



MINUTES

**Annual Meeting
Hiddenbrooke Property Owners Association, Inc.
Tuesday, June 26, 2012
7 p.m.
Hiddenbrooke Club, Palmer Room**

1. Welcome and Introductions

Chris Brittle, President, called the Annual Meeting of the Hiddenbrooke Property Owners Association to order at 7:13 pm and welcomed those in attendance. He indicated that the main purpose of the meeting was to elect new Directors to the Board for the next year and to update members on activities of the Hiddenbrooke Property Owners Association over the past year. A handout was distributed with the Agenda and HPOA “Highlights” on one side and next Year’s Budget on the other.

Chris Brittle introduced the Board members in attendance—Maria Andrews, Kevin Smith, and Kathy Wildermuth- and recognized the work of Richard Audette (Director, HARC) who left the Board during the year when he moved out of state. Chris also thanked Kathy Wildermuth (Vice President), who will be leaving the Board for her invaluable assistance.

Committee chairs in attendance were next introduced: Mike Baldwin (HMD Advisory Committee), Byrne Conley (HID Advisory Committee), and Jamie Clark (Hiddenbrooke Architectural Review Committee).

2. Opening Remarks by President

Chris Brittle noted that HPOA has been gradually accepting more responsibilities over time, starting with the transfer of the HMD Advisory Committee from HCA to HPOA, then the transfer of the job of managing the Welcome Center, and most recently the transfer of the Park Committee. The upcoming reports from the Board and Committee Chairs will cover specific areas in more detail, but he wanted to highlight some items that are important and may not get covered:

- Major improvements in the CC&R process over the past year and start of inspection drives in the four local homeowner associations
- The hiring of a new local landscape contractor (Steve Davis) to maintain front yards of foreclosed homes
- HPOA is now paying for trash pickup on I-80 near the main interchange, as well as weeding the interchange area near the park and ride lot
- HPOA continues to contribute to National Night Out (\$500)
- In October 2011, HPOA organized a community meeting to provide input to the City on plans to improve the I-80 American Canyon/Hiddenbrooke Parkway interchange
- HPOA was instrumental in getting the City to seal the cracks in the streets, which will contribute to a longer pavement life; Joyce Estes and Chris Brittle sent pictures to the City illustrating the deteriorating pavement condition.

He also mentioned that the topic of the winding down of the Hiddenbrooke Community Association (HCA) will be discussed in the HCA portion of the meeting, but that HPOA has collaborated with HCA on the idea and is receptive to having their committees come over to HPOA at the end of the year.

3. Determination of a Quorum

Vicki Idlor, Election Committee Chairperson, confirmed that there was a quorum of members for the election (100 members needed for a quorum).

4. Election of Directors

Chris Brittle announced the candidates for the 2012-2013 Board and introduced the two new candidates who have agreed to run for election on the Board—Trevor Macenski (Summit) and Vicki Medina (Orchards).

- Chris Brittle (incumbent)- one year term
- Trevor Macenski – two year term
- Vicki Medina – two year term
- Heather Scott (incumbent) – two year term

Chris Brittle asked if there were any nominations from the floor, and as there were none, there was a motion to close the nominations, a second, and the motion carried.

It was then moved and seconded to accept the four nominees for election, and the four candidates were then duly elected to the HPOA Board.

