



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, May 28, 2009 Time: 6:30 PM
Location: Library – Hiddenbrooke Golf Club

- I. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:35PM. No quorum was present until 6:40PM.

- II. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Ian Forsyth, Kathy Wildermuth, Laura Kazaglis, Chris Brittle, and Margarita Fernandez (1 open director)
 - b. Board Members Absent: Advisory Board:
 - c. 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
 - d. Board Candidates Invited: Ed Pryal (absent), Kevin Dement (absent) Doug Eeten (present).
 - e. Guests in Attendance:

Approve Minutes: Approved – Board Meeting Minutes of April 23, 2009 with change regarding moving names from Hearing.

III. **Community Forum** – No requests to speak.

IV. **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** - None
- b. **Correspondence Received:** None
- c. **Votes Conducted by Email:** Email sent 5/2 asking approval for:

Approved Motion: Authorize the President to sign a contract with BenJammin' Studios, Ben Heveroh, for three piece band, cost not to exceed \$500 and to reimburse up to \$100 for popcorn and supplies for National Night Out, Tuesday, August 4, 2009. PASSED. Approved by: Estes, Brittle, Wildermuth, Forsyth and Fernandez.

- d. **Bills to be approved for payment** –See Management Report from Valley Management Services with listing of invoices for payment at end of minutes. Discussion re Digital Copy Invoice.

V. **President's Report**

- a. HMD – Orchard's HMD Areas Update

VI. **Financial Management Company** – Desiree Conley. See written report at end of minutes.

VII. **Committee Reports**

a. **HARC** –Chris Brittle/Joyce/Jamie

Golf Ball Netting – Joyce reported that the City of Vallejo does not require a permit to put up Golf Ball Netting.

CC&RS Manager/Verification Committee—Dave Caldwell

Number of Courtesy Letters Sent – Garbage Cans	0
Number of Courtesy Letters Sent – Other	37 plus 1 retraction
Number of Final Letters	2
Number for New Fines	1
Number of homes who have now complied	17

Discussion of problem homes with landscaping issues and dead lawns. Also discussed non operating vehicles are not permitted to be parked for extended periods in driveways. Dave noted that he may need to split Hiddenbrooke up into 2 drives a month.

Review latest list of foreclosures – Joyce

Update on house painting letter. Joyce will re-write letter and send to Board for approval.

15 Day Notice to Correct CC&R Violations (Pre-foreclosure, foreclosed or vacant homes)
– Kim Dowdall.

Number of homes tagged with violation notice	3 – 1 complied
Number of homes sales agent contacted	4 – 4 complied
Number of homes now in compliance	5
Number of homes with maintenance done	3 – 1 repeat

Signage on Hiddenbrooke Parkway – Joyce

Board discussed request by HB Plaza for Permanent Sign. Currently the Golf Course has two temporary signs on Parkway. It was suggested that the Golf Course take down the 2 temporary signs and that the Golf Course and HB Plaza each have one permanent sign that is approved by HARC prior to installation.

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

June Issue has been mailed. Discussion as to content of future newsletters.

Sept. Issue is full for ads. Marti Brown took ¼ page ad as she is running for City Council. Have 3 additional requests for business card ads and will try and add them. The front page article will be on HMD by Ginger Bryant and maybe a small article for the HCA Golf Tournament written by Chris Anthony; Safety article by Rick Joslin; Free ad for the annual Hiddenbrooke Garage sale. Editor should be in place for March 2010 edition.

c. **HCA/HPOA Joint Committee – Tabled until August 2009**

Neighborhood Watch – Organized by Bob Sampayan
HMD Contract--2009-2010 Assessment. HCA trying to keep it at last year's rate

Holiday Lighting Contest – Jason Hamilton

- d. **Web Page** – Jamie posted Standing Rules.
- e. **HCA Re-Designed Web Site** – No update
- f. **Weeds on Custom Lots** – Update from Code Enforcement, Leina Morris to come.
EMAIL: lperez@ci.vallejo.ca.us, 707-648-4564

