



**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors – Minutes**  
**Thursday, April 23, 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.)**

- I. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:30PM. A quorum was present.
- II. **Attendance/Introductions:**
  - a. Board Members present: Joyce Estes, Ian Forsyth, Kathy Wildermuth, Laura Kazaglis (1 open director)
  - b. Board Members Absent: Chris Brittle, Margarita Fernandez
  - c. Advisory Board:
  - d. 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, Landscape Approvals- Absent
  - e. Board Candidates Invited: Ed Pryal, Doug Eeten and Kevin Dement - Absent
  - f. Guests in Attendance: Janak R. Sachdev- homeowner
- III. **Approve Minutes: Approved**  
Board Meeting Minutes of February 26, 2009
- IV. **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.*
- V. **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:** Request for Hearing by Homeowner.
- c. **Votes Conducted by Email:** None
- d. **Bills to be approved for payment** –See Management Report from Valley Management Services with listing of invoices for payment

**VI. President's Report**

- HCA Board Meeting – March. Joyce attended a portion of the meeting. Ollie Becker of the Hiddenbrooke Golf Club was in attendance as well.
- HPOA Fine Hearings
- HMD Contract – Goats. Original date to have the goats was extended due to insurance issues.
- HMD – Orchard's HMD Areas. HPOA is working on getting the Orchards brought into HMD. HMD Advisory Committee asked that HPOA send a letter. The Board authorized Joyce Estes to sign the letter to the HMD Committee.
- Safety – Neighborhood Watch. Discussion on whether the HPOA should try to start up a new Neighborhood Watch Program. Joyce noted that the City does not have money to support it.
- Golf Course-Ollie Becker willing to come to Board Meetings. Board discussed having Mr. Becker at meetings and his request that pool fees be added to annual dues.

Agenda outline has changed so only the first two positions of outline will be numbered.

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

Cash on hand as of 3/31/09 \$20,688.68 (checking) and \$60,877.82 (CD's). See Financial Management Report.

**VIII. Committee Reports**

**a. HARC –Chris Brittle**

**Golf Ball Netting** – City of Vallejo staff sent letter April 2, 2009 to the property owner saying To avoid an administrative citation of \$200 or more per cite, please reduce the fence and attached netting and poles to a maximum of six feet by April 20, 2009 OR detach the netting pole structure from the existing fence(s).

Board discussed that house is now on list scheduled for foreclosure.

A-Frame Permit issued to HCA for use by HCA, Golf Course and Community Activities. Discussion on time limits for A-Frame and whether Hiddenbrooke Plaza should have an A-Frame.

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

Number of Courtesy Letters Sent	41
Number of Final Letters	2
Number for New Fines	1
Number of homes who have complied (X-complete)	8

Discussion of problem homes

Review latest list of foreclosures – Joyce. Updated foreclosure list was made available to the Board

Discussion on type of notice and deadlines re outside house painting. Joyce Estes and Jamie Clark are composing a letter re paint. Board discussed whether HPOA should recommend painters in letter. Board agreed that the letter should include names and phone numbers of recommended painters. HPOA will recommend if homeowners cannot afford to paint that they should at a minimum keep trim work up.

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

.- Kim Dowdall

Number of homes tagged with violation notice	6
Number of homes now in compliance	
Number of homes with maintenance done	1
Any problem areas	

b. **Hiddenbrooke TIMES Newsletter** published by HPOA – Joyce.

Scheduled for publication each March, June and Sept. June issue has been drafted and will to go to printers between May 2<sup>nd</sup>-4<sup>th</sup> with Ballot. Still planning on HPOA average out of pocket cost to be \$1,100 or less per issue with a paid editor. Estimated cost for Neighbors was \$2,300 so it is really only costing us about \$1,000 to have our own newsletter if we don't mail to the non-residents assuming we have a paid editor. The HCA Board was not interested in hearing about the newsletter at their March Board meeting.

