



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, August 27, 2009 Time: 6:30 PM
Location: Library – Hiddenbrooke Golf Club

- I. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:33 PM. A quorum was present.

- II. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Ian Forsyth, Kathy Wildermuth, Chris Brittle, Ed Pryal, Doug Eeten
 - b. Board Members Absent: Kevin Dement
 - c. Independent Contractors Invited:
 - Desiree Conley, Valley Management Services – Financial Management - Present
 - Kim Dowdall-Johnson, KD Logistics, Vacant & Foreclosed Homes - Absent
 - Dave Caldwell, CC&R Manager - Present
 - d. Guests: Robert Schussel, Allen Wildermuth, Sasha Jain and later Gene Beck

- III. **Approve Minutes:**

Board Meeting Minutes of July 23, 2009.

- IV. **Consent Calendar and Approval of Agenda**
 - a. **Changes/additions to agenda or order of agenda:** Approved with one change.
 - b. **Correspondence Received:** Patrick Welsh regarding home purchase and CC&R issues.
 - c. **Votes Conducted by Email:** None
 - d. **Bills to be approved for payment** –See Management Report from Valley Management Services with listing of invoices for payment. Discuss bill for services for Radar Foreclosure.com. VMS bill includes bill for New Owner letters and It's Time to Paint Letters.

- V. **Financial Management Company** – Desiree Conley

CD's that have rolled.
4 week CD due 9/16/09
13 Week CD due 1/10
52 week CD due 8/10
CD 52 week to roll 10/10/9. Would like to invest for promotion CD rate which is better but need to make it for 15 months. Now that we have more funds in reserves, it makes sense to maximize our return by laddering them using longer periods.

Motion: Authorize changing rule on new CD's cannot be for longer than 24 months without Board approval. Approved

VI. President's Report

- a. HPOA Computer Access and File Structure
2.13 GHz, 2 Gig of Ram, XP Prof with Service Pack 3, 16.4 gigs of data, over 4,000 files.
Programs: Office 2003: Word, Excel, Access, Outlook, Power Point (no publisher), Adobe Prof. 7, ACDC (picture management), TOPS Accounting Software, AVG
- b. Board Packets – any changes needed; date needed. None.
- c. Board Liaisons and Duties and spreading the work load. CC&R Complaints and Violations should be dealt with by the liaison and not the President. Continued need for administrative person to be trained so President's job isn't so big. Doug Eeten asked about checking foreclosure status prior to fining.
- d. CCR-Complaint@HiddenbrookeOnline.org - Added Ed Pryal on 7/24/09 as this address now used for 15 Day Notice Violations. It goes to:
ccrmgr@sbcglobal.net, estesi@pacbell.net, kadowdall@aol.com, eeten4@gmail.com, 104859@live.com
- e. Responding to emails to HPOA@HiddenbrookeOnline.org – who should do/rotate/assign? Board agreed to help more with responding to emails and may rotate by week.
- f. Tracking volunteer hours would be good as some people put in a lot of time and effort.

VII. Committee Reports

- a. **CC&RS Manager/Verification Committee**—Dave Caldwell/Doug Eeten. Dave noted that in general Hiddenbrooke is looking better. He did two inspections this month. Foreclosed homes remain a problem. Dave asked for direction from the Board if there are complaints re cement or gates and this was referred to a committee which Chris Brittle will chair.

| | |
|--|----|
| Courtesy Letters Sent – Garbage Cans | |
| Number of Courtesy Letters Sent – Regular | 33 |
| Number of Final Letters | 16 |
| Number of Violations on Hold | 32 |
| Number for New Fines to be Voted Tonight | 7 |
| Number of homes who have complied (X-complete) | 39 |
| 15 Day Notice – Forwarded to Kim | 3 |

- b. **Vacant & Foreclosed Program**—Kim Dowdall/Ed Pryal. Kim and Ed will forward the 4 homes for Dave to send a courtesy letter.

| | |
|---|------------------|
| Number of homes tagged with violation notice | 4 (but occupied) |
| Number of realtors/banks called | 1 |
| Number of homes now in compliance | |
| Number of homes with maintenance done | 0 |
| Any problem areas. Spoke with one realtor re broken window. | |

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

It's Time To Paint – How many need trim and/or stucco—Ed/Joyce/Desiree

Decided to have 3 letters: Trim, Stucco and Entire House. Ed reviewed the list Kim prepared and it has been sent to VMS to address envelopes and mail them using Ed's cell phone as a contact. Valley Management sent 33 letters. One was put on hold due to personal issues. Further drive-bys will be done next month.

