



**Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, May 27, 2010, 6:30 PM
Location: Library – Hiddenbrooke Golf Club**

I. **Call to order:** The meeting was called to order at 6:45 by Joyce Estes, President. A quorum was present.

II. **Attendance/Introductions:**

- a. Board Members present: Joyce Estes, Ian Forsyth, Doug Eeten, Eli Cronbach
- b. Board Members Absent: Maria Andrews, Chris Brittle, Kathy Wildermuth
- c. Service Providers Invited:
 - Desiree Conley, Valley Management Services – Financial Management - Present
 - Dave Caldwell, CC&R Manager - Present
 - Elizabeth Mathern – Administrative Assistant - Absent
- d. Guests: Jason Alabanza - Absent

GO TO NEW BUSINESS – Resignation of Ed Pryal.

III. **Approve Minutes:** Board Meeting Minutes of April 22, 2010. **Approved**

IV. **Community Forum** – None.

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:**

Board Appointment: Board approved via email vote to elect Eli Cronbach, Masters Neighborhood, to replace the term vacated by Ed Pryal which ends June 30, 2011

HID: Board approved via email vote the recommendation of the HMD Advisory Committee to ask the City of Vallejo, Finance Department, to reduce the assessment for the HID Bond by 25% or approximately \$400 per home...this reduces the annual assessment to the amount needed to pay the annual levy. (The reduction is to show up on the real estate tax bill for 2010-2011. Custom homes will save more because their builder did not buy down the bond.)

c. **Bills to be approved for payment** –See Management Report from Valley Management Services with listing of invoices for payment. **Approved**

VI. **Financial Management Company** – Desiree Conley

- a. **Management Report Update** – See Management Report
- b. **Financial Report** – Ian Forsyth
- c. **Collection Accounts in progress** -- update to be discussed in closed session.

VII. **Administrative Assistant**-Elizabeth Mathern

- a. **HPOA Computer Files** are now in subdirectories.
- b. **Ballots** for Meritage and Triad have been drafted. Need to wait until May 31st to get actual count for Meritage votes.
- c. **Opendocman**: <http://www.opendocman.com/demo>. This is free file management software. They sent Joyce the file to install after having problems accessing it through the web. If we are going to do this, it should be a Desiree and Elizabeth project.

VIII. **President’s Report**-Joyce

- a. Received resignation of Ed Pryal from Board due to conflicts with new work schedule.
- b. Tag line in HB-News and Letters is now:
~ Working for Hiddenbrooke and CC&R Compliance~
- c. Small Claims Court – Davis-Stirling Newsletter clarified in their last newsletter: “ the \$1,800 limitation is on [foreclosures](#), not small claims actions. In its own convoluted way, the statute clarifies the point by stating that "The amount that may be recovered . . . for delinquent assessments may not exceed the jurisdictional limits of the small claims court." [Civil Code 1367.4\(b\)\(1\)](#). That means associations can collect up to \$5,000 in small claims.”
- d. Curt Johansen is no longer with Triad Communities. Chad Kiltz in the Georgia Street office will be voting the Grove lots. New contact information given to VSM and Elizabeth.
- e. Microsoft 2007: Any reasons why we should not upgrade if it can be done at no cost to the association?
- f. Changes to 2009-2010 Board and Committee list? Or additions to Contacts for HB?

IX. **Committee Reports**

- a. **HARC**–Chris Brittle – The meeting was cancelled.
May meeting – committee trying to re-schedule. Jamie wrote great article on mail boxes for HB-TIMES.
- b. **CC&RS Manager/Verification Committee**—Dave Caldwell/Doug Eeten

Dave noted that trash cans are getting better.

Motion: Motion made by Eli Cronbach that Dave run a pilot program for the month of June utilizing the 15 Day Notice for all lawns that need mowing that are at or over 8 ½” inches tall.
Approved.

Total Letters Sent	32
Number of Courtesy Letters Sent-Regular	19
Number of Final Letters	13
Number of Violations on Hold	10
Number of Violations which are resolved (x-complete)	36
Number of New Fines to be Voted Tonight:-Closed Session	10

Statistics from Kim Dowdall for annual meeting

2009: 47 phone calls to realtors/banks
21 posted notices
5 properties maintained by HPOA

2010 thru April 10:

13 phone calls to realtors/banks
2 posted notices
no maintenance required

Next Verification Date: June 2, 2010

Status of CC&R notices regarding parking on illegal pads--Chris and Doug

- c. **Review latest list of foreclosures – Joyce**
- d. **It's Time To Paint – Next Neighborhood to get letters—Kathy**
Ed Pryal reviewed the homes in Costello and Kathy Wildermuth reviewed homes in Estancia.
- e. **Hiddenbrooke Maintenance District Advisory Committee**-Eli Cronbach and Joyce
Landscape Bids for new contract – bidder's conference held May 13th, bid opening June 3rd.
HMD reasonable management and administrative fees: Follow up meeting with City on April 29th was attended by 5 committee members. City didn't offer a solution or reduction to prior year fees. They will only compute their administrative fee for budget in Engineer's Report and no subsequent adjustment to actual amount spent.

Hiddenbrooke Improvement District has undesignated reserve based on the FY 09/10 budget of \$3,990,151. It may be possible to use some of the excess to reduce current tax assessment. HMDAC looking at alternatives. Board previously received Goodwin 2009 report which is 150 pages. HMDAC has asked that HPOA appointment someone else to chair this committee as HID does not really fit under HMD. See new business for appointment.

