



Hiddenbrooke Property Owners Association, Inc.
Board of Directors - Minutes
January 25, 2007

1. **Call to order:** The meeting called to order by Joyce Estes, President at 7:02 pm at the Hiddenbrooke Golf Course Library.
2. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Pam Hargrove, John Jackson, Fred Self and David Elias
 - b. Board Members Absent: Cesar Alegria and Bob Paedon
 - c. Advisory Board:
 - d. Management Company: Eve Franklin
 - e. Guests: Dave Caldwell
3. **Approve minutes:** The Board voted to approve the Board Meeting minutes of December 7, 2006 with Hiddenbrooke CC&R Compliance Procedure attached.
4. **Consent Calendar and Approval of Agenda:** Board voted to approve the Consent Calendar and Agenda.

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

a. **Bills to be approved for payment:**

Date	Payee	Description	Ck No	Amount
01/25/07	Collins Management	January Services Homeowner admin (late) fees for 2006		\$1,912.00 <u>\$ 368.00</u> \$2,280.00
01/25/07	HI1927 Salandanan	Refund overpayment		\$ 50.48
01/25/07	HI2304 Russell	Refund overpayment		\$ 27.04
01/25/07	HI6158 Boccard	Refund overpayment		\$ 48.00
Total Checks				\$2,405.52

- b. **Correspondence Received:** (Sent to Board via email, any originals given to Collins Management at this meeting)
 - i. Collins Management, 1/1/07, Annual Report and Disclosures including 2007 fee schedule which needs to be revised.
 - ii. Postal Links and More - letter dated 1/11/07 terminating PMB on 2/12/07 and included refund check for \$42.00
- c. **Votes Conducted by Email:**
 - i. **Complaint Procedures** were modified to allow recording of fines on the last day of the month and conform the written procedures to the procedures being used. This motion was sent out via email in December and approved by: Estes, Jackson, Self, and Alegria.

- ii. **Transfer \$20,000 to 13 week Certificate of Deposit** earning approximately 4.7%. This motion was sent out via email on December 14, 2006 and approved by: Estes, Jackson, Self, Hargrove and Alegria. No Response: Paedon & Elias.
- iii. **CC&R Manager:** Authorization for President to try to find a CC&R Manager to work on as Chair of the CC&R Tracking Committee and write letters. The person is to be an independent contractor. Final approval of candidate and contract will be submitted to Board for approval. Approved by: Estes, Self, Elias, Jackson, Hargrove, and Alegria. No response: Paedon.
- d. **Confirmation of Appointment and Contract for CC&R Manager.** The Board voted to approve the appointment of Dave Caldwell as an independent contractor at \$25 per hour with reimbursement for postage and envelopes through August 31, 2007.

5. Officer's Reports

- a. President Joyce Estes reported Hiddenbrooke Community Association, Triad and the Golf Course are hosting a reception for the new City Manager on March 8 at 7:00 PM. All Hiddenbrooke residents are invited. See P. Norberg's Message in the Feb. issue of Neighbors.
- b. Vice President Bob Paedon - no report.
- c. Secretary Fred Self - no report.
- d. Treasurer Pam Hargrove - no report.

6. Management Company - Eve Franklin

- a. Financial Report - bank account balance after above checks \$32,619.74.
- b. Total receipts YTD are \$49,734.78 (assessments, admin. fees, interest and fines) plus \$5,000 (HCA)
- c. Financial report sent to board via email with list of outstanding accounts receivable.
- d. Past due statements mailed January 2, 2007. Statements included a notice to contact Collins Management with questions or visit www.hiddenbrookeonline.com. Collins Management received several calls from former homeowners asking to have their name removed from the account listings. Management has requested a copy of grant deeds to locate current owners. Meritage Homes requested submission of W-9 in order to process payment. J. Estes faxed a completed W-9 to Meritage on January 25, 2007.
- e. Status of Title Company notification (1/17 sent to Triad, no comments received, to Collins 1/21), Management will fax to Title Companies first week of February.
- f. Certificate of Deposit - \$20,000 invested on 1/14/07 for 13 weeks at 4.76%.
- g. Procedures to deposit HARC application fees (\$50 Application Fee & \$41 Refund Postal Links) Management to create line item for HARC income.
- h. Collection Agency research re mailing letters to past due accounts. Management reported on discussion with ASAP Collections regarding how to collect past due accounts. Next statement will include a letter from Board President.
- i. Collins Contract for September 1, 2007 - August 31, 2008. Paul Collins has agreed to no change in the in the base rate of \$2 per unit. The Schedule A rates have changed. Management requested to revise Schedule A to list only services likely to be used by HPOA.

