



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Call 707 644-0922 for Location
Thursday, May 22, 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 6:40 PM at 2408 Waterfall Way. There was not a Quorum present.
2. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Ian Forsyth, Fred Self
 - b. Board Members Absent: Laura Kazaglis, Margarita Fernandez, David Elias, Angelo Lamola
 - c. Advisory Board:
 - d. Assistant Manager: Kim Dowdall-Johnston, KD Logistics 707 645-1130 (ABSENT)
 - e. Financial Management: Desiree Conley, Valley Management Services (PRESENT)
 - f. Guests: Dave Caldwell, Kathy Wildermuth
3. **Approve Minutes:** Board Meeting Minutes of April 24, 2008. Approved with additional Board Member vote via phone
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.

- a. **Bills to be approved for payment:** Approved with additional Board Member vote via phone

Payee	Description	Amount
Valley Management Services	May fee \$1,500 plus \$100 transfer paid to HPOA in error	\$1,600.00
Dave Caldwell	April Services	\$542.38
Hiddenbrooke Golf Course	Room rental and snacks for June HCA & HPOA Annual Meeting	99.99
Total Bills To Be Approved		\$2,242.37

- b. **Correspondence Received:** None
- c. **Votes Conducted by Email:** Approved new pilot program called 15 Day Notice To Correct landscape maintenance for Bennington, Olivewood and the Orchards for up to \$3,000 in maintenance costs. Approved by voice and email vote.

5. **Officer's Reports**

- a. President Joyce Estes
- 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 \$25,000 now that two \$10,000 CD's matured.
- c. **Management Report** – Desiree (see Financial Report handout)

7. **Committee Reports**

a. **HARC** – David Elias

1) Meeting Updates May 15th – No Report.

2) **CC&R Manager/Verification Committee** – Dave Caldwell - Verification Drives for fines were done on 4/30/08. There were two 1st Courtesy notices sent and seventeen 2nd Courtesy notices sent. Ten properties came into compliance and seven are on a watch list.

Dave Caldwell noted that garbage cans are still an issue. Lawns going brown and several boats and trailers have also been an issue as well as some homes with backyard weeds that can clearly be seen from the street. Dave also noted that he may send courtesy notices to some properties that have house trim in bad need of paint.

3) **Painting Friendly Reminder Letter** – Status Report. Only positive comments received by Joyce.

b. **Neighbors** – June issue to contain ballot.

c. **Election Committee** – Vicky Idlor will again handle the counting at the Annual Meeting

d. **15 Day Notice to Correct (Pilot Program)** – Joyce Estes discussed the new program and passed out a sample of the notice and the initial procedures for the program. Also, a spreadsheet showing which homes had notices posted. Joyce is asking for neighbor support and also checking into gardener insurance.

8. **Old Business**

a. **Foreclosures:** Joyce. See handout with latest list. Discussion on who keeps up landscaping once a home is in foreclosure.

b. **Transfer Fee Document – Desiree Conley & Joyce Estes.** Discussed information received regarding the recording of the Transfer Fee document and the process that is being required.

c. **Annual Meeting-June 18th – Joyce Discussion of Agenda, People to Speak, Ballots**
Joyce passed out a draft of the annual Meeting Agenda

9. **New Business**
10. **Closed Session – CC&R Fines –**
 - a. **Recommendations for New Fines** presented by Dave Caldwell, CC&R Manager for Board Approval. Five landscaping fines and one refund were recommended
 - b. **On Going Fines**—Kim Dowdall absent. See handout.
11. **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.*
12. **Next Meeting Date:** June 26, 2008.
13. **Adjourn**

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

June 26

July 24 **Absent:** Margarita Fernandez, Laura Kazaglis

August 28