

## Hiddenbrooke Property Owners Association

Professionally Managed By:

OMNI Community Management, LLC

Phone: 916-965-8964 Website: [www.omnicommunities.com](http://www.omnicommunities.com)

### **2020-2021 Annual Notice to Members**

Dear Members,

This is the Annual Notice for important information about your Association. Please read the information provided. The information is both attached to this letter and found on the Hiddenbrooke website. We strongly encourage all members to sign up for electronic notification to save printing and mailing costs (your money). *Please also note that the Board is proposing changes to the Collection Policy and Schedule of Fees and Monetary Fines (new Rules) and is seeking comments by June 17, 2020, at which time the Board may adopt the Rules during the Open meeting.*

**Important Note: Due to the hardships imposed by the ongoing health crisis, the Board has suspended CC&R enforcement actions for April and May.**

#### **Enclosed in this mailing are:**

- **Pro Forma Budget**
- **Proposed Schedule of Fees and Monetary Fines (NEW)**
- **Key requirements of the Association's CC&Rs (NEW)\* *See note on owner maintenance of homes regarding paint upkeep***
- **Proposed Billing, Assessments and Collection Policy (NEW)**
- **Board of Director Election Self Nomination Form**
- **Electronic Notification Form**

#### **Monthly Assessments**

After thoughtful review and consideration, the Board of Directors has approved the enclosed budget for the fiscal year ending June 20, 2021, which it believes is reasonable and prudent to meet the funding needs of the Association. Based on this Budget, the yearly annual assessment for 2020-2021 has increased from \$73.00 to **\$85.00. The assessment is due on the 1<sup>st</sup> day of July.** *Your payment must be received by July 30 to avoid a late charge of \$15 per year.*

The Financial Review Report, prepared by a CPA, will be emailed out and posted on the Hiddenbrooke website 120 days after the close of the Fiscal Year on June 30.

#### **Election of Directors**

Please consider being a candidate for the new Board of Directors for the upcoming Election on July 15, 2020. Use the enclosed form to submit your information and become a candidate for election. The Nomination forms will be due by May 26, 2020 at 5:00 pm and ballots will be sent by email (if we have your email address) or by First Class USPS by June 5, 2020 if there is a contested election, or more candidates are nominated than open director seats.

#### **Disclosures**

The Board has provided updated versions of all relevant Disclosures on the Hiddenbrooke website, [www.Hiddenbrookeonline.org](http://www.Hiddenbrookeonline.org) and you are encouraged to go to the website and read the following documents:

- Alternative and Internal Dispute Resolutions policies
- Insurance Coverage Summary

- Delinquent Assessment Collection Policy
- Architectural Submittal and Appeal Process
- HARC Policies and Disclosures
- Summary of CC&R Complaint Procedures
- Schedule of Fees and Monetary Fines
- Election Rules
- Standing Rules
- Rules Governing Accessory Dwelling Units (ADUs)

Forms - The following forms are available on the Hiddenbrooke website at [www.Hiddenbrookeonline.org](http://www.Hiddenbrookeonline.org):

- Owner/Tenant Information
- Email Authorization
- Authorization Form for Direct Payments
- Request a Hearing
- CC&R Complaint Form
- HARC application for Existing and Custom Homes

Additional Information

- Statements are mailed annually
- Budget, Association Documents, and Minutes
- Proposed New Rules (with 28-day comment period). The Board is considering changes to the Schedule for Fees and Monetary Fines. The purpose for the changes is to obtain more timely compliance for various CC&R violations and to provide incentives for early compliance. The proposed changes to the Billing, Assessments and Collection Policy are intended to encourage owners to pay their assessments earlier, which will create a stronger financial position for the Association throughout the rest of the fiscal year. Previously owners were given until the end of September to pay their assessments and late fees were only assessed at \$7.

AGENT FOR SERVICE

OMNI Community Management, LLC  
 Rolf Crocker, CEO  
 9807 Fair Oaks Blvd  
 Fair Oaks, CA 95628

GENERAL NOTICE POSTING LOCATION

- The location for the posting of agendas, meeting and general notices for the Association is the Welcome Center at the entrance of Hiddenbrooke POA.
- Board Meetings are held at the Hiddenbrooke Golf Club at 1095 Hiddenbrooke Parkway Vallejo CA 94591.

