



**Hiddenbrooke Property Owners Association, Inc.
Board of Director--Minutes
Thursday, June 28, 2007**

1. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:05 PM at the Hiddenbrooke Golf Course Library. A Quorum was present.
2. **Attendance/Introductions:** (Remind all guests to sign in)
 - a. Board Members present: Joyce Estes, John Jackson, Pam Hargrove, Fred Self and Bob Paedon. Dave Elias arrived at 6:25 PM.
 - b. Board Members Absent: Angelo Lamola
 - c. Advisory Board: None
 - d. Management Company: Desiree Conley, Valley Management Services
 - e. Incoming Board Members: Marguerite Fernandez and Laura Kazaglis were present. Ian Forsyth arrived late.
3. **Approve minutes:** The Board voted to approve the Board Meeting Minutes of May 24, 2007 with the following corrections.
 - a. Item 3C remove "along with a letter"
 - b. Item 6B CD matures 5/15/08.
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 approved for payment:**

Date	Payee	Description	Ck No	Amount
	Valley Management	June services and 4 Certified letters		\$1,540.00
	Dave Caldwell	CC&R Management-May services – 20 stamps		408.20
7/1/07	Ellis Insurance	Annual Directors & Officers Liability Insurance 7/20/07-7/19/08 (July Payables)		6,120.00
Total Checks				\$8,068.20

- b. **Correspondence Received:**
Email from Robert Schussel sent to Board and HARC.

5. **Votes Conducted by Email:** None

6. Officer's Reports

a. President Joyce Estes:

- i. Collins Management has provided all paper files, electronic correspondence files and final financial report.
- ii. Binders have been prepared for Lamola, Kazaglis, Forsyth, and Fernandez. From now on this job will be done by VMS and actual costs billed to HPOA.
- iii. There are Committee Openings: HARC, Verification Committee, Nominating and Web Master.

- b. Vice President Bob Paedon: no report – going off Board.
- c. Secretary Fred Self: no report.
- d. Treasurer Pam Hargrove no report – going off Board.

7. Management Company – Desire Conley, Valley Management Services

a. Financial Report:

\$12,565.47 Bank account balance after above checks.

\$10,000 CD at 4.87%, matures 5/15/08

\$529.44 deposits received current month to date

b. Management Report:

Annual Statements including two enclosures, Homeowner Form and President's Annual Update, were completed and ready to be mailed the first week of July, 2007.

76 statements of outstanding accounts receivable were mailed

4 properties fined for violations by certified letter

4 Escrow transfer requests

8. Committee Reports

a. HARC – David Elias - June 21, 2007 meeting was attended by David, Joyce and Fred.

- (1) HARC reviewed draft of a letter to City of Vallejo regarding Perez matter. Some changes were made and it was forwarded to the Board for approval. David Elias agreed to sign letter and present it to Council at next Council Meeting. (No Meeting July 2nd.)

Motion Approved: To send letter to City Council asking that Perez Matter be placed again on the agenda.

Motion Approved : For HARC drafted response to questions from Bob Schussel to be sent via email.

- (3) HARC re-considered issues related to cement poured without HARC approval.

- (4) Cement Policy and Procedures document still in draft form

- (5) No Action on draft of the HARC/HPOA Disclosures, Policies and Procedures.

- b. **HARC CC&R Verification Committee** – Joyce Estes distributed latest Verification Tracking Report. Last verification was done by Dave Caldwell, Fred Self and Joyce Estes on June 13th. There are 45 addresses on the list and 11 are completed, 5 are on Hold, 4 are on Watch, 17 Courtesy letters, 4 Final letters, 1 to Jamie, 1 with other issues and 2 are going to Fine.
 - c. **Detailed Policy and Procedures Re Fines:** Terrye Davis, attorney with Davis & Davis has reviewed the detailed procedures for fines, etc. Joyce Estes updated the document, incorporated her changes and added a schedule of when Valley Management Services can charge for extra work. Joyce Estes suggested this be reviewed by Laura Kazaglis and Angelo Lamola and submitted for a vote at July Board meeting.
 - d. **Neighbors** – Joyce Estes noted that we need an article for August Neighbors. She suggested an article on HARC Policies and Procedures. Deadline is July 15th.
 - e. **Web Site** – Joyce Estes noted that the Web Site was to be updated for new Board Members.
9. **Old Business – Postponed.**

