



MINUTES

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, January 26, 2012

6:30 PM

Library – Hiddenbrooke Golf Club

I. Closed Session

The Board has elected to follow Civil Code §1363.05 Open Meeting Act which limits topics for Closed Session to formation of contracts, member discipline, personnel matters, or to meet with a member regarding fines or payment of assessments

II. Open Session: Call to Order -- Chris Brittle, President

The Open Session was called to order at 7:49 p.m.

III. Attendance/Introductions

- Board Members present: Chris Brittle, Kathy Wildermuth, Maria Andrews, Ian Forsyth, Heather Scott, Kevin Smith
- Service Providers present: Desiree Conley (Valley Management Services)
- Invited Guests: Richard Tirrell (Welcome Center Manager), Byrne Conley

IV. Report from Closed Session (to be included in Open Session minutes in summary form, no names or addresses) — Kathy Wildermuth

a. Member Discipline—Hearings & Fines

- i. Meet & Confer hearings conducted: 2
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 6
- iv. Homes in Collection discussed: 5
- v. Problem Homes Discussed: 2

V. Approve Minutes*

- Board of Directors Meeting on December 1, 2011 - **Approved**

VI. 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 (3) minutes. Valley Management will track the time.* Jane McWhorter of The Villages attended meeting to discuss parking concerns and lack of enforcement. She was interested in finding out what the Board can do about vehicles parking in No Parking zones.

VII. Consent Calendar and Approval of Agenda

*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. - **Approved.***

- a. Changes/additions to Agenda or order of Agenda items
- b. Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment.

VIII. CC&Rs —Dave Caldwell, Maria Andrews

i. CC&R Violation Summary

Number of Courtesy Letters Sent	98
Number of Final Letters Sent	24
Number of Violations on Hold	
Number of Violations which were resolved	73
Recommended for Fine (Closed Session Hearing):	6
Emails answered/sent:	
Phone calls:	
Next Verification Drive:	TBD

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	0
Number of homes not in compliance-scheduled for hearing	0
Number of realtors/banks called:	0
Number of homes that had landscape work performed:	0

iii. Seek Legal Advice - Should the Board expend a limited amount of funds to seek legal advice as to the most cost-effective means to remedy CC&R violations at several homes with long-standing CC& R issues?

-The Board agreed that seeking legal advice as to how to remedy one long standing CC&R violation would be beneficial. Byrne Conley offered to contact Hughes & Gill (the firm that prepared the Hiddenbrooke CC&Rs) to set up a meeting with the President and other interested Board members. The Board agreed to allow the President to use his discretion as to how much money to expend on the initial consultation meeting(s).

IX. President’s Report -- Chris Brittle

-No items to report

X. Treasurer’s Report -- Ian Forsyth

- a. Checking Account and CD balances
-The current checking account balance is \$31,641 and there is \$108,161 in CDs.
- b. Collections Report - Valley Management Services
- c. Fines Report - Valley Management Services
- d. Other items concerning the Financial Report *-Valley Management Services

XI. Committee Reports

- a. **Welcome Center*** – Richard Tirrell
-All surveillance cameras are working well. One stolen vehicle was recovered as a result of the cameras recording an alleged accomplice’s license plate number. The new floor installed in the Welcome Center held up well after the last major rains and did not bubble; therefore the repair bill (materials only) can be paid.
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Chris Brittle
-Mike Baldwin is working on scheduling the next Quarterly meeting with the City HMD staff.
- c. **Hiddenbrooke Improvement District Advisory Committee***-- Kevin Smith
-Another letter has been sent to the City regarding various issues with the use of surplus HID bond funds. The Committee is trying to be pro-active and create an administrative record of Hiddenbrooke’s positions and concerns (the letter is on the Hiddenbrooke website)

d. HARC – Richard Audette

-Richard Audette has sold his home and will be moving out of state. Therefore he has resigned from HPOA Board. The Board approved a motion to send Richard a letter of appreciation for his dedication and service. There have been many letters from HARC that have not been filed on the server under the respective owner addresses. Elizabeth will be helping Jamie Clark with the filing.

XII. Old Business

a. Status of New CC& R Module - Maria Andrews

-Many hours have been spent getting the new TOPS CC&R module ready to use. Maria has completed entering all information from the current and previous months' inspection drives.

b. Online Complaint Form/New Email Boxes --- Ian Forsyth

-The new online CC&R Complaint Form is nearly completed and is scheduled to launch in the next few weeks. It was suggested that HPOA include an announcement in the March Hiddenbrooke TIMES newsletter about the new form and CC&R reporting process.

XIII. New Business

a. Fiscal Year 2012-2013 Budget *-- Chris Brittle, Ian Forsyth

Normally this time of year the Board adopts the Budget for the next Fiscal Year along with approving publication of the adopted Budget in the upcoming March edition of the Hiddenbrooke TIMES. This early adoption is necessary due to notification requirements in the CC&Rs and the timing of the publication of the Hiddenbrooke TIMES, which is the way homeowners receive notification by mail. The proposed Budget accounts for known and anticipated changes in both revenues and expenses.

