



MINUTES

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, February 23, 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 meeting was called to order at 7:43 pm..

III. Attendance/Introductions

Board Members present: Maria Andrews, Chris Brittle, Ian Forsyth, Heather Scott, Kevin Smith, Kathy Wildermuth

Service Providers present: Desiree Conley (Valley Management Services), Elizabeth Mathern

Invited Guests: Richard Tirrell (Welcome Center Manager)

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: 1
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 7
- iv. Homes in Collection discussed: 4
- v. Problem Homes Discussed: 2

V. Approve Minutes*

- Board of Directors Meeting on January 26, 2012 - **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.*

VII. 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 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

68

Number of Final Letters Sent	20
Number of Violations on Hold	16
Number of Violations which were resolved	
Recommended for Fine (Closed Session Hearing):	7
Emails answered/sent:	
Phone calls:	
Next Verification Drive:	March 13
Cease and Desist Letters	3

ii. Foreclosed Home Program

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

IX. President’s Report - Chris Brittle

- The March Newsletter, Hiddenbrooke TIMES, will be sent out shortly and will include an article on the status of the Park. After the article went to press there was some further information about a new agreement concerning the long-term lease which is not reflected in the article. The agreement will now go to the School District and City Council for ratification.
- There is no new news on the I-80 interchange project, but the City has promised another meeting with Hiddenbrooke in the near future. We are still waiting for information on the amount of funds available, which we asked for at the October, 2011 community meeting.
- We still need a new landscape contractor to replace Michael Moore in order to maintain front yards in foreclosed homes. Chris has contacted one landscape company and got a price for clearing yards. We could contact other firms as well and will probably need to do some front yards in the near future.

X. Treasurer’s Report -- Ian Forsyth

- a. Checking Account and CD Balances. The current balance in the Checking Account is \$33,367 and we have \$108,249 saved 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

The work trailer on Carlisle has been moved off the street into the common area parking. We have new contact numbers to call when cows get outside the fences, and these will be listed in the March Newsletter. Richard received a long email from a homeowner who thought that All Phase should have been more helpful with retrieving the keys they left in the Golf Club exercise room; Richard will send a reply clarifying that All Phase does not patrol or have any relationship with the Hiddenbrooke Golf Club.

b. Hiddenbrooke Maintenance District Advisory Committee - Chris Brittle

We now have a meeting date for the postponed Quarterly meeting with City LMD staff, and it will be Wednesday, February 29. The HMD Committee will go over a long list of items that include improvements to the entrance, the Parkway median landscaping, and the performance of Coast Landscaping.

c. Hiddenbrooke Improvement District Advisory Committee - Kevin Smith

Nothing new to report.

d. HARC – Jamie Clark

Jamie Clark sent a report from the last HARC meeting which includes information on a number of homes that were referred to HARC as part of the CC&R process. Chris will send the report to all Board members after the meeting. With Richard Audette leaving HARC and the HPOA, the status of further efforts to streamline the landscape plan review process between HARC and the local HOAs is uncertain.

XII. Old Business

a. Purchase additional seat for TOPS - Maria Andrews

Motion: Approve spending approximately \$500 for an additional seat so that more than one Board member can work on TOPS at the same time - **Approved**

b. Status of new Board Email boxes/Changes to Website - Ian Forsyth

Several Board members still need to set up their new email boxes. The March HB TIMES newsletter will include the new email addresses for the HPOA Board, CC&R complaints, and HARC, so these must be functioning on the HPOA website when the newsletter arrives in the mail. Emails to the new HPOA Board email box will be forwarded to all Board members, as this is the easiest way to set it up.

c. Filing update on the Server - Elizabeth Mathern

Elizabeth is working on a filing system for HARC letters, general correspondence, photos of CC&R violations, etc. which will be clear as to how these items are to be labeled (date, address, etc.). Elizabeth will be getting together with Jamie Clark, HARC, to start filing the old HARC letters and will coordinate with Maria in terms of CC&R filing issues.

XIII. New Business

a. Recruitment process for new Board Candidates - Kathy Wildermuth

The Board will need to look for three new candidates to fill vacancies for next year, and we need to start the search process now. Please think of people who might be interested and let Chris and Kathy know.

XIV. Upcoming Board Items/Other Events

- a.** Publication of March HB TIMES
- b.** "It's Time to Paint" Inspection Drive in March

XV. Next Meeting Date: Thursday, April 26, 2012 at 6:30 p.m. at the Library

XVI. Adjournment

Attachments:

- January 26, 2012 Board Minutes
- February, 2012 Financial Management Report (sent separately by VMS)

The Minutes of the meeting were approved by vote of the Board of Directors on April 26, 2012.

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report January 2012

Board Meeting 2/23/12

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valley-manager@sbcglobal.net

Owner Deposits for Jan. 2012	\$4,025.46
Refund from Domain Hosting	\$ 8.67
Total Deposits Jan. 2012	\$4,034.13
Checking Balance 1/31/12	\$32,099.44
Current Checking Balance (As of Feb. 16, 2012)	\$33,367.10
Current Certificates of Deposit	
112 #4334 @ .95% Matures 6/15/12	\$20,607.42
114 #4481 @ .85% Matures 8/09/12	\$15,345.15
116 #4577 @ .4% Matures 11/23/11	\$15,035.20
130 #4415 @ .95% Matures 7/12/12	\$17,230.73
131 #4874 @ .4% Matures 3/20/12	\$20,020.16
132 #4875 @ .2% Matures 1/20/12	\$20,010.74
Total CD Value	<u>\$108,248.74</u>
Total Hiddenbrooke Cash/CD's (As of 1/11/12)	\$141,615.84

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Email valley-manager@sbcglobal.net

Bills to be Approved	
VMS Financial Management Services	\$1,735.00
Calif. Highway Adoption – monthly	\$ 130.00
Maria Andrews - Reimburse	\$ 104.49
Sharpdot, Inc. – CC&R Form	\$ 300.00
<i>Regular Expenses</i>	\$2,269.49
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$ 50.06
Richard Tirrell	\$ 23.72
All Phase – Camera Repair	\$190.00
<i>Total Reimbursable</i>	\$263.78
Total Expenses	\$2,533.27

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Fines for December	24
Delinquent Accounts Accruing Interest and Late Fees Approx.	Approx. 207

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. January, 2012	8
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