- a. **Collection Proposal: (May be post postponed again for time—need in place by October:** Anguis & Terry Collections, LLC (ACT) from Sacramento has submitted a proposal for the year ending May 41, 2008. Brenda Bennett told me that the normal fees for collection are \$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 wants to encourage us to send as many open files as possible. So if the owners don't pay before this goes to lien, she is willing to bill us all costs plus ½ of the fees and let the balance be paid when it is paid because of a sale or refinance. So our out of pocket current cost would be \$255 plus mailing or less than \$300 per case. Sue Oliver at Oliver Management Company referred ACT. **See web site: <http://www.atcollections.com>.** ACT Letter and Web Contract sent to Terrye Davis on 5/18/07 for comments and recommendations. No response received.

MOTION - Postponed. To authorize Joyce Estes to sign the one page letter/contract which is a modification of their standard contract which was emailed to Board providing it is approved by our Terrye Davis who is advising us on collection issues.

10. New Business

- a. **Approval of Landscape Management Contract for period ending August 31, 2008:** This contract and the CC&R Contract will now expire August 31st of each year.
Motion Approved: Landscape Management Contract with Jamie Clark at \$37 per hour, maximum \$6,000 per year for the period July 1, 2007 through August 31, 2008.
- b. **Storage of Files: Postponed.** HARC is working on a draft of their record retention policies and HPA needs to draft procedures on retention of financial records, etc. with the idea that we will be moving forward to paperless long-term storage.

Election of Officer Approved.

c. Officers/Director Assignments for 2007-2009

President	Joyce Estes
Vice President	Fred Self
Secretary	Margarita Fernandez
Treasurer	Laura Kazaglis
Director-HARC	David Elias
Director-Violations	Angelo Lamola
Director-Communications	Ian Forsyth

- d. Meeting Location and Schedule:** Board meeting location and schedule has changed. Meetings will be held in Board Member homes. Call for location.

Proposed Meeting Schedule is attached. No meeting in November.

MOTION - Approved: To approve the HPOA Board and HARC Meeting Schedule for 2007-2008, time 6PM, HARC to meet at Library, HPOA Board to meet at Joyce Estes home.

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 Dates:** July 26, 2007 – 6 PM, Location 2408 Waterfall Way.
13. **Adjourn**

Hiddenbrooke Property Owners Association, Inc.
CC&R Violations—CLOSED SESSION
Agenda
Hiddenbrooke Golf Course -- Library
Thursday, June 28, 2007 Time: As needed.

1. Called to order by Joyce Estes, President at 7:15 PM.
2. **Attendance:**
 - a. Board Members present: Joyce Estes, Bob Paedon, John Jackson, Pam Hargrove, Fred Self and David Elias
 - b. Board Members Absent: Angelo Lamola
 - c. Advisory Board:
 - d. Management Company: Desiree Conley, Valley Management Services
 - e. Incoming Board Members: Ian Forsyth, Marguerite Fernandez and Laura Kazaglis.
3. **Assessment of fines voted by email:** None
4. **Fines Ignored Over 90 days—Due Certified Letter:** None
5. **Review and update Fine spreadsheet:**

The board voted to approve fines to be posted June, 2007 as follows.

New Fines Proposed

69-07	Weeds -Side Yard	\$50
48-07	Garbage Cans (Now has 3 violations)	\$50

Fines Stopped:

9-06	Illegal Structure (stair covering) removed after fine from Code Enforcement. ??? but part of structure remains
8-06	Boat removed from driveway

Fines Continued

15-06	Illegal Business	\$ 50
2-06	Front Yard Landscaping	\$100
3-06	Front Yard Landscaping	\$100
6-06	Front Yard Landscaping	\$100

If not corrected, the last three above will be considered for Small Claims Court action at the July Board Meeting.

6. **New Business**
7. **Adjourn**