Reminder when we approved the It's Time to Paint Letter with changes at the May 28th Board Meeting, we also approved waving the fee for anyone requesting approval of a different color paint through December 31, 2009.

d. Signage on Hiddenbrooke Parkway – Joyce/Chris

Letter mailed 7/23/09. Commercial Sign moved on Wed. Aug. 12th, HARC approved application by Spectrum Properties for new sign at the trailhead for businesses at HB-Plaza. Color will be aqua and cream. (Note: HB-Plaza has now put the sign on hold.)

e. Hiddenbrooke TIMES Newsletter published by HPOA – Joyce.

Sept. Issue went to printers and they started printing August 19, 2009. It will include insert on garage sale.

HCA would like the HB-TIMES content before the issue is delivered to the members. The Board did not approve giving the HB-TIMES content to the website before the printed copy is published.

f. HCA Liaison Report-Chris to continue with liaison.

g. HARC –Chris Brittle

August Meeting included discussion of the standards set for cement pours.

h. HCA/HPOA Joint Committee. Two areas to be reviewed by the committee are clear identification of responsibilities/special projects like web site and realignment of some board functions like HMD

Motion: Approved

Confirm appointment of Chris Brittle and Kathy Wildermuth as HPOA representations to the HPOA/HCA Joint Committee and confirm the above topics for discussion.

Other HCA issues discussed:

National Night Out – Estimated attendance 300+ which was a real community effort.

Web Page – HCA expects to go live by Sept 1st. Sasha Jain has asked for articles we want posted and was given permission to post stuff from HB-TIMES. Also has asked for people who want to learn how to format and post articles. Jamie Clark has agreed to be our spokesperson.

HMD—Discussion of HPOA taking over responsibility for the management of the Welcome center and HMD Advisory Committee as the HCA Board has indicated they might be willing to make this transfer. Note the Welcome Center agreement allows for the management to be transferred providing the City of Vallejo agrees to the substituted manager. This will be discussed at the next joint HCA/HPOA Joint Committee meeting.

- i. **Web Page** – Jamie has been given to post the Engineer’s Report, Updated Report to the Community and new HMD web content by Ginger Joslin. Some of this has already been transferred to the new site.
- j. **Weeds on Custom Lots** – Code Enforcement. Nothing new from Vallejo. Topic to be dropped from future agendas.
- k. **Graffiti** – Maria Andrews reported that she is making progress. Most graffiti has been removed from bridge and poles.

VIII. Old Business

- a. **Collection Update**—See summary of procedures reviewed by Desiree and Pro Solutions.
- b. **Delinquent Accounts Owing \$300 or More**

Motion: Approved. The accounts listed on handout owe \$300 or more to HPOA and are at least three years past due are approved for referral to Pro Solutions for collection after VMS notifies the owner of this Board Action. All entities which have changed hands or foreclosed on will be eliminated as the balance can’t be over \$300.

APNs approved for collection are:

| | | |
|-------------|-------------|-------------|
| 182-204-020 | 182-102-170 | 182-381-180 |
| 182-263-030 | 182-183-120 | 182-101-040 |
| 182-263-020 | 182-161-040 | 182-233-010 |
| 182-232-050 | 182-321-240 | 182-223-060 |
| 182-232-060 | 182-381-120 | 182-191-560 |
| 182-352-130 | 182-352-100 | 182-132-110 |
| 182-371-260 | 182-371-250 | 182-252-010 |
| 182-340-490 | | |

IX. New Business

- a. **Electronic Voting** - <http://www.worldvotingbooth.com/>. \$24.95 per year for up to 5,000 votes on an unlimited number of issues. Ian has suggested we do a test vote. We have 178 email addresses on our roster and HB-News has 500 addresses. We need to test the system before deciding if it should be added as a ballot choice. If it will be used for actual election of Directors, we would need a legal opinion and possible changes to the CC&Rs/By-Laws or if it was only going to be used for polling members to determine the support for future issues we might not need any changes to our governing documents. No one volunteered to do the test.

