



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, January 22, 2009 Time: 6:30 PM
Location: Library – Hiddenbrooke Golf Club
Call 707 644-0922 for Owner/Guest Reservations

(Board will adjourn to Closed Session as needed for Fines and Fine Hearings.)

1. **Call to order:** The meeting was called to order by Joyce Estes, President, at 6:30PM. A quorum was present.
2. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Ian Forsyth, Chris Brittle, Laura Kazaglis, Vicki Idlor, and Margarita Fernandez
 - b. Board Members Absent: Kathy Wildermuth (can be available by phone)
 - c. Advisory Board:
 - d. Independent Contractors Invited:
Desiree Conley, Valley Management Services – Financial Management (Absent)
Kim Dowdall-Johnson, KD Logistics, Assistant Manager
Dave Caldwell, CC&R Management
 - e. Also Attending: HCA Board Members: Kevin Elliott, Sasha Jain, Jim Libien, and Richard Tirrell. Owner Stephanie Elliott.
3. **Approve Minutes: Approved**
 - a. Board Meeting Minutes of December 4, 2008.
4. **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 minutes. Secretary will track the time.*
5. **Special Presentation: HCA Proposals re Web Page & Neighbors:** Kevin Elliott, Sasha Jain and Jim Libien spoke at 7:30 pm. See item 11a for details.
6. **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:** None
- b. **Correspondence Received:** None
- c. **Votes Conducted by Email:** None

See bills next page

d. **Bills to be approved for payment for November: Approved**

Payee	Description	Amount
Valley Management Services	Jan. Fee	\$1,700.00
	Statement fees	735.54
	New Owner Letters	168.64
	Transfer Fees owed	200.00
David Caldwell	N/A off in December	
Jamie Clark, Clark Digital Arts	January web maintenance	50.00
Kim Dowdall Db a KD Logistics	N/A off in December	
HCA	Neighbor's – Dec. President's message	300.00
Joyce Estes	Reimburse actual costs for Form 1099's	14.30
Total Bills To Be Approved for Payment		\$3,168.58

7. **Officer's Reports**

- a. President Joyce Estes
Library heating system and controls-for future reference, controls are in the men's room.
Actual story re confusion between HCA and HPOA
- b. Vice President Kathy Wildermuth
- c. Secretary Margarita Fernandez
- d. Treasurer Ian Forsyth

8. **Financial Management Company** – Desiree Conley-Absent

Status of new owner letters for 2008--68 letters went out in January
Considering using Condosearch.com
Discussion of taking owners to small claims court if over 5 yrs. delinquent in assessment fees—Joyce to check if worth pursuing

9. **Committee Reports**

a. **HARC** –Chris Brittle : **NONE**

1) Golf Ball Netting – referred to the City of Vallejo. No new updates.

a. **CC&R Manager/Verification Committee** – Dave Caldwell - Verification Drive

- 1) Number of Courtesy Letters Sent **11**
- 2) Number of Final Letters **0**
- 3) Number of owners who came into compliance **23**
- 4) Discussion of problem homes-two are on a "watch" list; including an RV and Truck.
- 5) Review latest list of foreclosures – Joyce

- b. **15 Day Notice to Correct CC&R Violations** (Pre-foreclosure, foreclosed or vacant homes). – Kim Dowdall

- 1) Number of homes tagged with violation notice--**0**; 2 “heads up” calls to realtors
- 2) Number of homes now in compliance --**all**
- 3) Number of homes with maintenance done--**0**
- 4) Any problem areas—no
- 5) Joyce to provide Kim with new gardener info

- c. **Neighbors** – Joyce. Next Issue due out Feb. 1st.

- d. **HCA/HPOA Joint Committee** – Dec 9th Meeting — Joyce for Kathy

Joyce and Kathy’s Meeting notes sent via email on December 11.

- e. **Web Page** – Joyce. The disclaimer on the old web site has been lost. For now this is what it says:

Information presented on this web site is collected, maintained, and provided for the convenience of Hiddenbrooke owners, buyers and sellers by members of the voluntary Hiddenbrooke Community Association and the mandatory Hiddenbrooke Property Owners Association, Inc. While every effort is made to keep such information accurate and up-to-date, neither Association certifies the accuracy of any information that is provided on this web site. We encourage all who read it to do their own research and/or obtain their own advice from their legal advisors.

- f. **Nominating Committee:** Paul Norberg (Chair), Nancy Foo, Regina Lau and Bob Kile (advisor). Joyce told Paul to expect three openings on the Board as Ian Forsythe has said he was willing to run for a second term. Ed Pryal, Knolls, is willing to run.

10. **Old Business-None**

11. **New Business**

- a. **HCA Web Page Proposal**-The Board discussed the proposal and asked Ian and Joyce to draft a response which should include many of our questions. A decision will be made on the proposal when our questions have been answered.
- b. **Assessment for 2009-2010.** The attached worksheet was drafted by Joyce Estes and checked by Paul Norberg. There is no increase in the HPOA annual assessment.

Motion: To approve the assessment for 2009-2010 of \$55.00. **Passed**

c. **Communication** – Joyce

Bylaws and CC&Rs requires some minimum communication with owners which might be satisfied by a quarterly letter to owners if or when Neighbors is discontinued. Suggest using the 3rd month of the quarter but delay sending March letter each year until the nominating committee has names. Size would be 4 pages unless some limited advertising is included in which we might go to a standard 8 pages every quarter.

March	List of nominees for Board, Annual Assessment and Budget
June	Ballot with bios
Sept	Financial Statement for prior year
Dec	Rules & Regulations (currently done in October) or include in another mailing and only do 3 letters and/or divide and put some in June to better balance the information.

d. **Domain Name**—Does HPOA need their own domain name? The Board is undecided but if we need one the cost is very reasonable...\$7 on godaddy.com per lan.

12. **Closed Session – CC&R Fines** – Dave Caldwell

a. **Recommendations for Fines--New and Continuing:** Will go thru normal fine process for home with basketball hoops.

b. **Hearings: None**

13. **Next Meeting Date:** February 26, 2009

14. **Adjourn**

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

Feb 26, 2009

March

April 23, 2009

No Meeting