



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, October 23, 2008 Time: 6:30 PM
Location: Library – Hiddenbrooke Golf Club
Call 707 644-0922 for Owner/Guest Reservations

(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 6:30 PM. A quorum was present.
2. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Ian Forsyth, Chris Brittle, Laura Kazaglis, and Kathy Wildermuth
 - b. Board Members Absent: Vicki Idlor, 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
 - e. Guests: None
3. **Approve Minutes:**
 - a. Board Meeting Minutes of September 25, 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 Approved**

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**
- b. **Correspondence Received:** None
- c. **Votes Conducted by Email:** None

See bills next page

Bills to be approved for payment:

Payee	Description	Amount
Valley Management Services	Oct. Fee \$1,700 Statement Fees \$518	\$2,218.00
David Caldwell	Sept Services \$547.50, 13 stamps \$13.02	560.52
Kim Dowdall Dba KD Logistics	Sept Services	287.50
Joyce Estes	Reimburse cost of Go To My PC for 1 year	179.40
HCA	No bill received	
Total Bills To Be Approved for Payment		\$3,245.42

6. **Officer's Reports**

- a. President Joyce Estes
Board discussion re graffiti and basketball hoops. Joyce has asked Cesar Alegria to have PG&E remove the graffiti on the fence under the PG&E tower which is to the right of HB Parkway as you enter Hiddenbrooke.
- b. Vice President Kathy Wildermuth. Board discussion re tracking report for fines and the use of TOPS for letters. Also regarding splitting up inspection drives by areas.
- c. Secretary Margarita Fernandez
- d. Treasurer Ian Forsyth

7. **Financial Management Company** – Desiree Conley **Approved**

Invest \$15,000 in a 30 day roll over CD.
Board discussion on documents to include in monthly financial package. The Board asked for the package to stay the same via email, but that only one copy needs to be brought to the meeting.

8. **Committee Reports**

a. **HARC** –Chris Brittle

- 1) HPOA Board Member Volunteers for HARC meetings:
Oct. 16th meeting – Margarita Fernandez (missed)
Nov. 20th meeting – Ian Forsyth
- 2) HARC Meeting Oct 16 – Joyce as discussed with Jamie
HARC meeting time is changed to 7:00 PM. Discussion re golf ball netting was deferred to the City.

No HPOA Board members were present. It was a short meeting.

Golf Ball Netting on Lansdowne was referred to Vallejo Code Enforcement. They forwarded the request to Vallejo Public Works. VPW now wants HARC to notify the owner of the CC&R Violation even though it is also a violation of Vallejo Building Codes as fences over six feet need permits. HARC has sent a letter and if not corrected within 30 days, will refer the problem to Vallejo Public Works for follow up. HARC Chair: David Elias has resigned. Jamie Clark has agreed to serve as Chair.

Motion: Approve appointment of Jamie Clark as Chairperson of HARC. **Approved**

- 3) Letters sent to the following homes were returned.
 - 2024 Bennington
 - 7105 South Hill
 - 7284 Willow Creek – Sold 9/9, VMS processed 9/24
 - 7228 Willow Creek
 - 7236 Willow Creek
 - 5082 Staghorn

- b. **CC&R Manager/Verification Committee** – Dave Caldwell - Verification Drive. Dave gave report for monthly verification drive. Note. City will not address dead car in drive-way that is unregistered. The property also has two cars in the backyard.
 - 1) Number of Courtesy Letters Sent 4
 - 2) Number of Final Letters 3
 - 3) Discussion of problem homes. Front yards still a problem due to foreclosure issues. 8 homes that received letters have come into compliance, 7 are on hold. Chris Brittle noted that there are homes that are not in foreclosure with bad lawns. Board discussion re street cleaner.
 - 4) Review latest list of foreclosures – Joyce
 - 5) Vallejo Code Enforcement only cites cars on property if they are citing other violations.

- c. **15 Day Notice to Correct CC&R Violations** (Pre-foreclosure, foreclosed or vacant homes) – Kim Dowdall: Most homes are cleaning up. Kim has given 1 notice and called 5 others. 2 of the 5 have cleaned up, the 3 that have not have been given reminders.
 - 1) Number of homes tagged with front door violation notice – Oct. - One
 - 2) Number referred to gardener for maintenance - Oct - None
 - 3) Are we doing enough homes each month? Discuss need for monthly or bi-monthly inspections?

- d. **Neighbors** – Joyce. Article on barking dog ordinance has been drafted for Dec. issue and will quote the Vallejo Animal Control procedures. Approved article will be posted to web.

Discuss the best way to get information to owners. Shall we continue to use Neighbors or maybe use some Neighbors and then mail a couple of 4 page letters/newsletters directly from HPOA? **Postponed**

- e. **HCA/HPOA Committee** – Kathy Wildermuth & Laura Kazaglis, and Vicki Idlor
Next Meeting November 11th. Topic is? Kathy noted that there may not be a meeting.
- f. **Web Page** – Joyce. Updated HARC July Minutes, HPOA August minutes, CC&R Rules
October insert in Neighbors. Joyce has some extra copies.

Discuss using a paid Webmaster. How much are we willing to spend? Site could use a complete update to stay fresh. Jamie Clark was suggested. Board agreed to have Joyce contact her regarding this position.

Rick Joslin has recommended that we design the updated web site in using Microsoft Expression Web which may require a change in web hosting site. There is no longer support for Front Page.

- g. HCA – Kathy and Allen Wildermuth met with Nancy Berke and others of HCA. They are working on increasing membership. HCA would like a list of address for homeowners in Hiddenbrooke. Board discussion regarding HPOA printing the HCA letters. Joyce noted she had sent address list in Excel.

9. **Old Business-None**

10. **New Business**

a. **Communication with New Owners**

See new owner letter and insert sent out with agenda. Discuss changes and procedures. Extensive Board discussion of New Owner letters. Chris Brittle and Joyce Estes will work together to make Board suggested changes.

- Letter to new owners will go out between 3 and 6 weeks after buying home.
- *Should it say anything about parking in garages or driveway?*
- Golf course wants list of new owners to send Welcome Package
- Tops can provide list of owners – see hand out
- Desiree is willing to have letter and insert printed in groups of 100, add cost of 100 first class stamps, 100 envelopes and \$1.00 each for her time to address and submit a bill to HPOA for all this at one time.
- When we are down to the last 20 letters, Desiree will let the Board know so the Letter can be updated if needed.
- Golf Course, J & O's, and HCA (Nancy Berke) were asked to approve their Paragraph and did so but since letter has now grown, some editing was needed.

Motion: Approve New Letter Owner with changes and payment to Valley Management for support services in groups of 100 letters. **Postponed**

11. **Closed Session – CC&R Fines** – Dave Caldwell
 - a. **Recommendations for Fines--New and Continuing:**
 - b. **Hearings: None**
12. **Next Meeting Date:** December 4, 2008
13. **Adjourn**

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

Nov	No Meeting
Dec 4	
Jan 21, 2009	
Feb 26, 2009	
March	No Meeting