



Hiddenbrooke Property Owners Association, Inc.
Board of Directors - Minutes
October 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. **Attendance/introductions**
 - a. **Board Members present:** Cesar Alegria, David Elias, Joyce Estes, Pam Hargrove, John Jackson, and Bob Paedon
 - b. **Board Members Absent:** Fred Self
 - c. **Advisory Board:**
 - d. **Management Company:** Paul Collins and Eve Franklin
 - e. **Guests:** none
3. **Approve Board Meeting minutes of September 28, 2006:** Pam Hargrove motioned, Cesar Alegria seconded to approve the minutes as presented. Motion carried.

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

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

Collins Management	Quarterly Postage	\$39.00	
	October fee	\$1,912.00	\$1,951.00
Ellis Insurance	Balance owed on insurance	\$512.85	\$512.85
HI8096	Refund Overpayment	\$452.00	\$452.00
			Total Checks = \$2,915.85

Joyce Estes asked what the Collins Management charge of \$39.00 for quarterly postage was. Paul Collins stated it was a standard charge in the contract to cover postage for letters, invoices, etc. Management agreed to credit Hiddenbrooke \$39.00 at this time.

- b. **Correspondence Received:** (Sent to Board via email, any originals given to Collins Management at this meeting.)
 - HCA letter October 16, 2006 to City of Vallejo recommending a passive park/children's play area rather than an equestrian parking lot with rest room facilities in Phase III, The Grove. Costs to be paid by builder. Email forwarded to Board. (Subsequent email from Shane McAfee is requesting a bathroom.

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

5. **Officer's Reports**

- a. **President Joyce Estes** - Joyce reported she will be unable to attend the December Board meeting.
- 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 \$22,894.69 after above bills are paid. Total receipts YTD are \$ 35,888.00 plus \$5,000.00 (HCA)
 - b. Past due Statements mailed October 23, 2006
 - c. Management provided a report of aged receivables. A total of \$24,197.28 is outstanding.
 - d. Management provided a report of homeowners who have credit balances. Some homeowners may own multiple properties, some may have made double payments in error. Management to send correspondence to homeowners requesting clarification.
7. **Committee Reports**
- a. **HARC** - Meeting October 19 - Joyce Estes provided a report. Minutes of September HARC meeting distributed to Board via email. At October HARC meeting HARC binders were distributed; issues related to fence stains were discussed. HARC to develop range of acceptable colors; to continue to work on Landscape Maintenance Suggestions handout. HARC Violation Inspection list was distributed. Vicki Idlor has agreed to help Jamie Clark with one inspection per month.
 - b. **Protocol & Procedures Committee** - Bob Paedon provided a first draft of CC&R Compliance Resolution Procedures. Bob to complete draft and meet with Protocol & Procedures Committee next week.
Comments re insert to Neighbors, any proposed changes?
 - Summary of CC&R Complaint Procedures, Notices and Fines
 - Billing, Assessment and Collection Policy
 - Schedule of Fees and FinesDocuments were first read and approved at the August Board Meeting, this is the second and final reading. Documents submitted for approval. Bob Paedon motioned, John Jackson seconded, to approve the documents as presented. Motion carried.

Board discussed the when the Board sent out the fine notice. At the recommendation of Paul Collins, It was decided that the Board in the future should only send out the Fine Notice after it was assessed by the Board and give the owner the option of requesting a Formal Hearing.
 - c. **Neighbors** - Joyce Estes - Deadline is November 15. Topics for articles include fences and ruby red bark.
 - d. **Web Site** - Joyce Estes - Updated for insert in October Neighbors. Email sent to HPOA@HiddenbrookeOnline.org will now automatically be forwarded to HPOA Board and Eve Franklin at Collins Management. Confirmed email received from: Estes, Paedon, Jackson, Hargrove, Self. No response: Elias, Alegria and Franklin. Joyce to resend email confirmation request.

8. **Old Business** - None
9. **New Business**
 - a. Discussion of fines for custom lots which are not mowed by the Vallejo's fire break deadline. Plan to notify vacant lot owners in March/April of need to do weed removal by start of fire season or face possible fines.
 - b. HARC at the August and September meeting has requested that the Board decide if the fine for unapproved construction should be higher than the \$50 per month regular fine. Board expressed concerns about adding layers of complexities and agreed not to change the basic fine of \$50 for now.
10. **Community Forum:** none.
11. **Next Meeting Date:** December 28, 2006 - Hiddenbrooke Golf Club, 7 PM
12. **Adjourn** - The meeting was adjourned at 8:25 PM.

CC&R Violation Hearing - CLOSED SESSION

1. Call to order: Joyce Estes, President
2. Attendance:
 - a. Board Members present: Cesar Alegria, David Elias, Joyce Estes, Bob Paedon, Pam Hargrove, and John Jackson
 - b. Board Members Absent: Fred Self
 - c. Advisory Board: none.
 - d. Management Company: Paul Collins & Eve Franklin
3. Hearing for assessment of fines for seven homeowners given notice by letters dated October 2, 2006 which required written request for a formal hearing by October 18, 2006. No requests were received. Decisions were recorded on back side of Hearing/Fine Notice letter with yellow copy to owner by Collins Management. At conclusion of hearing, all hearing files were given to Collins Management. Cesar Alegria motioned, John Jackson seconded to approve the following Hearing results:
 - Hearing #1, landscape maintenance violation, grant a 30 day extension to correct the violation.
 - Hearing #2, landscape maintenance violation, assess a fine of \$50 per month until corrected.
 - Hearing #3, landscape maintenance violation, assess a fine of \$50 per month until corrected.
 - Hearing #4, landscape maintenance violation, assess a fine of \$50 per month until corrected.
 - Hearing #5, landscape maintenance violation, assess a fine of \$50 per month until corrected.
 - Hearing #6, landscape maintenance violation, assess a fine of \$50 per month until corrected.
 - Hearing #7, landscape maintenance violation, assess a fine of \$50 per month until corrected.Motion carried.
4. **Adjourn**

Important Dates

HPOA Board Meeting Schedule

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

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

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