121 Non-residents in USA – not counting banks. 80 are current on dues. Board voted to mail to non-residents once a year for the March issue that includes the ballot. Est. cost is less than \$2.00 with postage or about \$180.

Status of ads and articles: We have about 3 pages of ads and will bill about \$1,240 for ads in the first three issues. June issue is full. We have room for a couple of ads for Sept.

Publication of Rules and Reg: Use to be every October. It will now be published in March which allows the incoming Board more time to read and understand it and make related decisions.

**Motion:** Authorize the President to hire an editor as an independent contractor for the Hiddenbrooke TIMES, contract price shall not to exceed \$300 per issue. **Approved**

c. **HCA/HPOA Joint Committee**      **Tabled until August meeting**

What is the status of this committee? This was tabled at the last meeting. For it to continue, we need two Board Members willing to serve. Can this be tabled so the 2009-2010 Board can make this decision?

d. **Web Page** – Update from Jamie Clark 3/15/09: The following items and edited the website:

Removed Vicki Idlor's name from the HPOA Board Member page, and listed her position as open.  
Replaced the Board Members document with the new one you gave me.  
Replaced the HPOA "Important Information for Realtors..." document for the new one you gave me.  
Replaced the Summary of HARC Policies with the new one you gave me.  
Added the minutes for the January HPOA meeting.  
Added the minutes for the November and February HARC meetings. We did not meet in Dec. or Jan.

e. **HCA Re-Designed Web Site**—No Report per email from Kevin Elliott on 4/18/09

f. **Nominating Committee:** Nominations are complete. Paul Norberg (Chair), Nancy Foo, Regina Lau and Bob Kile (advisor). The Board Candidates were posted in the April issue of Neighbors: Ian Forsyth, Ed Pryal, Doug Eeten and Kevin Dement.

## IX. Old Business

- a. **Domain Name**—Tabled until July. Possible new names include:

[www.HiddenbrookeVallejo.org](http://www.HiddenbrookeVallejo.org)  
[www.HiddenbrookePropertyOwners.org](http://www.HiddenbrookePropertyOwners.org) (Board likes this one the best)  
[www.HPOAinc.org](http://www.HPOAinc.org) (HPOA.org is taken)  
[www.HiddenbrookeCA.org](http://www.HiddenbrookeCA.org) (too close to HCA)  
[www.HiddenbrookePropertyOwnersVallejo.org](http://www.HiddenbrookePropertyOwnersVallejo.org) (This is really long)

- b. **Annual Meeting Agenda as shown on front page of newsletter**

Election of Four Directors for 7/1/09 – 6/30/11  
Financial Update  
Update on CC&R Enforcement  
The new Hiddenbrooke TIMES and web site changes  
Getting your real estate taxes reduced-We are here to help  
Questions /Answers on Hiddenbrooke issues as time permits

## X. New Business

- a. **Financial Manager Contract**

**Motion Approved:** Authorize the President to sign a letter to Valley Management Services extending the current contract for the period June 1, 2009 through May 31, 2010 at no change in contract cost but with the reduction in number of invoices sent to residents to five per year.

- b. **Worker's Compensation.** Does the Board to have Worker's Compensation insurance for contractors that might someday might file a claim for benefits and say they are really an employee? Cost is \$599 per year. Two members of the advisory committee recommended no vote, and one didn't vote. Jim Libien, a Worker's Compensation attorney recommends we get the insurance. **Approved**

- c. **Ballot Approval/Cutoff:** The ballot to elect four Directors will appear in the June newsletter.

**Motion Approved:** Approve Ballot on last page as drafted for publication in the June Hiddenbrooke TIMES and approve cut off for voting to owners of record as of May 31, 2009. Further approve May 31<sup>st</sup> as the cuff off for owners of re cord to vote in future elections, if not revised by the Board, and include in standing rules.

