



Hiddenbrooke Property Owners Association, Inc.
Board of Directors - Minutes
August 24, 2006,

1. **Call to order:** The meeting called to order by Joyce Estes, President at 7:00 pm at the Hiddenbrooke Golf Course Library.
2. **Approve Board Meeting minutes of July 6, 2006:** Fred Self motioned, John Jackson seconded to approve the minutes as presented. Motion carried.
3. **Attendance/introductions**
 - a. **Board Members present:** Joyce Estes, John Jackson, Bob Paedon, Cesar Alegria and Fred Self
 - b. **Board Members Absent:** Pam Hargrove, David Elias
 - c. **Advisory Board:** Allen Wildermuth
 - d. **Management Company:** Paul Collins and Eve Franklin
 - e. **Guests:** HCA Board members: Paul Norberg, Fred Warren, Jim Libien, Kevin Elliott and Valinda Gillis.
4. **Consent Calendar and Approval of Agenda**
 - a. **Triad HPOA Transition Agreement**

Version 5 of the Triad HPOA Transition Agreement was sent out for an email vote to the Board on July 18, 2007. Voting to approve the agreement via email were: Joyce Estes, Fred Self, Pamela Hargrove, John Jackson, Bob Paedon, and Cesar Alegria. No response was received from David Elias. President Joyce Estes signed the document on July 19, 2006.
 - b. **Collins management contract** was sent to the Board on July 20, 2006. Voting to approve the agreement at \$1,912 per month were: Joyce Estes, Fred Self, Pamela Hargrove, and John Jackson. No response was received from: Bob Paedon, David Elias and Cesar Alegria. President Joyce Estes signed the contract on July 22, 2006.
 - c. **Collins Management contract amendment** was sent to the Board on August 7, 2006. The amendment provided for Collins to provide additional past due statements at a cost of \$2 per statement issued and provide the Invoice—Coupon and first mailing of coupon and return envelope at no cost to HPOA. Collins Management agrees to delay billing the Association for this charge until the fees have been collected from the delinquent homeowner. Voting to approve the agreement were: Joyce Estes, Fred Self, Pamela Hargrove, John Jackson, and Bob Paedon. No response was received from David Elias and Cesar Alegria.
 - d. **Budget/Assessment**

Draft of budget was sent to the Board and advisers on July 20, 2006. The budget set the prorated annual assessment from July 20, 2006 at \$48. (Full year annual assessment would have been \$51.) Budget included in letter to owners dated August 15, 2006.
 - e. **Insurance:** Approval of financing agreement for insurance of \$5,941 which was signed by Joyce Estes on 7/19/06. Down payment paid \$1,500 remaining nine payments @ approximately \$527 are financed at an approximate cost of \$292.65. This balance can be paid off at anytime and the finance charges will be prorated. (Policy received #0251022234, insured by Continental Casualty Company. \$2 million with \$10,000 retention for Professional Liability Policy aka Errors and Omissions. Joyce requested change of address and that Collins be named additional insured.)

- f. **Standing Rule re Payment of Bills:** All invoices for payment must be submitted to Collins Management by the 15th of the month to be paid at the following Board Meeting.
- g. **Fiscal Year:** Approval of fiscal year end of June 30th for the Association. Board resolution is required per our Bylaws, Article 11.3.
- h. **PG&E Easement for Hiddenbrooke Electrical Upgrade** sent via email 8/17/06 for Board approval. Voting to approve the agreement were: Joyce Estes, Cesar Alegria, Pamela Hargrove, John Jackson, and Bob Paedon. No response was received from David Elias and Fred Self.
- i. **Bills to be approved for payment subject to cash in bank:**

Joyce Estes	Notary Fee for CC&RS	\$ 40.00	
	FTB tax exempt fee	<u>25.00</u>	\$ 65.00
Collins Management	Set-up Fee	\$2,440.00	\$2,440.00
	August Management	\$1,912.00	\$1,912.00
Premium Financing Specialists	Insurance - 2 installments	\$1,055.20	\$1,055.20

Fred Self motioned, John Jackson seconded, to approve the Consent Calendar and Agenda as presented. Motion carried.

5. Officer's Reports

- a. President Joyce Estes reported on:
 - (1) Meetings with representatives of Village and Villas to see what they are doing and what processes HPOA can use.
 - (2) 2005 Corporate Tax Return (Federal Form 1120 and CA Form 100) was prepared and mailed on August 17, 2006.
 - (3) Thank you notes sent to Curt Johansen and 2368 Langton Court regarding adding bark to open space and several residents who corrected CC&R Violations.
- b. Vice President Bob Paedon - no report
- c. Secretary Fred Self - no report
- d. Treasurer Pam Hargrove - no report

6. Management Company - Paul Collins & Eve Franklin

- a. Financial Report - bank account balance is \$3500.00.
Total receipts YTD are \$5000.00 Expenses paid \$1,519.41
- b. Coupons Mailed. Discussion regarding problems. Coupons showed HOA after Hiddenbrooke Property Management causing confusion for some homeowners. Management to make sure "HOA" is deleted from future statement mailings. Some of the owner information sheets were not yellow. Letter indicated a return envelope was included for owner information sheet but none was included. Paul Collins apologized for the errors and reported there would be no charge for the additional items in the mailing. Management to confirm that Developer's invoices have been mailed. Joyce Estes reported the Summit wants to prepay for a period of 2 ½ years. Fred Self motioned, John Jackson seconded, to approve an estimated 4% CPI increase for the next 2 ½ years. Motion carried.

