



Hiddenbrooke Property Owners Association, Inc.  
Board of Directors - Minutes  
December 07, 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, Joyce Estes, John Jackson, Bob Paedon and Fred Self
  - b. **Board Members Absent:** David Elias and Pam Hargrove,
  - c. **Advisory Board:** none.
  - d. **Management Company:** Paul Collins and Eve Franklin
  - e. **Guests:** none
3. **Approve Board Meeting minutes of October 26, 2006:** Fred Self motioned, John Jackson seconded to approve the minutes as presented. Motion carried.

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

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

11/29/06	Collins Management	November fee less \$39 credit	Ck 10017	1,863.00
12/07/06	Collins Management	December fee		1,912.00
11/16/06	Christopher & Concepcion Boccard	Refund Overpaid	Ck #10016	144.00
11/16/06	Delano & Myna Caparas Ignacio	Refund Overpaid	Ck #10015	144.00
11/30/06	Donald & Linda Frizzie	Refund Overpaid	Ck #10018	48.00
11/30/06	Hector Abueg	Refund Overpaid	Ck #10019	48.00
11/30/06	Jyotsna Ramaiya	Refund Overpaid	Ck #10020	48.00
11/30/06	Betty Walker	Refund Overpaid	Ck #10021	48.00
11/30/06	Juergen Gutzeit and Chris Yoon	Refund Overpaid	Ck #10022	48.00
11/30/06	William & Stacie French	Refund Overpaid	Ck #10024	48.00
11/30/06	Ekat & Supana Chareonlarp	Refund Overpaid	Ck #10015	96.00
11/30/06	John Washington	Refund Overpaid	Ck #1023	141.52
<b>Total Checks</b>				<b>\$ 4,588.52</b>

- b. **Correspondence Received:** (Sent to Board via email, any originals given to Collins Management at this meeting.) - None.

Fred Self 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 David Elias had agreed to stay on at HARC.
- 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 \$33,191.65 after above bills are paid. Total receipts YTD are \$46,751.46 plus \$5,000.00 (HCA.)
- b. Past due Statements mailed November 15, 2006. Next statements will go out first week of January 2007.
- c. Management provided a report of aged receivables. A total of \$13,748.90 is outstanding.
- d. Paul Collins reported on trouble in applying administrative charge and interest with Collins Management HOA software. HPOA CC&R's allow an interest charge of 1% per month on delinquent accounts. Collins Management charges an administrative charge of 2.00 per month on delinquent accounts. Collins Management software allows automatic calculation of an interest amount or a flat rate, but not both at the same time. One of these must be put in manually. Interest will be charged on all past due amounts (including assessment, fines, administrative fee and interest.)
- e. Paul Collins provided an update on Collins's Management change in HOA Software and possible HPOA conversion. The new software has similar constraints on entering applying interest and administrative charge but may allow faster manual entries. The new software will require a change in homeowner account numbers (only numbers can be used, no letters). The new software will allow owners to check account balances, initiate work orders via the internet. The plan is to transfer HPOA for start of next fiscal year.
- f. Paul Collins has agreed to notify all the major local title companies about HPOA and the need for payment of an annual assessment. Eve Franklin provided a draft letter. Eve & Joyce to work to refine the letter.

7. **Committee Reports**

- a. **HARC - Meeting November 15 - Joyce Estes gave a short report, handed out a copy of the latest Verification Tracking Report, and summarized the activity as follows:**

Summary of CC&R Complaints and Actions Taken From Verification Tracking Report 7/22/06 to 11/17/06		Number
<b>HARC</b>	Complaints Received, Logged and Verified	54
	Complaints Not Acted Upon—No Issue/Incomplete	3
	Courtesy Letters Issued	45
	Final Letters Issued	28
	Cease & Desist Letters Issued	2
	Violations Sent to Board	11
	Violations Sent to City of Vallejo	
	Violations Resolved	26
<b>HPOA Board</b>	Fines Levied By Board	6
	Fines Levied With Extension	1
	Fines Waived	0
	Hearings Requested	0

- b. **Protocol & Procedures Committee - Bob Paedon**  
General discussion of the Hiddenbrooke CC&R Compliance Resolution Procedure. Draft sent to Board via email on 11/16/06. Bob Paedon motioned, Fred Self seconded, to approve CC&R Compliance Resolution Procedure with Joyce's suggested changes except that a copy of the complaint will be kept in the file. Motion carried.
  - c. **Neighbors - Joyce - Deadline January 15.**
  - d. **Web Site - Joyce - Updated for HPOA Owners Information Form to be used to report change of ownership and/or mailing address.**
8. **Old Business -**
- a. **Weeds On Custom Lots - City of Vallejo has agreed to follow up and cite if needed.**
9. **New Business**
- a. **Cement Discussion - Tabled until next meeting.**
  - b. **HARC Verification Committee (old name Inspection Committee) appointed of the following residents:**  
Terms Ending 8/31/07: Jamie Clark, John Jackson, Jan DeRuiter, Pam Hargrove, Fred Self.  
Terms Ending 8/31/08: Denise Duane, Joyce Estes, Vicki Idlor, Jay Kingston, Allen Wildermuth.  
Fred Self motioned, Bob Paedon seconded, to accept the above appointments. Motion carried.
  - c. **The Board unanimously consented to appoint David Elias as City of Vallejo / HARC liaison.**
  - d. **Budget Discussion for 07-08 and current year income and expenses (cash basis) - Tabled until future meeting.**
10. **Community Forum: none.**
11. **Next Meeting Date: January 25, 2007 - Hiddenbrooke Golf Club, 7 PM**
12. **Adjourn - The meeting was adjourned at 8:16 PM.**

#### **CC&R Violation Hearing - CLOSED SESSION**

1. **Call to order: Joyce Estes, President**
2. **Attendance:**
  - a. **Board Members present: Joyce Estes, Bob Paedon, John Jackson and Fred Self**
  - b. **Board Members Absent: Cesar Alegria, Pam Hargrove and David Elias**
  - c. **Advisory Board:**
  - d. **Management Company: Eve Franklin**

3. Hearings:

- Hearing #12-06 Landscape violation—cement. Tabled until future meeting.

Fred Self motioned, John Jackson seconded to approve the following assessment of fines for violations:

- Hearing #9-06, Construction without HARC approval or Vallejo Permit. \$50 per month until structure is removed.
- Hearing #10-06 Landscape violation—rock. \$50 per month until rock is removed. The Board subsequently learned the violation had been remedied, no fine is necessary.
- Hearing #11-06 Landscape violation—rock. \$50 per month until rock is removed.
- Hearing #15-06, Conducting a business with customers is not permitted in Hiddenbrooke. \$50 per month until Board receives a response from homeowner stating she is not conducting a business with customers.

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 Set assessment w/CPI
September 28, 2006	Completed	March 2007	Cancel
October 26, 2006	Completed	April 26, 2007	
November 2006	Holiday-cancel	May 24, 2007	
December 7, 2006	Completed	June 28, 2007	Joint with new Directors

Other Deadlines

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