



**Approved Meeting Minutes**

Board of Directors Meeting - Open Session  
**Hiddenbrooke Property Owners Association, Inc.**  
**Monday, May 22, 2017— 7:30 PM**

**Hiddenbrooke Golf Club – Brookstone Room**

1) **Open Session:** Call to Order 7:30 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:** OMNI – Tonya Kalvass Community Manager
- D. **Committee Chairs and guests:** Welcome Center Chair – Ed Medina, HMD Chair – Birgit Rickert,

3) **Report from Closed Session** held 5/22/17 at 6:30 PM —Summary Only

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

Meet & Confer hearings conducted	0
Reimbursable assessments levied	None
Fines assessed	20
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 4/15/17 – 5/15/17 - Tonya Kalvass**

Number of Fine letters sent	11
Number of violations on hold	13
Number of violations which were resolved	36
Recommended for fine (Closed Session Hearing)	23
Courtesy Notices sent	53
Next Verification Drive	06/05/17

5) **Open meeting Minutes:** Director Crockett motioned to approve the meeting minutes of Board of Directors Meeting on April 19, 2017 as submitted. Director Wildermuth seconded the motion and the motion carried unanimously.

6) **Financial Report-** Board reviewed Financials for HPOA presented by OMNI. Director

Forsyth motioned to accept the financials for month ending April 30, 2017 and presented the following summary. Motion was seconded by Director Crochett and motion carried.

- A. Financial Statements for April 30, 2017
  - a. Checking Account Balance \$135,551.50
  - b. Money Market Accounts and Certificates of Deposit to be opened in the amount of \$100,000.00 – Check in process of clearing.
  - c. No Comments on any large non-recurring expenditures or unusual bills were noted
  - d. City of Vallejo Invoice to be sent for entire fiscal year ending 6/30/2017 by 6/15/2017

#### 7) Committee Reports:

- A. **Welcome Center:** Ed Medina was present. He reported on mail thefts in the community, recommends getting locking mailbox and reporting suspicious activity. Reminded owners that Golf Club is not monitored by HPOA security at Golf Club request.
- B. **HMD - Hiddenbrooke Maintenance District Advisory Committee:** Birgit Rickert reported to members present. Plants near welcome center were installed and parkway redesign is being considered. Fences were power washed. Weed abatement is nearly finished by City of Vallejo; Golf Club is responsible for weeds around course. Golf Course manager, Chris Bowman, was present and let owners know that they purchased a large weed mower and will be performing remaining weed abatement soon. Owners reported trash left on parkway and graffiti through the community. Waterfall has been temporarily turned off due to non-potable water clogging filters. This issues is being handled.
- C. **HARC - Hiddenbrooke Architectural Review Committee:** Ian Forsyth reported on behalf of HARC. Minutes from meeting were provided to the board. Board confirmed that the paint color for shutters, trim, and any exterior house component is not allowed. This statement should be communicated to owners considering painting. Board agreed that one attempt to confirm completion of HARC projects is sufficient.
- D. **RAP - Resident Access Program:** Golf Club amenities are functioning; Chris Bowman spoke to residents. Pool is working properly, sun umbrellas are ordered and scheduled to be set up soon. Once Annual assessments are received, owners names and addresses will be reported to club for use of the club amenities. Until then club will be using previous list.

#### 8) New Business

- A. Annual membership meeting schedule for June 21<sup>st</sup>, 2017 Ballots will be sent for voting by May 19<sup>th</sup>. Board members request volunteers.
- B. Board agreed to ratify 2017/2018 operating budget with no assessment changes.

#### 9) Old Business:

- A. Social activates – Movie nights scheduled for June, July and August. Kara Crochett reminded OMNI of GVRD payment to be sent for park rental. Special event insurance was purchased through O’Kane & Tegay Insurance Brokers.
- B. HPOA Website and domain name was discussed. Birgit Rickert will proceed with current website changes and update website with documents and make changes to simplify processes.

10) **Community Open Forum:**

- A. Owner in Masters reported on RV that is being stored and used on Overlook Drive, other owners advised that they have reported it to City and recommended that other do the same (Phone Application called Clickfix makes reporting simple).
- B. Owner reported that school superintendent would like to attend HPOA meeting to discuss school and education concerns with Hiddenbrooke residents.
- C. Owner commented on compliance process and authority of discretion HPOA and HARC to maintain front yards and lots with views from the common area.

11) **Next Meeting:** June 21, 2017 after Annual meeting.

12) **Adjournment:** Board adjourned meeting at 8:22 P.M.