



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, December 4, 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 6:35 PM. A quorum was present.
2. **Attendance/Introductions:**
 - a. Board Members present: Joyce Estes, Ian Forsyth, Chris Brittle, Laura Kazaglis, Kathy Wildermuth, Vicki Idlor.
 - b. Board Members Absent: Margarita Fernandez
 - c. Advisory Board:
 - d. Independent Contractors Invited:
Desiree Conley, Valley Management Services – Financial Management -Present
Kim Dowdall-Johnson, KD Logistics, Assistant Manager - Absent
Dave Caldwell, CC&R Management - Absent
 - e. Guests: None
3. **Approve Minutes: Approved**
 - a. Board Meeting Minutes of October 23, 2008.
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:** Correspondence regarding Worker's Comp. Insurance
- c. **Votes Conducted by Email:** Draft of 2008 Letter to new owners and insert "Helpful Hints --Working with Hiddenbrooke CC&Rs. Approved by: Joyce, Chris, Ian, Laura and Kathy.

See bills next page

d. **Bills to be approved for payment for November: Approved**

Payee	Description	Amount
Valley Management Services	Nov. Fee \$1,700	\$1,700.00
David Caldwell	Oct Services – 17.7 hours and 7 stamps	445.44
Jamie Clark, Administrative Services	August 28, 2008 to November 8, 2008	333.00
Kim Dowdall Db a KD Logistics	Oct Services	275.00
Joyce Estes	1,000 double window envelopes \$54.16	54.16
HCA	Neighbors \$300 President's page plus \$225 for Oct. - 4 page insert re rules	525.00
Total Bills-Already paid in Nov.		\$3,332.60

Bills to be approved for payment for December: Approved

Payee	Description	Amount
Valley Management Services	Dec. Fee	\$1,700.00
Jamie Clark, Digital Arts	Redesign and update of web page for http://www.HiddenbrookeOnline.org	\$500.00
Dave Caldwell		339.62
HCA		
Total Bills To Be Approved for Payment		2,539.62

6. Officer's Reports

- a. President Joyce Estes.
 1. The PG&E Tower graffiti has been removed and a thank you has been sent to Cesar Alegria. Also, Bennington Kiddie Park – Water Leak has now been fixed.
 2. Joyce also noted that due to her communicating with Glen Cove that they will be filing to be exempt from sales tax on newsletter.
 3. Board discussion regarding the request by PG&E to install Smart Meters who should handle it and the look and location of the proposed boxes themselves.
- b. Vice President Kathy Wildermuth
- c. Secretary Margarita Fernandez
- d. Treasurer Ian Forsyth

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

Status of new owner letters—expected first mailing date in January to cover new owners since the first of the year. The process from then on will be to mail to new owners each month..

8. **Committee Reports**

a. **HARC** –Chris Brittle. Board discussion as to whether HPOA Board members need to attend every HARC meeting.

1) HPOA Board Member Volunteers for HARC meetings:

2) Golf Ball Netting – Update. Referred to the City of Vallejo. No further information.

b. **CC&R Manager/Verification Committee** – Dave Caldwell - Verification Drive

1) Number of Courtesy Letters Sent - 9

2) Number of Final Letters - 2

3) Discussion of problem homes – Dave Caldwell will revisit problem homes next month. Two homes are on hold. Red bark still an issue.

4) Review latest list of foreclosures – Joyce. Brief Board discussion on volume of foreclosures.

c. **15 Day Notice to Correct CC&R Violations** (Pre-foreclosure, foreclosed or vacant homes). No homes tagged in November.—Vicki Idlor discussed with Board 15 day notices given and passed out spreadsheet. Four homes were tagged, 3 were contacted by phone. Board also discussed trash cans and tagging time frames.

Staghorn has asked for more help.

d. **Neighbors** – Joyce. Next Issue Feb. Deadline January 15th

e. **HCA/HPOA Committee** – Kathy Wildermuth Notes on Nov. 11th meeting: :

In attendance: Nancy Berke, Jim Hayes, Laura Kazaglis, Kathy Wildermuth, Allen Wildermuth

WEB Items: HCA wants to review how the web site (Hiddenbrookeonline.org) will function, and how HCA will be able to use it.

Transition Items: Does HPOA governing documents provide authority to allow HPOA to assume other activities?

HCA Mailing Help from HPOA: What would be the cost to have HPOA (Desiree), to mail a two page membership document for HCA to all Hiddenbrooke Residents (not owners)?

Return HCA funding given to HPOA: The HCA Board will be asked to determine whether the HCA membership needs to vote for a return of the funds, or whether it is in the Board's authority to request a remittance from HPOA. It was determined that a vote of HPOA members would be required for such a return. HCA would like to know how many positive votes would constitute a majority of HPOA votes.

Next committee meeting Dec. 9th with Jim Libien, Joyce Estes and Byrne Conley.

f. **Web Page** – Joyce.

Review of contract with Jamie Clark, Digital Arts, to re-design the web page. Discussion of website domain name and how it functions as a combo site of HPOA and HCA. The Board also discussed potential Worker's Comp issues and insurance.

Motion Approved: Authorize Joyce Estes to sign the contract and approve payment of fee of \$500 for design services and \$50 per month to maintain the site starting January 2009.

20 years of registration fees of 239.80 paid by Joyce Estes. May submit for reimbursement.

g. **Nominating Committee:** Paul Norberg (Chair), Nancy Foo, Regina Lau and Bob Kile
Joyce told Paul to expect three openings on the Board as Ian Forsythe has said he was willing to run for a second term.

9. **Old Business-None**

10. **New Business**

- a. **HCA Trash Fund**—The fund has enough funds to cover the costs until about March. At least three people have agreed to sponsor one month per year. Should HPOA agree to pay for say 2 months or \$260 or shall we let it remain an HCA project? **Tabled.**

11. **Closed Session – CC&R Fines** – Dave Caldwell

a. **Recommendations for Fines--New and Continuing: No New Fines**

b. **Hearings: None**

12. **Next Meeting Date:** January 22, 2009

13. **Adjourn – 7:45**

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

Jan 22, 2009 Kathy Wildermuth

Feb 26, 2009

March No Meeting