Sincerely,

Tonya Kalvass  
 Community Manager, CCAM  
 Tonya.Kalvass@OMNICommunities.com  
 As Agent for Hiddenbrooke Property Owners Association

Hiddenbrooke Property Owners Association

|                                      | <b>Annual Assessment Budget</b> |                      |                      |
|--------------------------------------|---------------------------------|----------------------|----------------------|
|                                      | <u>Budget Fiscal Year</u>       |                      | <u>Budget</u>        |
|                                      | <u>2018/2019</u>                | <u>2019/2020</u>     | <u>2020/2021</u>     |
| Annual Assessment                    | \$ 70.00                        | \$ 73.00             | \$ 85.00             |
| Special Assessment                   | \$ -                            | \$ 7.00              | \$ -                 |
| <u>Income</u>                        |                                 |                      |                      |
| Assessments                          | \$ 85,470.00                    | \$ 89,138.00         | \$ 103,785.00        |
| Special Assessment                   |                                 | \$ 8,547.00          |                      |
| Advertising                          | \$ 2,500.00                     |                      |                      |
| Fines & late fees                    | \$ 12,000.00                    | \$ 10,000.00         | \$ 7,650.00          |
| HARC Plan fees                       | \$ 2,500.00                     | \$ 3,000.00          | \$ 2,500.00          |
| Interest income                      | \$ 3,500.00                     |                      |                      |
| Miscellaneous                        | \$ 1,000.00                     |                      |                      |
| Social committee                     | \$ 600.00                       |                      |                      |
| <b>Total Income</b>                  | <b>\$ 107,570.00</b>            | <b>\$ 110,685.00</b> | <b>\$ 113,935.00</b> |
| <u>Expense</u>                       |                                 |                      |                      |
| Insurance                            | \$ 12,100.00                    | \$ 12,100.00         | \$ 12,100.00         |
| Audit & tax                          | \$ 1,390.00                     | \$ 1,420.00          | \$ 1,420.00          |
| Federal & State tax                  | \$ 10.00                        | \$ 10.00             | \$ 10.00             |
| Legal                                | \$ 12,000.00                    | \$ 7,000.00          | \$ 8,000.00          |
| Legal fees incurred in Prior year    |                                 | \$ 8,547.00          |                      |
| Collection costs                     | \$ 500.00                       | \$ 500.00            | \$ 500.00            |
| Landscape & plan approvals           | \$ 10,750.00                    | \$ 8,500.00          | \$ 8,500.00          |
| Management fees                      | \$ 42,000.00                    | \$ 48,000.00         | \$ 48,000.00         |
| Management Asst                      |                                 |                      |                      |
| Board & Committees                   | \$ 650.00                       | \$ 650.00            | \$ 650.00            |
| Computer & web support               |                                 | \$ 1,500.00          | \$ 1,500.00          |
| Office supplies - printing & postage | \$ 18,400.00                    | \$ 10,000.00         | \$ 10,000.00         |
| Misc Admin & storage                 | \$ 2,000.00                     | \$ 5,500.00          | \$ 5,500.00          |
| Newsletter                           | \$ 6,800.00                     | \$ 350.00            | \$ 700.00            |
| Repairs & Maint supplies (WC)        | \$ 750.00                       | \$ 750.00            | \$ 750.00            |
| Room rental                          | \$ 1,000.00                     | \$ 4,000.00          | \$ 1,000.00          |
| National Night out                   | \$ 1,500.00                     |                      | \$ 1,000.00          |
| Social committee                     | \$ 1,500.00                     | \$ 500.00            | \$ 2,000.00          |
| Sub Total                            | \$ 111,350.00                   | \$ 109,327.00        | \$ 101,630.00        |
| Bad debts                            | \$ 10,000.00                    | \$ 8,000.00          | \$ 12,305.00         |
| <b>Total expense</b>                 | <b>\$ 121,350.00</b>            | <b>\$ 117,327.00</b> | <b>\$ 113,935.00</b> |
| Net Income (loss)                    | <u>\$ (13,780.00)</u>           | <u>\$ (6,642.00)</u> | <u>\$ -</u>          |

**Hiddenbrooke POA Proposed Revised Fines**  
**To be Adopted at June 2020 Open Board Meeting**

Regular Fine Schedule (\$ per month)

Fine 1 - \$50\* (*currently \$50*)

Fine 2 - \$75\* (*currently \$50*)

Fine 3 - \$100\* (*currently \$100*)

Fine 4 - \$125 (*currently \$100*)

Fine 5 - \$150 (*currently \$100*)

Fine 6 and beyond - \$150 (*currently \$100*)

Notes:

\* If the violation is corrected within 90 days of the first Hearing, the Board has discretion to reduce the fines. Owner must submit information showing the CC&R violation has been corrected or provide a firm date by which it will be corrected. After the third fine, the Board will not reduce prior fines.

