



Approved Meeting Minutes

Board of Directors Meeting -Open Session
Hiddenbrooke Property Owners Association, Inc.
Wednesday, September 20, 2017– 7:30 PM
Hiddenbrooke Golf Club – The Club House

- 1) **Open Session:** Call to Order 7:31 PM by Tonya Kalvass – OMNI Community Management
- 2) **Attendance/Introductions**
 - A. **Present Board Members:** Jennifer Pollard, Kara Crochet, Allan Yeap, Paul Norberg, and Desiree Conley
 - B. **Absent Board Members:** Chris Brittle
 - C. **Service Providers:** OMNI – Tonya Kalvass Community Manager
 - D. **Committee Chairs and guests:** Ed Medina, Welcome Center – Birgit Rickert, HMD – Representatives from PG&E Back Tie project
- 3) **Speaker – PG&E Back Tie project:** Representative spoke to owners regarding project to tie utilities to Hiddenbrooke through an easement located in the Orchards. They will post notices as project progress and there should be minimal impact to traffic beside trucks going to and from location. Owners will hear machinery as trees will be removed and stumps ground.
- 4) **Open Forum:** Owners commented on welcome letters to new owners, City of Vallejo police depart officer shortage, Golf Club pool closures, and compliance issues.
- 5) **Report from Closed Session** held 9/20/17 prior to open meeting

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

Meet & Confer hearings conducted	1
Reimbursable assessments levied	None
Fines assessed	18
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions	13
Judgments received since last Board Meeting	0

Board met with Allied Trustee Services regarding Small Claims and Superior Court judgements and the possibility of sending files to them for collections. Board agreed that fines are not foreclosable, but they would move forward with judgements through the courts. Attorney suggested sending files that are over \$1000.00 to them to be bundled for a judgement.

6) **CC&Rs Violation Summary** 7/16/17 – 9/15/17 - Tonya Kalvass, OMNI

Number of Fine letters sent	24
Number of violations on hold (New/Old)	7
Number of violations which were resolved	34
Recommended for fine (Closed Session Hearing)	11
Courtesy Notices sent	115
Next Verification Drive	10/3/17

- 7) **Open meeting Minutes:** Director Norberg motioned to approve the meeting minutes of Board of Directors Meeting on July 19, 2017 as submitted. Director Crochet seconded the motion and the motion carried unanimously.
- 8) **Financial Report-** Board Reviewed Financials for HPOA presented by OMNI. Director Crochett motioned to accept the financials for month ending August 2017 and presented the following summary. Motion was seconded by Director Norberg and motion carried unanimously.
 - A. Board reviewed prior owner balances. Balances were deemed un collectable due to bank foreclosures and Director Yeap motioned to write off all prior owner balances to bad debt as of September 20, 2017. Director Conley seconded the motion and the motion carried.
 - B. Financial Statements for August 31, 2017
 - a. Operating Account Balance \$167,525.67
 - b. Money Market Account at Seacoast \$100,133.78.
 - c. No Comments on any large non-recurring expenditures or unusual bills were noted
- 9) **Committee Reports:**
 - A. **Welcome Center:** Ed Medina gave report. Ed Medina announced the new cameras were installed near the welcome center and he will be installing a new sign as a deterrent. No new major issues were reported since last meeting. He reiterated that the guards at the welcome center are primarily there to check on LMD and other city issues.
 - B. **HMD - Hiddenbrooke Maintenance District Advisory Committee:** Birgit Rickert reported to members present. Water fall at entrance was reported to be running and leak repaired.
 - C. **HARC - Hiddenbrooke Architectural Review Committee:** Marcelline Mahern and Chris Brittle were not in attendance. Tonya Kalvass reported on behalf of HARC. Summary of projects were announced and minutes from meeting were provided to the board.
 - D. **RAP - Resident Access Program:** Director Conley spoke to members regarding events at the golf club and Chris Bowman discussed repairs and access to facilities.
 - E. **Hiddenbrooke Social/Welcome Committee:** Kara Crochett gave report. Director Norberg motioned to approve a budget of \$700 for events at golf club in October and December. Director Crochett seconded the motion and the motion passed.
- 10) **New Business**
 - A. Director Crochett motioned to appoint Douglas Link to the vacant director position on the board. Director Norberg seconded the motion and the motion carried unanimously.
- 11) **Old Business:**
 - A. Board tabled discussion on newsletter.
- 12) **Next Open Board Meeting:** November 15, 2017 at 7:30 PM.
- 13) **Adjournment:** Board adjourned meeting at 8:30 P.M.