



Annual General Membership Meeting
Hiddenbrooke Property Owners Association, Inc.
Wednesday, July 15, 2020 at 7:30 pm
Meeting Held via Zoom due to Health Orders

Meeting Minutes

- 1) **Annual Membership Meeting Call to Order:** Director Singh called official meeting to order at 7:35 pm and introduced current and outgoing Board members.
 - a) **Present Current Board Members:** Jagdip Singh, Chris Brittle, Mike Nisperos, and James Campagna
 - b) **Absent Board Members:** Dustin Bertolucci
 - c) **OMNI Community Management:** Tonya Kalvass – Community Manager
 - d) **Committee Chairs and Guests:** Ed Medina – Welcome Center Chair, Byrne Conley – HMD Chair and Marcelline Mahern – HARC Chair

- 2) **Election Disclosure:** James Campagna and Jagdip Singh were elected by Acclamation in June 2020. They will serve for 2 years. There will be three (3) positions open in 2021.

- 3) **Approval of Minutes:** Board reviewed minutes from June 2019 Annual membership meeting. Director Brittle motioned to approve the minutes as presented, Director Singh seconded the motion and the motion passed unanimously.

- 4) **Committees and Reports:**
 - a) **HPOA President Report.** Jagdip Singh gave an overview of the last 12 months. Black outs, ADU civil code changes, COVID 19 Health Orders and Meetings held virtually, the Golf Course coming up for sale and many other issues have impacted the residents and the property values for HPOA. He discussed the key accomplishments of the Board over the past year, including the new Governing Documents, which were approved and are currently governing the community. The City of Vallejo is impacted with the budget and the level of services.

 - b) **Treasurer’s Report.** Dustin Bertolucci was not present; Tonya Kalvass reviewed the Fiscal year end and the anticipation of the reduced expenses for the association. The Board is working on accounts receivable processes to attempt to collect past due fines and assessments.
 - i) Financial Summary as of June 30, 2020
 - (1) Operating Account*: \$114,032.59
 - (2) YTD Net Income: -\$14,619.99
 - (3) Delinquent Accounts: 113
 - (4) Total Accounts Receivable: \$99,104.90
 - (5) Accounts in Collection: 11
 - (6) Court Judgments Obtained: 1 (\$44,000)
 - (7) Board established a savings goal of \$50,000 for future contingencies (start FY 22)

 - c) **CC&R Compliance and Violations.** Tonya Kalvass reported on the number of CC&R violation notices sent, the number of violations brought into compliance, and the number of fines issued after a hearing. She also provided a list of typical types of violations found on the monthly community inspection drives performed by OMNI.
 - i) Summary of actions taken*:
 - (1) Number of Community Inspection Drives conducted: 10, Typically OMNI drives the community the first week of every month.
 - (2) Number of CC&R violation letters sent: 775
 - (3) Number of Hearing Notices sent: 261

- (4) Number of Fines imposed after a Hearing: 176
 - (5) Number of violations corrected: 725
 - ii) *Enforcement actions suspended in April/May 2020 due to Covid-19
- d) **Hiddenbrooke Architectural Review Committee (HARC).** Marcelline Mahern provided an overview of HARC's responsibilities and activity over the past year, including the number or projects reviewed, the types of projects reviewed, number of Custom Home plans reviewed, and the continuing challenges for the Committee (house paint colors, street tree removals, and various landscape issues). A major accomplishment was completing a comprehensive update of the architectural and landscape Design Guidelines.
- i) Total Applications/Inquiries: 117
 - (1) Number of projects approved: 67
 - (2) Number of solar approvals: 26
 - (3) Custom Home/pending: 1
 - ii) Types of projects reviewed:
 - (1) House painting: 20
 - (2) Landscaping plans: 23
 - (3) Tree removal/replacement: 14
 - (4) Pools: 2
 - (5) Solar: 26
 - (6) Other (Gazebos, Patios, window/door replacement)
 - iii) New color palette for homes - developed new, more modern color schemes for Hiddenbrooke homes as suggestions for owners wishing to change colors. See Hiddenbrooke website for color palette
- e) **Hiddenbrooke Maintenance District Advisory Committee.** The Committee's purpose to advise and help resolve issues with our City-maintained landscaping. Work got behind this year due to Covid-19 restrictions. Birgit has recently resigned. HPOA thanks her for her service. Byrne Conley is temporary Chair.
- i) Number of Inspection Drives conducted by the Committee: 6
 - ii) Hiddenbrooke Parkway Re-Landscaping Project
 - (1) Phase 1 completed, but some plants need to be replaced
 - (2) Phase 2 and 3 combined into one large Capital Improvement Project (CIP) for faster delivery; money available in this year's City budget
 - iii) Audit of irrigation system underway as first step Current completion date: 2021
 - iv) Maintenance Projects
 - (1) New plants will be installed around Waterfall and opposite side of entrance to screen pump station
 - (2) Large Arbor (up from entrance) and lighting will be repaired
 - v) Welcome Center repairs: City will bid out work to repair interior
 - vi) No change in HMD property tax for next year
- a) **Welcome Center and Disaster Plan:** Ed Medina updated the members on the status of the contracts with the City and security guard company as well as needed repairs to the inside of the Welcome Center. He works with the security company as issues come up, and they are meeting the requirements in their contract's scope of work. Based on member input, the Board is also reviewing various ideas to improve security. Ed noted that there is a new Disaster Preparedness Plan for Hiddenbrooke, the first such plan, and encouraged residents to read it. He also stated

that, per recent discussions with the Vallejo Fire Department, the main community evacuation route in an emergency would be Hiddenbrooke Parkway and not St John's Mine Rd.

- b) **Social and Welcome Committees.** Chris Brittle thanked the members who worked on these committees. Co-sponsored National Night Out with the Golf Club (August 2019), Organized Graduation Ceremony for 2020 Hiddenbrooke school grads (June 2020), Welcome Committee (Chris Anthony/Barbara Schwenk) delivered 40 welcome packets to new owners
- c) **City of Vallejo.** Requested and received another reduction in HID bond property tax for FY 2021. Total tax savings for Hiddenbrooke owners to date is over \$3 million. Roundabout project at Interchange: current estimated completion dates is 2024. The City of Vallejo is also impacted by Covid, particularly in regards to their budget and level of service.

2) **Adjourn meeting at 8:48 P.M. - Next Open Board Meeting Date: August 19, 2021**

Ratified -

Board Secretary

Date