



Hiddenbrooke Property Owners Association, Inc.

Board of Directors – Minutes

Call 707 644-0922 for Location

Thursday, June 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. There wasn't a quorum was present. So the Board discussed the need to remove Board members that miss three meetings in a row.

Motion to remove Angelo Lamola and David Elias from the Board was approved. So the Board now consists of five members and three Board members now made the quorum.

2. **Attendance/Introductions:**

- a. Board Members present: Joyce Estes, Laura Kazaglis, Fred Self
- b. Board Members Absent: Ian Forsyth, Margarita Fernandez, Angelo Lamola
- c. Advisory Board:
- d. Outside Contractors Invited:
 - Desiree Conley, Valley Management Services – Financial Management. Present
 - Kim Dowdall-Johnson, KD Logistics, 707 645-1130. Absent
 - Dave Caldwell, CC&R Management. Present
- e. Guests: HPOA New Board Members: Chris Brittle & Kathy Wildermuth. Present
David Elias -HARC Chair

Motion was made and approved to appoint Chris Brittle and Cathy Wildermuth to replace removed members.

3. **Approve Minutes:**

- a. Board Meeting Minutes of May 22, 2008. **Approved**
- b. Annual Meeting Minutes of June 18, 2008. **Not Available**

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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:** Discussion given to HCA bill

Payee	Description	Amount
Valley Management Services	June fee \$1,700 (new monthly rate) plus \$1,500 one time fee.	\$3,200.00
Dave Caldwell	May Services including 19 stamps.	555.48
Kim Dowdall	April and May Services	612.50
HCA	Cost to print Proxy/Ballot, postage for first class mail to non residents for last two issues	360.86
Beth Grimm, attorney	Bill mixed up with Village. Received late.	435.00
Total Bills To Be Approved		\$5,163.84

b. **Correspondence Received:** None

c. **Votes Conducted by Email:** **Motion Approved** for extension of 15 Day Notice To Correct CC&R Violations to other areas until HPOA has spent \$1,000 in correction costs (not administration) at which time the Board will review the program and decide if we should take on any more areas. Passed. 100% YES: Estes, Self, Fernandez, Kazaglis, Ellis, Forsyth and Elias. A short discussion of this program was had.

5. **Officer's Reports**

- a. President Joyce Estes –
Bylaws require that all Board members have assessments paid and no violations. This was discussed extensively at the beginning of the meeting.
Comments on annual meeting. Some discussion was given to meeting and questions.
- 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
- c. **Management Report** – Desiree (see handout)

7. Committee Reports

a. **HARC** – David Elias

Meeting Updates June 19th. David Elias noted that HARC meetings will now start at 6:30PM. David noted that there have been a lot of HARC applications for landscaping and front door color changes. There have been no HARC applications for new custom homes. HARC is not giving an official letter approving items done without HARC approval. If the work is done to HARC's guidelines they will give a letter saying the work is OK, but no official HARC permit. Joyce Estes noted that she had called Dave Egan re custom home plans. He has agreed to consult on a limited basis. Dave Elias noted that the City of Vallejo has raised building permit fees to 22% plus the cost for sewer and schools. David also discussed the resent prayer room application. David has also agreed to continue to attend HPOA meetings for HARC updates.

a. **CC&R Manager/Verification Committee** – Dave Caldwell - Verification Drives.

Dave Caldwell noted that he had done two recent verification drives one on the April 27th and one on June 21st. He has issued 17 courtesy notices, 8 final notices and recommended 2 for fines. There have been 16 that are on hold or have come into compliance. He noted that Olivewood and Carlingford are in great need of the 15 day notices. Dave showed pictures of properties currently in violation that he was asking the Board to fine. There was discussion given to some of HMD's landscaping needs on Bennington Drive. Joyce Estes asked Dave Caldwell if he needed more hours to complete his work and he does.

b. **Neighbors** – Next deadline July 15th. Need advertisers. Also Board needs to confirm that it is okay if Neighbors is not mailed to non-residents unless they make a special request. This will save HCA/HPOA over \$1,000 per year. The Newsletter goes to every Hiddenbrooke home so they can get it from the tenant or read it on the web...including ballot and financial information. Also see proposal to reimburse HCA for HPOA pages and 2008-2009 Ad Rates. Joyce noted that changing the ink colors has saved money in printing.