7. Committee Reports

- a. HARC - Meeting July 17 and August 16th - Joyce Estes or Allen Wildermuth. July HARC minutes distributed to Board. Triad responded to several complaints by sending letters. Joyce to prepare seven binders for HARC to contain CC&Rs, Design Guidelines, etc.
- b. Protocol & Procedures Committee - Bob Paedon
Drafted documents submitted for discussion and approval. Last three possible insert in October Neighbors if approved.
 - (1) Frequently Asked Questions About CC&R Enforcement
 - (2) Summary of CC&R Complaint Procedures, Notices and Fines
 - (3) Billing, Assessment and Collection Policy
Item 3. Delinquent Assessments, Second And Subsequent Monthly Mailings: modified to read "Past due statement to be mailed on October 15th with processing fee of \$2.00 plus interest of 1% per month."
Modify First Reading phrase to "Adopted pending final approval HPOA Board Meeting - August 24, 2006."
 - (4) Schedule of Fees and Fines - Management to email sample fine procedure to Board.
- c. Neighbors - Joyce - Will do a 4 page insert in Newsletter. Deadline is September 15. Someone is needed to write article on CC&Rs education, complaint procedures, etc?
- d. Web Site - Joyce - Updated for new board information/committees/management company. HPOA@Hiddenbrookeonline.org will be forwarded to President and Secretary. HARC@Hiddenbrookeonline.org will be forwarded to HARC members, alternate and President.

8. Old Business

- a. CC&RS signed by Curt Johansen, Joyce Estes and Fred Self on July 19, 2006 and recorded in Official Records, Solano County on July 20, 2006. Triad reimbursed Joyce Estes for the recording fee of \$166.00. Original document was mailed to Triad who furnished HPOA with a paper copy and a PDF copy which is now on the web site.
- b. **Exempt Status**, Application filed with Franchise Tax Board, dated 7/31/06 by Joyce Estes for a fee of \$25.00. Mailed by Certified Mail 8/3/06. FTB returned copy of page 1, stamped received 8/6/06. Approval takes 90 days.

9. New Business

- a. **Meeting Schedule 06-07 - 4th Thursday of the Month. 7:00 PM Hiddenbrooke Golf Course, Library (between Men & Women's locker room)**

July 13, 2006	Completed	January 25, 2007
August 24		February 22 Approve 07-08 Budget
September 28		March Cancelled
October 26		April 26
November	Holiday Meeting Cancelled	May 24
December 28		June 28 Joint with new Directors

b. **Committee Appointments**

- (1) **HARC Appointments:** Fred Self motioned, Cesar Alegria seconded, to approve reappointment of Jamie Clark and Dave Egan to two years terms ending August 31, 2008 and Hamid Akbari as the alternate . (Note: Dave may resign when Triad no longer assisting in CC&Rs and Alternate Stephen Lau has asked to be replaced.) Motion carried. Joyce to assemble binders for HARC.
- (2) **Nominating Committee:** Fred Self motioned, Cesar Alegria seconded, to approve appointments with staggered two year terms: Priscilla Silvey, Chair (term ending 6/30/08), Regina Lau (term ending 6/30/08) and Bob Kile (term ending 6/30/07). Motion carried. HCA has agreed to use same committee for their nominating committee. Priscilla has asked that the Nominating Committee report directly to the President and will continue to use the guidelines of the "Strategic Board Recruitment Process" which was initially used with the HCA in 2005 and this past year with HPOA and HCA.
- (3) **Updated contact list for Board and Committees, etc.**

- c. **Private Mail Box, 8223 Bennington Court, #253.** How are we going to use this in the next year? The address will be used for HARC mail after TRIAD is no longer involved. The address will not be published on the web site.

10. **Community Forum**

Hiddenbrooke Community Association board members Paul Norberg, Fred Warren, Jim Libien, Kevin Elliott and Valinda Gillis discussed the relationship of HCA and HPOA. The Associations agreed to support each others efforts and that HPOA's main role would continue to be CC&R Enforcement and Architectural Review. Joyce Estes agreed to keep the HCA President informed of any areas where the two organizations might have dual or overlapping responsibilities or concerns.

11. **Next Meeting Dates:** September 28, 2006 - Hiddenbrooke Golf Club, 7 PM

12. **Adjourn:** The meeting was adjourned at 8:45PM.

Respectfully submitted,

Eve Franklin, Community Association Manager
Collins Management Company