



Hiddenbrooke Property Owners Association, Inc.
Open Board Meeting Minutes

Thursday, May 16, 2019— 7:30 PM
Hiddenbrooke Golf Club – Brookside Room

- I. **Open Session:** Call to Order 7:33 PM by Chris Brittle
- II. **Attendance/Introductions**
 - A. **Present Current Board Members:** Chris Brittle – President, Allan Yeap – Vice President, Desiree Conley –Secretary, Tim Moore, James Campagna and Jagdip Singh – Members at Large
 - B. **Absent Board Members:** Paul Norberg – Treasurer
 - C. **Service Providers:** OMNI Community Management – Tonya Kalvass – Community Manager and Pam Halseth – Administrative Assistant
 - D. **Committee Chairs and Guests:** Birgit Rickert (HMD Chairperson)
- III. **Open Forum:** Owners commented on landscaping along the Parkway and other HMD-related issues. Birgit Rickert noted the concerns.
- IV. **President’s Report:** Chris Brittle reported that Paul Norberg is selling his home in Hiddenbrooke and will be moving soon. His work with HPOA has been greatly appreciated and the Board would like to thank him for all that he has done for the community. Director Brittle also announced that the Board received 6 Nomination forms for the 4 open Director seats. Election will be held June 20, 2019 and quorum is 100 returned ballots.
- V. **Open Meeting Minutes:** Director Conley motioned to approve the Meeting Minutes for the Board of Directors Meeting held on April 16, 2019 as submitted. Director Singh seconded the motion and the motion carried unanimously.
- VI. **Committee Reports:**
 - A. **Hiddenbrooke Architectural Review Committee (HARC)** – Marcelline Mahern sent a written report and Minutes from the May 8th HARC meeting.
 - B. **Welcome Center** – Ed Medina was not in attendance. Director Brittle reported that the process to make repairs to the inside of the Welcome Center has halted due to new City concerns from their Legal Department about allowing HPOA to contract for and manage the work. This is a reversal of their previous decision that it would be better if HPOA conducted the work and will result in further delays as HPOA was prepared to select a contractor to do the work.
 - C. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Birgit Rickert was not available for the meeting, Director Brittle reported that the HMD Committee is continuing to work with the City on getting the first phase of the Parkway re-landscaping project started and the City is obtaining bids for the Shade Tree Circle project.
- VII. **New Business**

- A. The Board reviewed the CPA Engagement letter for preparation of the annual Financial Review and tax services. Director Brittle motioned to approve the expenses as budgeted and proposed, Director Moore seconded the motion and it was carried unanimously.
- B. The Board discussed preparations for the Annual Membership Meeting scheduled for June 20th, 2019.

VIII. Old Business

- A. The Board discussed the updated HARC Design Guidelines sent to the membership on April 18, 2019 for a 28-day comment period. Director Singh motioned to approve the Design Guidelines as recommended contingent on not receiving any new member comments before 5/18/19, the end of the 28-day period. Director Campagna seconded the motion and the motion carried unanimously.
- B. The Board discussed the final changes to the Governing Documents Draft expected to be received from the attorneys on May 24, 2019. This is the version that will be submitted to the membership for a vote. The Board will need a Special Board meeting on June 4, 2019 to review and approve the final Governing Documents for sending out for the community vote.

IX. Financial Report

- A. The Board Reviewed Financials for HPOA presented by OMNI. Director Moore motioned to accept the financials for the month ending April 30, 2019 as presented in the following summary. Motion was seconded by Director Brittle and motion carried unanimously.

Financial Statements for April 2019 Summary:

- a. Total Operating Accounts Balance \$88,026.92
- b. Money Market Account at Seacoast \$0.00 – Closed 4/30/19
- c. CD with Alliance Bank \$75,897.58
- d. Year to Date net loss is \$15,724.47
- e. Board Commented on large non-recurring expenditures related to legal issues

X. Report from Closed Session meeting adjourned due to time constraints

B. Member Discipline: Hearings & Fines from 5/16/19– Tonya Kalvass

Meet & Confer hearings conducted	1
Reimbursable assessments levied	None
Fines assessed	29
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions	7
Judgments received since last Board Meeting	0

XI. CC&Rs Violation Summary 4/17/19 – 5/15/19 OMNI

Number of Fine letters sent	29
Number of violations on hold (New/Old)	4
Number of violations which were resolved	129
Recommended for fine (Closed Session Hearing)	42
Courtesy Notices sent	223
Next Verification Drive	6/3/19

XII. Upcoming Events and Future Agenda Items

The HPOA Annual Membership meeting is June 20, 2019 and four (4) Director positions are up for election.

XIII. Next Open Board Meeting: Tuesday, June 4, 2019 at 7:30 PM in the Palmer Room at Hiddenbrooke Golf Club

XIV. Adjournment: Board adjourned meeting at 8:35 PM.


Ratified by HPOA Board Member Date 7-18-19