



MINUTES
Board of Directors Meeting
Hiddenbrooke Property Owners Association, Inc.
Thursday, July 22, 2010

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, called the regular session meeting to order at 7:15 pm.

III. Attendance/Introductions

Board Members present: Jason Alabanza, Maria Andrews, Chris Brittle, Eli Cronbach, Doug Eeten, Ian Forsyth

Service Providers present: Valley Management Services, Elizabeth Mathern
Richard Terrell – Welcome Center Manager

IV. Report from Closed Session

a. Collections: 11 homes currently have liens on them; 3 homes in collection have paid in full

b. Member Discipline—Hearings & Fines

1. Meet & Confer hearings conducted: 1
2. Reimbursable Assessments levied: 0
3. New Fines Assessed: 3
4. Problem Homes Discussed: 6

V. Approve Minutes*

- Annual Meeting Minutes of June 23, 2010-**Approved**
- Board Meeting Minutes of June 24, 2010-**Approved**

VI. Community Forum. There were no speakers.

VII. Consent Calendar and Approval of Agenda --all items were **Approved**.

- a. Changes/additions to Agenda or order of Agenda: None
- b. Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment.
- c. Additional bill for Michael Moore \$130 landscaping bill

Approve Contracts for next Year* -Authorize President to sign contracts from August 31, 2010 to August 31, 2011 with one year extension options for the following:

- Dave Caldwell: CC&R Manager
- Jamie Clark: HARC/Landscape Manager
- Elizabeth Mathern: Administrative Assistant

VIII. President's Report- Chris Brittle

- a. Chris Brittle reported on organizational discussions with Board members, new Board Committee assignments and vacancies that need to be filled
- b. Changes to the HPOA website to update it for new Board members and Officers
- c. Attendance of last Vallejo City Council meeting for Park item and HID Bond levy
- d. Work on preparing the Annual Letter that goes out with the yearly assessments.
- e. Reserved meeting room with HB Golf Course for the next year

IX. Treasurer’s Report--Ian Forsyth

The past month we had \$4,391 in bills and ended with \$24,700 in the Checking account and \$67,000 in CD’s. A late bill came in for Michael Moore, landscape contractor for \$130 and this will be paid. We will be putting \$15,000 from Checking into a First Bank 9 month CD earning 1.05%. There are 23 accounts in collection, and during the last month one account paid in full.

X. Committee Reports

a. CC&Rs/Verification Committee*—Dave Caldwell/Doug Eeten

1. CC&R Violation Summary

Number of Courtesy Letters Sent	11
Number of Final Letters Sent	4
Number of Violations on Hold	6
Number of Violations which were resolved	15
Recommended for Fine (Closed Session Hearing)	3
Emails answered/sent	42
Phone calls	2
Next Verification Drive:	July 27
Foreclosed Home Program	no items to report
# of homes tagged for violation	
# of homes not in compliance & scheduled for hearing	
# of Realtor/banks called	
# of homes that came into compliance	

2. Status of new CC&R database project:

Doug would like to test Basecamp on a 30-day trial period. It seems to have a lot of what we need in terms of recording violations, sending letters, attaching pictures, keeping track of fines, etc.

3. Review revised letters*: Courtesy Notice, Final Notice, Its Time to Paint, Illegal parking of cars on pads, New Owner Letter and Helpful Hints

Chris mentioned that the CC& R letters had been revised to hopefully obtain greater degree of compliance without relying on fines. He felt it was important for the new Board to have input on the letters and asked for any comments within a week so we can start sending them out. Eli suggested looking at Vallejo’s Code Enforcement laws and using these in addition to citing the CC&R violations to show homeowners that it is not just the CC&R’s that they are violating in some cases. Doug thought this would be good for the more egregious violations.

Richard Terrill mentioned there had been a complaint made at the Welcome Center, 2245 Willow Creek. Eli was going to follow up on this a report back on status at the next meeting

b. Hiddenbrooke Maintenance District Advisory Committee--Eli Cronbach

- **HMD Budget for next year:** The budget is \$715,000 which includes the Welcome Center
- **HMD Levy for next year:** The Council approved an increase in the HMD Levy to \$610 per household
- **Progress with City on reducing overhead cost allocation to HMD:** Getting the City to reduce its \$130,000 overhead allocation (39.5% of costs) is a difficult task as the overhead formula applies the money in direct proportion to cost. The \$130 K consists of about \$88,000 in overhead and \$41,000 for City landscape inspection services. The HMD Advisory Committee is trying to reduce direct costs to reduce the overhead allocation and to put more money into reserves for future projects.