Summit Transfer to HMD – has sub district issues
Orchards Transfer to HMD – transfer at least three weeks away.
Reflections –has sub district issues. Joyce was unable to set up meeting with Board.
HMD Update / HCSD Formation-Cronbach. Discussed issues related to trying to form a special district for safety issues.
Utility Corridor Repair Contract – City is asking for meeting but hasn't set a date.
- f. **Welcome Center Transfer:** Eli Cronbach has agreed to be the Board liaison with the Welcome Center Committee and Richard Tirrell. The City contracts have been drafted and Joyce Estes signed it as President. They have requested an increase in insurance to \$4 million total general liability, \$2 million each occurrence. Cost is \$980 per year and only \$4 for July 1 – 21. Insurance increase has been requested and will be separately tracked by VMS for reimbursement from HMD Fund. Vallejo not signing contract until insurance certificate in place.
- g. **HB-Times:** June Issue. Copy went to Digital Copy on May 17th with ballot and bios. Asked for 1,220 printed copies. Mailing to non-residents resulted in seven fewer mailed copies of the newsletter and more are continuing to return the letter.

Ads sold/renewed: \$1,000 is being billed.

One Board member thought we should have a policy on what type of ads we will accept for HB-TIMES. Chris Brittle has suggested we delete the yellow highlighted area from the motion.

Motion Approved: HB-TIMES advertisements are intended to cover the direct printing and administrative costs as well as allow a reasonable profit to the HPOA. Ads should advertise products and/or services that any reasonable person would believe would be beneficial to Hiddenbrooke residents and families. Ads which promote items which are of questionable value, are known to cause addiction or be detrimental to families cannot be placed in HB-TIMES. The Editor should refer possible problem ads to the HPOA President for final decision.

h. **Graffiti Buster**—Maria & Bret Andrews.

i. **Web Page** – Jamie is helping Elizabeth with update. Email addresses for email forwarding for HPOA@Hiddenbrookeonline.org have been updated. Still need Design Guidelines Appendix B added. Maria has had training. Now able to upload files to web and over write the current file so all links do not have to be changed.

X. **Old Business**

- a. **Update of old Triad Spreadsheet Re Landscape Approvals:** Still not assigned to Bob.
- b. **Letter to Giles and Hughes** – Draft in process.
- c. **National Night Out** – Band confirmed. Need \$500 check signed at July meeting.
- d. **Annual Meeting:** Agenda and ballot in HB-Times which is coming out June 1st. After June 1st, the agenda will be circulated to speakers for information to include on agenda. Joyce will provide May 31st financial statement which will probably be in the same format as last year. So Dave and Elizabeth need to get their bills into Desiree as soon as possible after May 31st so financial information is correct.

XI. **New Business:**

a. **Appointment to Board of Directors:**

Motion Approved: Approve Appointment of Eli Cronbach, Masters Neighborhood, to replace the term vacated by Ed Pryal which ends June 30, 2011

b. **HID Committee** (Hiddenbrooke Improvement District 1998-1)

Background: Most non custom homes pay \$1,600 per year to pay off this bond which provided funds for the developer to put in streets, sewers and lights, etc. City of Vallejo has told the HMD Advisory Committee at 4/29 meeting that there are excess reserves and that we need to advise them on what we want done with the funds that have accumulated in the bond fund. Some of the reserves may be the result of a 2004 refinance of bonds.

Motion Approved: Approve appointment of Byrne Conley, to chair the committee. Committee members will include: Paul Norberg, Joyce Estes, Nancy Berke and Chris Brittle (liaison). The committee is charged with reviewing guidelines as to how this money can be spent and making a recommendation to the Board on how to use/return the money.

c. **American Canyon-HB Interchange Committee Advisory Committee (Interchange AC)**

Background: City of Vallejo/Cal Trans is re-activating the planning for the overpass. Gary Leach will be in charge of it for the City of Vallejo. Gary has asked HMDAC if they do a round-about, will HMD pay to maintain both roundabouts. HMAC has asked that this be a separate committee...at least for this initial stage of discussions.

Motion Approved: Approve appointment of the American Canyon-HB Overpass/Interchange Committee: Chris Brittle, Chair and Eli Cronbach

d. **Contract with All Phase Security**

Motion Approved: Authorize the President to sign a contract with All Phase Security for one year to staff the Welcome Center providing that all cost be paid from or reimbursed by the Hiddenbrooke Maintenance District. Contract may provide for one year renewals.

- XII. **Next Meeting Date:** Thursday, June 24, 2010 at 6:30 pm at the library. Topics to include:
- a. Election of new officers and committee assignments
 - b. Review of new board information for web (Elizabeth)
 - c. Approval of insurance for 2010-2011 and issuing check dated July 1st (VMS)
- XIII. **Adjournment to 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.
- XIV. **Report of Closed Session** (to be included in open session minutes in summary form, no names or addresses)
- a. **Collection Issues—Valley Management Services**
 - i. Number of owners who called or wrote about collection action 0.
 - ii. Liens Filed by Pro Solutions 1
 - b. **Member Discipline—Hearings/Fines**
 - i. New Fine Hearings Held 8
 - ii. Continuing Fines Assessed 3
 - iii. Problem Homes Discussed 7
 - c. **Contracts/Independent Contractor Issues - None**

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

Eli Cronbach for June 23rd and 24th.

***The Minutes of the meeting were approved by the Board of Directors on June 24, 2010.
A signed certified copy of the Minutes is on file.***