



**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors – Minutes**  
**Call 707 644-0922 for Location**  
**Thursday, February 28, 2008 Time: 6:30 PM**  
**(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 at 2408 Waterfall Way. A quorum was present.
- 2.
3. **Attendance/Introductions:**
  - a. Board Members present: Joyce Estes, Ian Forsyth, Laura Kazaglis , Fred Self and Margarita Fernandez
  - b. Board Members Absent: David Elias and Angelo Lamola
  - c. Advisory Board:
  - d. Assistant Manager: Kim Dowdall-Johnston, KD Logistics 707 645-1130
  - e. Financial Management: Desiree Conley, Valley Management Services
  - f. Guests: Dave Caldwell
4. **Approve Minutes:** The Board voted to approve the Meeting Minutes of January 24, 2008, with one change. On page 3, #11 the date was to be corrected to 2008.
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 will be voted separately.*

a. **Bills to be approved for payment:**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Valley Management Services	February Services	1,500.00
Dave Caldwell	January Services 14.3 hours; 9 stamps	361.19
Total Bills To Be Approved		\$1,861.19

- b. **Correspondence Received:** None
- c. **Votes Conducted by Email:** None

6. **Officer's Reports**
  - a. President Joyce Estes: Valley Management Contract expires May 31<sup>st</sup> so new contract will be presented for approval at the April 24<sup>th</sup> meeting. Any comments for changes can be made now or sent to me via email by March 15<sup>th</sup>.
  - b. Vice President Fred Self
  - c. Secretary Margarita Fernandez
  - d. Treasurer Laura Kazaglis
  
7. **Management Company** – Desire Conley
  - a. **Financial Report** – Sent via Email
  - b. **Certificates of Deposit**–Total \$45,000. The two \$10,000 CD's were rolled into 13 week certificates.
  - c. **Management Report** – Desiree (see handout)
  
8. **Committee Reports**
  - a. **HARC** – David Elias – by Joyce Estes
    - 1) Meeting January 17, 2008  
HARC Policies & Disclosures with Cement Policy still needs approval – no policy yet.
    - 2) **CC&R Manager/Verification Committee** – Dave Caldwell and Kim Dowdall  
Verification Drive for January. The CC&R Committee talked with HB Cleaners to have them remove the sign on the corner of Bennington Court and Hiddenbrooke Pkwy. Worked on Realtor signage and used the section in the CC&R's. Dave Caldwell discussed current CC&R violations after drive by and also noted that at least five homes had come into compliance after being noticed. There was discussion regarding many homes needing paint. This issue will be passed to HARC.
  - b. **Neighbors** – April issue must contain list of candidates. Kim working on Ballot for June issue (due May 15<sup>th</sup>, approve at April meeting.)
  - c. **Mailing List for HPOA** – Joyce provided to Golf Course, Dave Caldwell, Kim Dowdall, Jim Libien, Jim Hayes and Board. Joyce noted that the Golf Course asked for the list in Excel which she provided.
  - d. **Web Site** – Updated for 2008-2009 Assessment.
  - e. **Nominating Committee – Pricilla Silvey.** Candidates so far are Joyce Estes and Kathy Wildermuth. The nominating committee is still looking for nominations.
  
9. **Old Business**
  - a. **Foreclosures:** Joyce. See handout with latest list. The Board briefly went over the list and discussed new additions and possible processes to handle CC&R violations on Bank Owned homes.
  - b. **HPOA Attorney—Beth Grimm**  
Joyce emailed CC&Rs, Bylaws, etc. Joyce will work with Beth on drafting the "Recording Transfer Fee Document" by June 1<sup>st</sup>.  
**Question:** We previously agreed that Triad would be exempt from any transfer fees for the Grove so long as all lots are transferred at once. Should we include this in the Recorded Transfer Document? Or shall we just exempt Triad as they only own the Grove lots? The Board agreed to leave the exemption off.

10. **New Business**

- a. **2008-2009 Budget.** Joyce discussed the 2008-2009 budget.

**Motion Approved:** Approve 2008-2009 Budget for publication in the April issue of Neighbors. Budget is based upon Annual Dues of \$55 per year as set at last meeting.

- b. **HPOA Binders Postponed:** Discuss what items can be eliminated from binders.

- c. **HARC Appointment:** Victor Patel attended the last HARC meeting and was welcomed to the committee. Mr. Patel will be working on landscape issues.

**Motion Approved:** Approve appointment as HARC Alternate: Victor Patel, 5182 Carisbrooke, 20 years design experience, phone 642-2394, email [bhadran3@sbcglobal.net](mailto:bhadran3@sbcglobal.net)

Kim Dowdall to add to Committee list and send to Board and HARC.

- d. **Annual Meeting:**

**Motion Approved:** Approve Annual Meeting for June 18<sup>th</sup>, 2008, Hiddenbrooke Club House for owners of record as of May 31, 2008.

11. **Closed Session – CC&R Fines** – Kim Dowdall-Johnston, Assistant Manager

- a. **Recommendations for New Fines** presented by Kim as recommended by Dave Caldwell, CC&R Manager for Board Approval. No action taken, new letters with deadline will be sent.
- b. **On Going Fines**—recommendations by Kim for Board Approval. One fine to be sent and increased to \$100.00.
- c. The Board discussed the issues with the graffiti regarding the Pig Farm.

12. **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.*

13. **Next Meeting Date:** April 24, 2008. March meeting is cancelled.

14. **Adjourn**

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

<b>March 27</b>	Cancelled
<b>April 24</b>	
<b>May 23</b>	Laura Kazaglis, Margarita Fernandez
<b>June 26</b>	
<b>July 24</b>	Margarita Fernandez, Laura Kazaglis