



**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors – Minutes**  
**Call 707 644-0922 for Owner/Guest Reservations**  
**Thursday, August 28, 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 6:35 PM. A quorum was present.
2. **Attendance/Introductions:**
  - a. Board Members present: Joyce Estes, Ian Forsyth, Laura Kazaglis, Kathy Wildermuth and Vicki Idlor
  - b. Board Members Absent: Chris Brittle, Margarita Fernandez,
  - c. Advisory Board:
  - d. Independent Contractors Invited:
    - Desiree Conley, Valley Management Services – Financial Management - Present
    - Kim Dowdall-Johnson, KD Logistics, Assistant Manager - Present
    - Dave Caldwell, CC&R Management - Present
    - Jamie Clark, Landscape Approvals - Present
  - e. Guests: David Elias, HARC Chair - Absent
3. **Approve Minutes:**
  - a. Board Meeting Minutes of July 24, 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 - None**
  - b. **Correspondence Received: None**
  - c. **Votes Conducted by Email: None**

*See bills next page*

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

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Valley Management Services	Aug fee \$1,700	\$ 1,700.00
David Caldwell	July Services 16.4 hours, 11 stamps	414.62
Franchise Tax Board	Taxes owed for FYE 6/30/08 on interest (Accrued June 2008 and deducted.) FYE 6/08 Debit Taxes-FTB, Credit A/P-Taxes	68.00
Franchise Tax Board	Estimated payments for FYE 6/30/2009 (This is all four payments.-write one check. FYE 6/08 Debit Taxes-FTB, Credit A/P Taxes	80.00
Kim Dowdall Dba KD Logistics	July	567.71
James Ernst Accountancy Corporation	Preparation of 2007 tax return (FYE 6/30/08)	500.00
HCA	Bi Monthly Payment-Even Month \$300	300.00
Franchise Tax	Annual Fee	10.00
<b>Total Bills To Be Approved for Payment</b>		<b>\$3,660.53</b>

6. **Officer's Reports**

a. President Joyce Estes

i. California passed some new laws in 07-08 which apply to HOA's. 1. Meeting agenda must include time and location of upcoming Board meeting. 2. Meeting must follow agenda unless there is an emergency issue to address. Even though HPOA is not required to follow these rules, the Board intends to follow them.

ii. Future meeting locations: Discussion was held as to whether the meetings should be moved to the library at the Club House instead of being held in personal residences. This would allow more room for guests who wanted to attend. Joyce Estes discussed costs with Club House. Cost would be \$600.00 per year, payable in September.

**Board Approved annual cost of \$600 to move meetings to Club House Library.**

b. Vice President Kathy Wildermuth - None

c. Secretary Margarita Fernandez - Absent

d. Treasurer Ian Forsyth - None

7. **Management Company** – Desiree Conley

a. **Financial Report & Management Report**

b. **Certificates of Deposit**–Total \$45,000 as of Aug 20

## Committee Reports

- a. **HARC** –Kathy Wildermuth. Discussed HARC plan approval time frames and process. Jamie Clark noted that HARC has been slow with receiving applications. Also, HARC is looking for volunteers who have architectural license.
  - 1) HPOA Board Member Volunteers for HARC meetings:
    - Sept. 18<sup>th</sup> meeting – Vicki Idlor
    - Oct. 16<sup>th</sup> meeting – Margarita Fernandez
    - Nov. 13<sup>th</sup> meeting – Ian Forsyth (Note date change for Thanksgiving)
  - 2) HARC Meeting August 21 – Per Jamie Clark this meeting has been Cancelled.
  
- b. **CC&R Manager/Verification Committee** – Dave Caldwell/Kathy Wildermuth - Verification Drive. Discussion regarding fine schedule and foreclosures. Also discussed when Vallejo Code Enforcement comes into play such as when pools are left unattended. Dave Caldwell noted that he has been giving a bit more leeway to homes, but noted that there were a lot of homes that had bare bark areas. Also, discussed putting photos on HPOA computer and how long these files should be kept.
  - 1) Number of Courtesy Letters Sent - 14
  - 2) Number of Final Letters - 1
  
- c. **15 Day Notice to Correct CC&R Violations** (Pre-foreclosure, foreclosed or vacant homes) – Kim Dowdall
  - 1) Insurance Certificate for RJD Mechanical & Construction sent to President.
  - 2) Fairway Villas is handling their CC&R violations and doing a good job.
  - 3) 10 homes tagged with front door violation notice by August 1<sup>st</sup>
  - 4) 4 homes referred to gardener for maintenance
  - 5) New Gardener research – Vicki Idlor was looking into someone who could do more than just cut grass and pull weeds if needed but stopped when Kim said the current gardener was doing a good job.

