



**Hiddenbrooke Property Owners Association, Inc.
Annual Meeting Minutes
June 20, 2007 – 7:45 PM**

1. **Meeting was called to order at 7:45 pm** by President Joyce Estes. Vickie Idlor confirmed that a quorum was present.
2. **Introductions:** President Joyce Estes introduced the Board.

Board 2006-2007

President	Joyce Estes
Vice Pres.	Bob Paedon - Absent
Secretary	Fred Self
Treasurer	Pam Hargrove—Going off Board
Director	David Elias—Standing for Election – Arrived late, 8:15 PM
Director	John Jackson—Going off Board
Director	Angelo Lamola - Absent

Committee Chairs

Pricilla Silvey	Nominating - Absent
Vicki Idlor	Election Count
Dave Caldwell	CC&R Manager and Verifications - Absent
David Elias	Hiddenbrooke Architectural Review Committee – Arrived late, 8:15 PM
Jamie Clark	Landscape Approvals

Financial Management--Valley Management Services, Desiree Conley

President Joyce Estes introduced Desiree Conley and described her background. Her firm, Valley Management Services, has taken over management of billing and collections, together with other administrative functions from Collins Management effective June 1, 2007. Contact information for Valley Management is:

101 American Canyon Road, Suite 502 – PMB 272,
American Canyon, CA 94503
Phone/fax 707 644-0922 Valley-manager@sbcglobal.net

3. **Nominations for 2007-2009 Directors**

The following nominations were on the Ballot (As proposed by Nominating Committee: Pricilla Silvey, Regina Lau and Bob Kile)

- Ian Forsythe**, Owner of Information Technology Firm which consults w/fortune 500 companies
- Margarita Fernandez**, Realtor and has worked as a legal secretary
- Laura Kazaglis**, project manager and has managed a homeowner association
- David Elias** is a partner in an Architectural Firm and works from design through const.

Nominations From The Assembled Owners – none were made.

4. **Election**-the four nominees were elected by acclimation, confirmed by voice vote.

5. President--Annual Update

- a. Financial Information—a balance sheet was distributed as part of the agenda packet. President Estes indicated that the Board had a target of hitting \$100,000 in reserves before fees would be lowered, if possible, in future years. She noted that the current year shows an addition of \$33,665 to reserve expenses. This number is somewhat higher because Triad assisted with some CC&R transition costs and HCA contributed \$5,000 to assist with start-up costs. Much work has been done by volunteers this year that will be turned over to contractors going forward. This includes the retention of Dave Caldwell as a paid outside contractor for CC&R enforcement. Accounts receivables are \$7,421, a little over half is from unpaid assessments, the rest is from unpaid fines.
- b. Invoices for fiscal year for 07/08 are going out in July.
- c. By agreement, Triad will no longer appoint HARC members, effective 6/30/07. Triad employee Dave Eagan has agreed to become an alternate on until Sept. 1, 2007.

6. Committee Openings:

The Board is seeking volunteers for the nominating committee, web masters, CC&R Verification Committee (to supervise Dave Caldwell), Patrolling to get garbage cans out of sight, identifying code violations for City enforcement, and getting the City involved with weed abatement on custom lots.

7. HARC

- a. **Durrow Court:** There was a very lengthy discussion of the Vallejo City Counsel vote on 5-22-07 to adopt a (cap) on square footage of homes on Durrow Court.

Dave Elias explained that the matter should not have gone to a public hearing at the planning commission in the first instance, because the home met all requirements and no variance was sought. The planning department report of staff indicated the house was 14,000 square feet in the notice, but the figure is actually 10,000 as square footage is determined in the design guidelines. The City calculation includes areas such as garage space, that rather than livable space. If the owners wish to appeal, they must file a Court action within 90 days. HARC will be meeting tomorrow to determine what action, if any, it should take. Dave Elias indicated that design guidelines already impose set-back and height requirements, and lot coverage is also considered. The Counsel's action may affect future applications, of course. Dave indicated that HARC approval is not the final say on an application, it only rules on design issues, but the city did give the power to HARC to enforce the design guidelines. Joyce Estes indicated that HARC was going to work on a policy and procedure relating to publication of agendas and notification of neighbors. Dave Elias indicated that HARC approval is on the first of four steps in the submittal process, and submission to the City for plan approval also triggers notice requirements to neighbors. Dave was asked about any precedence set by Triad approval of variances and Dave responded that he did not know all of the history under Triad, but that since HPOA has been involved, HARC has granted no variances from the design guidelines. Jamie Clark noted that many owners had put in landscaping without seeking HARC approval.

- b. **CC&RS:** Dave Elias indicated that HARC would not act as a vigilante group looking for violations, but instead would evaluate complaints when they were made by homeowners. He agreed that many owners had done improvements without HARC approval. Bob Schussel asked if reporting could be improved, including posting of minutes on the Web and broadcast of Minutes on HB news, because otherwise people won't know what is going on.

- c. **Use of Paid Professionals:** Dave Elias was asked if HARC needed architectural advise from outside professionals. He said that it had not been necessary since HARC members are performing design review, not detailed architectural review. The fee for HARC review is \$150 and owners can be billed by HARC if special expert advice is needed.

There are 30-36 custom lots in Hiddenbrooke, only 12-13 left with no plans submitted. HARC meets on the 3rd Thursday of every month.

- d. **Boards Response to Vallejo City Council's recent decision to cap home sizes on Durrow Court.** An HPOA Committee is drafting a letter outlining the known violations and the possible future effects this will have on building in Vallejo. The draft will be submitted for consideration by both HARC and HPOA. A formal appeal must be filed within 90 days from the date of the City Council Meeting.

8. **CC&R Manager Comments**—Dave Caldwell – Absent, no report

- 9. **Report of Election Count** Over 100 proxies were received prior to the meeting. A total of 56 ballots were received for the election, and of those 54 voted for all 4 candidates proposed by the nominating committee. The other two ballots voted for several, but not all, of the candidates. Hence, all four were elected.

10. **Questions From Owners:**

Bob Schussel distributed written questions. Joyce Estes noted that most of them were answered in the prior discussion. She indicated that HARC would be meeting the next day to discuss related issues.

Bob Schussel has some questions regarding issues related to new Custom Homes and HARC.

Bob spoke to the Board at the May meeting and neither HARC nor HPOA have met since then. He also sent an email to the Board and posted another email on HB-News which contained about the same questions.

HARC is working a document which will provide related party disclosures, policies and procedures. Bob has asked HARC and HPOA for more notification to the closest 20 or 30 owners on major variances, and custom home plans. HARC/HPOA are currently following the guidelines as approved by the City of Vallejo which is a four step submittal process.

Under the First Amended and Restated CC&Rs, the HPOA Board is responsible for the approval of variances and none have been submitted to us.

11. **Adjourn** – 8:45 PM