7. Committee Reports

- a. **HARC** - Meeting December 14, 2066 cancelled. January 19, 2007 meeting lasted 4 hours and was attended by Joyce. HARC approved in part custom homes plans for 2244 Bennington and 2250 Bennington and revised application for Prayer Room at 971 Lyndhurst. HARC discussed violations and reviewed Tracking Report. Selection of paint stain tabled until next meeting.
- b. **HARC CC&R Verification Committee** - Joyce provided a copy of the latest Verification Tracking Report. Next Verification will be February 2nd by Dave Caldwell, Jamie and Joyce. Dawn Montero has volunteered for the Verification Committee. HARC Binder has been given to Dave Caldwell. Dave Caldwell will draft the letters!
- c. **Protocol & Procedures Committee** - no report.
- d. **Neighbors** - Joyce - President's article submitted. January issue is at the printers.

- e. **Web Site** - Joyce - Updated to include change of mailing address to Welcome Center, and to add CC&R Manager.
- f. **Nominating Committee** -- Pricilla Silvey will be contacting Board Members with terms expiring to ask if they will be standing for re-election: David Elias stated he will stand for election. Bob Paedon, Pam Hargrove, and John Jackson have indicated they will not stand for election.
- g. **City of Vallejo** - Dave Elias working to liaise with City of Vallejo municipal codes regarding CC&R compliance.

8. **Old Business**

- a. **Cement Discussion** - J. Estes provided a copy of questions regarding cement issues. J. Estes provided photos of examples of cement issues. Discussion regarding what and when to enforce. D. Elias suggested working with City of Vallejo to correct violations. Concerns expressed regarding loss of permeable soil if homeowners pour cement and the potential for landslides. Dave Elias suggested providing information to homeowners on the reasons the Board is concerned about the pouring of cement. Discussion tabled to allow Dave Elias to draft letter to be published in Neighbors.
- b. **Budget 07 - 08**, J. Estes provided first draft of proposed budget. Final version to be approved at the February 22nd meeting.

9. **New Business**

- a. **CC&R Manager Selection/Contract** - Committee Members: Pamela Hargrove, Joyce Estes and Jamie Clark. The Board voted to approve contract for Dave Caldwell to act as CC&R Manager to be paid as an independent contractor at \$25 per hour with reimbursement for postage and envelopes.
- b. **Annual Meeting** - Club House has been reserved for Wednesday, June 20th. HCA meeting will start at 7 PM followed by HPOA at 8.
- c. **Annual Assessment** - Computation prepared by Joyce Estes, and reviewed by Paul Norberg. The Board voted to approve annual assessment of **\$53.00** for fiscal year 07-08.
- d. **Private Mail Box** - Postal Links and More is closing February 12. A refund of \$41 has been received. For now, CC&R Mail will go to HPOA/HARC c/o of the Welcome Center.

10. **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 minutes. Secretary will track the time.

11. **Next Meeting Dates:** February 22, 2007 - Hiddenbrooke Golf Club, 7 PM

12. **Adjourn**

Hiddenbrooke Property Owners Association, Inc.
CC&R Violations—CLOSED SESSION
Agenda
Hiddenbrooke Golf Course -- Library
Thursday, January 25, 2007, Time: As needed.

1. Call to order: Joyce Estes, President
2. Attendance:
 - a. Board Members present: Joyce Estes, Pam Hargrove, John Jackson, Fred Self and David Elias
 - b. Board Members Absent: Cesar Alegria and Bob Paedon
 - c. Advisory Board:
 - d. Management Company: Eve Franklin
3. Assessment of fines for below violations:
 - a. Hearing #12-06 Landscape violation - cement. The Board voted to approve a fine of \$50.00 per month until the violation is corrected.
4. Other Business: Management provided a list of fines assessed and paid in 2006.
5. Adjourn

Important Dates

HPOA Board Meeting Schedule

July 13, 2006	Completed	January 25, 2007	
August 24	Completed	February 22	Approve 07-08 Budget, Set assessment w/CPI
September 28	Completed	March	Cancel
October 26	Completed	April 26	
November	Holiday-cancel	May 24	
December 7	Date changed	June 28	Joint with new Directors

Respectfully submitted,

Eve Franklin, Community Association Manager
Collins Management Company