



MINUTES

Hiddenbrooke Property Owners Association, Inc. Board of Directors Meeting

Thursday, May 26, 2011

7:20 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 was called to order at 7:20 p.m.

III. Attendance/Introductions

- Board Members present: Maria Andrews, Chris Brittle, Doug Eeten, Ian Forsyth, Heather Scott and Kathy Wildermuth
- Service Providers present: Desiree Conley (Valley Management Services), Dave Caldwell,
- Invited Guests: Richard Tirrell (Welcome Center Manager); Allen Wildermuth (Welcome Center Committee), Mike Baldwin (Chair, HMDAC)

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: 1 (unscheduled)
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 1
- iv. Homes in Collection discussed: 1
- v. Problem Homes discussed: 3

V. Approve Minutes*

- Board of Directors Meeting on April 28, 2011-**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.-None*

VII. Consent Calendar and Approval of Agenda -Approved

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 items
- b. May Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment.

VIII. CC&Rs —Dave Caldwell, Elizabeth Mathern

- i. CC&R Violation Summary

Number of Final Letters Sent	5
Number of Violations on Hold	8
Number of Violations which were resolved	28
Recommended for Fine (Closed Session Hearing):	1
Emails answered/sent:	70
Phone calls:	7
Next Verification Drive:	June 14

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	3
Number of homes not in compliance-scheduled for hearing	2
Number of realtors/banks called:	1
Number of homes that had landscape work performed:	3

IX. President's Report - Chris Brittle

- a. There is a meeting tonight at the Solano Community College to discuss re-districting of Supervisorial districts, which generated confusion on HB NEWS as some Hiddenbrooke residents thought the meeting was about moving Hiddenbrooke out from under the City of Vallejo. The June Newsletter is out and looks very good. Residents of Mare Island have asked for a meeting with some of our community experts on problems they are having with the City regards their Community Facilities District. The meeting is currently scheduled for 8 p.m. June 8 at Joyce Estes' house.

X. Treasurer's Report - Ian Forsyth

- a. Checking Account and CD balances: There is \$26,022 in checking and \$82,202 in CDs.
- b. Collections Report --Valley Management Services
- c. Fine Report--Valley Management Services: 9 homes were fined last month.
- d. Other items concerning the Financial Report --Valley Management Services

XI. Committee Reports

a. Welcome Center* - Richard Tirrell

-New repair work needed for arbor: The posts that hold the arbor over the main entrance road are dry rotted, and Richard is in the process of obtaining the construction plans from Triad and or the City of Vallejo to determine how to repair them. The City will expedite permits for the work. Depending on how the posts are anchored in the stone bases, the work could cost \$8,000 to \$14,000. Money for repairs would have to come from the Welcome Center HMD maintenance budget and possibly other sources. Once the plans have been reviewed, bids for repairs can be solicited. Richard also reported that the City's new auto liability insurance requirement for contractors is \$2 million, which could be a problem for All Phase and other potential Welcome Center contractors.

b. Hiddenbrooke Maintenance District Advisory Committee – Mike Baldwin

- Budget for FY 2011-2012*
- Re-appointment of Committee members to new two year terms (Mike Baldwin, Ginger Bryant, Paul Norberg, Richard Tirrell)
- Comments for June 14 City Council hearing on HMD Budget

Prior to Mike's report, Chris indicated that he had sent the Board the minutes from the last HMDAC meeting and that the Board would need to appoint a new liaison to the HMDAC after the June elections. Mike's main points were:

- City administrative costs have come down in next year's budget, largely by using more realistic cost numbers for the budget (he gave an example of the water usage cost); comments at the June 14 City Council meeting will be favorable with regards to this trend.

- The new HMD landscape (Coast Landscaping) will start work. July 1. This, together with having a new HMD Inspector on board, will create some challenges for the HMDAC next year and will require extra attention by the Committee. Coast has maintained our landscaping in the past, and is now under new management

- There will likely be new mitigation requirements and costs for erosion repairs to St John Mine's Rd, which is Hiddenbrooke's major utility corridor, due to impacts on jurisdictional wetlands. The full impact is not yet known.

- HMDAC discussed the creation of a new park at the entrance to the Orchards and the Committee is also interested in hiring a consultant to help with designing this as well as possible other small parks around Hiddenbrooke. The Board asked if there would be consideration given to a dog park as well and also parks with play structures that could be used by children.

c. Hiddenbrooke Improvement District Advisory Committee* - Chris Brittle

- See attached letter that was sent to the City

- Byrne Conley called the City and confirmed that our letter is on the desk of the new City Finance Director, who started work on May 9. Byrne will follow up with a request for a meeting with City Staff.

d. HARC – Chris Brittle

- Report on recent HARC activities

Chris noted that HARC seems to be processing more applications lately, which may be due to our reminders to residents about the need to get HARC approval for yard and other projects.

e. Hiddenbrooke Parkway/American Canyon I-80 Interchange – Chris Brittle

There will be a meeting with City staff and their consultants on May 31 to discuss the status of the project, and Hiddenbrooke has been invited to attend.