- **Results of Landscape Maintenance contract bidding:** The successful bidder was New Image, but it unclear whether they are really capable of doing the work. D&H continues to perform the landscape maintenance on a month to month contract extension.
- c. **Hiddenbrooke Improvement District Advisory Committee--Eli Cronbach**
- **City action to reduce this year's levy:** The City Council voted to spend \$500,000 this year to reduce the annual levy, giving homeowners a tax reduction of about 20% on their HID tax. The Council also voted to call \$1,000,000 in bonds to reduce the outstanding debt and the annual debt service, which should also reduce future year taxes. The HID bond fund will continue to collect more taxes than required for debt service and hopefully this will lead to future tax reductions as well.
 - **City's proposed capital improvement projects/process for seeking community input:** There are \$3 million in reserves that can be used for capital projects. The City proposed keeping \$2 million of this money in reserve for future road repairs as the City has no money to do this work; also the City proposed using \$500,000 to install new LED street lights and \$400,000 in erosion repairs to St. John Mine Road. The City did not take any action on these projects at their June meeting, and hopefully Hiddenbrooke residents will have an opportunity for more input. The money for a new Park is in a separate account, and there is adequate money in this account to pay for a Park. It was suggested by Eli that HPOA use the website to put up information on correspondence from HPOA to the City so that residents can see what positions the Board has taken.
- d. **Welcome Center --Eli Cronbach**
- **Transfer to HPOA:** City signed contract with HPOA to manage, effective July 1. The Welcome Center receives about \$172,000 from the HMD funds, which are used for the All Phase contract (\$154K), operations (\$11K), and repair and maintenance (\$10K).
 - **Insurance;** HMD will be charged the extra cost to HPOA for liability insurance.
 - **Welcome Center Committee members;** The Committee will consist of Eli (HPOA Liaison), Richard Terrill (Welcome Center Manager), Alan Wildermuth (specializing in contract issues), and Sasha Jain.
 - **Report on HCA Security Committee discussions:** The Neighborhood Watch signs will be going back up soon and the City will do this at no cost to Hiddenbrooke.
 - **HPOA involvement in getting emergency response time data.** Eli mentioned that the emergency response times are going down with attrition in the police and fire departments. We need to document the decline in response times to make a case for better service and possibly changes in current service arrangements. He requested that the Board and HCA co-sign a letter to the City requesting a breakout of response time information for Hiddenbrooke, because they will not provide it without an official request. The Board concurred in this approach.

Richard Terrill, Welcome Center Manager, mentioned that a new camera has been installed which looks back at the main intersection and is providing very clear pictures. He noted that the cones are to slow traffic down. Various repairs are planned for the WC, including a new ceramic floor, the double opening outside door, and some paint touch up. Vallejo police have recently been in Hiddenbrooke giving out tickets for people using cell phones, no seat belts, and running the stop signs at the Welcome Center and the main intersection, as well as speeding on the main road.

- e. **HARC Report--Chris Brittle**
- **First meeting of Sign Committee** (investigating options for a permanent message sign) Chris said Joyce Estes had conducted the first meeting, and that an LED message sign appears too expensive. They will likely be looking at a lighted message board with movable letters. The sign would have a stone base and the Committee is looking at a

location on the right of the parkway just after you pass through the Welcome Center. The Golf Course may be willing to contribute.

Jason reported that the main item of discussion at the July 20 HARC meeting was a house on Landmark that had not had their colors approved when the changed colors from the original.

f. HCA Liaison Report--Chris Brittle

- **July Board meeting report:** HCA will be starting a Welcome Committee to greet new homeowners and provide them with important information about the community, including the CC&R's. Randy Foo is taking the lead. He will need information from us when a home sells and there is a new owner, which Desiree will provide.