Kim Dowdall noted that if home is vacant and has a dead lawn and a lockbox that she posts a 15 Day Notice. There was discussion with regards to time frames for the 15 Day Notice Program and when fines are brought to Board for review. It was noted that a report should be emailed by the Monday prior to the meeting. Kim Dowdall also noted that there are 5 homes currently on their way to getting maintenance. There was discussion on policies for dead lawns and whether the Board should pursue getting the owner to turn water on. Kim Dowdall discussed her process for finding ownership contacts on homes in foreclosure. She also noted that homes that are occupied, once given the 15 Day Notice seem to go right into compliance.
  
- d. **Neighbors** – Joyce. October issue deadline is Sept. 15<sup>th</sup>. Neighbors to include 4 page insert re HPOA Rules and Fees. See New Business. Discussed charges to HPOA for Neighbor's mailing. Discussion as to whether HPOA should do their own mailings. Jamie Clark stated that she needed more input for the Neighbors newsletter. Also, there is need for ad revenue.

- e. **HCA/HPOA Relationship Committee** – Kathy Wildermuth & Laura Kazaglis  
Vicki Idlor was appointed as an alternate. Meeting was held between HCA and HPOA. Attendees were HCA – Jim Hayes, Nancy Berke and HPOA – Kathy Wildermuth, Laura Kazaglis. Discussion was given as to possibility of combining HCA and HPOA. **Board postponed discussion to next Board meeting.**

Next Meeting committee meeting is Nov. 11<sup>th</sup>.

8. **Old Business**

- a. **Foreclosures:** Joyce Estes sent Board members via email a list of current foreclosures.
- b. Swimming Pools/Ponds with standing water should be referred to the Solano County Abatement District 707 437-1118 Hours M-F 7 am – 3:30 pm.
- c. **Notice of Change of Address-Filing with Recorders Office** – Joyce Estes.  
**Motion Approved**– Authorize the President to sign the Notice of Change of Address with Solano County Recorders Office. See copy of recorded document which is attached as separate file.
- d. **Tax Returns**—Due September 15, 2008. Engagement letter signed by Joyce and documents forwarded to James Ernst, CPA on July 18, 2008. Tax returns received, signed and will be mailed by Joyce.

9. **New Business**

- a. **Homes Not Obtaining HARC Approval** – General Discussion, fines? Jamie Clark and David Elias have been invited to attend. There was discussion as to HARC policy with regards to concrete and HARC non-approvals. Jamie Clark noted that there have not been many complaints and that HARC does not issue retroactive approvals, although they will look at old plans to see if they did fit within HARC guidelines.
- b. **Fines/Notices:** What should we change? Per day fine? Fines for not watering? Draft includes rules on: Discussion on Complaint Procedures.
- 15 Day Notice – No changes.
  - Deletion of charges by VMS which are not used
  - No courtesy notice required for watering
  - Homes For Sale with unpaid Assessments/fines, etc., statements can be sent
  - New Owners have 30 days to start corrective action on CC&R Violations by prior owner except watering program must start immediately
- c. **HPOA Rules & Fees for October Neighbors**-Joyce Estes (See separate file).  
Discussion on document and rules.

**Motion Approved:** Approval of October 4 page insert in Neighbors re:

- Summary of CC&R Complaint Procedures, Notices and Fines
- Billing, Assessment and Collection Policy
- Schedule of Fees and Monetary Fines

- d. **Graffiti/Tagging**--The Summit graffiti started on Wednesday night (8/13). HB Patrols will be increased by All Phase Security concentrated on tagged areas. **Goop Off or Graffiti Buster products** remove paint on smooth surfaces. The bridge to golf course and white fences were also hit. It is possible the "perpetrators" live in Hiddenbrooke. Any information goes to Richard Tirrell. – **On Hold.**
  - e. **Graffiti Reward** discussion was held. It was decided to not offer a reward at this time as perhaps this is an isolated occurrence.
  - f. **Standing Rules** – Postponed to Sept. meeting.
10. **Closed Session – CC&R Fines** – Kim Dowdall-Johnston, Assistant Manager
- a. **Recommendations for Fines--New and Continuing:** Fines assessed per subsequently reversed because the proper notifications were not given.
  - b. **Hearings: None**
11. **Next Meeting Date:** September 25, 2008.
12. **Adjourn**

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

Sept. 25	Kathy Wildermuth
Oct. 23	Vicki Idlor
Nov	No Meeting
Dec 4	