Motion Approved: Effective with the August 2008 publication, HPOA will pay HCA \$300 per issue for up to 15 pages of HPOA information per year. The payment will be placed on the list of bills for approval in the month that Neighbors is distributed. This payment will be automatically stopped if HCA stops publishing a newsletter every other month.

c. **15 Day Notice to Correct CC&R Violations** (Pre-foreclosure, foreclosed or vacant homes) – Kim Dowdall (absent) Joyce update on Olivewood Lane, Bennington Drive, Orchards and one on Landmark. Proposed New Schedule was discussed and it is on hold until Kim can make her comments.

8. Old Business

a. **Foreclosures:** Joyce Estes passed out a current list of foreclosures in Hiddenbrooke. There was a discussing on foreclosures in general.

b. **Transfer Fee Document** – Desiree Conley – postponed.

9. **New Business**

a. **NEW BOARD – Election of Officers and Selection of Director Duties, Sign Bank Signature Cards (vote by new HPOA Board ONLY).**

Welcome New Board Members: Chris Brittle and Cathy Wildermuth

President	Joyce
Vice President	Kathy Wildermuth
Secretary/Treasurer	Margarita Fernandez

All other Board members are directors.

b. **2008-2009 HPOA Calendar** – Both HPOA and HARC now start meetings at 6:30 pm

Motion Approved HPOA/HARC Calendar of meeting dates for 2008-2009.

c. **HCA/HPOA Relationship Discussion**-Jim Libien has asked that we discuss this in more detail by appointing two 2008-2009 HPOA Board members and not the two presidents to meet starting in August to work on solving issues and reducing duplicate efforts and expenses. HCA plans to hold a retreat and won't be organized until then. The board agreed that Kathy Wildermuth and Laura Kazaglis would go to represent HPOA. Fred Self noted that he thought there should also be other representatives that are not on either HCA or HPOA. He also thinks there should be a defined agenda prior to the meeting. Joyce agreed to pass this request on to the Jim Libien, HCA President.

d. **Insurance:** Joyce Estes gave update on renewing D&O Insurance and getting General Liability Insurance. She had quotes from State Farm, Timothy Cline Ins. Elis Insurance, and O'Kane & Tegay Insurance Brokers who HCA may use.

The Board after looking over budget agreed to have Joyce sign application from O'Kane & Tegay Insurance Brokers, annual premium is \$8,029. The D & O Policy covers HPOA members who are also independent contractors.

e. **Scanner:** HPOA needs to be able to scan documents. The Board agreed that the scanner should be the property of HPOA.

Fujitsu fi-5110c - Compact, Efficient Desktop Scanning on sale for \$670 (\$895 Reg)
TWAIN compliant, 50-600 dpi resolution
15 ppm (simplex) / 30 ipm (duplex) scanning in 200-DPI monochrome
Ultrasonic double feed detection
Bundled with Adobe Acrobat Standard 8.0 and Scan All Pro

Motion Approved for Joyce Estes to purchase to purchase Fujitsu fi-5110c Scanner as listed above to be used by Valley Management Services

f. **Budget:**

Motion Approved to Amend 6/30/09 budget to include:

Neighbors	\$1,800.00
Scanner	\$ 800.00
Insurance	\$9,000.00

g. **Tax Return - Motion Approved** for Joyce Estes to sign the engagement letter to have James Ernst, CPA to prepare the tax return for FYE 6/30/08, estimated cost is \$500.

10. **Closed Session – CC&R Fines** – Kim Dowdall-Johnston, Assistant Manager (Absent)
 - a. **Recommendations for New Fines:** Two fines **Approved**
 - b. **On Going Fines**—Joyce Estes. See handout.
 - c. **Hearing:** Requested by homeowner with brown lawn.
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:** July 24, 2008. (Two board members will be absent.)
13. **Adjourn**

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

July 24 **Absent:** Margarita Fernandez, Laura Kazaglis
August 28
Sept. 25
Oct. 23