



**Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, June 25, 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 6:35 PM. A quorum was present.
- 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
 - Kim Dowdall-Johnson, KD Logistics, Assistant Manager
 - Dave Caldwell, CC&R Management
 - Jamie Clark, HARC Chair, Webmaster, Landscape Approvals (absent)
 - d. Board Candidates Invited: Ed Pryal (present), Kevin Dement and Doug Eeten (absent)
 - e. Guests in Attendance: Bret and Maria Andrews, Greg and Pam Johnson
- III. **Approve Minutes: Approved**
Board Meeting Minutes of May 28, 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**

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:** Letter from Mr. Lewis dated June 9th saying he will finish the fence for 2308 Bennington by October 2009.
 - c. **Votes Conducted by Email:** Email sent 5/29 asking approval for:
 - Motion:** To approve "It's Time to Paint" letter. Approved Estes, Brittle, Forsyth, Kazaglis, Estes
 - Motion:** To approve changes for 2009 New Owner Letter. Approved Kazaglis, Estes, Brittle, Forsyth

d. **Bills approved for payment per Management Report.**

VI. **President's Report**

- a. HMD – Orchard's HMD Areas; Update 2009-2010 Contract. Ginger Bryant posted that the City has agreed to transfer the Orchards and Summit into HMD.

VII. **Financial Management Company – Desiree Conley – See Attached Management Report**

- a. Lot Split--Hamid Akbari split his home lot into 3 parcels and recorded the split. The two additional parcels were included in the HMD Engineer's Report for FYE 6/30/10. Valley Management will bill the additional two lots. The revised APN's are as follows:
2339 Broadleigh Place APN 0182-440-010
Lot 0182-440-030
Lot 0182-440-020

VIII. **Committee Reports**

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

CC&RS Manager/Verification Committee—Dave Caldwell

Number of Courtesy Letters Sent – Garbage Cans	0
Number of Courtesy Letters Sent – Other	21
Number of Final Letters	2
Number for New Fines	0
Number of homes who have complied (X-complete)	

Discussion of problem homes. One home that was previously fined is now back out of compliance. Property with golf ball netting is in pre-foreclosure.

Review latest list of foreclosures – Joyce. It is noted that there are around 82 homes either in pre-foreclosure or full foreclosure.

15 Day Notice to Correct CC&R Violations (Pre-foreclosure, foreclosed or vacant homes)
– Kim Dowdall. The masters and Costello were walked for Time to Paint Flyers.

Number of homes tagged with violation notice	2
Number of homes now in compliance	1
Number of homes with maintenance done	no report

It's Time To Paint – How many need trim and/or stucco

Need to have letter adjusted so there are three notices, one that just addresses trim, one that just addresses stucco and a letter for both.

Signage on Hiddenbrooke Parkway – Joyce

Request by HB Plaza for Permanent Sign. A meeting will be held with Joyce Estes, Alan Wildermuth and Ollie Becker to discuss the removal of the temporary signs on the parkway.

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

Sept. Issue:

Ads	Are full. Will have page of painter referrals from homeowners Have 3 additional requests for business card ads and will try to add
Articles	Front page to be HMD Article by Ginger Bryant and Golf Tournament article by Chris Anthony; free ad offered for the Garage sale
Editor	Should be in place for March 2010 edition

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

Hwy 80 Trash Fund
Vallejo Adopt a Street clean up

- d. **Web Page:** Jamie posted HCA minutes.

- e. **HCA Re-Designed Web Site** –

The new Web Page should be up in July 2009 per HCA's report at the Annual Meeting.

- f. **Weeds on Custom Lots** – Update from Code Enforcement

Leina Morris says owners have been cited. EMAIL: lperez@ci.vallejo.ca.us

IX. Old Business

- a. **Annual Meeting** June 24th– 72 people in attendance. 139 ballots turned in and a show of 9 hands. Total votes 148. Several members asked that the Board address the following issues.

1. Re-activate the Joint HCA/HPOA Committee in July instead of August.
Board response: Chris Brittle was appointed as liaison between HCA/HPOA.
 1. Re-consider the \$100,000 reserve which was set up per the Standing Rules on August 23, 2007 at the time when HPOA had no general insurance.
Board response: Per opinion by Byrne Conley, Esq., the \$100,000 reserve is not out of place. Board will address at July meeting when they have time to research.
 3. Request to continue to work on getting the Maintenance District to include the Orchards.
Board response: The City has agreed to this request.
 4. Request to follow up on Complaint re basketball stand.
Board response: Dave Caldwell, CC&R Manager will follow up. (Complaint has since been withdrawn as the house is scheduled for foreclosure.)
 5. Request to eliminate advertising in Hiddenbrooke Times.
Board response: Income from advertising off-sets cost to produce Times.
 6. Question by new resident after the meeting: why can't HPOA and HCA do not work more closely together.
Board response: Chris Brittle was appointed as liaison between HCA/HPOA.
- b. **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 courtesy of Rick & Ginger Joslin). Vote on music was passed and the band was told to send a contract. Joyce left message 6/20/09. HCA is making financial contribution to the Golf Club.