XI. Old Business

a. Approve Mission Statement (latest draft):

The Hiddenbrooke Property Owners Association (HPOA) is a volunteer, non-profit corporation that endeavors to promote the common good, general welfare, and community upkeep for Hiddenbrooke residents by keeping the community informed about the Covenants, Conditions, and Restrictions and actively working on compliance. Our goal is to enhance the beauty, livability, property values, and security of our community.

Motion: Approve above Mission Statement for publication as needed on the webpage and in HB-TIMES. The motion was **Approved**

The Board felt we could use the message in a number of different ways, and include it in the next HB –TIMES community newsletter & HPOA Web site

XII. New Business:

a. New Sub Committee -Should the Board form a Sub Committee to review Fine and Collection policies and bring recommendations to the Board? The Board agreed to form a Subcommittee. Chris noted this is timely as the next batch of homeowners being recommended for Collection will be coming in August. He thought that one or two meetings would be all that would be necessary for the Subcommittee to bring recommendations forward to the Board. He suggested the core Subcommittee would need to include himself, Doug, and Ian, but invited any other Board members who were interested to participate.

XIII. Upcoming Board Items/Events

- September HB-TIMES** (August 5 deadline for articles, printing should be done by mid-August)
- Approval of Delinquent Accounts to collection** (August meeting)
- Fill Board Committee vacancies** (August meeting)
- File income taxes**
- National Night Out: August 3** (HPOA paying for the Band)

Maria said she would like to see the issue of Basketball hoops in front yards go on the Agenda for the next meeting, as some residents had expressed frustration over the lack of recreational outlets for their children in the summer; the CC&R's don't allow hoops in the front yard. Eli noted that the City doesn't allow them in the streets. Maria also said that communications on HB-NEWS sometimes do not show respect for other community members points of view, and noted that if a Board member posts, it will reflect on the whole Board.

XIV. Next Meeting Date: Thursday, August 26, 2010 at 6:30 p.m. at the Library.

XV. Adjournment: The meeting was adjourned at 8:45 pm.

Attachments sent to Board for various Agenda items on file.

Hiddenbrooke Property Owners Association, Inc

Financial Management Report June 2010

Board Meeting July 22, 2010

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Total Owner Deposits for May	\$ 2,337.58	
CD Redemption	\$15,070.11	
Checking Balance 06/30/10	\$29,091.64	
Deposits thru 7/15/10	\$1,170.00	
Current Checking Balance (As of July 15, 2010)	\$29,091.64	
Checking Balance after payables	\$24,700.01	
Current Certificates of Deposit		
FB Matures 3/8/11 9 - Month	\$20,000.00	@1.1%
FB Matures 10/07/10 5 - Month	\$17,000.00	@1.05%
FB Matures 10/10/10 12 - Month	\$15,000.00	@1.10%
CDARS Matures 8/5/10 12 - Month	\$15,000.00	@0.85%
Total CD Value	\$67,000.00	
Bills to be Approved		
Valley Management Services	\$1700.00	
2nd quarter reimburse stmt fees	\$1015.92	
Total VMS		\$2715.92
Jamie Clark	\$ 50.00	
Dave Caldwell	\$ 537.76	
Elizabeth Mathern	\$ 499.35	
O'Kane & Tegay Insurance	\$ 31.00	
Ben Heveroh-Band National Night	\$ 500.00	
Kathy Wildermuth - plaque	\$ 57.51	
Total Checks	\$4,391.54	

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Financial Management Report June 2010

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Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Phone Calls Month to Date HARC Questions/Complaints /Clarification/Title/Appraiser info. only	TOTAL = 33
Fines	ON HOLD
Delinquent Accounts Accruing Interest and Late Fees Approx.	193 - Approx

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. June 2010	11
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HPOA annual assessment was applied to all homes. Statements were printed then gone through by hand checking for any that needed additional attention. Any statements pulled were researched and or corrected and mailed. Annual President's message was printed on colored paper and enclosed with statement and return envelope.

Created spreadsheets to balance Meritage sales and Summit lots with database. Billed Meritage with cover letter showing how their share was allocated.

Updated spreadsheet for interest accrual and emailed to Joyce with supporting documents preparing to close year and compile tax information.

Researched each account with a credit balance after annual billing and application of pre-pays to check that payments were correct. Accounts with credits need to be addressed.