



Hiddenbrooke Property Owners Association, Inc.
Board of Directors - Minutes
September 26, 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 August 24, 2006:** Fred Self motioned, John Jackson seconded to approve the minutes as presented. Motion carried.
3. **Attendance/introductions**
 - a. **Board Members present:** David Elias, Joyce Estes, Pam Hargrove, John Jackson, and Fred Self
 - b. **Board Members Absent:** Cesar Alegria, Bob Paedon
 - c. **Advisory Board:**
 - d. **Management Company:** Paul Collins and Eve Franklin
 - e. **Guests:** HCA Board members: Dave & Marilyn Caldwell, Barbara Soujourn and Bruce Herbert.

4. **Consent Calendar and Approval of Agenda**

a. **Bills to be approved for payment:**

Joyce Estes	Printing of CC&RS	\$ 43.57	
	Binders & supplies	\$ 117.99	\$ 161.56
Collins Management	September fee	\$1,912.00	
	Set up fee	\$2,412.00	\$4,324.00
The set up fee is a duplicate and will be deleted. Management to get a new check prepared for the September fee of \$1,912.00 only.			
Postal Link & More	Yearly box rental-six months		\$ 102.00
Premium Financing	Balance owed on insurance		\$3,040.70

b. **Correspondence Received:** (Sent to Board via email, any originals given to Collins Management at this meeting.)

- Vallejo Unified School District, dated 8/25/06 re PG&E Back-tie
- Hiddenbrooke Community Association, dated 8/28/06 re HCA & HPOA Roles
- Wayne Prather, owner, received 9/7/06 by Collins re HPOA Procedures

Fred Self motioned, John Jackson seconded, to approve the Consent Calendar and Agenda as presented. Motion carried. (After the minutes were approved, Joyce noticed that the date of the invoice mailing was wrong and corrected it from October 1, 2006 to October 15, 2006.)

5. Officer's Reports

- a. President Joyce Estes - Joyce reminded the Board the nominating committee will need names of people interested in running for the Board by January to allow time to process and prepare election materials for next year's election. Joyce reported she has one potential candidate.
- 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 \$20,515.54 after above bills are paid. Total receipts YTD are \$ 32,768.00 plus \$5,000.00 (HCA) Expenses paid \$12,188.46.
- b. Comments on assessment mailing--Update/verification of
 - (1) Correction of HPOA name on future invoice coupons. Future invoices coupons and statements will not include "HOA" on them.
 - (2) Re-mailing of coupons to non-Hiddenbrooke mailing addresses was done between September 11- 21. Management provided a copy of the ledger and an explanatory letter.
 - (3) Coupons that were returned by U.S. Mail with no forwarding address have been researched and new addresses found. Management marked out "HOA" on statements and included a copy of the ledger and an explanatory letter.
 - (4) Status of payments from Summit regarding prepaying 2 ½ years of assessments. Management has sent a fax to Summit inquiring on status of payment.
 - (5) First past due statement is to be mailed October 15, 2006.
 - (6) Management to research how to bill service fee back to the Association once a homeowner has paid.

7. Committee Reports

- a. **HARC - Meeting September 13 - Joyce Estes provided a report.**
Note: Regular HARC meeting date changed to 3rd Thursday.
Minutes of August HARC meeting distributed to Board via email. At the September HARC meeting, Triad responded to several complaints by sending letters. HARC binders still to be distributed. HARC worked on insert to October issue of Neighbors. HARC mailing address is now 8223 Bennington Court, #253, Vallejo, CA 94591.
Joyce Estes provided a CC&R Violation Tracking Report.
- b. **Protocol & Procedures Committee - Bob Paedon**
Finalized documents submitted for discussion and approval at last Board Meeting. They are scheduled as an insert in October Neighbors and will be submitted for final changes/approval at the October 26, 2006 Board Meeting.
 - Summary of CC&R Complaint Procedures, Notices and Fines
 - Billing, Assessment and Collection Policy
 - Schedule of Fees and FinesDiscussion regarding mediation services offered by Yolanda Jackson.
- c. **Neighbors - Joyce Estes - Deadline is November 15.** Joyce reported on an upcoming article for the newsletter on how to avoid receiving an architectural violation letter.

- d. **Web Site** - Joyce Estes reported the web site has been updated to reflect change in HARC meeting date and mailing address for HARC.
8. **Old Business**
- a. **Exempt Status** - An application was filed with Franchise Tax Board, dated 07/31/06 by Joyce Estes for a fee of \$25.00. Management provided a copy of exempt status approval dated 09/25/2006.
9. **New Business**
- a. Discussion of fines for Cease and Desist letters which are not complied with. Two Cease and Desist Letters have been mailed out.
 - b. Discussion of violation hearing procedures for owners who have not responded to two or more letters from HARC. John Jackson motioned, Fred Self seconded, to authorize sending hearing notices to APN 0182 134 050, APN 0182 261 040, APN 0182 143 120, APN 0182 422 110, APN 0182 422 100, APN 0182 431 80, APN 0182 421 90) for hearing at October 26, 2006 Board meeting. Letters to be written and signed by the Board President. Motion carried.
 - c. Management to send a "Request for Hearing" form to the Board for review.
 - d. David Elias suggested inviting City of Vallejo officials to meet with the Hiddenbrooke Board to help build support.
10. **Community Forum**
- a. A homeowner asked what is the process for handling architectural violations after two letters have been mailed to the homeowner and there has been no response. ANSWER: If there is no response after the second letter, the Board will invite the homeowners to a Hearing for the purpose of assessing a fine.
 - b. Discussion regarding beer & wine sign posted on Hiddenbrooke Parkway.
11. **Next Meeting Date:** October 26, 2006 - Hiddenbrooke Golf Club, 7 PM
12. **Adjourn** - The meeting was adjourned at 8:30PM.

Important Dates -

HPOA Meetings are held on the fourth Thursday of the Month. Hiddenbrooke Golf Course, Library (between Men & Women's locker room) starting at 7:00 PM

Jul. 13, 2006	Completed	Jan. 25, 2007	
Aug. 24, 2006	Completed	Feb. 22, 2007	Approve 07-08 Budget
Sep. 28	Completed	Mar. 2007	Cancel
Oct. 26		Apr. 26, 2007	
Nov. 2006	Holiday cancelled	May 24, 2007	
Dec. 28, 2006		Jun. 28, 2007	Joint with new Directors

Oct 19, 2006 HARC Meeting

Other Deadlines

Feb. 22, 2007	HPOA Board Meeting - Approve budget for 3/15/07 Neighbors Deadline Approve annual assessment with CPI increase
May 1, 2007	Nominees to Board
May 15, 2007	Nominees in Neighbors—Published June 1st Proxy/Ballot mailed in Neighbors Annual Meeting
July 15, 2007	Neighbors Deadline -Year End 6/30 F/S to members - Publish Aug Neighbors
Sept 15th	Annual tax returns due - Federal and California

Respectfully submitted,

Eve Franklin, Community Association Manager
Collins Management Company