



Hiddenbrooke Property Owners Association, Inc.
Board of Directors - Minutes
May 24, 2007

1. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:00 pm at the Hiddenbrooke Golf Course Library. Due to lack of quorum, the meeting was limited to discussion only until quorum was reached at 6:40 pm with the arrival of David Elias.
2. **Attendance/Introductions:**
 - A. Board Members present: David Elias, Joyce Estes, John Jackson, and Fred Self.
 - B. Board Members Absent: Pam Hargrove, Angelo Lamola and Bob Paedon.
 - C. Advisory Board: none
 - D. Management Company: Eve Franklin
 - E. Guests: Desiree Conley, Valley Management Services and Bob Schussel
3. **Approve minutes:** The Board voted to approve the Board Meeting Minutes of April 26, 2007 with the following corrections:
 - A. Item 9, a - Change Eve Collins to "Eve Franklin."
 - B. Agenda date - Change meeting date from April 27, 2007 to April 26, 2007.
 - C. CC&R Violations 5, a - the first sentence should read as follows: "The Board voted to send statements for accounts with fines over 90 days old via certified."
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.* The Board voted to approve the Consent Calendar and Agenda as follows:
 - A. **Bills to be approved for payment:**

| Date | Payee | Description | Ck No | Amount |
|---------------------|------------------------------------|--|-------|-------------------|
| | Collins Management | May services | | \$1,912.00 |
| | Dave Caldwell | CC&R Management-April and 25 stamps | | 409.75 |
| | Collins Management | Final payment for \$2 invoice fee | | 180.00 |
| | Hiddenbrooke Community Association | Room Rental 5/18, 2007 Invoice to come from HCA. | | 230.00 |
| | | | | |
| Total Checks | | | | \$2,731.75 |

B. Correspondence Received:

- i. Letter from Anguis & Terry Collections, LLC received as email attachment and sent to Board. See item under New Business.
- ii. Letter from Firefighters Local received and sent to Board. Filed without action as HCA is handling this.

C. Votes Conducted by Email:

To appoint Angelo Lamola, Westchester, to fill vacancy caused by the resignation of Cesar Alegria whose term ends June 30, 2008. Approved: Estes, Self, Jackson, Elias, Hargrove and Paedon.

5. Officer's Reports

- A. President Joyce Estes - no report.
- B. Vice President Bob Paedon - no report.
- C. Secretary Fred Self - no report.
- D. Treasurer Pam Hargrove - no report.

6. Management Company - Eve Franklin

- A. Financial Report - \$ 19,303.60 bank account balance after above checks.
- B. Certificate of Deposit \$10,000 - New CD at 4.87%, matures on 05/15/08;
- C. Financial report for April sent to board via email with list of outstanding accounts receivable. Past due statements mailed first week of May were about 94. Copies of Statements were also mailed to Joyce.
- D. Certified Mail: Number of statements sent Certified Mail in May - none.

Status of Accounts Receivable: on two pending sales provided to Eve by Joyce.

- HI1823 - Tina Stewart of Performance Real Estate. Paid.
- HI2983 - No response to calls left for Audrey Theobald of Century 21. Paid.
- HI6263 - 6263 Newhaven - Original address incorrect for entire year. Revised bill without interest/invoices charges sent 5/15/07.
- HI6265 - 6265 Newhaven - Original address incorrect for entire year and owner changed July 2006. Revised bill without interest/invoices charges sent 5/15/07.

- E. Transition from Collins at 5/31/07: Collins anticipates being able to provide corrected April 2007 Board Meeting Minutes, draft May Board Meeting Minutes, Financial Statements, Bank Reconciliations and Statements and outstanding A/R by June 15, 2007 (financials dependent upon receipt of bank statements.)

7. Valley Management Services - Joyce provided update on Software set up, procedures and start of new contract June 1, 2007. Sample invoices and financial statements were provided. On target to issue June 1, 2007 statements.

8. Committee Reports

- A. **HARC** - David Elias - May 17, 2007 Meeting was attended by David and Joyce. Discussed Orchards continued landscape neglect, publication of HARC minutes not approved, procedures on Cement violations and transition issues. Dave Egan has asked to become an alternate on the committee as of September 1, 2007. Allen Wildermuth is willing to be appointed to fill the opening, but would also like us to find someone with an architectural background. The request will be part of the President's message in the June issue of Neighbors.

Perez Home: Hiddenbrooke residents have appealed the Planning Commission Approval to the City Council. David Elias attended the May 22, 2007 hearing which approved the appeal and denied the Perez application to build a 9,000+ square foot home in Hiddenbrooke.

David Elias reported the City of Vallejo had added new guidelines that are in conflict with or in addition to HARC guidelines and suggested inviting Board and HARC Members to meet next week to discuss.

- B. **HARC CC&R Verification Committee** - Joyce distributed latest Verification Tracking Report. Last verification was done May 16, 2007. J. Estes authorized Dave Caldwell to spend more time during the next two months and authorized an additional \$400 to deal with violations due to increasing landscape maintenance issues. The additional cost will be made up in December when demands are less. Starting with the next fiscal year, Dave Caldwell will be asked to attend a portion of the HARC meeting and make a report to the committee.
- C. **Policy & Procedures Committee** - Bob Paedon
Fine Committee (Dave Caldwell, Fred Self, Bob Paedon and Joyce Estes) met and drafted a policy. Bob Paedon sent the policy to the Board for review. Board to vote on the fine policy via email.
- D. **Neighbors** - Joyce - Proxy/Ballot to be published in June issue.
- E. **Web Site** - Joyce - After Board meeting, web site will be updated for appointment of Angelo Lamola and contact information for Valley Management Services.