After the 5<sup>th</sup> Fine (total of \$500), owner accounts may be sent to Collection or processed through Small Claims Court.

Other Fines

Chronic Violation (MODIFY): A significant CC&R violation (as determined by the Board) that has not been corrected after 5 months: \$150 per week

Start of Work without HARC approval (NEW): An immediate Hearing and possible \$150 fine after a Hearing; also required to submit application to HARC

Severe Topping of City Street Tree that ruins its structure (NEW): \$150 after a Hearing (if tree trimmed by a licensed Arborist, no fine)

Short term rentals, e.g., Airbnb, VRBO and the like (NEW): \$100 per week for each week a listing appears on a rental site

Violation of ADU Rules (CURRENT RULE): Up to \$100 per day

## Hiddenbrooke Property Owners Association

### Key CC&R Reminders

#### Architectural Approvals Required

Improvements to yards (both front and back) and exterior additions or modifications to a home must be approved by the Hiddenbrooke Architectural Review Committee (HARC) BEFORE any work is started (**CC&R Section 8.1.1 and 8.1.6**)

Changes to the exterior paint color of a house must be approved by HARC (**CC&R Section 8.1.1**); repainting a house the same color must be confirmed by HARC (Design Guidelines)

Addition of an Accessory Dwelling Unit (ADU) must be approved by HARC before submittal to the City of Vallejo (**CC&R Section 8.1.5**); ADUs are limited to one (1) bedroom and 800 square feet and must meet all other requirements in the Design Guidelines (**also CC&R Section 8.1.5**)

Solar energy installations must be approved by HARC (**CC&R Sections 4.15 and 8.1.3**); conduits must be concealed as much as possible and painted the color of the house/roof (**CC&R Section 4.33**)

#### Yard Maintenance

All new and existing landscaping shall be maintained in a clean, attractive, and well-kept condition similar to other well-maintained yards in the Development and in accordance with the Design Guidelines (**CC&R Section 6.2**)

Areas of bare ground should be vegetated and/or covered with mulch, except that large areas of only mulch and bark are not allowed (**CC&R Section 6.2**)

#### Owner Home Maintenance Responsibility

Owners are responsible for maintaining their homes in good condition and state of repair, including but not limited to: exterior paint, shutters, stucco and siding, patios, structural elements, accessory structures, fences, mailboxes, driveways, walkways, and lighted house numbers (**CC&R Section 6.1**)

*Please note that due to age and weather, a home's exterior paint (including wood trim, shutters, porches, balconies, etc.) needs to be periodically refreshed. Please take a careful look at your home and repaint as necessary. The Board will be sending out Courtesy Letters in early summer to homes that appear to be in need of some form of painting. Color changes need HARC approval (see above). Thank you.*

#### Renting

Owners renting their homes must have a written lease, must provide names of each tenant and of members of the tenant's household, and provide their tenants with a copy of the Governing Documents (**CC&R Section 5.1**)

## Hiddenbrooke Property Owners Association

Owners renting ADUs or rooms must live in the non-rented portion of the home **(CC&R Section 5.2)**

There may be only one lease per Lot and subleases are prohibited **(CC&R Section 5.3)**

Short term rentals of a home or room for less than 30 days (e.g., Airbnb and VRBO) are prohibited **(CC&Rs Section 5.4)**

### City Street Trees

City Street trees may not be severely topped in a manner that will permanently damage the structure and appearance of the tree **(CC&R Section 6.3.3)**

Owners are responsible for the maintenance of all trees on their Lot, and no mature tree in a front yard may be removed without HARC approval **(CC&R Section 6.3.3)**