Motion: Approve the Budget for Fiscal Year ending June 30, 2013 and approve publication of the Budget in the March, 2012 edition of Hiddenbrooke TIMES.

-After discussion about several line items in the Budget, the Budget was **conditionally approved** based on obtaining some additional information requested by the Board. The Board also discussed the need to purchase an additional TOPS seat and it was agreed that this would be a good idea.

b. Setting of Annual Assessment for Fiscal Year 2012-2013*-- Chris Brittle, Ian Forsyth

The CC&R's specify a methodology for calculating the maximum allowed annual assessment for Fiscal Year 2012-2013, which would be \$59. Given the estimated operating expenses in the Budget above and the amount in reserves, the annual assessment for owners can be maintained at the current level of \$55 per lot per year.

Motion: Approve an annual assessment for Fiscal Year 2012-2013 of \$55 per lot per year, which maintains the annual assessment at the current level, and also approve publication of this decision in the March, 2012 Hiddenbrooke TIMES. - **Approved.**

c. HPOA Rules and Regulations*

Each year the Board reviews the Association's Rules, Regulations, CC&R complaint procedures and fine policies and then publishes them in the March edition of the Hiddenbrooke TIMES for community review. Only minor revisions were made last year, and no new revisions are proposed this year.

Motion: Approve Summary of CC&R Complaint Procedures, Notices and Fines and approve publication in March, 2012 edition of Hiddenbrooke TIMES newsletter - **Approved.**

d. Hiddenbrooke Architectural Review Committee (HARC) Policies and Disclosures*

Similar to the above, no changes to the existing HARC Policies and Disclosures are proposed for this year.

Motion: Approve HARC Policies and Disclosures and approve publication in March, 2012 edition of Hiddenbrooke TIMES - **Approved.**

e. Update to Standing Rules *

Two revisions are proposed to reflect the change in the way we notify non-resident owners about the availability of the Hiddenbrooke TIMES newsletter and an update to the list of property owned by HPOA

Motion: Approve changes in Standing Rules - **Approved.**

f. Annual Meeting Date -- Kathy Wildermuth

-The Annual Meeting date has been set for Tuesday, June 26, 2012, 6:30 - 9:30 p.m. at the Clubhouse. HPOA will go first this year on agenda, followed by HCA.

XIV. Upcoming Board Items/Other Events

- a. Contact Nominating Committee regarding Elections in June

XV. Next Meeting Date: Thursday, February 23, 2012 at 6:30 p.m. at the Library

XVI. Adjournment

Attachments:

- December, 2011 Board Minutes
- January, 2012 Financial Management Report (sent separately by VMS)
- HARC Policies and Disclosures
- HPOA Rules and Regulations
- Standing Rules
- Proposed Budget for FY 2012-2013
- Updated CPI Calculation for Assessment (forthcoming)
- January 8, 2012 HID Advisory Committee Letter to City of Vallejo
- Letter to City Manager re. Permit Fees for Welcome Center

The Minutes of the meeting were approved by vote of the Board of Directors on February 23, 2012.

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report December 2011

Board Meeting 1/26/12

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valley-manager@sbcglobal.net

Owner Deposits for Dec. 2011	\$1,395.54
Checking Balance 12/31/11	\$32,028.35
Current Checking Balance (As of Jan. 11, 2012)	\$31,641.78
Current Certificates of Deposit	
112 #4334 @ .95% Matures 6/15/12	\$20,574.27
114 #4481 @ .85% Matures 8/09/12	\$15,334.11
116 #4577 @ .4% Matures 11/23/11	\$15,030.11
130 #4415 @ .95% Matures 7/12/12	\$17,203.01
131 #4874 @ .4% Matures 3/20/12	\$20,013.37
132 #4875 @ .2% Matures 1/20/12	\$20,006.69
Total CD Value	<u>\$108,161.56</u>
Total Hiddenbrooke Cash/CD's (As of 1/11/12)	\$139,803.34

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Bills to be Approved	
VMS Financial Management Services	\$2159.40
Dave Caldwell	\$ 237.50
Calif. Highway Adoption – monthly	\$ 130.00
Elizabeth Mathern	\$ 114.94
Maria Andrews - Reimburse	\$ 91.04
Rackspace – Server for Dec.	\$ 119.36
Rackspace –Server for Jan.	\$ 115.47
Domain Reg.	\$ 11.85
Domain Hosting	\$ 72.13
Hiddenbrooke Golf Club – room rental	\$ 128.85
<i>Regular Expenses</i>	\$3,180.54
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$ 49.60
Richard Tirrell	\$ 28.87
Vallejo Floor Co.	\$500.00
<i>Total Reimbursable</i>	\$578.47
Total Expenses	\$3,759.01

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Fines for December	24
Delinquent Accounts Accruing Interest and Late Fees Approx.	Approx. 247

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. December, 2011	6
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