



Hiddenbrooke Property Owners Association, Inc.
Open Board Meeting Minutes

Wednesday, April 15, 2020 – 7:30 PM

Meeting held via GoToMeeting.com Video Conference call

- I. **Open Session:** Call to Order 7:41 PM by Board President, Jagdip Singh
- II. **Attendance/Introductions**
 - A. **Present Board Members:** Jagdip Singh – President, Chris Brittle – Vice President, Mike A. Nisperos Jr – Secretary, and Dustin Bertolucci – Treasurer
 - B. **Absent Board Members:** Tim Moore, Allan Yeap, and James Campagna – Members at Large
 - C. **OMNI Community Management:** Tonya Kalvass – Community Manager
 - A. **Committee Chairs and Guests:** Ed Medina – Welcome Center Chair, Birgit Rickert – HMD Chair and Marcelline Mahern – HARC Chair
- III. **Open Forum:** OMNI announced that the March Open Meeting was cancelled due to the Corona Virus Pandemic. Members present commented on weeds maintained by the city and the park closure.
- IV. **Open Meeting Minutes:** Director Brittle motioned to approve the meeting Minutes for the Board of Directors Meetings on February 19, 2020 as presented. Director Singh seconded the motion and the motion carried.
- V. **Committee Reports:**
 - A. **Hiddenbrooke Architectural Review Committee (HARC)** – Chairperson, Marcelline Mahern was present and gave a report. She explained that due to the pandemic HARC did not meet in March or April. Some applications were approved via emails.
 - B. **Welcome Center** – Chairperson, Ed Medina, was present and reported that one of the cameras needs to be replaced and he has trained Chuck Cochongo on the camera system and he will be able to assist with the review of the footage when an issue is reported.
 - C. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Chairperson, Birgit Rickert was present and reported that Landcare stopped progress on the plantings along the Parkway and is limiting their service to essential work and emergency issues only. She will be checking with the City of Vallejo representative to find out when the weed abatement will be started in the community.
- VI. **New Business**
 - A. The Board discussed the Annual operating Budget with a \$85.00 per year assessment per member of the Association. Director Nisperos motioned to approve the Budget as drafted with a few formatting changes. Director Singh seconded the motion and the motion carried.
 - B. The Board reviewed the contents of the Annual Notice. 11 pages will be sent including Proposed Schedule of Fees and Fines and the Collection Policy for a comment period to be adopted at the June 17, 2020 meeting. Nomination forms for open Director positions were sent with a due date of May 26, 2020.
 - C. The Annual Membership meeting is scheduled for July 15, 2020. Ballots for the Director Election will be sent by email to the addresses on file and by First Class mail to

members whose emails have not been provided.

- D. The Board discussed the recommendations presented by the review committee for the Security Guard service contract. The Committee reviewed proposals from 6 companies and assigned a numeric score based on each criterion. Allied Universal Security Services scored the highest and was the recommended company. Director Nisperos motioned to accept the recommendation of the Committee and to recommend Allied to the City of Vallejo for final approval. Director Singh seconded the motion and the motion carried.
- E. The Board reviewed the CPA Engagement Letter for the ~~year end~~yearend review and tax services. Director Singh motioned to approve the fee of \$1445.00 for the CPA services; Director Brittle seconded the motion and the motion carried.

VII. Financial Report:

- A. Director Singh motioned to ratify the review via email of the Financial Reports provided by OMNI Community Management as of February 29, 2020; Director Bertolucci seconded the motion and the motion carried.
- B. The Board reviewed the financial statements for March 31, 2020 as presented by T. Kalvass – OMNI. Director Nisperos motioned to accept the financials as summarized below; Director Singh seconded the motion and the motion carried unanimously.
 - Operating accounts had a total balance of \$63,009.97,
 - Accounts Receivable totals \$110,382.06
 - Total YTD net income is \$422.57
- A. Comments on any large non-recurring expenditures or unusual bills. The Board reported there were no current large non-recurring expenditures. Office supplies, postage and printing expense is high due to mailing requirement for the revised governing documents.
- B. Summary of Accounts Receivable – There are 135 accounts that are over 90 days delinquent.

VIII. Report from Closed Session –

- A. The Board approved the minutes from the previous Executive Session Meetings.
- B. The Board agreed to halt enforcement of the CC&Rs and not hold Hearings or assess fines due to the county stay at home orders.
- C. Due to the halt in management services for May, OMNI agreed to reduce the management fee to \$2000 for the month of May and resume normal services as the Stay at Home orders allow.

A. Member Discipline: Hearings & Fines – Tonya Kalvass

Meet & Confer hearings conducted	0
Fines assessed at previous meeting	7
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions – Allied Trustee	6
Judgments received since last Board Meeting	0

A. CC&Rs Violation Summary– As of 04/15/20 - OMNI

Number of Fine letters sent	7
Number of violations on hold (New/Old)	16
Number of violations which were resolved	76
Recommended for fine (Closed Session Hearing)	0
Courtesy Notices sent	42
Next Site inspection drive for compliance	TBD

IX. Upcoming Events and Future Agenda Items:

Next Open Board Meeting is scheduled for Wednesday, May 20, 2020 at 7:30 PM Via GoToMeeting, online video and phone call.

X. Adjournment: The Board unanimously agreed to adjourn the meeting at 8:45 PM.

Mik A. Nigro 7-11-20
Ratified by HPOA Board Member Date