



Hiddenbrooke Property Owners Association

Board of Directors Executive Session Closed Meeting Agenda
Thursday, May 16, 2019— 6:30 P.M.
Hiddenbrooke Golf Club – Brooke Side Room
****Closed to membership****

NOTE: This meeting is closed to the membership per Civil Code §4935.

- I. Call to Order
- II. Approve meeting minutes from previous EX session meetings
- III. Member Discipline Hearings - Meet and Confer
- IV. Third Party Contracts – Welcome Center Contracts
- V. Legal issues
- VI. Adjournment

Board of Directors Open Meeting Agenda
Thursday, May 16, 2019 at 7:30 pm
Hiddenbrooke Golf Club – Brook Side Room

- I. **Call Meeting to Order** – President
 - 1. Verification of Meeting notice/Agenda
 - 2. Establish a quorum - Attendance/Introductions:
 - a. **Board members:** Chris Brittle, Paul Norberg, Desiree Conley, Allan Yeap, Timothy Moore, James Campagna and Jagdip Singh
 - b. **Service Providers:** Tonya Kalvass (Community Manager)
 - c. **Invited Committee Chairs and Guests:** Ed Medina (Welcome Center Manager), Birgit Rickert (HMD Chairperson), Marceline Mahern (HARC Chairperson)
- II. **Open Forum** – *Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of HPOA may speak now. Each speaker should state his/her name and address for the record and is limited to three (3) minutes. Secretary will track time.*
- III. **Approval of Minutes** - Review and Approval of April 16, 2019 Open Board Meeting Minutes – *Motion*
- IV. **Board President Report** – Chris Brittle
- V. **Committee Reports**
 - 1. Committee Member Reports:
 - a. Welcome Center Update – *Ed Medina*
 - b. Hiddenbrooke Architectural Review Committee (HARC) – *Marcelline Mahern*
 - c. Hiddenbrooke Maintenance District Advisory Committee (HMD) – *Birgit Rickert*



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VI. New Business

1. CPA Engagement Letter
2. Preparations for Annual Meeting - Agenda, invited guests, and information.

VII. Old Business

1. Welcome Center Repair Bids
2. Disaster Preparedness Plan - update on St John's Mine Rd.
3. Review Revised HARC Design Guidelines and consider comments from members, adopt guidelines
4. Latest Draft of Governing Documents (Articles of Incorporation, Bylaws and CC&Rs) to address member comments – Vote to send drafts to members for voting

VIII. Financials - Review and accept April 2019 Financials – Motion

1. Comments on any large non-recurring expenditures or unusual bills
2. Summary of Accounts Receivable - Owner over 30 days delinquent

IX. Report from Closed Sessions 5/16/19 summary

1. **Member Discipline: Hearings and Fines – Tonya Kalvass**
 - a. Meet & Confer Hearings Conducted -
 - b. Reimbursable Assessments levied
 - c. New Fines Assessed

X. OMNI Community Management: Report

- a. Compliance notices sent since last meeting
- b. Compliance issues resolved since last meeting

XI. Upcoming Events and Future Agenda Items: Upcoming Annual Membership Meeting and Board Election – Nominations form Board members were due May 14th, 2019

- -Send out Election Ballots
- Introduce nominees for director positions
- -Send out Ballots for Governing Document voting
- -June 20 Annual Meeting

XII. Adjourn meeting - Next Open Board Meeting – June 20, 2019 immediately following the Annual Membership meeting or at 7:30 PM