



Hiddenbrooke Property Owners Association, Inc.  
Board of Directors - Minutes  
February 22, 2007

1. Call to order: The meeting called to order by Joyce Estes, President at 7:00 pm at the Hiddenbrooke Golf Course Library.
2. Attendance/Introductions:
  - a. Board Members present: Cesar Alegria, David Elias, Joyce Estes, Pam Hargrove, John Jackson, Bob Paedon and Fred Self.
  - b. Board Members Absent: none.
  - c. Advisory Board: none.
  - d. Management Company: Eve Franklin
  - e. Guests: none.

3. **Approve minutes:** Minor corrections noted. The Board voted to approve the Board Meeting minutes of January 25, 2007 as amended.

4. **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 will be voted separately. The Board voted to approve the Consent Calendar and Agenda as follows:

- a. Bills to be approved for payment:

Date	Payee	Description	Ck No	Amount
02/22/07	Collins Management	February Services	10032	\$1,912.00
02/22/07	Alan and Cynthia Arquiza	Refund of fine and interest for 5088 Staghorn	10033	55.03
			Total Checks	\$1,967.03

- b. Correspondence Received: None.
- c. Votes Conducted by Email:
  - i. Approval of Collection Letter to go out with Invoices approved by Advisory Board Members Paul Norberg and Byrne Conley and approved to send by: Joyce Estes, Cesar Alegria, Fred Self and Bob Paedon. No Response from David Elias, John Jackson and Pam Hargrove. Letter sent as no negative responses were received.
  - ii. HPOA to be a Co-Sponsor of the Friday Night Cocktail Party approved for March 2nd at the Club. The Golf Course is the sponsor and HCA may also be co-sponsor. Approved by: Joyce Estes, Pamela Hargrove, David Elias, and Fred Self.
- d. Confirmation of Appointment to Bob Sampayan to Advisory Board effective January 25, 2007.

5. **Officer's Reports**

- a. President Joyce Estes
- b. HCA/Triad and Golf Course are hosting reception for new City Manager on March 8, 2007 at 7:00 PM. All residents are invited. See P. Norberg's Message in the Feb. issue of Neighbors.
  - i. Collection Issues: Terrye Davis and husband Osby have a law practice in Vallejo (Davis and Davis.) Terrye has agreed to answer collection questions for HPOA. Phone: 644-7424, email [otdavis@pacbell.net](mailto:otdavis@pacbell.net).
  - ii. HPOA Logo has been updated by Ian Forsyth, see above.
- c. Vice President Bob Paedon - no report.

- d. Secretary Fred Self - no report.
- e. Treasurer Pam Hargrove - no report.

6. **Management Company** - Eve Franklin

- a. Financial Report - bank account balance after above checks ..... \$16,143.23.  
Certificate of Deposit for 13 weeks at 4.90 %. Matures April 25, 2007 ..... \$20,000.00
- b. Receipts YTD are as follows:
  - Assessments ..... \$58,218.83
  - Interest & Admin. Fee ..... \$1,187.75
  - Fines ..... \$300.00
  - HARC Income ..... \$50.00
  - Other revenue (HCA) ..... \$5,000.00
  - Office expense (Postal Links Reimbursement) ..... \$42.00
  - ..... \$64,798.58
- c. Financial report was sent to board via email with list of outstanding accounts receivable. Management provided an updated list of outstanding accounts receivable.
- d. Past due statements mailed February 2, 2007. Statements included a notice to contact Collins Management with questions or visit [www.hiddenbrookeonline.com](http://www.hiddenbrookeonline.com), Past Due Letter signed by Joyce as President and included Owner's Information Form. Management reported numerous telephone responses.
- e. Meritage has now paid and owners will be added to the roster. Joyce & Eve to discuss issues related to getting Meritage names on the roster. Management has contacted First American Title to get an updated list of new owners in Hiddenbrooke since July 2006.
- f. Management will fax HPOA introductory letter to Solano County Title Companies.
- g. Collection Agency research re mailing letters to past due accounts. Still working on confirming we have current homeowners in database. See items 5(a)(2) and 6(e).
- h. Collins Contract for August 1, 2007 - July 31, 2008. Schedule A fees are effective August 1, 2007.
- i. Collins Management emails were bouncing. Management has switched to a new ISP and it appears to have corrected the problem.

