



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, February 26, 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 6:35 PM. A quorum was not present until 7:45 when Ian Forsyth arrived.
2. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Ian Forsyth, Kathy Wildermuth, Margarita Fernandez
 - b. Board Members Absent: Chris Brittle, Laura Kazaglis
 - c. Board Member Resigned: Vicki Idlor
 - d. Advisory Board: None
 - e. Independent Contractors Invited:
 - Desiree Conley, Valley Management Services – Financial Management: Present
 - Kim Dowdall-Johnson, KD Logistics, Assistant Manager: Absent
 - Dave Caldwell, CC&R Management: Present
 - Jamie Clark, HARC Chair, Webmaster & Neighbors Editor: Absent
 - f. Guests: Richard Tirrell, Kevin Elliot
3. **Approve Minutes:**
 - a. Board Meeting Minutes of January 22, 2009. **Approved**
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. **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**
 - b. **Correspondence Received:** None
 - c. **Votes Conducted by Email:** Email from HCA Board President Jim Libien dated 1/31/09 concerning the HPOA Board request for more information on the new web site that HCA wants to build. HCA believes we are making the issues more complicated than they need to be.

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

Payee	Description	Amount
Valley Management Services	Jan. Fee \$1,700.00	\$1,700.00
David Caldwell	January 17.4 hours, 11 stamps	439.62
Jamie Clark, Digital Arts	February web maintenance	50.00
Kim Dowdall Db a KD Logistics	Jan. Invoice 6.5 hours including minutes	162.50
HCA	Feb. Neighbors	300.00
Total Bills To Be Approved for Payment		\$2,652.12

6. **Officer's Reports**

a. President Joyce Estes -HMD Contract:

Joyce reported that she talked to Jeanine Perasso-Kaczmarczyk, about the contract for the Hiddenbrooke Maintenance District. HPOA meets the City's requirements to be a contractor. So if at anytime HCA does not want to manage the Welcome Center, HPOA would need to have the City of Vallejo named as an additional insured on our insurance policy and negotiate to sign the contract. HPOA insurance meets or exceeds the City's requirements.

- b. Vice President Kathy Wildermuth
- c. Secretary Margarita Fernandez
- d. Treasurer Ian Forsyth

7. **Financial Management Company** – Desiree Conley

- a. See Management Report at end of Minutes.
- b. Board agreed that Valley Management can hold sending delinquent statements in March due to unresolved statement scan line issues between bank and management software.
- c. As requested by the President, in the future, the management report will be attached to the end of the minutes and it will contain the bank balance information and list of bills approved for payment. These items will no longer be a line item on the agenda.

8. **Committee Reports**

a. **HARC** –Chris Brittle Tuesday, February 17th at 7:00pm in the library. Joyce gave report of progress on Golf Ball Netting issues. There is one home that was sent a request to remove the netting.

- 1) Golf Ball Netting – City of Vallejo staff to get a letter out week of Feb 17th informing the property owner of his municipal code violation and will c.c. HARC
- 2) HARC Regular meeting night changed to 3rd Tuesday (Calendar on web updated.)

- 3) A-Frame at Welcome Center. HCA notified of need to submit for permit and HARC has received a letter outlining the terms of the agreement. Jamie Clark will respond on behalf of HARC.

b. **CC&RS Manager/Verification Committee**—Dave Caldwell

- | | |
|---|----|
| 1) Number of Courtesy Letters Sent | 9 |
| 2) Number of Final Letters | 2 |
| 3) Number of homes who have complied | 14 |
| 4) Discussion of problem homes | |
| 5) Review latest list of foreclosures – Joyce | |

Dave gave report on verification drives, results of Courtesy letters and homes that have come into compliance. There was discussion re non-operating vehicles being stored in driveways. City will not take action for expired registration if vehicle is in driveway. Board discussed whether unlicensed or non-used vehicles should be considered in violation of CC&R's. Three Board members Approved. No quorum at time of vote, but later Ian voted to support the motion..

