



**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors – Minutes**  
**Thursday, February 25, 2010 Time: 6:30 PM**  
**Location: Library – Hiddenbrooke Golf Club**

- I. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:40 PM. Location was moved into Ladies Lounge for first half of meeting due to Library overbooking.
- II. **Attendance/Introductions:**
  - a. Board Members present: Joyce Estes, Ian Forsyth, Doug Eeten, Chris Brittle,
  - b. Board Members Absent: Kathy Wildermuth & Ed Pryal
  - c. Service Providers Invited:
    - Desiree Conley, Valley Management Services – Financial Management - Present
    - Dave Caldwell, CC&R Manager - Present
    - Elizabeth Mathern – Administrative Assistant - Present
  - d. Guests: Maria Andrews, Moises Warlito, and Bob Schussel
- III. **Approve Minutes:** Board Meeting Minutes of January 28, 2010. **Approved**
- IV. **Community Forum** – Bob Schussel discussed program to help clean up the City of Vallejo.
- V. **Consent Calendar and Approval of Agenda Approved**

*All matters are approved under one motion unless requested to be removed for discussion by a Board Member. Any item discussed separately may be voted separately upon request by a Board Member.*

  - a. **Changes/additions to agenda or order of agenda**
  - b. **Votes via email: None**
  - c. **Bills to be approved for payment** –See Management Report from Valley Management Services with listing of invoices for payment.
- VI. **Financial Management Company** – Desiree Conley
  - a. **Collection update** to be discussed in closed session.
  - b. **HPOA Computer Files** Transferred/Organized for HARC –but still need to be transferred to individual owner's files. Ian Forsyth is recommending that we get a program which manages files and allows you find things in any directory. He is suggesting we start by looking at an open source program. See web page to sign up to view demo: <http://www.opendocman.com/demo>. Filing of HARC files has been assigned to Elizabeth Mathern. Chris Brittle offered to help with the HARC spreadsheet.
  - c. Report of telephone call to attorney John Gill-Desiree Conley. No response after several calls and emails.

VII. **President's Report-Joyce**

- a. **Administrative Assistant Update**—Elizabeth Mathern has accepted our offer. See new business re ratification of contract.
- b. **Mailing to non-resident owners** (not banks)—Elizabeth Mathern will work towards getting email addresses so HB-Times can be emailed to them to save money.
- c. **GVRD**-Dennis Albright ([walbrigh@pacbell.net](mailto:walbrigh@pacbell.net)) has been appointed to the GVRD Board. Dennis chaired a committee for the Glen Cove Maintenance District for many years and will be asset to the Board.
- d. **Solano County** – HPOA is currently getting mail to bid on county work. I have notified them to remove us from the mailing list.
- e. **Resident Inquiry Regarding Park**—Referred to HCA on 2/9/09 and Jim Libien.
- f. **Repainting of HB Streets**—Resident requested that the City paint our streets. This was referred to Mike Schreiner, Traffic supervisor for maintenance. He is the person you would contact in regards to signs, striping and lights on public roads. His phone number is 648-4518, [mikes@ci.vallejo.ca.us](mailto:mikes@ci.vallejo.ca.us). It is on his TO DO List when the weather improves. HB Resident Jagdip S. Nirwan will monitor for completion.
- g. Kevin Dement has resigned his position as Board Member effective 2/21/10.

VIII. **Committee Reports**

- a. **HARC**—Chris Brittle  
February meeting – approved one sunroom that had similar design as others that have been approved.
- b. **CC&RS Manager/Verification Committee**—Dave Caldwell/Doug Eeten.

Dave noted that he always takes a verification drive on the Tuesday prior to the Board meeting. He noted that waste container compliance is much better.

Total Letters Sent	53
Number of Courtesy Letters Sent-Regular	38
Number of Final Letters	15
Number of Violations on Hold	17
Number of Violations which are resolved (x-complete)	25
Number of New Fines To be Voted Tonight:-Closed Session	15
Number of Certified Letters sent re Hearings	1

Next Verification Date: March 2, 2010

**Status of CC&R notices** that need to be mailed because of Board's decision at last meeting—Chris and Doug. Notices will be in next issue of Neighbors with a follow up letter at some point.

- c. **Vacant & Foreclosed Program**—Kim Dowdall/Ed Pryal  
Number of homes tagged with violation notice-None 1  
Number of realtors/banks called-one  
Number of homes with maintenance done - none
- d. **Review latest list of foreclosures – Joyce**

- e. **It's Time To Paint – Next Neighborhood to get letters—Tabled to April 2010**  
Ed Pryal reviewed the homes in Costello to determine the effectiveness of the letters sent we sent last fall. One homeowner is painting, however some areas in Hiddenbrooke are in really bad shape. The Costello development has a big issue with shutters that have peeling paint and bare wood showing.
- f. **HCA/HPOA Joint Committee Report**-Chris  
Annual Meeting Time: HPOA and HCA have agreed to rotate who is first. HPOA will be first this year and start their meeting at 7 PM on Wed. June 23<sup>rd</sup>.