7. **Committee Reports**

- a. HARC - Joyce provided a report. Meeting February 15th was attended by Joyce. HARC discussed violations and reviewed Tracking Report. Selection of paint stain. Discussed the Perez Presentation to the Planning Commission on Feb. 5th and information from City of Vallejo on how and/when they will follow up violations.
- b. HARC CC&R Verification Committee - Joyce provided a report. Joyce provided a copy of the latest Verification Tracking Report. Next Verification will be February 23, by Dave, Jamie and a member of the Verification Tracking Committee.
- c. Protocol & Procedures Committee - Bob Paedon to work with Dave Elias on cement issue.
- d. Neighbors - Joyce provided a report. The deadline for the April 1st issue to contain budget, 2007-2008 assessment and list of Board Candidates is March 15th.
- e. Web Site - Joyce provided a report. The web site has been updated as follows:
  - i. change of mailing address
  - ii. addition of Dawn to Verification Committee
  - iii. 07-08 Assessment to \$53
  - iv. updated logo.Joyce received compliment from Meritage attorney on layout and how much information was available. Joyce will ask Ian Forsythe if he is interested in editing the HPOA website.
- f. Nominating Committee -- Pricilla Silvey. Joyce provided a report. It was confirmed last month that Pamela Hargrove, Bob Paedon and John Jackson not standing for re-election. Nominating Committee has three confirmed candidates and are working on the fourth candidate. The Committee is doing a great job!

**8. Old Business**

- a. Cement Discussion - David Elias provided a report - David has forward a draft cement procedures to the Board for review. City of Vallejo Planning Department would send violation letters to homeowners if HPOA will provide a list of driveways. David to follow up on HI2416.
- b. Budget 07-08 - Joyce provided a second revision of the proposed budget. The Board voted to approve the budget as presented. The budget will be published in the April 2007 issue of Neighbors.
- c. Annual Meeting - Joyce provided a report. The Club House has been reserved for Wednesday, June 20, 2007. The HCA meeting will start at 7:00PM followed by HPOA at 8:00PM.

**9. New Business**

- a. Private Mail Box - The Board approved the purchase of a private mail box (for HARC Mail) at J&O's Market for an annual cost similar to what the association had been paying at Postal Links & More.
- b. HARC Complaints from Neighborhoods with an HOA - The Board approved the following procedure: If a complaint is received from a neighborhood with an HOA it will be forwarded to the HOA Management Company with a copy to the resident.
- c. Friday Cocktails at the Hiddenbrooke Club House. Discussion of HGC Friday night Cocktails and Appetizers event, HPOA Co-Sponsorship and use some of the time to answer questions about HPOA and solicit residents to serve on the Board and Committees. The Board voted to approve up to \$500.00 per year for room rental fees to support this monthly event and for HPOA to be a Co-Sponsor. Approved through June 30, 2008.

- 10. 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.* None.

**Next Meeting Dates:** April 26, 2007 - Hiddenbrooke Golf Club, 6:00 PM (New Time) (March meeting is cancelled)

Adjourn at 8:40PM.

Hiddenbrooke Property Owners Association, Inc.  
CC&R Violations—CLOSED SESSION  
Agenda  
February 22, 2007, Time: As needed.

1. **Call to order:** Joyce Estes, President
2. **Attendance:**
  - i. Board Members present: Cesar Alegria, David Elias, Joyce Estes, Pam Hargrove, John Jackson, Bob Paedon and Fred Self.
  - ii. Board Members Absent: None.
  - iii. Advisory Board: None.
  - iv. Management Company: Eve Franklin
3. **Assessment of fines for below violations:** None.
4. **Other Business:** Discussion regarding payment of fines and confirmation of continuing fines per tracking report. Board voted to send correspondence to homeowners via certified mail with return receipt requested after three months of fines.
5. **Adjourn** 8:45 PM.

Respectfully submitted,

Eve Franklin, Community Association Manager  
Collins Management Company

### Important Dates

#### HPOA Board Meeting Schedule

July 13, 2006	Completed	January 25, 2007	Completed
August 24	Completed	February 22	Approve 07-08 Budget, Set assessment w/CPI
September 28	Completed	March	Cancel
October 26	Completed	April 26	
November	Holiday-cancel	May 24	
December 7	Date changed	June 28	Joint with new Directors