



## **MINUTES**

**Hiddenbrooke Property Owners Association, Inc.**

**Board of Directors Meeting**

**Thursday, January 27, 2011**

**7:00 PM**

**Library – Hiddenbrooke Golf Club**

### **I. Closed Session**

The Board has elected to follow Civil Code §1363.05 Open Meeting Act which limits topics for Closed Session to formation of contracts, member discipline, personnel matters, or to meet with a member regarding fines or payment of assessments

### **II. Open Session: Call to Order--Chris Brittle, President**

The Open Session will begin at 7:30 p.m. or at the end of the Closed Session, if completed earlier.

### **III. Attendance/Introductions**

- Board Members present: Maria Andrews, Chris Brittle, Doug Eeten, Ian Forsyth, and Kathy Wildermuth
- Service Providers present: Dave Caldwell, Valley Management Services (Desiree Conley), Elizabeth Mathern
- Invited Guests: Dave Caldwell (CCR Manager) Byrne Conley, Richard Tirrell (Welcome Center Manager); Allen Wildermuth (Welcome Center Committee),

### **IV. Report from Closed Session (to be included in Open Session minutes in summary form, no names or addresses)-Kathy Wildermuth**

#### **a. Member Discipline—Hearings & Fines**

- i. Meet & Confer hearings conducted: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 4
- iv. Homes in Collection discussed: 2
- v. Problem Homes Discussed: 2

### **V. Approve Minutes\***

- Board of Directors Meeting on December 2, 2010-**Approved**

### **VI. Community 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. Each speaker is limited to three (3) minutes. Valley Management will track the time. **None*****

### **VII. 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 items
- b. Bills approved by email vote: VMS (\$1,832.50); Dave Caldwell (\$330.60); Elizabeth Mathern (\$312.60); Ian Forsyth (\$229.24-Rackspace server); Joyce Estes (\$34.16-new locks for St John Mine's Rd); Sasha Jain (\$28.99-towels for Welcome Center); AT&T (\$22.01-phone bill for Welcome Center)

- c. Bills to be approved for payment\* --See Financial Management Report from Valley Management Services with listing of invoices for payment.

**VIII. CC&Rs ---Dave Caldwell, Elizabeth Mathern**

i. CC&R Violation Summary

Number of Courtesy Letters Sent	14
Number of Final Letters Sent	7
Number of Violations on Hold	5
Number of Violations which were resolved	15
Recommended for Fine (Closed Session Hearing):	4
Emails answered/sent:	Dec: 31 received/5 sent Jan: 69 received/22 sent
Phone calls:	No information
Next Verification Drive:	No Information

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	0
Number of homes not in compliance-scheduled for hearing	0
Number of realtors/banks called:	0
Number of homes that had landscape work performed:	0

**IX. President's Report---Chris Brittle**

- a. Annual Meeting is scheduled for 06/21 @ 7:00pm; HCA is scheduled to go first this year
- b. Message Board Update-installed and first couple of messages posted
- c. Trash Cans update-more cans not being stored out of sight again
- d. March Newsletter-working with Joyce on articles to include
- e. Have been working on a number of CC&R items (discussed in Closed Session)

**X. Treasurer's Report---Ian Forsyth**

- a. Checking Account and CD balances
- b. Collections Report (collection accounts discussed in Closed Session, but Resolutions to send to Collection must be adopted in Open Session) -Valley Management Services  
**Motion:** Approve nine (5) Resolutions prepared by ProSolutions to record liens on 5 properties listed below. Authorize President to sign the Resolutions- **Approved** unanimously  
 -182-151-090  
 -182-111-190-***On Hold***  
 -182-121-060  
 -182-422-200  
 -182-351-220  
 -108-340-490
- c. Fine Report
- d. Other items concerning the Financial Report \*-Valley Management Services

**XI. Old Business**

- a. Request for Proposal: Welcome Center Security Guard Services\* --Allen Wildermuth  
The current Welcome Center security guard service contract expires on June 30, 2011. The Hiddenbrooke Property Owners Association (HPOA), as manager of the Welcome Center, proposes to issue a Request for Proposal (RFP) to qualified security firms to provide on-site, unarmed security services in the Hiddenbrooke community for a contract term of July 1, 2011, to June 30, 2012 with two possible one-year extensions, at HPOA's sole discretion, for a maximum term of three years. The security guard service is funded with Hiddenbrooke Maintenance District (HMD) tax funds based on an annual budget determined by the City of Vallejo. The RFP includes the following elements: Overview, Minimum Requirements, Service Requirements, Proposal Response Requirements, Contractor Selection Process, Contractor Proposal Response Form, and a Sample Contract.