Dave also noted that he has an article for the next Neighbors covering his efforts and successes in getting homes into compliance. He also noted that there are a lot of homes with weeds due to recent rains that lawns need fertilizing and that trash cans are still an issue. Dave feels trash can tags are not effective. Also, several homes were written up for Christmas lights.

- a. **15 Day Notice to Correct CC&R Violations** (Pre-foreclosure, foreclosed or vacant homes). – Kim Dowdall. No Report. Joyce noted: We have a new gardener service. Also, discussed some custom homes need cleaning up.
- b. **Neighbors** – Joyce. Jamie has resigned as Editor of Neighbors. The April/May Issue will be her last. March 15 is the deadline for articles in Neighbors.
- c. **HCA/HPOA Joint Committee - Tabled**

Does the HPOA want to disband the Joint HCA/HPOA Committee?

Motion: Approve the disbanding of the Joint HCA/HPOA Committee.

- d. **Web Page** – Joyce. The web site has the December minutes and updated list of officers.
- e. **Nominating Committee:** Paul Norberg (Chair), Nancy Foo, Regina Lau and Bob Kile (advisor). We now have three candidates: Ian Forsyth and Ed Pryal and Doug Eeten. Committee is looking for one more candidates as there are 4 Directors to be elected. Bio's are summarized and ready for Neighbors.

Discussion of conflict of interest of possible Board Candidates.

9. **Old Business**

a. **HCA Web Page Proposal**-Extensive discussion by Board and Guests.

HPOA Board sent a request asking HCA for more information: Names of volunteers, bids or estimates, agreement on how HPOA/HCA would jointly administer/share costs, content and responsibilities for the website, and annual maintenance costs in dollars and volunteer hours.

Jim Libien has requested a second response as he thought the above requirements were too complicated.

Joyce requested that they submit whatever additional information prior they have prior to the Feb. HPOA Board meeting. The HPOA Board has a fiduciary responsibility to make informed financial decisions. As the time the agenda went out, we had no further information except that HCA members Sasha Jain, Kevin Elliott and Jason Hamilton have volunteered to post articles to a new web site and they still believe they can get the web site set up for less than \$5,000. Kevin has shared that they will be using open-source CMS tool (<http://drupal.org/>) that has a lot of tools for creating community style websites. They still refer us to www.dartheart.org as the closest they have to working model.

Proposal Approved by a vote of 4 yes, 1 no and 1 abstaining.

At the 2/26/09 HPOA Board meeting, Fernandez and Forsyth approved this motion. Wildermuth wants it voted as an advisory vote at the HPOA Annual meeting so she is a No vote. Estes decided to abstain. Joyce emailed the motion to Brittle and Kazaglis and they subsequently voted yes. So the motion passed with FOUR yes votes by Forsyth, Fernandez, Brittle and Kazaglis.

Motion: The HPOA Board supports the concept of the joint use of www.Hiddenbrookeonline.org and agrees to the following:

- 1) HPOA will reimburse HCA one time funding for development of said website up to a maximum HPOA contribution of \$2,500 upon acceptance of the web site.
- 2) HPOA will reimburse HCA for monthly maintenance expenditures, not to exceed an HPOA contribution of \$25 per month, paid annually in June of each year providing HPOA is using this as our main web site and receives an invoice from HCA by June 10th of each year.
- 3) HPOA will have posting authority and complete management and design responsibility for its portion or portions of the web site.
- 4) HPOA will have a minimum of 30% viewable space, below any site banner, on the main front page, displayed on initial access to the web site.
- 5) HPOA makes no assurances that funding will be provided for any subsequent upgrades.
- 6) HPOA and/or HCA will abandon and relinquish, to the other party, any ownership responsibility for said web site should either fail to provide on going hosting costs or if HCA fails to be able to maintain the site.