HCA has asked the Joint Committee to meet to discuss

- Communications from both Boards to the Community
- Website update and the best means for addressing problems that may arise
- Re-initiation of a Welcome Committee for new homeowners that would be a joint HCA/HPOA endeavor
- Specific ways to cooperate that would make things easier for both Boards

HPOA Board – discussed time limits for the A-Frame at the Welcome Gate to stay up.

- g. **Hiddenbrooke Maintenance District Advisory Committee**-Mike Baldwin/Chris Brittle

Transfer of HMD Advisory Committee to HPOA has been accomplished.

Web site: HMD web tab under HPOA is under construction by Joyce

Transfer of Welcome Center to be about July 1<sup>st</sup> – still need Vallejo to approve it

Working on policy re what HMD files to keep on HPOA Compute

Reviewed first draft of the landscape contract for July 1, 2010 – June 30, 2011

Continuing research on reasonable management and administrative fees

Transfer of Summit – Lots of issues.

Transfer of Orchards – Need update from City.

HMD Insurance—The endorsement is in process for the City of Vallejo to be named co-insured on our insurance policy. It was requested January 21, 2010.

**HMD Advisory Committee is:** Michael Baldwin (Chair), Jane McWhorter (inspections), Ginger Bryant, Paul Norberg, Joyce Estes, Robert Schussel, Richard Tirrell, and Chris Brittle.

- h. **HB-Times: March issue to Digital Copy on 2/14 but lost until 2/18.** Printing 1,230 copies. Joyce Estes will continue as Editor. Postal Annex wondered what happened to Neighbors. They have asked to advertise in HB-TIMES.
- i. **Graffiti**-Maria Andrews  
Removed graffiti on McGary Road "Not A Through Street" sign.
- j. **Nominating Committee**—Paul Norberg  
Still looking for one more candidate.

## IX. Old Business

- a. **Update of old Triad Spreadsheet Re Landscape Approvals:**  
HARC files on HPOA Computer need to be updated before job can be given to Bob Schussel.

X. **New Business:**

- a. **Web Page** – Discussion of need for form to complete instead of responding directly to emails to try and limit SPAM. Sasha is working on something. In the meantime, we have a new email address for HARC. Some Board members would like their emails removed from the website. New HARC email address: [HPOA-HARC@HiddenbrookeOnline.org](mailto:HPOA-HARC@HiddenbrookeOnline.org)  
Elizabeth Mathern: [hpoaadmin@comcast.net](mailto:hpoaadmin@comcast.net)

- b. **Contract-Administrative Assistant.**

**Motion Approved:** Approve contract for Elizabeth Mathern at \$25 per hour for the period ending August 31, 2010.

- XI. **Next Meeting Date:** Thursday, April 22, 2010 at 6:30 pm at the library.  
**No meeting scheduled for March unless we need to call a special meeting for HMD Contract issues. Bylaws 7.4** Notice to Directors requires 72 hours notice for special meetings unless it is an emergency.
- XII. **Adjournment to closed session.** Topics for Closed Session: Hearings, Fines, Collection Issues, Homes with Continuing Problems, Legal Issues, Complaints and Contracts.

---

Members who have notified the President that they can't attend a future scheduled meeting:

None

*The Minutes of the meeting were approved by the Board of Directors on 4/22/2010*  
*Certified by Jayce M. Estes, Board Member 5/11, 2010.*

# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report January 2010 Board Meeting February 25, 2010

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

<b>Total Owner Deposits for Jan.</b>	\$ 2,540.62
<b>Checking Balance 1/31/10</b>	<b>\$27,973.35</b>
Deposits thru 2/22/10	\$ 757.47
Current Checking Balance (As of Feb. 22, 2010)	\$25,430.40
Checking Balance after payables	<b>\$22,044.41</b>
Current Certificates of Deposit	
FB Matures 6/20/10 5 - Month	\$17,113.61 @1.5%
FB Matures 6/4/10 9 - Month	\$20,000.00 @1.74%
FB Matures 10/10/10 52 - Week	\$16,217.92 @1.10%
Matures 8/5/10 52 - Week	\$15,000.00 @0.85%
Matures 2/25/09 4 - Week	\$15,065.48 @0.13%
<b>Total CD Value</b>	<b>\$83,397.01</b>
<b>Bills to be Approved</b>	
<b>Valley Management Services</b>	\$1,822.50
<b>Jamie Clark</b>	\$ 50.00
<b>Dave Caldwell</b>	\$ 646.70
<b>Maria Andrews</b>	\$ 41.79
<b>Beth Grim, Esq.</b>	\$ 825.00
<b>Total Bills</b>	<b>\$3,385.99</b>

# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report January 2010 Board Meeting February 25, 2010

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Phone Calls Month to Date HARC Questions/Complaints /Clarification/Title/Appraiser info. only	<b>TOTAL =22</b>
Fines voted for January 2010	4
Delinquent Accounts Accruing Interest and Late Fees	186 of 1/31/109

### **Valley Management Services – Services Paid by Requestor**

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. Jan. 2010	6 Sales 1 Bank
---	-------------------

Sent 9 New Owner letters for Dec. and Jan.

Attempted contact on two pre-collection status delinquent accounts.