5. Reports from Board and Committee Chairs

- Mike Baldwin (HMD Advisory Committee) - Mike mentioned the purpose of the HMDAC was to provide input to the city on landscaping maintenance of the common areas. The annual budget is about \$700,000 to \$800,000 a year, and the HMD property tax is \$610.80. Part of the Budget also funds the Welcome Center/security guard service which HPOA manages. The Committee's main areas of involvement over the past year have been improving the landscaping around the monuments, getting plans prepared by the City for improvements to the appearance of the entryway, replanting needs in the median strip of the Parkway, and monitoring performance of the City's landscape contractor, Coast. In response to a question from a member, Mike said that the additional fees charged by the City were about \$43K for landscape inspection services and \$70K for overhead and overall extra charges are around 23-25% of direct costs.
- CC&Rs - Dave Caldwell, CC&R Manager, provided activity statistics for the year: 661 Courtesy Notices sent, approximately 300 Final Notices sent, 212 phone calls answered, and 598 homeowners came into CC&R compliance after receiving notices. There were more Cease and Desist letters sent out than normal this year for not obtaining landscape approvals before starting work. Maria Andrews discussed how the new TOPs software program being used by HPOA is improving the organization and efficiency of the CC&R work, that Courtesy and Final Violation letters can be sent directly from this program, and that photos from the inspection drives are attached to these letters to make it easier for the homeowner to see the problem.
- Hiddenbrooke Architectural Review Committee - Jamie Clark reported that, as always, it is hard to get the message out that changes to a home/yard must come to HARC first for approval. HARC reviewed 31 landscape plans over the past year, 1 solar project, 1 satellite dish, 11 paint applications, 4 requests for front yard tree removal, 1 greenhouse, and issued 8 Cease and Desist letters. She also talked about the ongoing issue with the deteriorating condition of fences and the need to protect and re-stain them for a longer life. This situation results from the original fences being constructed using bare, unprotected wood.
- Welcome Center- Richard Tirrell, Welcome Center Manager, reported that the All Phase contract for unarmed security guard services will be renewed for the 2nd year of their 3 year contract. He gets daily reports from All Phase as to what is going on in the community. The Welcome Center has an AED which is either at the Welcome Center or in the guard truck, but make sure to call

911 first for assistance. The Welcome Center cameras (4 taking inbound pictures and 4 outbound) continue to work well with the recording of vehicle license plates. A member said that there was a need for more Deer warning signs due to the high incidence of collisions between cars and deer crossing Hiddenbrooke Parkway.

- Hiddenbrooke Improvement District Bond Advisory Committee – Byrne Conley, Chair of the HID Advisory Committee, discussed the history of the improvement district bond levy on Hiddenbrooke property taxes and noted that some neighborhoods have had their taxes reduced or eliminated through prior developer contributions. The bond was refinanced in 2004 to a lower rate, but the debt service payments by Hiddenbrooke residents were not reduced, creating a surplus. In 2010 the City called \$1 million of the outstanding bonds and also approved a \$500,000 tax reduction to Hiddenbrooke residents in FYE 2011 and FYE 2012, which is roughly the amount over -collected each year. Projects being discussed for the remaining \$3 million surplus include use of the money for street repairs over the life of the bond, erosion repairs to St John 's Mine Rd (\$300K to \$700K, depending on wetland mitigation requirements), LED street lights to save electricity (around \$200K, and the Committee has asked for a test installation to gauge resident reactions), and the installation of 4 solar powered radar speed signs (\$40K, planned for the Summer). The surplus could also be used for capital improvements such as the new Park. The City has issued the latest Draft Improvement Levy report which will be posted on the Hiddenbrooke website, and due to delinquency rates on property taxes as well as some unknown costs for the projects above, is not recommending a reduction in the bond levy on the property tax bills this year. The Committee's overall goal is to work with the City to get agreement on a long term plan for use of the surplus bond funds.
- Budget – Ian Forsyth, HPOA Treasurer, was called away on a business trip, so the Budget report was given by President Chris Brittle. HPOA is in sound financial shape with \$125,000 in cash at the end of the Fiscal Year. Dues will remain the same as last year, which is \$55 (the CPI inflator would allow a maximum annual assessment of \$59). The main source of income is from the annual dues (\$64K) and the main source of expenses is the contractor expenses (\$40K). Other major income and expense items were briefly discussed. The Board continues to send homeowners who are delinquent in their dues to Collection, although the Board does not like taking this action.

6. Questions/Discussion

As the length of the meeting was starting to encroach on the HCA meeting time, Chris Brittle suggested that anyone with additional questions could come see a Board member during the break.

7. Final Vote Count

Vicki Idlor, Election Committee Chairperson, reported that the final ballot count was 138 ballots received (which was later corrected to 141).

8. Adjournment

There was a motion from the floor to adjourn the Annual Meeting of HPOA, a second, and the motion passed unanimously. The meeting was adjourned at 8:15 p.m.

**The Minutes of the meeting were approved by vote of the Board of Directors
on July 26, 2012.**

A signed certified copy of the Minutes is on file.