**Motion:**

- a) approve Request for Proposal (RFP) - **Approved**
- b) approve release of the RFP on March 1, 2011 and receipt of Proposals by April 1 - **Approved**
- c) require bidders to sign a Letter of Intent (LOI) indicating they wish to submit a proposal- **Approved**
- d) seek community input by posting the Overview and Service Requirements in the RFP on the Hiddenbrooke website, with comments due by February 19- **Modified**; post information on Hiddenbrooke website after RFP released on March 1 and provide email address for homeowners to send comments.
- e) advertise RFP in the Vallejo Times Herald, cost permitting - **Not approved**
- f) form an Evaluation Committee to review Proposals consisting of Richard Tirrell, Allen Wildermuth and three Board members appointed by the President and make a recommendation to the Board - **Approved**
- b. Hiddenbrooke Architectural Review Committee Policies and Disclosures\*

**Motion:** Approve minor changes/editions to Policies and Disclosures and approve publication in March, 2011 Hiddenbrooke TIMES – **Approved** with minor changes

## XII. New Business

- a. Fiscal Year 2011-2012 Budget \*-Valley Management Services/ Ian Forsyth  
**Background.** Normally this time of year the Board will prepare a new Budget and approve the Budget for the next Fiscal Year along with approving publication of the Budget in the March, 2011 edition of the Hiddenbrooke Times. This is necessary since the next opportunity to inform the community of the budget would be in the June edition of the Hiddenbrooke which does not meet the CC&R requirements for timely notification. The proposed Budget has been prepared by reviewing past year budgets and accounting for known and anticipated changes in both revenues and expenses. It will also allow further contributions to the reserve level established in the Standing Rules. The proposed Budget and relevant assumptions are attached.

**Motion:** Approve the Budget for Fiscal Year ending June 30, 2012 and approve publication of the Budget in the March, 2011 Hiddenbrooke TIMES.- **Approved**

- b. Setting of Annual Assessment for Fiscal Year 2011-2012\*-Valley Management Services/Ian Forsyth

**Background.** The CC&R's specify a methodology for calculating the maximum allowed annual assessment for Fiscal Year 2011-2012, which would be \$57. Given the estimated operating expenses in the Budget above and progress in developing the stipulated reserve amount, the annual assessment for owners can be maintained at the current level of \$55 per lot per year.

**Motion:** Approve an annual assessment for Fiscal Year 2011-2012 of \$55 per lot per year, which maintains the annual assessment at the current level, and also approve publication of this decision in the March, 2011 Hiddenbrooke TIMES.- **Approved**

- c. HPOA Rules and Regulations\*-Chris Brittle

**Background.** Each year the Board reviews the Association's rules, regulations, CC&R complaint procedures and fines and then publishes them in the March edition of the Hiddenbrooke TIMES for community review. Given the comprehensive review the Board has conducted over the past six months of both the CC&R procedures and the fine policies, only minor changes are necessary (see attached).

**Motion:** Approve Summary of CC&R Complaint Procedures, Notices and Fines, which contain only minor wording changes, and approve publication in March, 2011 edition of Hiddenbrooke TIMES newsletter – **Approved** with changes discussed

- d. New Message Board Rules\*-Chris Brittle/Joyce Estes

**Background.** The new Message Board has been installed and provides for messages to be posted by the Golf Course and HPOA (for the rest of the community). The space is shared equally between the Golf Course (which will pay half of the costs) and HPOA. Joyce Estes has volunteered to be the Sign Coordinator for the next year. To clarify the procedures for posting messages, a set of rules has been drafted for adoption by the Board (see attached).

