



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Call 707 644-0922 for Location
Thursday, April 24, 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 6:30 PM at 2408 Waterfall Way. A Quorum was present.
2. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, David Elias, Ian Forsyth, Laura Kazaglis , Fred Self and Margarita Fernandez
 - b. Board Members Absent: Angelo Lamola
 - c. Advisory Board:
 - d. Assistant Manager: Kim Dowdall-Johnston, KD Logistics
 - e. Financial Management: Desiree Conley, Valley Management Services (ABSENT)
 - f. Guests: Dave Caldwell, Kathy Wildermuth & Chris Brittle
3. **Approve Minutes:** Board Meeting Minutes of February 28, 2008 approved.
4. **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 approved for payment:**

Payee	Description	Amount
Valley Management Services	March Services	Paid \$1,500.00
	April Services	1,500.00
	Statement fees	346.77
	Transfer Fees	200.00
		Paid 2,046.77
Jamie Clark	37 hours through March 3, 2008	Paid 296.00
Dave Caldwell	February Services 13.4 hrs, 17 stamps,	Paid 341.97
	March Services, 14.4 hrs, 6 stamps	366.15
KDL Logistics	Jan-Feb services \$387.50, supplies \$137.96	525.46
Total Bills Approved FOR TWO MONTHS		\$4,802.27

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

5. **Officer's Reports**
 - a. President Joyce Estes: Update HPOA Calendar sent with agenda.
 - b. Vice President Fred Self
 - c. Secretary Margarita Fernandez
 - d. Treasurer Laura Kazaglis

6. **Management Company** – Desire Conley
 - a. **Financial Report** – Sent via Email
 - b. **Certificates of Deposit**–Total \$45,000. \$20,000 to go into checking account in May.
 - c. **Management Report** – Desiree (see handout)

7. **Committee Reports**
 - a. **HARC** – David Elias
 - 1) Meeting Updates February 21st, March 20 and April 17th

Motion: Approved HARC Policies & Disclosures as approved by HARC March 20, 2008 and start posting HARC minutes as of April 2008. Dave Eagan to be retained as a consultant when necessary. Suggested \$150/hr comp.
 - 2) **CC&R Manager/Verification Committee** – Verification drive for March & April done April 9, 2008 by Kim Dowdall & Dave Caldwell. Majority of offenses were yard maintenance. 8-courtesy notices & 5-2nd notices to be implemented.
 - 3) **Painting Friendly Reminder Letter** – due to the number of homes in need of painting/touch up & the potential expense it was decided to send out “suggestion to paint/touch up” notices. Waving HARC fee if request for color change received within six months of date of HARC letter.
 - 4) **HPOA Board members** – requirement to attend HARC meeting
 - b. **Neighbors** – June issue to contain ballot.
 - c. **Web Site** –Discuss posting of email addresses on web site. Spam seems to be an increasing issue. Joyce to talk to Jamie about possible solutions.
 - d. **Nominating Committee – Pricilla Silvey (ABSENT)**. Candidates as published in April Neighbors are Joyce Estes (Heights), Kathy Wildermuth (Estancia) and Chris Brittle (Summit).

8. **Old Business**
 - a. **Foreclosures:** The Board discussed current foreclosures in Hiddenbrooke & went over updated list. Board would like to continue seeing updated foreclosure lists (generated by Joyce & Ian). David Elias to work on a proposal for how to handle yard maintenance on bank owned properties. Discussion was given to sending outstanding fines letters (on HOA letterhead) to corresponding banks.

b. HPOA Attorney—Beth Grimm, Transfer Fee Document

This is what the law says:

(a) In order to facilitate the collection of regular assessments, special assessments, transfer fees, and similar charges, the board of directors of any association is authorized to record a statement or amended statement identifying relevant information for the association.

Motion: Approved for recording of “Transfer Fee Notification, Mailing Address and Assessment Relating to the First Amended & Restated Covenants, Conditions and Restrictions of the Hiddenbrooke Project with 1,220 assessor parcel numbers. Document to be notarized, signed by the President, and recorded as soon as possible.

c. HPOA Binders – OMMITED

9. New Business

a. Valley Management Services Contract FYE 5/31/09.

Motion: Approved contract for period June 1, 2008 through May 31, 2009. Annual contract shall be \$21,900 with monthly payments of \$ 1,700 and one time payment in June 2008 for \$1,500 to help cover cost of mailings. VMS will also be paid the statement fees collected on a quarterly basis.

b. Annual Meeting—June 18th (Board Members expected to attend):

Motion: Approved Ballot to be published in June issue of Neighbors.

Motion: Approved to serve snacks, cost not to exceed \$100

c. Amnesty: approved to waive interest & statement fees when the May bills are sent out if paid by 5/31/08

Hiddenbrooke Property Owners Association, Inc.
CC&R Violations--Closed Session
Minutes
Thursday, April 24, 2008 – Time as needed

- 1.) **New Fines** recommended by Dave Caldwell, CC&R Manage. Board approved fines for four homes for lawn maintenance. Approved by Board:
- 2.) **On Going Fines**—Motion approved to increase ongoing fines to \$100.00. Kim to review files from last meeting and forward to Desiree to fine.
- 3.) **Basketball Stands:** Complaints are being forwarded to Code Enforcement who forwards them to the Public Works Division. Home owner has 21 days to comply then Public Works will fine/remove the stand.
- 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.) **Next Meeting Date:** May 22, 2008.
- 6.) **Adjourn**

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

May 23 **Absent:** Laura Kazaglis, Margarita Fernandez, Kim Dowdall
June 26
July 24 **Absent:** Margarita Fernandez, Laura Kazaglis
August 28