- b. **Significant Old CC&R Violations:** Robert Schussel has determined that there are approximately 30 homes that have large pours of cement that he thinks never got HARC approval. He is requesting that HPOA send certified letters to these owners and others who have who have significant old CC&R violations and remind them that when they sell their home they will have to disclose that they are not in compliance with the Hiddenbrooke CC&Rs.

Gene Beck noted that he feels if a complaint is made it should come from an actual neighbor not someone who lives in another part of Hiddenbrooke.

The Board appointed a committee composed of Chris Brittle, Doug Eeten and Robert Schussel to work on this problem. Committee will be called: Significant Old CC&R Violations Not Corrected

- c. **Committee Appointments** have been updated. For HARC, Jam DeRuiter has agreed to a 3rd two year term. David Elias has been moved to alternate and we are looking for a third member.

Motion: Approved. List of Board Assignments and Committees for 2009-2010 as emailed with agenda which includes one opening on HARC. List will be posted to web.

- d. HARC Policies and Disclosures-Change made to last item making HARC Chair responsible for annual updates.

Motion: Approved. Updated HARC Policies and Disclosures. This will be posted to be web.

X. **Next Meeting Date:** Thursday, September 24, 2009 at 6:30 pm at the library.

XI. **Adjournment to closed session.** Topics For Closed Session: Hearing, Fines, Complaints and Contracts.

Members who have notified the President that they can't attend a future scheduled meeting:

September 24 – Kathy Wildermuth

The Minutes of the meeting were approved by the Board of Directors on ~~8-24~~⁹⁻²⁴, 2009

Certified by [Signature], Board Member, ~~8-24~~⁹⁻²⁴, 2009

Hiddenbrooke Property Owners Association, Inc

Financial Management Report

July 2009

Board Meeting August 27, 2009

Valley Management Services

Phone 707 644-0922

Email valley-manager@sbcglobal.net

| | |
|---|---------------------------|
| Owner Deposits July, 2009 | \$27,144.12 |
| Checking Balance 7/31/09 | \$30,838.99 |
| Deposits thru 08/25/09 | \$ 16,987.50 |
| CD Redemption | \$ 15,000.00 |
| CD Purchase | -\$17,000.00 |
| Current Checking Balance (As of August 25, 2009) | \$44,556.75 |
| Current Certificates of Deposit <i>(see HPOA CD Log)</i> | (As of July 31, 2009) |
| Matures 10/10/09 52-Week | \$15,837.84 @ 2.38% |
| Matures 8/20/09 13-Week | \$15,000.00 @ .40% |
| Matures 8/6/09 52-Week | \$15,000.00 @ 3.40% |
| Matures 8/13/09 4-Week | <u>\$15,054.40 @ .30%</u> |
| Total CD Value | \$60,892.24 |
| Bills to be Approved | |
| Valley Management Services <i>June 2009 Financial Management</i> | \$1,862.70 |
| Dave Caldwell <i>April 2009 CC&R Management</i> | \$742.16 |
| Jamie Clark <i>Monthly Web Services \$50.00</i> | \$50.00 |
| Kim Dowdall <i>15 Day Notice Program</i> | \$212.50 |
| Digital Copy <i>HB Times September 2009</i> | \$1,398.60 |
| Ian Forsyth <i>Foreclosure Radar</i> | \$134.95 |
| Ginger Bryant <i>Reinburse HARC Fee</i> | \$50.00 |
| Total Bills | \$4,450.91 |

Hiddenbrooke Property Owners Association, Inc

Financial Management Report July 2009 Board Meeting August 27, 2009

By:

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

| | |
|--|-------------------|
| Phone Calls Month to Date HARC = 1 Questions/Complaints /Clarification/Title/Appraiser info. only = 44 | TOTAL = 45 |
| Fines voted for July | 1 |
| Delinquent Accounts Accruing Interest and Late Fees | |

Valley Management Services – Services Paid by Requestor

| | |
|---|----|
| Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. June 2009 | 19 |
| Transfer Fees paid through escrow out of the 19 for July 2009 | 17 |