

Hiddenbrooke Maintenance District Advisory Committee
Home of Joyce Estes, 2408 Waterfall Way
Minutes – Monday, Sept. 9, 2013

Present: Joyce Estes (Chair), Mike Baldwin, Ginger Bryant, John Federowicz, Charlotte Krastof, Marcelline Mahern, Robert Schussel, Richard Tirrell, Kathy Wildermuth

1. **Introduction:** New members – Charlotte Krastof, Marcelline Mahern and John Federowicz
2. **Administration:** Joyce will take minutes. Paul Norberg will be our financial advisor and will only attend meeting when he feels like it. Mike Baldwin will be leaving the committee sometime this year as he will be moving from Hiddenbrooke in the Spring. ☹
3. **Monthly Inspections:** Jane McWhorter doing an outstanding job taking pictures and getting work done. Joyce and Jane both did a drive around Hiddenbrooke including open space areas with Burton and Sergio Rodriquez from Coast. We can have two people on the drive each month with them. Marcelline Mahern agreed to help with the Inspections and see how she likes it. We hope to get the inspection date so it is standardized about the 20th to 25th of the month, or 4th week. Area planted at corner of Bennington Court and Hiddenbrooke Parkway looks good, but we have lost a couple of Yellow Breath of Heaven on Bennington near the white fence in Reflections Park.
4. **Orchard's Monument Lawn** – Coast is recommending a change in sprinkler nozzle to get coverage for the lawn strip near the vault. Burton will approve this minimal expenditure. If this doesn't work, committee authorized having the lawn replaced at HMD expense.
5. **St. Andrews and Masters Monument Policy Re Maintenance** requested by Joyce via email on 7/24/13 to Burton. This has since been forward to David Kleinschmidt for policy decision. It may take a while to get decision on who will be responsible for the area (City/HMD/Golf Course) and if a vote of the residents will be required. If we need a vote, then the committee will need additional time to consider other areas that they may want to include in a vote.

In the meantime, Joyce is working on getting 12 Candy Tuft and a couple of Yellow Breath of Heaven planted so the St. Andrews Monument looks better and the roses fertilized at the Masters Monument.

6. **Entrance Way Project** – Revised estimate is now \$320,000 including \$80,000 electrical and the architect fee. Project still needs review/approval from Jill Mericuro, Assistant Public Works Director. It is still not known if the path to McGary will be approved even though it connects with a \$1 million bike path which the City did several years ago. It could be December/January before the contract is awarded.
7. **Holiday Lights at Welcome Center** - 7/27 bid requested –Joyce and Don Burton will do a placement inspection on 9/18 with electrical contractor. Burton has been notified to remove the dead branches in tree. Committee also wants to know the cost of adding an additional electrical outlook on building tied into the Holiday Light timer in case they want to light the exterior of the building.
8. **Vallejo Revised Tree Policy** – On hold until December.

9. **Coast Contract** – Contract will auto renew for 2014-2015, except if HMDAC gives notice by about February. Right now, the committee feels they are doing an acceptable job and are responding appropriately to our requests to clean up certain areas or do extra plantings.

10. **Welcome Center** – Richard Tirrell
 - a. Discussed condition of Hiddenbrooke sign to right of door and agreed it does not need to be replaced at this time. Welcome Center has a \$10,000 budget for repairs.
 - b. Change in drive around schedule has been given to Universal Protective Services.
 - c. Discussed need for drivers to stand at door.
 - d. Contract for 2014-2015 will be drafted starting in March 2014. Committee requested that Richard include in the new contract that guards are required to wear name badges.

11. **Dog Boxes** – Joyce is working on an updated list of all the boxes and keys.

12. **Garbage Cans** – 9 in Hiddenbrooke. Committee wants to see map of current placement before deciding if we need to add more. Joyce to prepare map. Decision TABLED to next meeting.

13. **Web Site Updated** – Engineer's Report is done and annual update has been posted to web site. All minutes are current and committee roster given to President and Admin. Assistant.

14. **Hiddenbrooke Parkway Project** – General discussion of ideas, goals, wants, and dislikes. This is to be discussed in more detail at the next meeting. In the meantime members are to email Joyce with their ideas including how much landscaping they want in the median, irrigation ideas and how the landscaping on inbound and outbound lanes should look. In order words, what feel are we trying to obtain.

Funding was discussed. Committee would prefer to use excess HID funds or excess I-80 Interchange funds, but they may not be available soon enough. There is over \$500,000 in our rehabilitation reserve and the committee agreed that if the other funds are not available, this fund should be used up to \$500,000. (Subsequently Paul Norberg, our financial advisor, agreed with that decision.)