- 7) HPOA will repeal, by action of the HPOA Board, any and all, future funding responsibilities for said web site should either HCA or HPOA fail to meet the requirements of this motion/agreement.
- 8) No blog will be allowed without an HPOA moderator.
- b. **Communication** – HPOA mailing needed by June 1st for our Ballot. Since Joyce is on vacation, suggest it go out say about May 24th in a special mailing assuming there is no Neighbors newsletter in June. We could also include the information necessary to file a request for re-assessment but it would increase the size and cost. HCA's last newsletter for 1,275 copies with an insert cost \$1,448.99. Printing on 8 ½ x 11" paper costs less.
- c. **Domain Name**—Does HPOA need their own domain name? Can we table this discussion until HCA has a chance to produce their new web site. Possible new names include: **Tabled**.

www.HiddenbrookeVallejo.org
www.HiddenbrookePropertyOwners.org
www.HPOAinc.org (HPOA.org is taken)
www.HiddenbrookeCA.org (too close to HCA)
www.HiddenbrookePropertyOwnersVallejo.org (This is really long)

10. **New Business**

- a. **HARC Fees:** For the six months ended December 31, 2008, we received \$250 in HARC fees for approvals for landscaping. For the year ended June 30, 2008, we received \$650. Shall we continue this fee?

Motion: To approve stop collecting the landscape fee of \$50 until at least June 30, 2010 and authorize Jamie Clark to remove the fee from the landscape form. Custom homes would still pay the minimum \$150 fee. **Failed**.

- b. **Budget 2009 – 2010 (see attached) – Approved.** A condensed version to be published in the April/May issue of Neighbors and put on the web.
- c. **Annual Meeting:** Club House as been reserved for Wednesday, June 24th at 7 PM (HCA) and 7:45 (HPOA). HCA approved the date.

Motion: Authorize the President to sign agreement with the Club House and to pay \$99.99 for snacks or cookies and tip the bartender \$20. **Approved**.

- d. **Worker's Compensation.** Does the Board want the President to look into Worker's Compensation insurance for contractors that might someday might file a claim for benefits and say they are really an employee? Cost is around \$600 per year. **Approved**.

Moved to Closed Session

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

- a. **Recommendations for Fines**--New and Continuing: Approved a fine for a trailer in a driveway.
- b. **Hearings: None**

12. **Next Meeting Date:** April 23, 2009 (No March Meeting)

13. **Adjourn**

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

April 23, 2009

May 28, 2009

June 24, 2009

June 25, 2009

Annual Meeting

Hiddenbrooke Property Owners Association, Inc

Financial Management Report January 2009 Board Meeting Date February 26, 2009

By:
Valley Management Services
Phone 707 644-0922
Fax 707 644-0922
Email valley-manager@sbcglobal.net

Owner Deposits for Jan. 2009	\$ 2,090.12
CD Redemption 1.29.09	\$15,000.00
CD Interest 1.29.09	<u>\$ 222.26</u>
Total Deposits Jan. 2009	\$17,312.38
Checking Balance 1.31.09	\$23,791.18
Owner Deposits thru 2.20.09	\$ 704.41
Current Checking Balance (As of Feb. 20, 2009)	\$24,131.29
Current Certificates of Deposit <i>(see HPOA CD Log)</i>	(As of Jan. 31, 2009)
Matures 10/10/09 52-Week	\$15,837.84 @ 2.38%
Matures 2/19/09 13-Week	\$15,000.00 @ 2.0%
Matures 8/6/09 52-Week	\$15,000.00 @ 3.40%
<u>Matures 2/26/09 4-Week</u>	<u>\$15,031.33 @.04%</u>
Total CD Value	\$60,869.17
Bills to be Approved	
Valley Management	\$1,700.00
<i>Feb. 2009 Financial Services</i>	
Dave Caldwell	\$ 439.62
<i>Jan. 2009 CC&R Management</i>	
Jamie Clark	\$ 50.00
<i>Feb. 2009 Web Services</i>	
Kim Dowdall	\$ 162.50
<i>Jan. 2009 15 Day Notice Program</i>	
Total Bills	\$2,352.12