- c. **Banner** – Joyce
Still in process.

- d. **Collection Issues**—Joyce and Valley Management has had several emails with Jessica Koller, Pro Solutions. This still needs more research but they seem to offer a no fees, no risk program, but see fee schedule below. These fees would be paid by the owners. Also see summary of program sent out to Board via email.

NOTICE OF INTENT TO LIEN	\$295.00
VESTING DEED, INTERNET SEARCH	\$125.00
NOTICE OF ASSESSMENT LIEN (Includes Lien, notary fees, and Letter to Owner attaching Lien, vesting deed)	\$385.00
RECORDATION OF LIEN & RELEASE	\$160.00

X. New Business

- a. Insurance Renewal July 20, 2009 – 7/20/2010. Coverage is the same except no retention and includes worker's compensation and Fidelity Bond. Coverage meets requirements in CC&Rs.

Granite Bay	\$ 7,872
Philadelphia Ins. Com	\$11,016

Granite Bay has no retention and Philadelphia has \$10,000 under Umbrellas coverage.

Motion Approved

Authorize the President to renew the insurance coverage with Granite Bay at an annual cost of \$7,872 and release the check dated July 2009.

- b. **Motion Approved**

Joyce Estes to sign engagement letter for tax return.

- c. Election of 2009-2010 Officers by 2009-2010 Board

President – Joyce Estes
 Vice President – Kathy Wildermuth
 Secretary/Communications – Kevin Dement
 Treasurer – Ian Forsyth
 Director – Violations – Doug Eeten
 Director – 15 Day Program – Ed Pryal
 Director – HARC – Chris Brittle

- d. Meeting Dates/Calendar for 2009 – 2010 – **Approved**

XI. **Report of Closed Session** – None held

XII. **Next Meeting Date:** July 23, 2009

XIII. **Adjourn to Closed Session**

Members who have notified the President that they can't attend a future scheduled meeting: **None**

The Minutes of the meeting were approved by the Board of Directors on 7-23-09

Certified by Kevin Dement, Secretary July 23, 2009

Hiddenbrooke Property Owners Association, Inc

Financial Management Report

May 2009

Board Meeting June 25, 2009

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits	\$1,030.04
Interest 13 Week CD	\$ 18.71
HB Times Ad Sales	\$ 800.00
Total Deosits for May 2009	\$1,848.75
Checking Balance 5/31/09	\$20,666.56
Deposits thru 6.16.09	\$ 1,740.30
Current Checking Balance (As of June 16, 2009)	\$17,975.52
Current Certificates of Deposit (see HPOA CD Log)	(As of May 31, 2009)
Matures 10/10/09 52-Week	\$15,837.84 @ 2.38%
Matures 8/20/09 13-Week	\$15,000.00 @ .40%
Matures 8/6/09 52-Week	\$15,000.00 @ 3.40%
Matures 6/18/09 4-Week	\$15,050.94 @ .30% Rolled
Total CD Value	\$60,888.78
Bills to be Approved	
Valley Management Services <i>June services \$1,700</i> <i>Annual Billing Payment \$1,500</i> <i>Reinburse Transfer fees \$200.00</i> <i>New Owner letters (13) \$32.50</i>	\$3,432.50
Dave Caldwell <i>April 2009 CC&R Management</i>	\$ 595.54
Jamie Clark <i>Monthly Web Services \$50.00</i> <i>HARC \$388.50</i>	\$ 438.50
Kim Dowdall <i>15 Day Notice Program</i>	\$ 187.50
Total Bills	\$4,654.04

Hiddenbrooke Property Owners Association, Inc

Financial Management Report

May 2009

Board Meeting June 25, 2009

By:

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Phone Calls Month to Date HARC = 1 Questions/Complaints /Clarification/Title/Appraiser info. only = 43	TOTAL = 44
Fines voted for May	1
Delinquent Accounts Accruing Interest and Late Fees	175 (Approx.)

Valley Management Services – Services Paid by Requestor

Homes resold in May 2009	7
Transfer Fees Received	3