



**Hiddenbrooke Property Owners Association, Inc.  
Board of Directors – Minutes  
Thursday, December 6, 2007**

1. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:15 PM at 2408 Waterfall Way, Vallejo. A Quorum was not present until Margarita Fernandez arrived.
2. **Attendance/Introductions:** (Remind all guests to sign in)
  - a. Board Members present: Joyce Estes, David Elias (arrived at 6:50 PM), Ian Forsyth, Fred Self, and Margarita Fernandez (arrived at 6:45 PM).
  - b. Board Members Absent: Laura Kazaglis, Angelo Lamola
  - c. Advisory Board:
  - d. Assistant Manager: Dawn Montero - Absent
  - e. Financial Management: Desiree Conley, Valley Management Services - Present
  - f. Guests: None
3. **Approve Minutes:** The Board voted to approve the Meeting Minutes of September 26, 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	November & December each \$1,500.00	3,000.00
Dave Caldwell	CC&R Management-November Hours - Stamps?	421.60
Hiddenbrooke Community Assoc.	Insert in October Neighbors-printing	402.66
John Idlor	Computer support re backups	35.00
Total Bills To Be Approved		\$3,859.26

- b. **Correspondence Received:** Marcia Hill –The Board decided that Joyce Estes would send a response to the latest correspondence from Marcia Hill.
- c. **Votes Conducted by Email:** None

5. **Officer's Reports**

- a. President Joyce Estes - None
- b. Vice President Fred Self - None
- c. Secretary Margarita Fernandez - None
- d. Treasurer Laura Kazaglis - None

6. **Management Company** – Desire Conley

- a. **Financial Report** – (See Handout of financials)
- b. **Certificates of Deposit**–Total \$45,000. One CD matured in the amount of \$10,000.00 and was reinvested into a 13 week CD at 4.18%.
- c. **Management Report** – Desiree (see handout of management report)

7. **Committee Reports**

- a. **HARC** – David Elias – Briefly discussed policy regarding cement and parking.
  - 1) Meeting October & November
  - 2) Cement Policy and Procedures document –Needs to be re-voted by HARC
  - 3) HARC Policies and Disclosures – Needs to be re-voted/drafted by HARC
  - 4) CC&R Manager/Verification Committee – Had November inspection.
- b. **Neighbors** – Joyce Estes noted that the current issue of Neighbors has gone to the printer.
- c. **Web Site** – Ian Forsyth briefly discussed suggestions for changes and additions to the front page of the Web-Page. He also discussed adding information regarding what constitutes a CC&R violation with landscaping suggestions.

8. **Old Business - none**

9. **New Business**

- a. **Nominating Committee.** Board Members Joyce Estes, Angelo Lamola and Fred Self's Board terms are set to expire. Joyce Estes noted that Angelo Lamola and Fred Self do not wish to run for the Board for the upcoming term. The Board briefly discussed other persons who may wish to run.
- b. **Assistant Manager Position** – Joyce Estes discussed this paid position and noted that she still needs help.
- c. **Shade Tree Lots** – The Board discussed the Shade Tree lots. David Elias noted that he would work to make sure that these lots be included in HMD. Joyce Estes has already spoken to the City regarding this property being included in the Hiddenbrooke CC&R's and HMD.
- d. **Foreclosure Discussion:** Joyce Estes noted that HPOA is not being updated on foreclosure transfers and provided a handout with a list of current and upcoming foreclosures and status. The Board discussed properties in Hiddenbrooke that are in the process or are now in foreclosure. There was discussion on how to deal with maintenance issues as well as contact information for the properties current owners. The board decided that Valley Management should pull the deeds on all foreclosed homes to get Bank ownership information where appropriate.

**Motion** to approve recording document with name of Financial Manager and reference to web site. – **Postponed**

- e. **Properties Not being Maintained** – See (d.)
  - f. **Support for Code Enforcement** – Brief discussion on whether HPOA should help support City Code Enforcement by donating to one of its projects.
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 Date:** January 24, 2008
12. **Adjourn**

**Hiddenbrooke Property Owners Association, Inc.**  
**CC&R Violations—CLOSED SESSION**  
**Minutes**  
**Thursday, December 6, 2007 - Time As needed.**

1. **Call to order:** Closed session was called to order at 7:05 PM by Joyce Estes, President
2. **Attendance:**
  - a. Board Members present: Joyce Estes, David Elias, Ian Forsyth, Fred Self, and Margarita Fernandez
  - b. Board Members Absent Laura Kazaglis, Angelo Lamola
  - c. Advisory Board:
  - d. Assistant Manager: Dawn Montero - Absent
  - e. Management Company: Desiree Conley - Present
3. **Fines: Proposed, Stopped, Continued – Joyce**
  - a. **Fines Presented to Board Per Schedule.** The Board discussed current outstanding fines individually and fine assessment procedures in general. They also discussed turning the maintenance of fine assessments and procedures over to a paid contract position.
4. **Adjourn**