



Meeting Minutes

**Open Session - Approved**

**Hiddenbrooke Property Owners Association, Inc.**

**Board of Directors Meeting**

**Monday, March 13, 2017— 7:30 PM**

**Hiddenbrooke Golf Club – Brookstone Room**

1) **Open Session:** Call to Order 7:29 PM by Jennifer Pollard, President

2) **Attendance/Introductions**

- A. **Present Board Members:** Jennifer Pollard, Kara Crockett, Allen Wildermuth and Ian Forsyth
- B. **Absent Board Members:** none
- C. **Service Providers:** Maria Andrews (CC&R)
- D. **Committee Chairs and guests:** Ed Medina (Welcome Center) & Chris Brittle (Governmental Affairs)

3) **Report from Closed Session—Summary Only**

A. **Member Discipline:** Hearings & Fines – Tonya Kalvass

Meet & Confer hearings conducted	1
Reimbursable assessments levied	None
Fines assessed	9
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions	10
Judgments received since last Board Meeting	0

4) **CC&Rs Violation Summary:** Tonya Kalvass

A. **CC&Rs Violation Summary:**

Number of Fine letters sent	25
Number of violations on hold	7
Number of violations which were resolved	40
Recommended for fine (Closed Session Hearing)	9
Courtesy Notices sent	59
Phone calls/emails	15/27
Next Verification Drive	04/03/17

5) **Open meeting Minutes:** Director Wildermuth motioned to approve the meeting minutes of

Board of Directors Meeting on February 15, 2017 as submitted. Director Forsyth seconded the motion and the motion carried unanimously.

- 6) **Financial Report-** Board reviewed Financials for HPOA presented by OMNI. Director Crockett motioned to accept the financials for month ending February 28, 2017 and presented the following summary. Motion was seconded by Director Wildermuth and motion carried.
  - A. Financial Statements for February 28, 2017
    - a. Checking Account Balance \$149,046.08
    - b. Money Market Accounts and Certificates of Deposit \$0.00 – Board requested to open MM account with Roseville Bank of Commerce and move MM funds back to separate account.
    - c. No Comments on any large non-recurring expenditures or unusual bills were noted

#### 7) **Committee Reports:**

- A. **Welcome Center:** Ed Medina presented report. He recommended that HPOA residents be proactive and aware of security issues. Get to know your neighbors and watch out for each other. General rule of thumb is to reach out to 5 immediate neighbors and form an informal watch program.
- B. **Hiddenbrooke Maintenance District Advisory Committee:** Budget to be submitted by Friday, March 17<sup>th</sup>
- C. **Hiddenbrooke Architectural Review Committee:** Ian Forsyth reported on behalf of HARC. Minutes from meeting were provided to the board and revised guidelines were proposed
- D. **Resident Access Program:** *Directors Pollard and Wildermuth met with Dale , representative for owners of Golf Club to discuss RAP contract terms and conditions. Contract for RAP program currently in place was terminated due to owner's dismissal of Billy Casper Golf. Negotiations are in progress. A new general manager is to be hired for Golf Club and contract will be between HPOA and Owner.*
- E. **Hiddenbrooke Social Committees:**
  - 1) Welcome Baskets – Tabled discussion

#### 8) **New Business**

- A. Director Forsyth motioned to approve \$2,500 to be spent for 3 movie nights over the summer months, event will be planned by the board of directors. Director Pollard seconded the motion and the motion carried.

#### 9) **Old Business:**

- A. Director Forsyth motioned to change domain name for Hiddenbrooke Website and move forward with website redesign as recommended by OMNI. Director Pollard seconded the motion and the motion carried. OMNI will provide templates for board to review.
- B. HPOA Newsletter. Tabled discussion.
- C. New Board Positions Open (3) – OMNI to draft letter regarding nomination forms and director positions.

- 10) **Community Open Forum:** Members expressed concerns regarding HARC process of approval and City of Vallejo notice sent regarding plans to remodel home on with a plan to convert the garage into living space. Members reported that Landscape Company is using roundup or a similar product around community and ingredients may be harmful to environment.
- 11) **Upcoming Events and Future Agenda Items:**
- 12) **Next Meeting:** April 19, 2017
- 13) **Adjournment:** Board adjourned meeting at 8:45 P.M.

Ratified: *Approved at Open Board meeting 4/19/17*