



Hiddenbrooke Property Owners Association

Board of Directors Executive Session Closed Meeting Agenda
Tuesday, April 16, 2019— 6:30 P.M.
Hiddenbrooke Golf Club – Brooke Side Room
****Closed to membership****

NOTE: This meeting is closed to the membership per Civil Code §4935.

- I. Call to Order
- II. Approve meeting minutes from previous EX session meetings
- III. Member Discipline Hearings - Meet and Confer
- IV. Third Party Contracts
- V. Legal issues
- VI. Adjournment

Board of Directors Open Meeting Agenda
Tuesday, April 16, 2019 at 7:30 pm
Hiddenbrooke Golf Club – Brook Side Room

- I. **Call Meeting to Order** – President
 - 1. Verification of Meeting notice/Agenda
 - 2. Establish a quorum - Attendance/Introductions:
 - a. **Board members:** Chris Brittle, Paul Norberg, Desiree Conley, Allan Yeap, Timothy Moore, James Campagna and Jagdip Singh
 - b. **Service Providers:** Tonya Kalvass (Community Manager)
 - c. **Invited Committee Chairs and Guests:** Ed Medina (Welcome Center Manager), Birgit Rickert (HMD Chairperson), Marceline Mahern (HARC Chairperson)
- II. **Open 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 and is limited to three (3) minutes. Secretary will track time.*
- III. **Approval of Minutes** - Review and Approval of March 19, 2019 Open Board Meeting Minutes – *Motion*
- IV. **Board President Report** – Chris Brittle
- V. **Committee Reports**
 - 1. Committee Member Reports:
 - a. Disaster Preparedness Committee – *Ed Medina*



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- b. Welcome Center Update – *Ed Medina*
- c. Hiddenbrooke Architectural Review Committee (HARC) – *Marcelline Mahern*
- d. Hiddenbrooke Maintenance District Advisory Committee (HMD) – *Birgit Rickert*

VI. New Business

- 1. Appoint Inspector of Elections
- 2. CPA Engagement Letter
- 3. Consider and Discuss Special Assessment
- 4. New Board meeting dates and Annual Meeting date – Third Thursday of each month

VII. Old Business

- 1. Welcome Center Repair Bids
- 2. Review Revised HARC Design Guidelines and approval to be sent to the members for 30-day comment period.
- 3. Compliance enforcement policy review and approval to be sent to members for 30-day comment period
- 4. Second Draft of Governing Documents (Bylaws and CC&Rs) to address CID status and other changes by Hughes Gill Cochrane Tinetti, P.C.

VIII. Financials - Review and accept March 2019 Financials – *Motion*

- 1. Comments on any large non-recurring expenditures or unusual bills
- 2. Summary of Accounts Receivable - Owner over 30 days delinquent
- 3. Special Assessment – Review proposal

IX. Report from Closed Sessions 4/16/19 summary

- 1. **Member Discipline: Hearings and Fines** – Tonya Kalvass
 - a. Meet & Confer Hearings Conducted -
 - b. Reimbursable Assessments levied
 - c. New Fines Assessed

X. OMNI Community Management: Report

- a. Compliance notices sent since last meeting
- b. Compliance issues resolved since last meeting

XI. Upcoming Events and Future Agenda Items: Upcoming Annual Membership Meeting and Board Election – Nominations for new Board members and Incumbent Board members

- Send out Candidate Self-Nomination Letters
- Send out Disclosure Packet with Budget
- June 20 Annual Meeting

XII. Adjourn meeting - Next Open Board Meeting – May 16, 2019 at 7:30 PM