



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Meeting
Call 707 644-0922 for Location
Thursday, July 24, 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. A quorum was present.
2. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Ian Forsyth, Chris Brittle, Kathy Wildermuth, Margarita Fernandez and Vicki Idlor (see 9a).
(One Board Position Open)
 - b. Board Members Absent: Laura Kazaglis
 - c. Advisory Board:
 - d. Independent Contractors Invited:
Present: Desiree Conley, Valley Management Services – Financial Management.
Present: Kim Dowdall-Johnson, KD Logistics, 707 645-1130, Assistant Manager
Absent: Dave Caldwell, CC&R Management
 - e. Guests: None
3. **Approve Minutes:**
 - a. Board Meeting Minutes of June 26, 2008. **Approved**
 - b. Annual Meeting Minutes of June 18, 2008. **Approved**
4. **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.*
5. **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** **Approved**
- b. **Correspondence Received:** None
- c. **Votes Conducted by Email:** None

See bills next page

d. **Bills to be approved for payment:** Approved

Payee	Description	Amount
Valley Management Services	July fee \$1,700 plus statement fees for 2 nd Quarter 2008 for \$355.97.	\$ 2,055.97
David Caldwell	June Services 20.2 hours, including 25 stamps. (Accrue June)	515.50
Jamie Clark	June services – 16 hours (Accrue June)	592.00
Kim Dowdall Db a KD Logistics	June Services \$300 and Gardener \$50 (Accrue June)	350.00
Joyce Estes	Fujitsu 5120c Scanner – Rec'd July 2, 2008 (Post to Office Expense)	719.21
HCA	By Monthly Payment-Even Month \$300	0
O'Kane & Tegay Ins.	Insurance D&O and Gen. Liab.-Already paid	8,029.00
Total Bills To Be Approved for Payment		\$11,669.68

6. **Officer's Reports**

- a. President Joyce Estes

Rules regarding fines and fees must be printed in the October Neighbors. There was discussion regarding the cost of filing liens against seriously delinquent homeowners and whether they should be filed on bank owned properties.
- b. Vice President Kathy Wildermuth
- c. Secretary/Treasurer Margarita Fernandez

7. **Management Company** – Desiree Conley

- a. **Financial Report** – Sent via Email
- b. **Certificates of Deposit**–Total \$25,000
- c. **Management Report** – Desiree (see handout)
- d. **Policy**

Policy was discussed re billing procedures for homes in foreclosure or going to foreclosure or homeowners who cannot pay. The Board's policy is to continue to send statements regardless of the financial position of the property.

8. **Committee Reports**

- a. **HARC** – Joyce Estes
 - 1) HARC Meeting Update July 17th. Joyce reported that she attended the June meeting and that no landscaping or custom homes plans were submitted. She requested that Board Members attend some HARC meetings.
 - 2) HPOA Board Member Volunteers for HARC meetings:

August 21 st meeting:	Kathy Wildermuth
Sept. 18 th meeting:	Vicki Idlor
Oct. 16 th meeting:	Margarita Fernandez

- b. **CC&R Manager/Verification Committee** – Dave Caldwell - Verification Drives
 No verification report submitted. No new fines recommended.
 There was discussion regarding procedures for front yard landscaping and cement policies. HARC does have a cement procedure in the HARC Rules and Disclosure document on the web. HARC will not give official approvals retroactively.
- c. **15 Day Notice to Correct CC&R Violations** (Pre-foreclosure, foreclosed or vacant homes) – Kim Dowdall
 Kim reported that she is getting about 95% compliance with the 15 Day Notice Program. She gets success by tracking down owners/banks or listing agents on the properties. Also, some have been posted to homeowners that live in the property and they have all come into compliance.

 There was discussion regarding using a gardener that can do more than just mow and weed for vacant or pre-foreclosure homes.

 Status of copy of Insurance Certificate. Kim will provide.

Schedule For 15 Day Notices: Notice must be posted by the 1st Day of the Month, inspected on or after the 16th and then gardener can come sometime the next week with the bill being approved based on the hours we contract for. The Board discussed guidelines for end of month drive.
- d. **Neighbors** – Joyce. FYE 6/30/08 income statement pulled from President's message and will be published in the October Neighbors and posted to the web when ready.
- e. **HCA/HPOA Relationship Committee** – Kathy Wildermuth & Laura Kazaglis
 General discussion of goals and update of HARC recommendations. Joyce Estes passed out comment sheet for the upcoming committee meeting. HCA committee members will be Nancy Berke and Jim Hayes.

