



## AGENDA

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, January 26, 2012

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 7:30 p.m. or at the end of the Closed Session, if completed earlier.

### III. Attendance/Introductions

- Board Members present:
- Service Providers present:
- Invited Guests: Richard Tirrell (Welcome Center Manager)

### 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:
- ii. Reimbursable Assessments levied:
- iii. New Fines Assessed:
- iv. Homes in Collection discussed:
- v. Problem Homes Discussed:

### V. Approve Minutes\*

- Board of Directors Meeting on December 1, 2011

### 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.*

### 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 items
- b. 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, Maria Andrews

#### i. CC&R Violation Summary

|                                 |  |
|---------------------------------|--|
| Number of Courtesy Letters Sent |  |
| Number of Final Letters Sent    |  |

|  |  |
|--|--|
| Number of Violations on Hold                   |  |
| Number of Violations which were resolved       |  |
| Recommended for Fine (Closed Session Hearing): |  |
| Emails answered/sent:                          |  |
| Phone calls:                                   |  |
| Next Verification Drive:                       |  |

**ii. Foreclosed Home Program**

|   |  |
|---|--|
| 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 had landscape work performed:      |  |

**iii. Seek Legal Advice** - Should the Board expend a limited amount of funds to seek legal advice as to the most cost-effective means to remedy CC&R violations at several homes with long-standing CC& R issues?

**IX. President’s Report** -- Chris Brittle

**X. Treasurer’s Report** -- Ian Forsyth

- a. Checking Account and CD balances
- b. Collections Report --Valley Management Services
- c. Fines Report—Valley Management Services
- d. Other items concerning the Financial Report \*-Valley Management Services

**XI. Committee Reports**

- a. **Welcome Center** – Richard Tirrell
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Chris Brittle
- c. **Hiddenbrooke Improvement District Advisory Committee\***-- Kevin Smith  
-See attached recent letter to City of Vallejo
- d. **HARC** – Richard Audette

**XII. Old Business**

- a. **Status of New CC& R Module** — Maria Andrews
- b. **Online Complaint Form/New Email Boxes** --- Ian Forsyth

**XIII. New Business**

- a. **Fiscal Year 2012-2013 Budget** \*-- Chris Brittle, Ian Forsyth  
Normally this time of year the Board adopts the Budget for the next Fiscal Year along with approving publication of the adopted Budget in the upcoming March edition of the Hiddenbrooke TIMES. This early adoption is necessary due to notification requirements in the CC&Rs and the timing of the publication of the Hiddenbrooke TIMES, which is the way homeowners receive notification by mail. The proposed Budget accounts for known and anticipated changes in both revenues and expenses.

**Motion:** Approve the Budget for Fiscal Year ending June 30, 2013 and approve publication of the Budget in the March, 2012 edition of Hiddenbrooke TIMES.

**b. Setting of Annual Assessment for Fiscal Year 2012-2013\***-- Chris Brittle, Ian Forsyth

The CC&R's specify a methodology for calculating the maximum allowed annual assessment for Fiscal Year 2012-2013, which would be \$59. Given the estimated operating expenses in the Budget above and the amount in reserves, the annual assessment for owners can be maintained at the current level of \$55 per lot per year.

**Motion:** Approve an annual assessment for Fiscal Year 2012-2013 of \$55 per lot per year, which maintains the annual assessment at the current level, and also approve publication of this decision in the March, 2012 Hiddenbrooke TIMES.

**c. HPOA Rules and Regulations\***

Each year the Board reviews the Association's Rules, Regulations, CC&R complaint procedures and fine policies and then publishes them in the March edition of the Hiddenbrooke TIMES for community review. Only minor revisions were made last year, and no new revisions are proposed this year.

**Motion:** Approve Summary of CC&R Complaint Procedures, Notices and Fines and approve publication in March, 2012 edition of Hiddenbrooke TIMES newsletter

**d. Hiddenbrooke Architectural Review Committee (HARC) Policies and Disclosures\***

Similar to the above, no changes to the existing HARC Policies and Disclosures are proposed for this year.

**Motion:** Approve HARC Policies and Disclosures and approve publication in March, 2012 edition of Hiddenbrooke TIMES

**e. Update to Standing Rules \***

Two revisions are proposed to reflect the change in the way we notify non-resident owners about the availability of the Hiddenbrooke TIMES newsletter and an update to the list of property owned by HPOA

**Motion:** Approve changes in Standing Rules

**f. Annual Meeting Date -- Kathy Wildermuth**

**Upcoming Board Items/Other Events**

- a. Contact Nominating Committee regarding Elections in June

**XIV. Next Meeting Date:** Thursday, February 23, 2012 at 6:30 p.m. at the Library

**XV. Adjournment**

**Attachments:**

- December, 2011 Board Minutes
- January, 2012 Financial Management Report (sent separately by VMS)
- HARC Policies and Disclosures
- HPOA Rules and Regulations
- Standing Rules
- Proposed Budget for FY 2012-2013
- Updated CPI Calculation for Assessment
- January 8, 2012 HID Advisory Committee Letter to City of Vallejo
- Letter to City Manager re. Permit Fees for Welcome Center