VIII. **Old Business**

- a. **Annual Meeting** June 24th– HPOA Board members should attend. Ian has started a Power Point Presentation for meeting. Joyce will add additional information.
- b. **Worker’s Compensation Policy** – Application signed 4/28/09 and will be in effect with next year’s policies. They are re-shopping General Liability because current policy was with AIG. Expects premium to be about the same. Getting quote from HB Resident from Farmers Insurance. Review in July.
- c. **National Night Out Tuesday, August 4th**—Golf course is planning to provide hot dogs, hamburgers, chips, cookies and soda for National Night Out. HPOA providing popcorn supplies (machine a courtesy of Rick & Ginger Joslin who have also agreed to pass out the popcorn). Vote on music was passed and the band was told to send a contract. HCA is contributing towards the food expense. No other details are known.

IX. **New Business**

- a. **Holiday Lighting Contest** will be held as HCA event. Jason Hamilton is the chair.
- b. **HPOA Banner** – Ian updating logo and Joyce will have made.
Motion Approved: Authorize the President to spend up to \$150 on one banner.
- c. **Bad Debt Write Off** – FYE 6/30/09. Board discussed current receivables and agreed not to write off unpaid debts.
- d. **Collections:** General discussion regarding collection procedures and Small Claims Court actions. Joyce agreed to get additional information.
- e. **It’s Painting Time** – Joyce will make changes to draft.

- X. **Next Meeting Date:** June 25, 2009, 6:30 pm at the Library at the Club House. Newly elected Board Members to attend. Election of officers for 2009 – 2010 and appointment of Liaisons

XI. **Report From Closed Session**

- a. **Recommendations for Fines** — One fine for trailer in driveway.
- b. **Hearings:** none.

XII. **Meeting Adjourned 8:30 pm.**

Hiddenbrooke Property Owners Association, Inc

Financial Management Report April 2009

Board Meeting May 28, 2009

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits	\$1,359.95
HARC Deposits	\$ 200.00
Total Deosits for April 2009	\$1,559.95
Checking Balance 4/30/09	\$19,518.25
Owner Deposits thru 5.27.09	\$ 973.82
HB Times	\$ 100.00
CD Interest	\$ 18.71
Total Deposits	\$ 1,092.53
Current Checking Balance	\$19,910.34
(As of May 27, 2009)	
Current Certificates of Deposit <i>(see HPOA CD Log)</i>	(As of April 30, 2009)
Matures 10/10/09 52-Week	\$15,837.84 @ 2.38%
Matures 5/21/09 13-Week	\$15,000.00 @ .50% Rolled
Matures 8/6/09 52-Week	\$15,000.00 @ 3.40%
<u>Matures 5/21/09 4-Week</u>	<u>\$15,044.02 @. 30% Rolled</u>
Total CD Value	\$60,881.86
Bills to be Approved	
Valley Management Services	\$1,700.00
Dave Caldwell <i>April 2009 CC&R Management</i>	\$ 673.06
Jamie Clark <i>April 2009 Web Services</i>	\$ 50.00
Kim Dowdall <i>(4/22-5/19) 15 Day Notice Program</i>	\$ 175.00
Michael Moore Landscaping 2012 Bennington & 7271 Willow Creek one time clean up	\$ 55.00
Digital Copy – June Newsletter	\$1,778.28

Total Bills	\$4,431.34
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Financial Management Report April 2009

Board Meeting May 28, 2009

By:

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Phone Calls Month to Date HARC = 2 Questions/Complaints /Clarification/Title/Appraiser info. only = 33	TOTAL = 35
Fines for April.	0
Deliquent Accounts Accuring Interest and Late Fees	180 (Approx.)

Valley Management Services – Services Paid by Requestor

Homes resold in April 2009	10
Transfer Fees Received	8