### Parking

Owner vehicles must be contained in the garage and driveway unless there are more cars than these areas are designed to accommodate **(CC&R Section 4.21)**; garages are to serve as the primary parking facility for resident vehicles **(CC&R Section 4.25)**

No trailer, campers, mobile home, recreational vehicle, ATV, boat, golf cart or commercial vehicle shall be parked on a Lot except in the garage **(CC&R Section 4.22)**

No vehicle, including trailers, recreational vehicles, boats, or commercial vehicles shall be parked continuously in the street for longer than seventy-two hours **(CC&R Section 4.21; enforced by the City of Vallejo)**

All vehicles parked in the Development must have current registration **(CC&R Section 4.22)**

Vehicles that are dilapidated, inoperable, registered for non-operation or covered with tarps must be parked in the garage **(CC&R Section 4.22)**

### Trash Cans

Trash cans must be concealed from public view on non-collection days and must not be stored anywhere in the front yard **(CC&R Section 4.17)**



Hiddenbrooke Property Owners Association, Inc.  
(HPOA)  
Billing, Assessment and Collection Policy

1. Regular assessments are due, in advance, on July 1 of each year and delinquent if not received, in full, by the Association within thirty (30) days after the due date thereof. Special and Special Individual Assessments are due on the date specified upon imposition and each installment thereof shall be delinquent if not received by the Association within fifteen (15) days after it is due. A late charge of fifteen dollars (\$15.00) will be due on any such delinquent assessment.
2. At the option of the Association, interest shall be due on all such amounts, once due and unpaid for thirty (30) days, at the rate of twelve percent (12%) per annum.
3. If all such amounts have not been received, in full, within ninety (90) days after the original due date thereof, a Lien will be prepared and recorded as to the delinquent property and the owner(s) thereof, and all resulting collection fees and costs will be added to the total delinquent amount.
4. If all such amounts have not been received, in full, within thirty (30) days after the recordation of such Lien, the Association may without further advance notice, proceed to take any and all additional enforcement remedies as the Association, in its sole discretion, deems appropriate, including, without limitation, suit for money damages, all at the expense of the property owner(s).
5. All payments received by the Association, regardless of the amount paid, will be directed to the oldest assessment balance first, until which time all assessment balances are paid, and then to late charges, interest and costs of collection unless otherwise specified by written agreement.
6. The Association shall charge a "returned check charge" of twenty-five (\$25.00) dollars for all checks returned as "non-negotiable", "insufficient funds", or any other reason.
7. All above referenced notices will be mailed to the record owner(s) at the last mailing address provided in writing to the Association by such owner(s).
8. The mailing address for overnight payment of assessments is 9807 Fair Oaks Blvd, Fair Oaks CA 95628.
9. The Board of Directors of the Association may revise this policy, either generally, or on a case-by-case basis, if it finds good cause to do so.
10. Decision to Record a Lien (Notice of Delinquent Assessment) or File in Small Claims Court shall be made by the Board of Directors, approved by a majority vote in an open meeting. The Board shall record the vote in the minutes of that meeting referring to the property by parcel number, and not name of the owner.
11. After the 60th day after the Pre-Lien Notice is sent, the Association may record a lien on the property to secure the debt. "No procedures shall be initiated to foreclose the lien securing any Assessment levied.

12. Upon payment in full of a delinquent Assessment, including any Additional Charges, the Board shall cause to be recorded a certificate stating the satisfaction thereof and the release of the lien.
13. An owner may request to meet with the Board at any Board meeting either in the regular board meeting or Executive Session limited to Board Members, Management Company and invited guests to discuss any request for payment plan, delinquent account, violation notice or board procedure. The request should be made to OMNI Community Management at least 10 days prior to the next scheduled Board Meeting.
14. The Board of Directors shall have the power to impose monetary sanctions against the Owner due to an infraction by the owner, owner's family, or tenants according to the adopted and published schedule of monetary fines. Each owner shall be provided written notice of the proposed fine and the opportunity to appear at an HPOA Board Meeting to protest this proposed monetary sanction. If the protest is denied or no protest is made, the sanction will be recorded on the day after the appeal date. Any fine not paid within fifteen (15) days of being levied is subject to collection through Small Claims Court. Owner is further liable for all costs of collection of the fine including court-costs and attorneys' fees.
15. Except where prohibited by law, the Board of Directors may revise this policy, either generally or on a case-by-case basis. Any general changes other than case-by-case and those changes required by law shall be published to the owners at least 28 days before the Board meeting at which the revisions will be considered.



