



MINUTES

Hiddenbrooke Property Owners Association, Inc. Board of Directors Meeting

Thursday, April 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 will begin at 7:30 p.m. or at the end of the Closed Session, if completed earlier.

III. Attendance/Introductions

- Board Members present: Maria Andrews, Chris Brittle, Heather Scott, Kevin Smith
- Service Providers present: Desiree Conley (Valley Management), Dave Caldwell, Elizabeth Mathern
- Invited Guests: Richard Tirrell (Welcome Center Manager). Mike Baldwin (HMDAC, Chair)- Not present

IV. Report from Closed Session (to be included in Open Session minutes in summary form, no names or addresses) – Chris Brittle

a. Member Discipline—Hearings & Fines

- i. Meet & Confer hearings conducted: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 12
- iv. Homes in Collection discussed: 3
- v. Problem Homes Discussed: 5

V. Approve Minutes*

- Board of Directors Meeting on February 23, 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.*

Jim Libien attended the meeting and reported on recent progress with the new Park. The City and School District have now approved a 17 year lease and a Park Committee is being formed of interested residents to review the plans that will be prepared by the City's consultant. Two members from the community attended the meeting and were interested in the Park issues.

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.

It was suggested by Maria Andrews that the Board inquire about whether HPOA could get a sign on I-80 recognizing our contribution to the highway trash collection program, similar to what Jelly Belly has. Kevin Smith suggested that the Board adopt a policy stating that invoices that are for work that was done more than three months ago will not be paid in the future.

VIII. CC&Rs —Dave Caldwell, Maria Andrews

i. CC&R Violation Summary

Number of Courtesy Letters Sent	73
Number of Final Letters Sent	37
Number of Violations on Hold	19
Number of Violations which were resolved	125
Recommended for Fine (Closed Session Hearing):	13
Emails received/sent:	223/32
Phone calls:	22
Next Verification Drive:	May 15
Cease and Desist Letters	0

ii. Foreclosed Home Yard Program (15 Day Notice)

Number of homes tagged with violation notice:	5
Number of homes not in compliance-scheduled for hearing	
Number of realtors/banks called:	
Number of homes that had landscape work performed:	2

iii. Possible Changes to our CC&R Violation Letters-Maria Andrews

IX. President’s Report - Chris Brittle

- We have a new licensed landscape contractor to take care of yards for Foreclosed homes, Steve Davis. Steve is a resident of Hiddenbrooke and lives in the Summit.
- The first yearly community inspection of homes for paint and fence stain issues has been completed by Kathy Wildermuth and Chris Brittle and letters can go out.
- Attended the April 24 Council meeting where the City approved the Park lease with the School District which was attended by only 6- 7 Hiddenbrooke residents.

X. Treasurer’s Report* - Ian Forsyth

- a. Checking Account and CD Balances: There is \$28,452 in the Checking Account and \$108,364 in CDs.
- b. Collections Report --Valley Management Services: 23 accounts in Collection
- c. Fines Report—Valley Management Services: 20 fines sent out last month totaling \$1,550; no payments received
- d. Other items concerning the Financial Report -Valley Management Services: 183 Delinquent statements sent out; four (4) ownership changes

XI. Committee Reports

a. Welcome Center* – Richard Tirrell

Background: The current contract with All Phase, our security guard service, commenced on July 1, 2011 and expires on June 30, 2012. The contract can be extended for two

additional one year terms. All Phase continues to meet all expectations as outlined in the contract (attached) and is well regarded in the community.

Motion: Extend the contract will All Phase for an additional one year term, from July 1, 2012 to June 30, 2013. **Approved**

- b. **Hiddenbrooke Maintenance District Advisory Committee*** - Mike Baldwin
No discussion. Written report submitted by Mike Baldwin.
- c. **Hiddenbrooke Improvement District Advisory Committee** - Kevin Smith
Members of the Advisory Committee met with the City on April 5 and discussed Hiddenbrooke projects proposed for funding out of the \$3 million bond surplus. The City appears to be saying that this fund will be one of the main sources of future City money for Hiddenbrooke street repairs, lighting needs, and erosion repairs on the St John Mine's Rd utility corridor without any expectation of additional general funds or new tax sales tax revenues for Hiddenbrooke. As a consequence, the reduction in our tax levy for the HID bond will not be occurring this year and may not be granted in future years as well. There continue to be aesthetic and financial concerns with the possible installation of LED street lights from the Hiddenbrooke community that will need to be addressed. On a positive note, the City has agreed to fund four (4) solar powered radar speed signs which should be installed this summer. Any future appropriations of funds for these projects will appear on the City Council Agenda and the Committee will monitor this.
- d. **HARC*** - Chris Brittle
Minutes from the last HARC meeting were included in the packet. The City has clarified that in addition to getting HARC approval for the removal or replacement of City Street Trees, homeowners must formally apply to the City for approval. Also Street Trees may not be trimmed without City approval and fines can result. Chris noted that there appear to be more trees that have been illegally topped without City approval and that another annual inspection drive will be conducted in the near future to see what changes have occurred since the previous drive last year. Also, there will be an article in the next Newsletter on this subject.