Design Committee will be: Charlotte Krastof, Kathy Wildermuth, Jane McWhorter, Mike Baldwin and Joyce Estes. Bob Schussel agreed to work on committee if needed. The first committee meeting with City will be scheduled for January 2014.

15. Priorities for HMD.
 - a. Priorities given to the City in 2013 from HPOA Board by Chris Brittle
 - i. Entryway Landscaping Project
 - ii. Street Repairs – Napa County Road Way –maybe HID bond funds)
 - iii. Hiddenbrooke Parkway Landscape Rehabilitation - median and sides of Parkway (Interchange funds)

 - b. Additional priorities to be added by HMDAC – some possibilities
 - i. Concrete instead of asphalt sidewalk by the 18th Tee (Bennington) (Ginger's estimate was \$10,000) (actually golf course responsibility)
 - ii. Monuments
 - iii. Garbage cans
 - iv. Pocket Parks
 - v. List TABLED to next meeting.

16. **HMD Keys** – Committee doesn't have key for the new waterfall pump building. Joyce will check on this.
17. **Policies** – We need to work on making a permanent record of our policies. We reviewed what HCA wrote in 2003 re Adding New Areas (see last page) and Sycamore Trees. This was TABLED to a future meeting.
18. **Park** – General discussion of current status. Added after meeting: Search the Vallejo web site (<http://ci.vallejo.ca.us>) for Hiddenbrooke Park:

Timeline for Park as of 4/24/13 per City Web Site

Fall 2012 – Preliminary Site Plan Development
Spring/Summer 2013 – CEQA and Regulatory Permitting
Summer 2013 – Final Design
Fall 2013 – Bid Opening
Winter 2013/Spring 2014 - Construction
Summer 2014 – Open Park

19. **I-80 Interchange Fund** was discussed in general as Richard and Joyce are both on the committee which met last week with Marty Hanneman from City of Vallejo and; Bob Grandy with Fehr & Peers consultants. HMDAC was not overly excited about being responsible for the landscaping of a Roundabout as Ginger said it would get a lot of damage from cars. The Committee will need to decide at a future meeting just how large an area HMD should consider landscaping which has been annexed into the City and is not HMD property. Joyce suggested that it be kept to a minimum and perhaps no wider than the existing landscaping at entrance to Hiddenbrooke. Everyone wanted to know what they could landscape if they were willing to pay \$500 per month for maintenance and water. The Committee understands that HMD would then be responsible to do any subsequent replantings or upgrades to the area.
 20. Adjourn
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**HMD Advisory Committee – Standing Rules as written 2/1/03 while under HCA
These need to be updated for HPOA and Sycamore Trees added.**

Policy Regarding Adding New Areas to HMD

To be consistent with each recommendation, the following steps should be taken:

1. Areas which are listed as being on the City/Builder approved list prior to July 1, 2002 to be transferred into Hiddenbrooke Maintenance when acceptable to the City of Vallejo will be accepted by this committee. Also the Rush Creek Park may also be transferred into HMD as it was approved by the committee on 9/16/02. (Note the HCA Board minutes for October 10, 2002 says “Motion to request that certain parcels be transferred into HMD” but no description of the parcels to be transferred.)
2. New areas to be considered for acceptance into HMD, must be:
 - a. Recommended by the City of Vallejo or HMD Advisory Committee
 - b. Areas must be up to Vallejo standards for acceptance or the transferor must have agreed to a payment sufficient to bring the areas up to the Vallejo standards.
 - c. The areas must benefit the residents of the Hiddenbrooke Maintenance District either because they can be physically used like a park or a path or are landscaped to add value to the Hiddenbrooke development.
 - d. Easements over golf course property should not be considered for acceptance without permanent landscaping and then only if they meet the requirement of (c) above and our five or ten year forecasts show we can afford the additional maintenance fees.
 - e. Landscape maintenance costs including water and electricity must be estimated by an independent contractor and approved for reasonableness by the HMD Inspector before a parcel can be voted on.
3. Once the committee has decided to recommend that an area be transferred into HMD, they will submit a written request to the HCA Board for the HCA Board to confirm the recommendation. The Chair of the HMD Advisory Committee should plan to attend the Board meeting where confirmation will take place.
4. This policy will be sent to the HCA Board of Directors for approval and inclusion in their standing rules.

Approved at HCA Advisory Committee meeting on: _____