XII. Old Business

a. Approval of Contractor for Unarmed Security Guard Services for the Welcome Center -Allen Wildermuth

Background: As reported previously, four firms submitted proposals. The Evaluation Committee will meet on May 23 to develop a recommendation to the Board as to which of the four qualified Security Firms should be retained to provide on-site, unarmed security services in the Hiddenbrooke community for a contract term of July 1, 2011 to June 30, 2012 with two possible one-year extensions, for a maximum term of three years.

Allen Wildermuth reported on the results of the Evaluation Committee's review of the four proposals and indicated that they were very competitive with the two top firms being very closely ranked. All Phase scored slightly higher in the ranking than the next closest firm and is being recommended for selection. The Evaluation Committee's work also included reference checks on each firm. As noted previously by Richard Tirrell, the City is requiring that contractors carry \$2 million in auto liability, which may adversely affect All Phase's

ability to carry forward with their bid. After further discussion the following motion was made:

Motion: The motion will include three parts:

1. The Board will award the contract to All Phase pending resolution of the City's insurance requirements
2. If All Phase is unable to meet the City's requirements then the contract will be offered to Securitas with the same conditions.
3. The Board will continue to contract with All Phase on a month-to-month basis, if necessary, while working to retain Securitas.

Motion Approved

Allen will draft a Letter of Intent for signature by Chris and we will notify All Phase of our decision. Richard will also discuss the City's insurance requirements with Securitas, in the event All Phase is unable to proceed.

Chris and Richard will follow up with the City on the insurance issues.

b. Update on new Board Procedures Manual/Renter Information Sheet - Maria Andrews

Maria reported that the Renters Information Sheet has been completed and is ready to post to website. The Procedural Manual rough draft should be ready and sent out by the end of May 2011.

c. Progress with Acquiring New TOPS CC& R Module - Doug Eeten, Valley Management Services

Doug will create a Job Aid for signing onto the server and tutorial. Training should include key Board members involved in the CC&R process, but anyone interested can attend as well. We will start fresh with the new software and not enter old violations. Elizabeth and Desiree will need to enter the form letters we use (Courtesy and Final), and we will also need to develop some naming conventions for the different CC&R violation stages.

d. Status of Annual Insurance Renewal - Ian Forsyth

Chris was able to get in touch with our insurance brokers and file the annual renewal application.

e. Status of Planning for Annual Meeting and Elections - Kathy Wildermuth

- i. Kathy outlined the items that need to be completed prior to the annual meeting: 1) Send e-mail to Triad for their votes, 2) print spare voting forms, 3) make spare forms available at the Welcome Center and J&O's, and 4) work with Vicki Idlor regarding counting of votes.

f. Latest Graffiti Report - Maria Andrews

The T-Mobile fence by the PG&E tower at the entrance was tagged last week. Their property management company was contacted, and they said they would have someone

out to paint soon. This has not happened so Maria's husband will paint the fence tomorrow.

XIII. New Business-None

XIV. Upcoming Board Items/Other Events

- a. Mailing of June Newsletter
- b. June 21 Annual Meeting
- c. Annual Insurance renewal
- d. Execution of new Agreement with City of Vallejo for HPOA to manage Welcome Center
- e. Letter to Non-Resident homeowners re. changes to Hiddenbrooke TIMES distribution policy

XV. Next Meeting Date: Next meeting will be Thursday, June 23, 2011 at 6:30 p.m. at the Library

XVI. Adjournment

Attachments:

- Draft April 28, 2011 Board Minutes
- May Financial Management Report (sent separately by VMS)
- Letter to City on reducing HID bond levy tax for next year
- Sample Welcome Center Security Report

***The Minutes of the meeting were approved by the Board of Directors
on June 23, 2011.***

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc

Financial Management Report

April 2011

Board Meeting 5/26/11

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits for April 2011	\$269.48
Total Deposits April, 2011	\$269.48
Checking Balance 4/30/11	\$35,473.25
Deposits May. 1 to 17, 2011	\$1,594.90
Current Checking Balance (As of May 17 , 2011)	\$31,282.71
Checking Balance after payables	\$26,922.60
Current Certificates of Deposit	
AC 112 #4334 Matures 6/15/12	\$20,000.00 @ .95%
AC 115 #4173 Matures 6/18/11	\$30,000.00 @ .055%
AC 130 #4415 Matures 7/12/12	\$17,074.96 @ .85%
AC 114 #4481 Matures 8/09/12	\$15,127.69 @ 1.05%
Total CD Value	<u>\$82,202.65</u>

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Financial Management Report

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Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Bills to be Approved	
VMS Financial Management Services	\$1,702.50
Reinburse transfer fee	\$ 125.00
Elizabeth Mathern	\$ 482.50
Dave Caldwell	\$ 427.50
Ian Forsyth – Foreclosure Radar	\$ 134.95
<i>Regular Expenses</i>	\$2,872.45
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$ 42.66
K&M Remodels – Welcome Center Trekki's Repair	\$1,445.00
<i>Total Welcome Center Expenses</i>	\$1,487.66
Total Checks	\$4,360.11

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Financial Management Report April 2011 Board Meeting 5/26/11

Phone 707 644-0922

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Fines for April	9
Delinquent Accounts Accruing Interest and Late Fees Approx.	164

Valley Management Services - Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. March 2011	5
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