



MINUTES

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, February 24, 2011

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, called the meeting to order at 7:13 p.m.

III. Attendance/Introductions

- Board Members present: Chris Brittle, Eli Cronbach, Ian Forsyth, Kathy Wildermuth
- Service Providers present: Dave Caldwell, Valley Management Services (Desiree Conley), 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: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 3
- iv. Homes in Collection discussed: 3
- v. Problem Homes Discussed: 2

V. Approve Minutes*

- Board of Directors Meeting on January 27, 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. **None***

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, Elizabeth Mathern

i. CC&R Violation Summary

Number of Courtesy Letters Sent	20
Number of Final Letters Sent	7
Number of Violations on Hold	4
Number of Violations which were resolved	16
Recommended for Fine (Closed Session Hearing):	3
Emails answered/sent:	
Phone calls:	
Next Verification Drive:	3/15/11

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. Updated Dates/Assignments for Verification Drives*

IX. President's Report---Chris Brittle

- a. The March newsletter is ready to publish and should be mailed out next week.
- b. "Missing Street Tree List" Chris reported that he and Kathy Wildermuth have prepared a list of missing City street trees throughout Hiddenbrooke. This list will be sent to the City for their follow up.
- c. The next " It's Time to Paint" drive around is scheduled for Saturday, March 5
- d. Board elections are coming up. Doug Eeton has announced that he will not run again; all other directors will remain. There will be one vacancy to fill.
- e. Chris reported that he had sent an email to the consultant working for the City on the Hiddenbrooke Interchange project to ask the status.
- f. Chris also reported that he was intending to send a letter to the City asking about how they survey and schedule pavement maintenance for Hiddenbrooke streets.

X. Treasurer's Report---Ian Forsyth

- a. **Checking Account and CD balances:** Checking balance after CD deposits of \$37,625 and CD deposits of \$82,202.
- b. **Collections Report:** 20 homes in Collection; one home in payment plan with HPOA and one home in pre-collection status has indicated they will pay.
- c. **Fine Report:**-VMS has talked with escrow agent for one home (short sale) which will pay all fines
- d. **Other items concerning the Financial Report** *-None

XI. Organizational Matters--Discussion

- a. Updated Board calendar of activities by month* - Directors are welcome to add items to the calendar
- b. Status of transition to new server (TOPS, other software needs). VMS will add Office software to the server; TOPS is accessible by all Directors; Ian will send out a reminder to let Board members know how to log onto the server and to offer any help needed.
- c. Preparations for Annual Meeting/Elections – Kathy Wildermuth will work with Joyce Estes to ensure the process and preparation for the Annual Meeting and Board elections goes smoothly.
- d. Updating non-resident owner addresses/emails for HB TIMES. There was discussion about the process of mailing out the HB Times Newsletter. It was suggested that the Board consider separating the mailing of HPOA legal notices from the mailing of the Newsletter. Chris will look into the requirements for legal notices and will work with Elizabeth Mathern on a recommendation for the Board to consider.
- e. Filing of HPOA information on the server – This work is in progress. There was discussion about access to the server and what types of materials should be filed. Chris suggested we put together a list of the types of information that needs to be filed.
- f. HARC-filing of Minutes/Owner letters – Chris will discuss the filing of HARC documents with Jamie Clark and ask that we get all records so we can store them in the Owner files on the server.

XII. New Business

- a. Approve Expenses for Annual Meeting in June *-Kathy Wildermuth
Motion: Approve \$100 for snacks and cookies and \$20 for staff tips. **Approved**

XIII. Committee Reports

- a. Hiddenbrooke Maintenance District Advisory Committee - Eli Cronbach reported that the main landscape contract will be re-bid due to issues with the original process. The HMDAC will be currently reviewing priorities for landscape rehab projects in 2011. Four major security guard firms have expressed interest in receiving the Welcome Center security guard services Request for Proposal, which will be sent out the first week in March. Chris will schedule a meeting of the RFP Evaluation Committee which consists of himself, Eli Cronbach, Ian Forsyth, Richard Tirrell, and Allen Wildermuth to go over the evaluation process.
- b. Hiddenbrooke Improvement District Advisory Committee- Chris Brittle reported that he had emailed members of this Committee to find acceptable dates in March for their first meeting of the year. They will need to consider asking the City for another reduction in the HID bond tax levy and to consider developing a list of capital projects that could be funded with surplus bond money. Eli mentioned his concerns with using the surplus funds for projects versus using the money to pay down the bond debt and said he would be discussing this item with the Committee as well.
- c. Welcome Center - Richard Tirrell provided an update on the improvements to the Welcome Center. The project to install a new metal door on the Welcome Center is going forward. There is a problem with one of the cameras, which All Phase will resolve.

- d. HARC – No report
- e. HCA Liaison Report - Kathy Wildermuth – An email summary of the last HCA meeting was sent to Board members. Richard Tirrell (for HCA) encouraged Board members to join during the annual membership drive currently in progress. Chris mentioned that he had made a similar request at the previous Board meeting.

XIV. Upcoming Board Items/Other Events

- a. “Its Time to Paint” drive around-March 5
- b. Meeting of HID Advisory Committee (date to be determined)
- c. Send out Welcome Center RFP (early March)

XV. Next Meeting Date: The calendar indicates no meeting in March, but the Board decided that a meeting in March would be helpful and scheduled the meeting for March 24, at 6:30 p.m. at the Library. Chris indicated he could not attend due to a conflict with another public meeting he must attend, but would put the packets together for the meeting.

XVI. Adjournment. The meeting was adjourned at 8:09pm

Attachments:

- Draft January 27, 2011 Board Minutes,
- February Financial Management Report (sent separately by VMS)
- Updated Calendar of Board activities
- Updated Verification Drive dates and Board assignments

***The Minutes of the meeting were approved by the Board of Directors
on April 28, 2011.***

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc

Financial Management Report January 2011 Board Meeting February 24, 2011

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits for January 2011	\$1,966.10
Total Deposits January, 2011	<u>\$1,966.10</u>
Checking Balance 1/31/11	<u>\$27,827.40</u>
Owner Deposits Feb. 1 to 22, 2011	\$4,463.20
Current Checking Balance (As of February 22 , 2011)	\$24,446.21
Checking Balance after payables	\$21,225.25
Checking balance after CD deposits on 2/23/11 (\$16,399.84)	\$37,625.09
Current Certificates of Deposit	
AC 112 Mature. 3/8/11 9 - Month	\$20,000.00 @ 1.1%
AC 114 #3575 5/5/11 9 - Month	\$15,127.69 @ 1.05%
AC 115 #3785 6/18/11 5 - Month	\$30,000.00 @ .055%
AC 130 #3941 4/12/11 3 - Month	\$17,074.96 @ .25%
AC 140 #3940 2/12/11 1 - Month	\$16,399.84 @ .20% Cashed out to checking deposited 2/23/11
Total CD Value	<u>.\$82,202.65</u>

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Bills to be Approved	
VMS Financial Management Services	\$1,912.50
Elizabeth Mathern	\$416.44
Dave Caldwell	\$400.00
David Lum	\$440.00
<i>Reinburse homeowner overpayment</i>	
<i>Regular Expenses</i>	\$3,168.94
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$52.05
Total Checks	\$3,220.96

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Fines for January	14
Delinquent Accounts Accruing Interest and Late Fees Approx.	208

Valley Management Services - Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. January 2011	5
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