



**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors – Minutes**  
**Call 707 644-0922 for Location**  
**Thursday, September 27, 2007 Time: 6 pm**  
**(Board will adjourn to CC&R Violation Hearing-Closed Session as needed.)**

1. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:10 PM at 2416 Rush Creek Place, Vallejo. A Quorum was not present until Margarita arrived.
2. **Attendance/Introductions:** (Remind all guests to sign in)
  - a. Board Members present: Joyce Estes, Ian Forsyth, Fred Self and Margarita Fernandez
  - b. Board Members Absent: Angelo Lamola, David Elias, Laura Kazaglis
  - c. Margarita Fernandez arrived at 6:49. At that time a Quorum was present.
  - d. Advisory Board: None
  - e. Assistant Manager: Dawn Montero - Absent
  - f. Financial Management:: Desiree Conley, Valley Management Services
  - g. Guests: Dave Caldwell, CC&R Manager
3. **Approve minutes:** The Board voted to approve the Board Meeting Minutes of August 23, 2007.
4. **Consent Calendar and Approval of Agenda :** Approved

*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 to be approved for payment:**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Valley Management	September Services \$1,500.00 Go to My PC reimbursement \$79.80	1579.80
Dave Caldwell	CC&R Management-August 22 Hours - 14 Stamps	555.74
James Ernst Accountancy Corporation	Preparation of Corporate Tax Returns	500.00
Joyce Estes	Reimburse purchase of: ACDSee Photo Manager \$39.99 75 Orchards Letters \$7.50 2 WD Passport portable drives 120 Gig \$203.99 1 year GO TO MY PC \$179.40	430.88
Total Bills Approved		\$3,066.42

**b. Correspondence Received:** None

- c. **Votes Conducted by Email:** None

## 5. **Officer's Reports**

- a. President Joyce Estes  
Committee Openings-Verification Committee. New HB Map for the Welcome Center to be printed by Elvira Ashmun.
- b. Vice President Fred Self
- c. Secretary Margarita Fernandez
- d. Treasurer Laura Kazaglis

## 6. **Management Company** – Desire Conley

- a. **Financial Report** –
- b. **Certificates of Deposit**–Total \$45,000. Purchased \$15,000 - 13 month, 5.15% APY Mat October 2008.

**Motion Approved:** Authorize President or Valley Management Services to purchase future CD's for HPOA and make transfers between checking account and CD's without Board approval. New CD's cannot be for longer than 14 months without Board approval.

- c. **Tax Returns**-Received from Ernst Accountancy Corp.
- d. **Management Report** – Desiree (see handout)

## 7. **Committee Reports**

- a. **HARC** – by Joyce Estes in David Elias absence
  - 1) Meeting September 20th—Attended by Joyce
  - 2) Relationship with City of Vallejo (Building and Planning Departments).
  - 3) Cement Policy and Procedures document – Being reviewed by Dave Egan. HOLD
  - 4) HARC Policies and Disclosures – Being reviewed by Dave Egan. HOLD
  - 5) Landscape Manager – Status of summary document. None submitted yet.
  - 6) CC&R Manager/Verification Committee – Dawn/Joyce
  - 7) Masters Home in need of weed removal was cleaned up after receiving notice from Vallejo Code Enforcement; update on foreclosure.
  - 8) Cease and Desist Letter-sent in error by Joyce
- b. **Neighbors** – Joyce. Insert for October Neighbors was sent to Jamie. It will be six pages.
- c. **Web Site** – Joyce – Web site updated for Board and Committee Appointments
- d. **CC&R Manager Report** – David Caldwell gave his report on CC&R violations and his focus on the coming months.

## 8. Old Business

- a. **Collection Postponed until next year**– Continuation of discussion of how we will deal with non payments of assessments and fines. Fines can only go to Collection or Small Claims Court, but fines can only go to Small Claims Court.
- b. **Beauty Computer** – Joyce. Have added new mail address to send files to be saved on Beauty [file.hpoa@pacbell.net](mailto:file.hpoa@pacbell.net). No one responds email send to this email address. This is an automated way to get a limited number of files saved on Beauty. Update on Tops Passwords from Desiree – to be set up as needed. Further discussion on how to deal with files held by Triad. It was agreed that Joyce Estes would scan one box to test drive the time it takes. Then she will further investigate what it would cost to have it done with an outside service.
- c. **Violation Correction Policy Using Independent Contractor** – General discussion including general liability insurance. Policy on hold. **Postponed.**

## 9. New Business: None

10. **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.*
11. **Next Meeting Dates:** October meeting is cancelled and November is cancelled. We will try and approve October bills for payment by email and have the next meeting be December 6<sup>th</sup> at the home of Joyce Estes. To confirm location 707 644-0922
12. **Adjourn**

**Hiddenbrooke Property Owners Association, Inc.**  
**CC&R Violations—CLOSED SESSION**  
**Agenda**  
**Thursday, August 23, 2007 Time: As needed.**

1. **Call to order:** Closed Session was called to order at 7: 15 PM by Joyce Estes, President
2. **Attendance:**
  - a. Board Members present: Joyce Estes, Ian Forsyth, Margarita Fernandez and Fred Self
  - b. Board Members Absent Angelo Lamola, David Elias, Laura Kazaglis
  - c. Advisory Board:
  - d. Management Company: Desiree Conley
3. **Assessment of fines voted by email:**
4. **Fines Ignored Over 90 days—Due Certified Letter:** The Board decided not to use Certified mail as they have not been picked up by the owner.
5. **Fines: Proposed, Stopped, Continued or Going to Small Claims Court – Joyce Estes** discussed fines to be assessed. The Board voted to go forward with her suggestions.
6. **New Business**
7. **Adjourn**