



## MINUTES

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, October 28, 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—Meeting called to order at 7:30 pm  
The Open Session will begin at 7:15 p.m., or at the end of the Closed Session if completed earlier

### III. Attendance/Introductions

- Board Members present: Jason Alabanza, Maria Andrews, Chris Brittle, Eli Cronbach, Kathy Wildermuth
- Service Providers present; Dave Caldwell, Valley Management Services (Desiree Conley), and Elizabeth Mathern
- Invited Guests: Richard Tirrell (Welcome Center Manager)-Not present; on vacation

- 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 and Confer hearings conducted: 2 (I had both the Lewis's & the satellite wires guy)
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 5
- iv. Problem Homes Discussed: 1

### V. Approve Minutes\*

- Board of Directors Meeting on September 23, 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.*

-There were no requests to speak

### VII. Consent Calendar and Approval of Agenda

*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. Items approved by Email vote after last meeting as a quorum of Directors was not present (Alabanza, Brittle, Forsyth, Eeten, Wildermuth): **Approved.**
  - Minutes of August 26 Board meeting
  - Pay the following bills:
    - Valley Management Services: \$1,700.00
    - 11 Pre-collection Certified mail letters: \$110.00

- Dave Caldwell: \$634.38
- Elizabeth Mathern: \$544.00
- Michael Moore: \$165.00
- Checks to Owners for Overpayments
  - Mary Vallarta: \$90.37
  - Michelle Nelson: \$175.00
  - Rebecca Uhlich: \$324.26
- AT&T (Welcome Center): \$157.65

b. Bills to be approved for payment\* --See Financial Management Report from Valley Management Services with listing of invoices for payment. **Approved**, except the Board will not need the annual subscription for Go to My PC next year as we will be using the new server instead. Joyce Estes paid via credit card, and Desiree will ask her to reverse the charges.

**VIII. President's Report**---Chris Brittle --Jim Libien of the HCA Park Committee has requested that we identify members of the Board who can attend a November 15 meeting of the HCA Park Committee. Ian, Kathy, and Desiree said they could attend, and Eli would try to attend. Chris also reported the Police Department had replied to the joint letter from HCA and HPOA requesting emergency response time data saying they did not have the manpower to provide the data. Brittle indicated that he hoped Board members would follow up on the Action item list Maria prepares after each meeting and that he refers to it to determine what follow up is needed if he is not aware of any action occurring. Go Giants!

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

- a. Checking Account and CD balances--\$30, 295 in checking and \$97, 127 in CDs; two CDs were rolled over in October.
- b. Collections Report—per VMS table discussed in Closed Session, two homes in pre-collection have agreed to pay the full assessment amounts owed. There are twelve (12) homes from 2009 still in collection.
- c. Fine Report--\$700 assessed in fines last month; no payments received
- d. Other items concerning the Financial Report \*(Financial Manager)
- e. New Business Debit Card-use and controls—VMS will still need Board approval for any items charged to the debit card, so there will be the usual controls in place.

**X. Committee Reports**

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

i. CC&R Violation Summary

Number of Courtesy Letters Sent	43
Number of Final Letters Sent	17
Number of Violations on Hold	20
Number of Violations which were resolved	53
Recommended for Fine (Closed Session Hearing):	4
Emails answered/sent:	155
Phone calls:	12
Next Verification Drive:	Nov 16*

\* Kathy Wildermuth will participate

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	4
Number of homes not in compliance-scheduled for hearing	
Number of realtors/banks called:	1
Number of homes that had landscape work performed:	3

**b. Hiddenbrooke Maintenance District Advisory Committee - Eli Cronbach**

-Update on Landscape Contract-D& H has been continuing to maintain the landscape on a month to month basis. City has selected New Image to do the work going forward and the matter is scheduled for the November 9 Council meeting.

-Hiddenbrooke Utility Corridor Project\*-The City has proposed a \$150,000 project to prepare plans and permits to repair erosion damage along St John's Mine Road. The money would come out of the Developer reserve in the HMD fund. Eli expressed concern that the ultimate cost of the project is not known and could be \$500K to \$1 million and there is the possibility that the City could seek additional funding from the HID fund.

**c. Hiddenbrooke Improvement District Advisory Committee - Nothing to report**

**d. Welcome Center – Eli Cronbach—** A new floor was installed and additional work in planned to fix the main door. There is a need for clarification of the roles of the Welcome Center Manager and Board Liaison.

There was discussion about the orange cones in front of the Welcome Center that were recommended by the Vallejo Police Dept. and are intended to slow down cars as they approach the Welcome Center. It was suggested that the Welcome Center Committee should address the issue first and bring some different options/ recommendations to the Board for future consideration. Brittle reported that HCA approved the purchase of a radar gun to get information on speeding cars on Hiddenbrooke Parkway.

**e. HARC Report – Jason Alabanza; no report**

Brittle mentioned that the Summit had submitted plans for a new sign for their monument, which were approved by HARC.

**f. HCA Liaison Report – Chris Brittle—**The Charity Golf Tournament was a big success and more money was generated for the charity than last year. The Welcome Committee is functioning well and going out to new owners, such as those in the Summit. Randy Foo would like to get new owner information from Desiree as soon as possible to assist the Welcome Committee in identifying new residents to contact.

**XI. Old Business**

Updated CC&R Violation Procedures\* –Doug Eeten – The Board is considering revised CC&R procedures to realign responsibilities and roles and improve recordkeeping.

**Motion:** Approve new CC&R procedures

On recommendation from Brittle, the Board agreed to postpone discussion to the next meeting when Doug Eeten can be present. He noted that the CC&R procedures and the roles of the Board members in implementing these procedures depend on which database we end up using to track the CC&R process. Desiree reported she is working with TOPs representative to schedule a demo on the TOPs CC&R module.

**a. Updated Fine Policies\* -Doug Eeten**

The Board is clarifying its fine policies to ensure consistency in future applications.

**Motion:** Approve new Fine policies

Brittle recommended this item also be postponed until Doug Eeten could be present, and the Board agreed.

- b. Progress with updating website -Elizabeth Mathern—Not discussed, as Elizabeth had to leave early.

**XII. New Business:**

- a. Cost of Moving HPOA computer to a new server - Ian Forsyth  
The HPOA computer is becoming less reliable and will eventually need to be replaced. Moving the HPOA computer to an off-site server will improve Board access to information and will provide automatic backups. Security will be provided through a new virus protection program.

**Motion:** Approve additional cost of about \$1,500 to host HPOA Computer on new server, plus virus protection.

After some discussion about what will be done with the current HPOA computer and the backup provided on the new server, the motion was **Approved**

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

- a. Meeting of HCA Park Committee on November 15 at Clubhouse
- b. City Council Meetings on Hiddenbrooke Utility Corridor Project (Oct 26, Nov 9)

**XIV. Next Meeting Date:** Thursday, December 2, 2010 at 6:30 p.m. at the Library.

**XV. Adjournment**

\* **Attachments for Board members:** September Minutes, October Financial Management Report (sent separately by VMS), draft CC&R Violation Procedures, draft Fine Policies, Council Resolution on Utility Corridor Project

***The Minutes of the meeting were approved by the Board of Directors  
on December 2, 2010.***

***A signed certified copy of the Minutes is on file.***

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