# Hiddenbrooke Property Owners Association

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## 2020 Call for Candidates

All eligible members of the Association are invited to submit their name as a candidate to run for a seat on the Board of Directors. To become a candidate, you must notify the Association in writing by mailing the nomination form enclosed to:

Hiddenbrooke Property Owners Association  
c/o OMNI Community Management, LLC.  
9807 Fair Oaks Blvd  
Fair Oaks, CA 95628

Nomination forms may also be emailed to [tonya.kalvass@omnicommunities.com](mailto:tonya.kalvass@omnicommunities.com) and must be received no later than **5:00 PM on Tuesday, May 26, 2020** to be listed as a candidate on the ballot. There shall be no nominations from the floor at the annual meeting.

Candidates advocating a point of view may, but are not required to, submit a candidate statement that is reasonably related to the election. The statements must be clearly noted as such and addressed to the members of the Association. You may use the enclosed form to prepare your statement. If you choose to prepare your own statement it may not exceed one side of a single 8-1/2 x 11-inch page. All statements that are timely received will be reproduced as submitted, and will be included with the voting materials mailed to all members.

By submitting a statement, you accept full responsibility for its content and agree to indemnify the Association and its agents and representatives for any and all damages arising from and related to any such content. Candidates should also be prepared to promptly provide appropriate supporting documentation to the Association to substantiate qualifications for eligibility if or when requested. Failure to provide sufficient documentation could result in the candidate's name not being included on the ballot.

It is each member's responsibility to confirm that his or her written notification to be a candidate is received by the Association. We look forward to receiving your nomination. Our Association works because of owners like you who are willing to volunteer their time and skills on behalf of the community.

Respectfully,

The Board of Directors  
Hiddenbrooke POA

# Hiddenbrooke Property Owners Association

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## 2020 NOMINATION FORM

ALL CANDIDATES MUST SUBMIT A NOMINATION FORM TO BE ON THE BALLOT EVEN IF THEY ARE A CURRENT BOARD MEMBER.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Why I want to serve on the Board of Directors:**

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**Relevant Background experience:**

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Signed: \_\_\_\_\_ Date \_\_\_\_\_

**HIDDENBROOKE POA**  
c/o OMNI Community Management, LLC.  
9807 Fair Oaks Blvd  
Fair Oaks, CA 95628

**CONSENT TO ELECTRONIC TRANSMISSION**

As a member of the Hiddenbrooke Property Owners Association (the "ASSOCIATION") if you would like to receive email communications from the ASSOCIATION you must provide your written consent to the Association. This consent to electronic transmission (the "Consent") will allow the ASSOCIATION to send you meeting notices, and other communications to you by email. It also allows you to send the same types of information to the ASSOCIATION by email.

**Before agreeing to this Consent, please review and be aware of the following:**

1. You are not required to agree to this Consent. As well, you may request that meeting notices and other matters be sent to you via first class mail.
2. You have the right to withdraw your consent at any time after agreeing to this Consent by providing the ASSOCIATION with written notice that you are withdrawing this Consent relative to electronic transmission. No fee will be charged for withdrawing this Consent.
3. This Consent to electronic transmission is broad, and may include transmission of meeting notices, and other information regarding the ASSOCIATION. This Consent represents consent under both California Corporations Code sections 20 and 21 (transmission to and from the ASSOCIATION). This Consent also meets the requirements for consent under the Federal Electronic Signatures in Global and National Commerce Act (15 U.S.C. Section 7001(c)(1)).
4. Consenting to electronic transmission via email requires that you have access to a computer, have a current email account in your name, and have provided your current email address to the ASSOCIATION.

The Member has read and understands the foregoing, and hereby provides this Consent to receive and send information, including but not necessarily limited to meeting notices, and other information regarding the ASSOCIATION, via email, until such time as this Consent is revoked in writing. Please return your completed consent to the Association's managing agent at the address above or to [tonya.kalvass@omnicommunities.com](mailto:tonya.kalvass@omnicommunities.com).

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE:** Please consider submitting this form. By consenting to electronic transmission you will help save mailing costs for your Association. Thank you!