



MINUTES
Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Thursday, August 26, 2010
6:30 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, called the meeting to order at **7:55 p.m.**

III. Attendance/Introductions

- a. Board Members present: Chris Brittle, Kathy Wildermuth, Maria Andrews, Ian Forsyth, Eli Cronbach
- b. Service Providers present: Dave Caldwell, Valley Management Services, Elizabeth Mathern
- c. Invited Guests: None

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

- a. **Collections** – No items to report
- b. **Member Discipline**—Hearings & Fines
 - i. Meet & Confer hearings conducted: 1
 - ii. Reimbursable Assessments levied: 0
 - iii. New Fines Assessed: 2
 - iv. Problem Homes Discussed: 8

V. Approve Minutes*

Board of Directors Meeting on July 22, 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.*

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

VIII. President's Report---Chris Brittle: No report was given due to time constraints

IX. Treasurer's Report--Ian Forsyth

- a. Checking Account and CD balances: approximately \$41,000 for Checking and \$67,000 for CDs
- b. Collections (accounts in collection; payments received): No report

- c. Fines (to be discussed under Item XIb, below)
- d. Other items concerning the Financial Report *(Financial Manager)
- e. Suggested revisions to Collection Letter*-No comments on revised letter
- f. Delinquent Accounts to Be Sent to Collection*

Motion: Approve accounts listed below to be sent to collection and notify homeowners via certified mail. These accounts owe at least 3 years in past due assessments and over \$250 in fees and interest (listed by parcel number): **Approved**

182-151-090; 182-111-190; 182-121-060;182-422-200; 182-164-080; 182-330-500; 182-351-220; 182-171-400; 182-173-050;182-164-060; 108-340-490

X. Committee Reports

a. CC&Rs /Verification Committee*—Dave Caldwell, Elizabeth Mathern

1. CC&R Violation Summary

Number of Courtesy Letters Sent	48
Number of Final Letters Sent	10
Number of Violations on Hold	14
Number of Violations which were resolved	27
Recommended for Fine (Closed Session Hearing):	2
Emails answered/sent:	83
Phone calls:	5
Next Verification Drive:	Sep 14

2. Foreclosed Home Program

Number of homes tagged with violation notice:	2
Number of homes not in compliance-scheduled for hearing	0
Number of realtors/banks called:	0
Number of homes that came in to compliance:	1

3. It's Time to Paint--time limits for homes with new owners (discussion): There was discussion about how to address this issue with new owners who may not be able to pay for fresh painting right away. The Board deferred this to the Fine Subcommittee to develop a policy and bring back a recommendation.

b. Hiddenbrooke Maintenance District Advisory Committee* -Eli Cronbach

Eli summarized the minutes from the August 25 HMD Advisory Committee meeting where the following topics were discussed: status of retaining new landscaping maintenance contractor for HMD areas of Hiddenbrooke; next year's rehabilitation projects, city plans for erosion repairs to the St John's Mine Road utility corridor; continued review of options to lower the overhead charged by the City to HMD, and future improvements to the Welcome Center. There are questions about the ultimate cost of the utility corridor project. Eli also noted that there was a request to reappoint current members of the Advisory Committee whose terms are expiring (see action below).

c. Hiddenbrooke Improvement District Advisory Committee

Follow up on putting information on HPOA website (Brittle, Mathern) - This work is still in progress; a new tab for the HID information will be added in the future.

d. Welcome Center --Eli Cronbach

- Follow up on letter requesting emergency response time data from the City: Eli indicated that a letter was in process, and he will provide a draft for review shortly. The letter would be co-signed by the Presidents of the two Boards. Eli noted that he and Richard Terrill (Welcome Center Manager) were working on getting bids for some improvements to the floors and door of the Welcome Center.