- d. **National Night Out:** Board discussed ideas for National Night Out. Some ideas were face painting for the kids, a jumper, popcorn or a band. Several members volunteered to look into ideas and costs. The Board agreed to vote by email on amount to spend once research was done and an idea was agreed upon.



**Hiddenbrooke Property Owners Association, Inc.**

c/o Welcome Center, 850 Hiddenbrooke Parkway, CA 94591

**Election Chairperson: Vicki Idlor 707 642-8859**  
Proxies to address above by 3 PM Wed. June 24<sup>th</sup>, or  
Email HPOA@HiddenbrookeOnline.org  
Fax: 707 642-8359

**REVOCABLE DIRECTED PROXY/BALLOT**  
**Annual Meeting – Wednesday, June 24, 2009—7:45 PM**

I hereby designate \_\_\_\_\_ (*print proxy name clearly*)  
**or, if no one is named, the Board of Directors** to act as my proxy and to vote in my place at the Hiddenbrooke Property Owners Association, Inc. annual meeting to be held on Wednesday, June 24, 2009 at 7:45 pm at the Hiddenbrooke Club House, 1095 Hiddenbrooke Parkway, Vallejo, CA 94591 and at any adjournment thereof.

**I AUTHORIZE** my proxy to vote as follows: (**Choose one of these three choices**):

**ABSTAIN** from voting (use this proxy only for the purpose of establishing a quorum), or

**VOTE** at the proxy-holder's discretion.  
*Proxy holder has voted below-complete at annual meeting:*    X \_\_\_\_\_

**VOTE for ELECTION OF FOUR (4) DIRECTORS.** You may vote for 4 candidates. Please DO NOT cast more than four votes. If you make a mistake, cross out the error and initial the change. If less than four votes are cast, proxy-holders are not authorized to add to the number of votes cast. Please print names of any write in candidates.

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> <b>Doug Eeten</b> (Insurance Manager)                 | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Ed Pryal</b> (Law Enforcement)                     | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Ian Forsyth</b> (Incumbent, Technology Consultant) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Kevin Dement</b> (Healthcare)                      | <input type="checkbox"/> _____ |

**Hiddenbrooke Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**I hereby certify that I am the legal owner of the property listed above as of May 31, 2009 and if there are any other owners, they have agreed to the vote as marked above.**

\_\_\_\_\_ x \_\_\_\_\_  
Date                          Owner's Signature                          Print Name

**REVOCATION OF PROXY.** This proxy may be revoked by:  
(a) Written notice from you delivered to the Association prior to the vote,  
(b) Execution of a later dated proxy delivered to the Association prior to the vote, or  
(c) By your appearance at the meeting requesting a ballot to vote at the meeting.



**Hiddenbrooke Property Owners**

**Association, Inc.**

**Nominees for the Board for 2009 – 2011**

**IAN FORSYTH – Incumbent (Technology Consultant)** holds a Bachelor's Degree from California State University, Hayward. Since February 1999, Ian has managed his own information technology company, I. Forsyth & Associates, providing programming and technology consulting services to Fortune 500 Firms. He spent seven years with a leading direct marketing agency where he served as the company's Web development manager and he developed Customer Relationship Management and Database Management Solutions. As a resident of the Masters Community, Ian is absolutely committed to keeping Hiddenbrooke looking its best. He believes strongly in the power of CC&R's to define the community standards we live by. Ian states, "CC&R's protect the significant financial investment we have made in our homes and keep our community operating harmoniously. CC&R's and CC&R enforcement should never be seen as a nuisance." (Ian is willing to serve as the HPOA Treasurer).

**ED PRYAL (Law Enforcement)** is a 3 year resident of the Knolls. Ed is semi retired from law enforcement (43 years) having worked for the San Francisco Police (Sgt/Asst. Inspector), California State Police (Sgt.), CHP (Sgt.), and Contra Costa County Sheriff (Specialist). He has worked on Patrol, Investigations & Dignitary Protection. He is currently employed as a security Consultant as well as event, site and individual protection. As a resident of Hiddenbrooke, I am committed to maintaining the life style we now enjoy. I believe personal participation in our community is a necessity and have some time available to do my part. (Ed is willing to serve as a Director and help where needed.)