9. Old Business

- A. **Annual Meeting** - Club House has been reserved for Wednesday, June 20th. HCA meeting will start at 7:00 PM followed by HPOA at 7:45 pm.
- B. **Cement Policy** - Draft policy provided. Board reviewed it and referred it back for comments from Dave Egan and HARC.

10. New Business

- A. **Approval of Landscape Management Contract for period ending May 31, 2008** - Postponed to June meeting, awaiting response from Jamie Clark.
- B. **Collection Proposal**: Sue Oliver at Oliver Management Company referred Angius & Terry Collections, LLC (ACT) from Sacramento. ACT submitted a proposal for the year ending May 31, 2008. Brenda Bennett reported the normal fees for collection are as follows: \$50 - \$100 for mailing (Base fee \$55 plus \$6 per certified letter to each owner), pre-lien notice is \$210 and Lien is \$310 for a total maximum of \$620. She encouraged the Board to send as many open files as possible. If the owners don't pay before account goes to lien status, ATC is willing to bill all costs plus ½ of the fees and let the balance be paid when the account is paid because

of a sale or refinance. HPOA's out of pocket current cost would be \$255.00 plus mailing or less than \$300.00 per case. ACT Letter and Web Contract sent to Terry Davis on 5/18/07 for comments and recommendations.

This is on hold until we get a response from Terry Davis or other legal advice.

- C. **Storage of Files:** Triad has about 10 to 12 boxes of HARC records that need to be stored. Discussion regarding where to put them and who will write up a procedure to scan selected documents (like all letters) into a pdf file which can be stored with other files with Valley Management Services. Transfer to be made ASAP after June 30, 2007. Triad has the records already boxed. There are more boxes of developer records which we need to decide if we want them. Dave Egan has suggested that we might not want them. David Elias suggested it was not necessary to keep all the paperwork (Site, Elevation and Title Sheet are the only necessary items) and volunteered to look at TRIAD files and purge unnecessary paperwork.
 - D. **First Bank** asked that we re-sign signature cards and change our agent with them. The Board voted to authorize the four officers to complete and sign the First Bank's standard forms which designates Valley Management Services as our designed Association's agent which includes fund transfers, on-line banking and lock box services.
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.*
- A. Bob Schussel stated HARC plays an important role and should continue but offered the following suggestions:
 - i. Variances - He asked that HARC require that major variances be noticed to Neighbors.
 - ii. Communication - He asked that HARC post notices about major variances on HB-News.
 - iii. Custom Lots - He wants HARC to require builders/applicant on custom lots to notify 20 or 30 of the closet neighbors about the home plants.
 - iv. Custom Lots - Consider putting something in Neighbors about the custom home plans.
 - v. Related Party - If a HARC member has a personal, business or investment relationship with the applicant, the HARC member would be precluded from voting on the custom home proposals.
- The Board indicated that the list would be communicated to HARC via David Elias, HARC chair, for discussion at a future HARC meeting. (Subsequent to the meeting, Joyce asked Bob Schussel to put his requests in writing so he can communicate them directly to the entire HPOA Board and HARC.)
12. **Next Meeting Dates:** June 28, 2007 - Hiddenbrooke Golf Club, 6:00 PM
13. **Adjourn**

Hiddenbrooke Property Owners Association, Inc.
 CC&R Violations—CLOSED SESSION
 Minutes
 Thursday, May 24, 2007

1. Call to order: Joyce Estes, President
2. Attendance:
 - A. Board Members present: David Elias, Joyce Estes, John Jackson, and Fred Self
 - B. Board Members Absent: Pam Hargrove, Angelo Lamola and Bob Paedon
 - C. Advisory Board:
 - D. Management Company: Eve Franklin
 - E. Guests: Desiree Conley
3. Assessment of fines voted by email: None
4. Fines Proposed: None forwarded to Board by CC&R Manager or HARC.
5. Fines Ignored Over 90 days
 - A. Response to certified letters sent in May: Management Company did not send them as requested. Valley Management Services to send the four statements as marked on the schedule.
6. Review and update Fine spreadsheet.

The Board voted to approve fines to be posted May 31, 2007 as follows:

- | | | |
|-------------------|----------|-------------------------------|
| A. Hearing #9-06 | \$100.00 | Fine - Illegal Structure |
| B. Hearing #15-06 | \$50.00 | Fine - Business Violation |
| C. Hearing #2-06 | \$100.00 | Fine - Front Yard Landscaping |
| D. Hearing #3-06 | \$100.00 | Fine - Front Yard Landscaping |
| E. Hearing #8-06 | \$50.00 | Fine - Boat |
| F. Hearing #6-06 | \$100.00 | Fine - Front Yard Landscaping |

7. New Business
8. Adjourn 7:25 PM

Important Dates

HPOA Annual Meeting - June 20, 2007, 7:45 pm

HPOA Board Meeting Schedule, Meeting Time 6:00 PM

| | | | |
|---------------|----------------|------------------|--------------------------|
| July 13, 2006 | Completed | January 25, 2007 | Completed |
| August 24 | Completed | February 22 | Completed |
| September 28 | Completed | March | Cancel |
| October 26 | Completed | April 26 | Completed |
| November | Holiday-cancel | May 24 | Completed |
| December 7 | Date changed | June 28 | Joint with new Directors |

Respectfully submitted,
 Eve Franklin, Community Association Manager
 Collins Management Company

As approved by Board without signature of Eve Franklin