- Report on HCA Security Committee discussions-no information to report
- e. **HARC Report** (none, no meeting in August)
 Additional information from Sign Committee investigating options for a permanent message sign (Brittle). Chris showed a picture of the sign that is currently be considered for installation with the location being to the right of the Welcome Center as you drive into Hiddenbrooke (same location as current temporary sign).
- f. **HCA Liaison Report** –Jason Alabanza (absent, so no report given)

XI. Old Business

- a. **Initial Report from Subcommittee on Fines and Collections* (Brittle, Forsyth)**
 Chris summarized some of the initial recommendations from the Subcommittee. Another meeting will probably be held and then the full set of recommendations will be brought to the Board for consideration and action. One issue that needs follow up is how to handle fines on homes that have been sent to Collection. Chris noted that Doug Eeten is interested in discussing with the Board the possibility of having each Director responsible for one or more neighborhoods in Hiddenbrooke to help oversee CC&R monitoring and enforcement
- b. **Board Committee appointments for next year (see attached)**
 This is a pro-forma item of business that is done every August. The HPOA board officially appoints members to the various committees. The only major vacancy is the Chair of the Nominating Committee. As discussed above, the HMD Advisory Committee would like all current members whose terms are expiring to be reappointed and their terms extended. Motion
Approved

XII. New Business

- a. CC&Rs and basketball hoops in front yards (Maria Andrews)-Maria stated the general concern was the lack of recreational outlets for children in the community There was some discussion about the issue of basketball hoops in the front yard. The Board requested that the Fine Subcommittee address this issue in their recommendations to the Board.
- b. Report on changes to website (Elizabeth Mathern) - Elizabeth reported on changes/updates to website. She noted that there is still quite a bit of work to do, including a full review of all the documents posted on the site. Many documents have outdated information that will need to be corrected and then the documents reposted.
- c. Cost of moving HPOA computer to off site server (Ian Forsyth) - Ian Forsyth has researched the cost of a web-based hosting of the HPOA computer system. The company is called Orcsweb. There was discussion about how much memory is needed which will influence cost. The Board felt that this was a promising way to go and asked Ian to continue to investigate options.

XIII. Upcoming Board Items/Events

- a. September HB-TIMES mailed out at end of August
 b. Send certified letters to delinquent accounts
 c. File income taxes by September 15

XIV. Next Meeting Date: Thursday, September 23, 2010 at 6:30 p.m. at the Library.

XV. Adjournment

* **Attachments for Board members:** July Minutes, August Financial Management Report (sent separately by VMS), revised Collection letter (draft), List of Board Committees and members, meeting notes from Subcommittee on Fines and Collections, minutes from 8/9/2010 HMDAC meeting, list of delinquent accounts to send to collection (to be provided by VMS).

Hiddenbrooke Property Owners Association, Inc

Financial Management Report July 2010

Board Meeting August 26, 2010

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits for July, 2010	\$25,438.03
HB Times Ads	\$ 200.00
HARC fees	\$ 200.00
Total Deposits July, 2010	25,838.03
Checking Balance 07/31/10	\$41,296.49
Checking Balance after payables	\$37,025.49
Owner Deposits thru 8/16/10	\$12,298.26
CD Redemption	\$15,000.00
Current Checking Balance (As of August 16, 2010)	\$52,837.06
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	\$1535.00
Jamie Clark HARC Approvals	\$ 962.00
Dave Caldwell	\$ 371.60
Elizabeth Mathern	\$ 461.97
State Francise Board	\$ 10.00
<u>Owner overpayments</u>	
Kevin Jai	\$ 150.19
Mary Vallarta	\$ 90.37
Michelle Nelson	\$ 175.00
Rebeca Uhlich	\$ 324.36

Welcome Center Bills	
Richard Tirrell	\$106.22
Culligan Water	\$12.95
AT&T Phone	\$71.34
Total Checks	\$4,271.00

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Financial Management Report July 2010 Board Meeting August 26, 2010

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 = 24
Fines	ON HOLD
Deliquent Accounts Accuring Interest and Late Fees Approx.	

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. July 2010	3
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NOTE: CDARS CD for \$15,000 matured on 8/5/10. Opened new First Bank Promo CD for \$15,127.69 that matures on 5/5/2011 at 1.05%.