**DOUG EETEN (Insurance Manager)** recently relocated with his family to Hiddenbrooke. He lives in the Orchards with his wife Maria and two children. Doug is currently a manager for an insurance company and works out of an office located in Vallejo. He has prior experience serving on an HOA Board in Henderson, NV and believes in fiscal responsibility, family values, and maintaining the beauty and integrity of our community. (Doug is willing to serve as a Director.)

**KEVIN DEMENT (Healthcare)** Moved to the Summit in November of 2008 with his partner of 10 years. Kevin has a Bachelor's degree in social ecology from the University of California, Irvine. He is currently the C.E.O. of Burbble Medical Management with 2 locations: one in Vallejo and the other in Daly City. Burbble Medical Management does healthcare consulting with the core of the business in Medical Billing for healthcare practitioners. Kevin started volunteering at the age of 15 and has put in over 6,000 hours. Through the years Kevin has worked in hospitals and Doctor's offices which gave him the idea to start his own business in 2005. Burbble Medical Management has over 60 clients and has been collecting from insurance companies 97% of receivables before 120 days. The national average is 81%. Kevin is also a member of the Rotary club in San Francisco. As a resident of the Hiddenbrooke, Kevin is committed to the peaceful, serene, and secure community that Hiddenbrooke offers. (Kevin is willing to serve as a Director.)

**Our thanks to the HPOA Nominating Committee: Paul Norberg-Chair, Regina Lau, Nancy Foo and Bob Kile (Advisor).**

# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report March 2009

**Board Meeting April 23, 2009**

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Owner Deposits for March, 2009	<b>\$ 994.13</b>
<b>Checking Balance 3.31.09</b>	<b>\$20,688.68</b>
Owner Deposits thru 4.21.09	<b>\$ 1,300.17</b>
<b>Current Checking Balance</b> (As of April 20, 2009)	<b>\$21,938.85</b>
Current Certificates of Deposit <i>(see HPOA CD Log)</i>	(As of March 31, 2009)
Matures 10/10/09 52-Week	\$15,837.84 @ 2.38%
<b>Matures 5/21/09 13-Week</b>	<b>\$15,000.00 @ .50%</b>
Matures 8/6/09 52-Week	\$15,000.00 @ 3.40%
<u>Matures 4/23/09 4-Week</u>	<u>\$15,039.98 @.35%</u>
<b>Total CD Value</b>	<b>\$60,877.82</b>
<b>Bills to be Approved</b>	
Valley Management Services \$1,700.00 March Financial Services \$549.08 1 <sup>st</sup> Quarter transfer fees \$42.50 1 <sup>st</sup> Quarter New Owner letters	\$2,291.58
Dave Caldwell March 2009 CC&R Management	\$388.80
Jamie Clark April 2009 Web Services	\$50.00
Kim Dowdall 2/18-4/09 -15 Day Notice Program	\$150.00
Hiddenbrooke Golf Club Annual Meeting	\$99.99

<b>Total Bills</b>	<b>\$2,980.37</b>
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**Hiddenbrooke Property Owners Association, Inc**

**Financial Management Report  
March 2009  
Board Meeting April 23, 2009**

By:

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Phone Calls Month to Date HARC = 1 Questions/Complaints /Clarification/Title/Appraiser info. only = 30	<b>TOTAL = 31</b>
Fines for March.	1
Delinquent Accounts Accruing Interest and Late Fees	193 (Approx.)

**Valley Management Services – Services Paid by Requestor**

Homes resold in Feb. 2009	7
Transfer Fees Received	5

Does the Board want to allow the 13 week CD set to roll on May 21, 2009 to reinvest?

**Reinvest**