Hiddenbrooke Property Owners Association, Inc

Financial Management Report January 2009 Board Meeting Date Feb. 26, 2009

By:

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Phone Calls Month to Date HARC = 1 Questions/Complaints /Clarification/Title/Appraiser info. only =13	TOTAL = 14
Fines for December.	0
Delinquent Accounts Accruing Interest and Late Fees	209 (Approx.)

Valley Management Services – Services Paid by Requestor

Homes resold in Jan. 2009	5
Transfer Fees Received	2

Hiddenbrooke Property Owners Association, Inc.

Balance Sheet — Accrual Basis

Actual June 30, 2008 & Amended Budget June 30, 2009, Est. June 30, 2009, Est. Budget June 30, 2010

	Actual 6/30/08	*Budget 6/30/09	Actual 12/31/08	Est. 6/30/09	Budget FYE 6/30/10
Assets					
Cash & Certificate of Deposits	54,229	59,312	84,676	66,346	75,126
Accounts Receivable-Assessments	8,666	13,000	19,043	16,000	16,000
Accounts Receivable-Other Fees	5,783	8,189	9,343	7,000	7,000
Total Assets	\$ 68,678	\$ 80,501	113,062	89,346	98,126
Liabilities					
Prepaid Owner Assessments	1,251	1,200	1,219	1,219	1,219
Accounts Payable	1,526	2,000	630	630	630
	2,777	3,200	1,849	1,849	1,849
Equity					
Current Year Net Income	31,043	11,400	45,692	21,976	8,780
Retained Earnings	34,858	65,901	65,521	65,521	87,497
Total Liabilities & Equity	\$ 68,678	\$ 80,501	113,062	89,346	98,126

Hiddenbrooke Property Owners Association, Inc.

Income Statement — Accrual Basis

Year Ended June 30, 2008 & Amended Budget FYE June 30, 2009, Est June 30, 2009, and Est. Budget June 30, 2010

	Actual FYE 6/30/08	*Budget FYE 6/30/09	Actual 12/31/08	Est. 6/30/09	Budget FYE 6/30/10
Income					
Assessments	64,677	67,100	67,102	67,100	67,100
Other Income	11,340	7,000	6,415	8,000	7,000
Total Income	\$ 76,017	\$ 74,100	73,517	75,100	74,100
Expenses					
Computer, Backup	1,926	500	1,040	1,700	1,200
Contractor-15 Day Program	1,488	4,000	2,210	4,000	4,000
Contractor-CC&R Mgmt	4,854	6,000	2,235	6,000	7,000
Contractor-Financial Mgmt & new owner ltrs	20,144	24,000	10,556	24,000	26,000
Contractor-HARC Custom Homes Consultant	-	1,000	-	-	500
Contractor-Landscape Approvals	1,647	3,000	333	1,000	2,000
Contractor-Web Page & Web Fees			500	1,000	1,200
Insurance (FYE 2009 D&O & Liab.)	6,120	9,000	8,029	8,029	9,000
Newsletter (HPOA newsletter 6/09)	763	1,800	825	2,925	5,000
Office Expense, Postage, Misc.	200	1,600		200	500
Professional & Legal Fees	935	1,500	500	700	1,000
Room Rental/Events/Meetings	400	700	600	720	720
Taxes & Fees	98	100	158	350	200
Uncollected Int., Assessments, Fines	6,284	6,500	693	2,000	5,000
Violation Correction Expense	115	3,000	83	500	2,000
Total Expenses	\$ 44,974	\$ 62,700	27,762	53,124	65,320
Net Income — Accrual Basis	\$ 31,043	\$ 11,400	\$ 45,755	21,976	8,780