of new CC&R violation tracking software that the Board hopes to acquire in the future. (Discussion)

The Board discussed various items. New procedures were proposed to deal with enforcement issues related to non compliance with HARC recommendations, such as failure to submit plans or respond to HARC plan recommendations. These types of violations would undergo the same CC&R process, including a Courtesy Letter, Final Letter, etc. The CC&R Manager would be the person to whom any homeowner questions would be referred. There was consensus that it would be helpful to add the HARC items. Doug Eeten noted that about 25% of the proposed Procedures would be affected by which CC&R tracking software is selected for use by the Board. Action on this item will occur once a decision is made on the CC&R Tracking system.

- b. Updated Fine Policies*-- Doug Eeten

The Board is clarifying its fine policies to ensure consistency in future applications.

Motion: Approve new Fine policies

The Board discussed the need to amend the policies to allow for fines to be increased beyond the \$500 cap for certain problem homes at the discretion of the Board. The Board was in favor of this change, and the motion was **Approved**.

- c. Update on new Server--Ian Forsyth

See discussion under President's report above.

XII. New Business

- a. Re-bidding of Welcome Center Contract --Allen Wildermuth and Richard Terrill

The current three year contract expires in June, 2011. HPOA will need to issue a Request for Proposal (RFP) to select the same or a new contractor. The Board will need to review the services that will be solicited in the contract.

Motion: Approve initiation of the process to re-bid the Welcome Center contract

Allen Wildermuth discussed the history of the Welcome Center and the All Phase contract, and then highlighted some items for Board review in the draft Request for Proposal that was sent out to the Board in advance. Allen noted that a poll may be conducted in the future to determine community interest in funding a roving patrol from 9 a.m. to 5 p.m., which could be accommodated through a separate contract. Given this possibility, there was further discussion about whether the current contract could be extended another year while the community worked on this issue. Allen also reviewed the various service requirements outlined in the draft RFP and the proposed selection criteria. He noted that both Richard Tirrell and Eli Cronbach had suggested some revisions regarding the number of patrols per shift, wording for monitoring of the WC cameras, and AED certification requirements for security staff. Chris noted that Eli Cronbach had also called him and suggested that the Board seek community input on the RFP. Suggestions were made by different Board members that the firms bidding on the contract should be required to have

a minimum amount of relevant experience, that the bidders should provide references which can be checked, and that the Board consider holding a bidder's conference to become familiar with the potential new contractors and answer questions about the RFP.

After further discussion the Board **approved** a motion to see if the All Phase contract could be extended for another year, but to continue work on the RFP if such an extension is not possible. Brittle requested that any additional comments regarding the draft RFP be sent to Allen and to himself so that the RFP could be finalized for a vote at the January meeting. Allen noted that he is inactive with the State Bar and cannot offer legal advice; he strongly suggested the Board obtain some legal review before issuing the RFP.

- b. HARC Policies and Disclosures*-First Reading. Board to consider any changes. Brittle noted that the Board should read these and offer any suggestions, as they will need to be approved in January for inclusion in the March Hiddenbrooke TIMES community letter. Some of the language in the document is now in the Design Guidelines, Appendix B, and does not need to be included.
- c. Unfilled Committee positions/recruitment plan. Brittle reported that since the Agenda was mailed two new members have been identified for the Hiddenbrooke Architectural Committee which were needed due to resignations. They will be officially approved at the next Board meeting in January. There is also a vacancy on the Nominating Committee (Chair) which needs to be filled. Current members are Bob Kyle, Nancy Foo, and Kathy Wildermuth.

XIII. Committee Reports

a. Hiddenbrooke Maintenance District Advisory Committee - Eli Cronbach

-Update on Landscape Contract, Hiddenbrooke Utility Corridor Project
No report, as Eli was not present.

b. Hiddenbrooke Improvement District Advisory Committee-Brittle

Should the Board initiate a process early next year, with community involvement, to develop a list of high priority projects in Hiddenbrooke for funding with surplus HID bond revenues?(Discussion)

Brittle noted that there is a \$3 million surplus in the HID bond fund (after \$1 million was spent to call bonds), and that last year the City had proposed several projects to spend this money on—longer term pavement repairs (\$2 million), LED street lights (\$500,000), and erosion repairs to St John Mines Road (\$500,000). The HID Advisory Committee did not support some of these projects and had requested more information from the City. While the City will ultimately make the determination of how to spend the money, it would help if Hiddenbrooke residents also had a list of projects they would like to see funded to convey to the City. Brittle noted that he had talked to various community leaders who thought it would be a good idea to have a process for coming up with such a list. Brittle said that perhaps the HID Advisory Committee could take the lead in evaluating different ideas. After discussion, there was consensus among the Board members that it was a good idea to proceed with such a process in the next year.

- c. **Welcome Center** -- Eli Cronbach. Eli Cronbach was unable to make the meeting, so Richard Tirrell gave a brief report. The Dutch door in the Welcome Center will need to be replaced at a cost of about \$2,000. The installation cost for the new Message Board across from the Welcome Center will be \$150. There was no meeting of the HCA Safety/Security Committee this month. The security personnel are doing a good job.

- d. **HARC Report** -- Jason Alabanza . Jason noted that he attended the meeting and that the matter he was going to report on (the filling of the two vacant positions) had already been discussed.
- e. **HCA Liaison Report** -- Kathy Wildermuth. Kathy reported that HCA had given the Alternative Family Services a check for \$16,000 from the proceeds of the charity golf tournament. She also reported that HCA had discussed recommendations from a traffic engineer about how to deal with speeding and other issues and that they had discussed the recent meeting about the new Park and progress by the parties involved.

XIV. Upcoming Board Items/Other Events

- a. New Budget/CPI discussion in January
- b. Approve any revisions to HARC Policies and Disclosures in January
- c. Review/issue RFP for Welcome Center contract
- d. Identify Board members who will be running for re-election next year

XV. Next Meeting Date: Thursday, January 27, 2011 at 6:30 p.m. at the Library

XVI. Adjournment

- **Attachments:** October Board Minutes, November Financial Management Report (sent separately by VMS), draft CC&R Violation Procedures, draft Fine Policies

***The Minutes of the meeting were approved by the Board of Directors on
January 27, 2011***

A signed copy is on file.