XII. Old Business - None

- a. Changes to HPOA's Rules and Regulations and HARC's Policies and Procedures
Background: Normally proposed changes to the above two documents are sent to the community in the March Hiddenbrooke TIMES Newsletter and approved at the April Board meeting; however, no substantive changes were made this year, so no Board action is required.

XIII. New Business

- a. **Agenda for Annual Meeting***
Background: The Annual Meeting is held each year in June. The main action is the election of new Board members, but we also provide reports to the community on all the other activities conducted by HPOA.
Motion: Approve attached Agenda for Annual Meeting - **Approved**
- b. **Approve Expenses for Annual Meeting**
Motion: Approve \$100 for snacks and cookies and \$20 for staff tips.-**Approved**
- c. **Board Candidates for June Election***

There are four (4) vacancies for next year's Board. One current Board member has agreed to run for an additional two year term (Heather Scott). The recruitment process so far has resulted in two new candidates for the Board, Vicki Medina (Orchards) and Trevor Macenski (Summit). An additional candidate needs to be found. The candidate bios are attached and will be included in the June edition of Hiddenbrooke TIMES.

d. Approve Funds for National Night Out

Background: Each year both HPOA and HCA contribute \$500 to this major community event held in August. The event is hosted by the Golf Club, and our donations are used to pay for food and entertainment.

Motion: Approve contribution of \$500 to the Golf Course for National Night Out –
Approved

Maria Andrews suggested that the Board take up the issue of speeding in the community and mentioned that she had contacted the Police Department about this. Chris indicated that the speeding and general community safety issues have been under the purview of HCA and one of their Committees and this issue has been discussed on a number of occasions at their Board in the past. Maria also stated that she liked the signs that are posted on the Message Board by the Welcome Center and suggested that it would be nice to have another sign on as you leave Hiddenbrooke as it is hard to read the Welcome Center sign from the inner lane by the Welcome Center.

XIV. Upcoming Board Items/Other Events

- a. Work on articles, etc. for June HB TIMES
- b. Send out the first "It's Time to Paint" Letters
- c. Prepare first amendment to All Phase contract
- d. Continue recruitment of another Board candidate

XV. Next Meeting Date: Thursday, May 24, 2012 at 6:30 p.m. at the Library

XVI. Adjournment. The meeting was adjourned at 8:46 p.m.

Attachments:

- February 23, 2012 Board Minutes
- April, 2012 Financial Management Report (sent separately by VMS)
- All Phase Contract
- Agenda for Annual Meeting
- Candidate Bios (Trevor Macenski; Vicki Medina forthcoming)
- Minutes of 2/29/2012 HMDAC meeting with City Staff
- Minutes of 3/20/2012 HARC meeting

**The Minutes of the meeting were approved by vote of the Board of Directors
on May 24, 2012.**

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report March 2012

Board Meeting April 26

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valley-manager@sbcglobal.net

Owner Deposits for Feb. 2012	\$ 611.95
HB Times Ad Income	\$ 1,120.00
Total Deposits March. 2012	\$ 1,731.95
Checking Balance 3/31/12	\$29,265.67
Current Checking Balance (As of April 16, 2012)	\$28,453.01
Current Certificates of Deposit	
112 #4334 @ .95% Matures 6/15/12	\$20,639.52
130 #4415 @.95% Matures 7/12/12	\$17,257.58
114 #4481 @ .85% Matures 8/09/12	\$15,366.54
116 #4577 @.4% Matures 4/23/12	\$15,045.06
131 #4874 @.45%Matures 12/20/12	\$20,033.29
132 #4875 @ .2% Matures 6/20/12	\$20,021.56
Total CD Value	<u>\$108,363.55</u>
Total Hiddenbrooke Cash/CD's (As of 4/16/12)	\$136,816.56

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Financial Management Report

March 2012

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Valley Management Services

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Bills to be Approved	
VMS Financial Management Services	\$2,418.49
Calif. Highway Adoption – monthly	\$ 130.00
Dave Caldwell	\$ 192.50
Elizabeth Mathern	\$340.40
Maria Andrews – CC&R Letters	\$47.25
Clean Cut Landscaping (15 Day Notice Program)	\$115.00
Tops CC&R Training	\$75.00
Jamie Clark – HARC (6/19/11-12/31/11)	\$1,258.00
Jamie Clark – HARC (1/1/12-4/19/12)	\$555.00
<i>Regular Expenses</i>	\$5,131.64
<u>Welcome Center Reimbursable Bills</u>	
Richard Tirrell	\$46.89
Welcome Center Phone Bill	\$54.57
<i>Total Reimbursable</i>	\$101.46
Total Expenses	\$5,233.10

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Financial Management Report

March 2012

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Fines for February Delinquent Statements 3 rd Quarter	20
Delinquent Statements 3 rd Quarter mailed	183

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. March, 2012	4
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