

**Hiddenbrooke Property Owners Association, Inc.**  
**Open Board Meeting Minutes**

Tuesday, March 19, 2019— 7:30 PM  
Hiddenbrooke Golf Club – Palmer Room

- I. **Open Session:** Call to Order 7:31 PM by Chris Brittle
- II. **Attendance/Introductions**
  - A. **Present Board Members:** Desiree Conley, James Campagna, Chris Brittle, Paul Norberg, Jagdip Singh, Allan Yeap and Tim Moore
  - B. **Absent Board Members:** none
  - C. **Service Providers:** OMNI Community Management – Tonya Kalvass and Pamela Halseth
  - D. **Committee Chairs and guests:** Birgit Rickert (HMD Chairperson), Ed Medina (Welcome Center Chairperson), & Marcelline Mahern (HARC Chairperson)
- III. **Open Forum:** Owners commented on Golf Course grass maintenance and deteriorated information sign on the Parkway. HMD chairperson made notes and will be communicating with the landscapers.
- IV. **Presidents Report:** Chris Brittle reported on progress with the Roundabout project at the Interchange and stated that City Staff and their consultants will be submitting a package of information to Caltrans at the end of April to start the Caltrans review process.
- V. **Open Meeting Minutes:** Director Singh motioned to approve the Meeting Minutes for the Board of Directors Meeting held on January 23, 2019 as submitted. Director Moore seconded the motion and the motion carried unanimously.
- VI. **Committee Reports:**
  - A. **Hiddenbrooke Architectural Review Committee (HARC)** – Marcelline provided a written report. The Committee recommended the updated Design Guidelines be sent to the community for a 30-day comment period.
  - B. **Welcome Center** – Ed Medina reported that a vendor was selected for the repairs at the Welcome Center, but, after reviewing the insurance requirements, decided they wouldn't be able to perform the work. OMNI offered to assist with obtaining additional bids.
  - C. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Birgit Rickert gave report. She reported the Committee is working with HMD to obtain bids for Shade Tree Circle project. The Committee continues to work with the City on the first phase of the Parkway re-landscaping project near the Welcome Center. As noted before, the City has agreed to not remove the mature Sycamore trees on the Parkway, but will need to remove a few damaged trees near the Welcome Center as part of the Phase 1 project.
  - D. **Disaster Preparedness Committee** – Ed Medina stated that the draft Disaster Plan

has been completed with input from members of his committee. Chris Brittle recommended sending the report to the City of Vallejo Fire Department for review and comment and then make it available to the community.

- E. **Social Committee** – Chris Brittle reported that 5 new owners attended a reception for new Hiddenbrooke owners at the Golf Club; 82 new owners were invited. Other members asked if more events like Bingo, Bunco, Easter Egg Hunts, and similar events could be considered by the Club.

**VII. Old Business**

- A. Chris Brittle updated the Board concerning the latest discussions with Legal Counsel regarding HPOA’s status as Common Interest Development (CID) and indicated that these discussions have a major impact on how the new Governing Documents are written, particularly with respect to the issue of whether HPOA has Common Area that qualifies it as a CID.
- B. The seconded draft of the amended and restated CC&Rs, Bylaws and Articles of Incorporation are expected to be received by the Board soon. The second draft will be reviewed and made available to the membership on the Hiddenbrooke website and a community Workshop with the attorneys from Hughes, Gill, Cochrane, Tinetti, P.C. is scheduled for April 10, 2019. The Workshop will allow owners the opportunity to discuss changes and bring concerns and questions to the Board and the attorneys. The Board will continue to request input and involvement from the membership prior to finalizing the new documents for a community vote.

**VIII. New Business**

- A. The Board reviewed the 2019/20120 Operating budget. The CC&Rs limit the association to a maximum increase in assessments based on increases in the Consumer Price Index (CPII for the Bay Area. Director Norberg motioned to approve a Budget with a per property, per year assessment increase from \$70.00 to \$73.00. Director Conley seconded the motion and the motion carried unanimously.

**IX. Financial Report**

- A. The Board Reviewed Financials for HPOA presented by OMNI. Director Moore motioned to accept the financials for the month ending February 28, 2019 as presented in the following summary. Motion was seconded by Director Singh and motion carried unanimously.

Financial Statements for February 2019 Summary:

- a. Total Operating Accounts Balance \$110,173.78
- b. Money Market Account at Seacoast \$25,554.94
- c. CD with Alliance Bank \$75,646.71
- d. Year to Date net income is \$6,436.56
- e. No Comments on any large non-recurring expenditures or unusual bills were noted

**X. Report from Closed Session held prior to open meeting**

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

Meet & Confer hearings conducted	4
Reimbursable assessments levied	None
Fines assessed	30
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions	4
Judgments received since last Board Meeting	0

**XI. CC&Rs Violation Summary 2/20/19 – 3/19/19 OMNI**

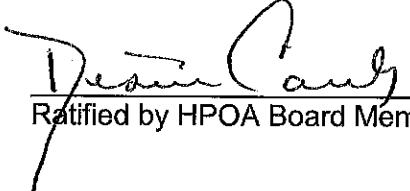
Number of Fine letters sent	26
Number of violations on hold (New/Old)	8
Number of violations which were resolved	34
Recommended for fine (Closed Session Hearing)	39
Courtesy Notices sent	116
Next Verification Drive – Night Drive	4/3/19

**XII. Upcoming events and Future Agenda Items**

The HPOA annual membership meeting is in June and four Board positions are up for election. There will be an April 10 Workshop for the Governing Documents and members will be invited to attend.

**XIII. Next Open Board Meeting:** April 16, 2019 at 7:30 PM at the Brookeside Room at Hiddenbrooke Golf Club

**XIV. Adjournment:** Board adjourned meeting at 8:39 PM.

  
Ratified by HPOA Board Member      Date 4-16-19