**Motion:** Approve the Message Board rules – **Approved**

### XIII. **Committee Reports**

- a. Hiddenbrooke Maintenance District Advisory Committee - Chris Brittle
- City of Vallejo to have D&H continue as the HB landscaper and will rebid for next year with more specific requirements.
- b. Hiddenbrooke Improvement District Advisory Committee- Chris Brittle
- The Board agreed at the last meeting to initiate a process early this year, with community involvement, to develop a list of high priority projects in Hiddenbrooke for funding with surplus HID bond revenues. What are the next steps to begin this process?
- The Board discussed the following: Have the HIDAdvisory Committee meet and start developing a list of projects, including another request for a tax reduction as collections continue to be in excess of debt service on the bond. Submit our suggestions to the City for their consideration.
- c. Welcome Center -- Richard Tirrell

The new floor that was recently installed is bubbling again. Vallejo Flooring will come out and fix. A new metal Dutch door will be installed to replace the old existing door.

d. HARC -- Chris Brittle

**Motion:** Approve two new members to HARC, Jane McWhorter and Shannon Elms, whose appointment would be retroactive to the January 18 HARC meeting. – **Approved**

e. HCA Liaison Report -- Kathy Wildermuth

-HCA Membership Drive (see attached Resolution)

Chris said that the annual HCA membership drive is now underway and made a request that all HPOA Board members consider joining HCA per the Joint Resolution of Cooperation.

**XIV. Upcoming Board Items/Other Events**

a. Identify Board members who will be running for re-election next year

**XV. Next Meeting Date:** Thursday, February 24, 2011 at 6:30 p.m. at the Library

**XVI. Adjournment**

**Attachments:**

- December Board Minutes,
- December and January Financial Management Report (sent separately by VMS)
- HARC Policies and Disclosures
- HPOA Rules and Regulations
- Request for Proposal-Unarmed Security Guard Services for Welcome Center
- Proposed Budget for FY 2011-2012
- Maximum Annual Assessment for FY 2011-2012 (CPI Calculation)
- draft Message Board Rules
- HCA/HPOA Resolution of Cooperation

***The Minutes of the meeting were approved by the Board of Directors on  
February 24, 2011  
A signed copy is on file.***

***The Minutes of the meeting were approved by the Board of Directors on \_\_\_\_\_***

***Certified by \_\_\_\_\_, Board Member \_\_\_\_\_, 2011.***

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# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report December 2010

Board Meeting January 27, 2011

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

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

Owner Deposits for December 2010	\$1,925.22
City – HMD reimburse	\$ 3,665.51
<b>Total Deposits December, 2010</b>	<b><u>\$5590.73</u></b>
<b>Checking Balance 12/31/10</b>	<b><u>\$27,827.40</u></b>
Owner Deposits Jan 1. to 25, 2011	\$1,297.90
<b>Current Checking Balance (As of January 25 , 2011)</b>	<b>\$26,541.42</b>
<b>Checking Balance after payables</b>	<b>\$20,537.21</b>
<b>Current Certificates of Deposit</b>	
AC 112 Mature. 3/8/11 9 – Month	\$20,000.00 @ 1.1%
AC 114 #3575 5/5/11 9 - Month	\$15,127.69 @ 1.05%
AC 115 #3785 6/18/11 5 - Month	\$30,000.00 @ .055% rolled
AC 130 #3941 4/12/11 3 – Month	\$17,074.96 @ .25% rolled
AC 140 #3940 2/12/11 1 - Month	\$16,399.84 @ .20%
	.
<b>Total CD Value</b>	<b><u>\$98,602.49</u></b>

# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report December 2010

Board Meeting January 27, 2011

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

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

<b>Bills to be Approved</b>	
VMS Financial Management Services	\$1,700.00
Reinburse Stmt. Fees paid to HPOA	\$487.98
Elizabeth Mathern	\$301.76
Digital Copy –Sept. HB Times	\$1,385.28
Additional Tops support for Server	\$224.25
Maria Andrews – Graffiti Clean up	\$36.77
Joyce Estes HPOA keys for message Board. IRS mailing of 1099's.	\$28.67
<i>Regular Expenses</i>	<i>\$4,164.71</i>
<b><u>Welcome Center Bills</u></b>	
Joyce Estes Sign HARC fee and City permit fee.	\$376.00
Welcome Center Phone Bill	\$45.63 Paid
Richard Tirell – expenses	\$116.57
K&M Remodels – Door at Welcome Center \$1,151.30 plus – Message Board Installation \$150.	\$1,301.30
<i>Reimbursable expenses</i>	<i>\$1,839.50</i>
<b>Total Checks</b>	<b>\$6,004.21</b>

# Hiddenbrooke Property Owners Association, Inc

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## Financial Management Report December 2010 Board Meeting January 27, 2011

Phone 707 644-0922

Fax 707 644-0922

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

No new Fines for December	
Delinquent Accounts Accruing Interest and Late Fees Approx.	205

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

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. December 2010	13
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