9. **Old Business**

- a. **Appointment of Board Member** to replace unexpired term of David Elias:

Motion Approved: to appointment of **Vicki Idlor** to complete the unexpired term for David Elias which ends June 30, 2009.
- b. **Foreclosures:** Joyce Estes passed out updated foreclosure list. 7284 Willow Creek was added to the list. Board discussed foreclosures.
- c. **Transfer Fee Document** – Desiree Conley. Document has been reviewed by Byrne Conley and he believes we do not need to file a Transfer Document, but that a change of address notice would be more appropriate. Desiree to submit final document to Joyce for vote/recording.
- d. **Insurance**—New insurance with Granite Bay requires that all Officers, Directors carry a minimum \$300,000 of auto liability either with their Auto Insurance or via an Umbrella Policy and Auto Insurance. Does anyone on the Board have lower rates?

The D&O Policy covers all members including our independent contractors who are also HPOA members: Dave, Jamie, Kim and Desiree.

Certificate of Liability Insurance for HPOA received and forwarded to Board and Contractors. Should this go on the web page? CC&Rs are silent on distribution. The Board agreed that liability insurance information should be provided on a need to know basis.

- e. **Scanner—Fujitsu fi-5110c.** Arrived July 2, 2008 and billed on credit card for Joyce Estes. Scanner is owned by HPOA
- f. **Tax Returns—**Due September 15, 2008. Engagement letter signed by Joyce and documents forwarded to James Ernst, CPA on July 18, 2008.

10. **New Business**

a. **Board Assignments**

Director – CC&R Violations:	Kathy Wildermuth
Director – 15 Day Notice:	Vicki Idlor
Director – HARC:	Chris Brittle
Director – Neighbors:	Joyce Estes
Treasurer:	Ian Forsyth
Secretary:	Margarita Fernandez

b. **Appointments To Committees**

Motion Approved for appointments for 2008-2009 per the attached list.

c. **Contract for Dave Caldwell**

Motion Approved for new contract with David Caldwell for the period September 1, 2008 through August 31, 2009 at \$25 per hours plus postage with provision for one year extension

d. **Contract for Jamie Clark**

Motion Approved for new contract with Jamie Clark, Administrative Services for the period September 1, 2008 through August 31, 2009 at \$37 per hour with provision for one year extension of contract.

- e. **Escrow Demand Letter sent by Valley Management Services:** Review letter and make suggestions on language for the following: New letter **approved** by Board. Discussion was given to noting landscaping violation issues in escrow demand letters.

Current CC&R Violations: If this home has landscaping which has not been maintained, , or a current landscape violation/fine, the new owners have a 45 days grace period from close of escrow to start corrective action. Any new landscaping will require that they file an application and obtain approval from the Hiddenbrooke Architectural Review Committee. See the web page for application form which requires a \$50 application fee.

- f. **Annual Meeting –** Discussion of issues raised by Schussel concerning providing more information on Foreclosures, Custom Lots, Agenda and Minutes and CC&R Violations and Inspections. **No further discussion needed.**

Valley Management Services has agreed to send an email when the HPOA Board agenda is posted and again when the approved minutes are posted.

- g. **New Real Estate Law -SB1137 Signed by CA Governor July 8, 2008** adds Section 2929.3 to the CA Civil Code which provides a governmental entity may impose a civil fine of up to \$1,000 per day for a violation. The entity must provide notice and a description of the violation which includes failure to maintain the exterior of the property including permitting excessive foliage growth that diminishes the value of surrounding properties and failing to prevent trespassers or squatters...etc. *Joyce believes this may be more valuable to Vallejo Code Enforcement than to our HPOA.*
 - h. **National Night Out—Tuesday, August 5, 2008**
11. **Closed Session – CC&R Fines** – Kim Dowdall-Johnston, Assistant Manager
- a. **Recommendations for New Fines:** None
 - b. **On Going Fines**—Kim Dowdall
Board approved continuing to fine one home which is bank owned.
 - c. **Hearing:** Requested by homeowner with brown lawn. Sent email with picture of brown lawn and copy of email to their new P O Box. No response from homeowner.
12. **Next Meeting Date:** August 28, 2008.
13. **Adjourn**

Respectfully submitted

Desiree Conley
Valley Management Services