



## **MINUTES**

**Hiddenbrooke Property Owners Association, Inc.  
Board of Directors Meeting  
Thursday, April 28, 2011  
7:10pm 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. The Open Session meeting was called to order at 7:10 p.m.

### **III. Attendance/Introductions**

- Board Members present: Maria Andrews, Chris Brittle, Doug Eeten, Ian Forsyth, and Kathy Wildermuth
- Service Providers present: Desiree Conley (Valley Management Services), Dave Caldwell, and Elizabeth Mathern
- Invited Guests: Richard Tirrell (Welcome Center Manager); Allen Wildermuth (Welcome Center Committee), and Mike Baldwin (Chair, HMDAC)

### **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: 0
- iv. Homes in Collection discussed: 3
- v. Problem Homes Discussed: 3

### **V. Approve Minutes\***

- Board of Directors Meeting on February 24, 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.***

A suggestion was made to post a reminder of the HPOA Board meetings on the HB Message Board located by the Welcome Center.

### **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. Extend Valley Management Service contract to August 31, 2011 to get all service provider contracts on the same cycle

- c. March Bills approved by email vote\*: VMS (\$1702.50), Elizabeth Mathern (\$589.01), Dave Caldwell (\$402.50), James Ernst Accounting/tax return (\$500), Digital Copy/March Newsletter (\$1,853.35), Hiddenbrooke Golf Course /Library rental for Board meetings (\$650.25), and Hiddenbrooke Golf Club /Annual Meeting snacks (\$100.00)
- d. April 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

Number of Courtesy Letters Sent	49
Number of Final Letters Sent	12
Number of Violations on Hold	11
Number of Violations which were resolved	56
Recommended for Fine (Closed Session Hearing):	
Emails answered/sent:	
Phone calls:	10
Next Verification Drive:	May 17

ii. Foreclosed Home Program

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

**IX. President’s Report**---Chris Brittle

-Vallejo and CalTrans will be meeting soon to discuss progress on the I-80 HB Parkway Interchange project. Chris and Eli Cronbach are planning on attending if they are available

-The Golf Course and HCA have had a number of messages up on the new Message Board by the Welcome Center; HPOA will post several CC&R messages on the new Message Board in May

-The City was called and several potholes were fixed along HB Parkway

-We will need to start working on renewing our insurance in the next month

-The June Newsletter is being drafted and will include ballots, candidate bios, and an article on the need to check the condition of home fences, many of which are in need of repairs or re-staining

**X. Treasurer’s Report**---Ian Forsyth

- a. Checking Account and CD balances
- b. Collections Report --Valley Management Services
- c. Fine Report--Valley Management Services
- d. Other items concerning the Financial Report --Valley Management Services

**XI. Committee Reports**

- a. Welcome Center - Richard Tirrell, Allen Wildermuth
  - Status of Welcome Center security guard service RFP and next year’s Agreement with City for HPOA to manage Welcome Center

HPOA received 4 bids from security firms, and the Evaluation Committee will meet on May 23 to develop a recommendation for Board consideration at the next meeting. The goal is to select the best security firm that will meet our needs and budget. The Committee is on schedule to make the selection prior to June. Richard reported that the Welcome Center has been undergoing some repairs to the wooden structures over the sidewalk and parts of the arbor over the roadway. The Board also discussed different ways some or all of the Board could see the daily activity reports that the security firm prepares and sends to Richard.

- b. Hiddenbrooke Maintenance District Advisory Committee – Mike Baldwin  
-City selection of new landscape contractor for Hiddenbrooke; landscape rehab priorities.

Mike provided an overview of the latest HMDAC discussions. Coast Landscaping has been selected by the City and will replace D&H as our main HMD landscape contractor. The HMDAC has recommended that the City not increase the HMD tax this year (currently \$610) as there is no need to increase reserves. The Committee has also been working with the City on a list of landscape rehab projects that are of high priority.

- c. Hiddenbrooke Improvement District Advisory Committee\*- Chris Brittle

**Background:** Last year HPOA worked with the City to secure a one year reduction in the HID bond levy tax. The City indicated that this reduction was not guaranteed for subsequent years. In addition the City proposed several projects for HID funding out of the surplus bond funds, and HPOA requested more information on these projects before any City decisions. No action was taken by the City last year on their project proposals.

**Motion:** Approve attached letter to City that has been prepared by HMDAC requesting a reduction in the HID bond levy for next year as well as funding for several low cost projects of interest to HPOA and HCA from the bond's capital improvement reserve fund,

Chris referred the Board to the letter in the packet. He indicated that he had just received some additional comments from Byrne Conley, the Committee Chair, this afternoon and that they primarily added more history and context to the letter for the benefit of the City's new Finance Director. He said that he was agreeable to the changes but encouraged Board members to read the new version of the letter and give Byrne any thoughts. Hopefully the letter can go out with cc's to the City Council by Wednesday of the next week as timing is important in terms of City deliberations for next year's budget.

- d. HARC – Chris Brittle  
-Report on recent HARC activities  
One home has a large illegal shed near the front of the house and visible from the street, and HARC is addressing this issue.
- e. HCA Liaison Report - Kathy Wildermuth  
Refer to HB NEWS emails from HCA President, which summarize meeting discussion.

## XII. Old Business

- a. **Changes to HPOA Rules and Regulations and HARC Policies and Procedures \***

**Background:** Changes were discussed at the February meeting and published in the March HB TIMES Newsletter. No comments have been received on these changes.

**Motion:** Approve revised Rules and Regulation and HARC Policies and Procedures-  
**Approved**

### **XIII. New Business**

#### **a. Appointment to Board of Directors\***

**Motion:** Approve appointment of Heather Scott (Summit) to Board of Directors to replace position vacated by Jason Alabanza whose term ends June 30, 2012-**Approved**

#### **b. Agenda for Annual Meeting\***

**Background:** The Annual Meeting is held each year in June. The main action is the election of new officers, but we also provide reports to the community on the other activities in which HPOA is engaged.

**Motion:** Approve attached Agenda for Annual Meeting for publication in June edition of Hiddenbrooke TIMES-**Approved**

#### **c. New TOPS CC& R Module and New Software for the Server--Doug Eeten**

**Background:** The Board has been investigating the purchase of the TOPS CC&R module as a way to make our CC&R enforcement work and record keeping more efficient. The module will be able to store all relevant CC&R related information about a property, including the status, enforcement letters sent, pictures, and any notes made such as email or telephone communications with the homeowner. It would be used primarily by the CC&R Manager, CC&R Director, and Administrative Assistant but would be viewable by all Board members on the server. The cost would be approximately \$900 and include two hours of training. In addition, we need to purchase Office and Adobe software for the new server to make some of the tasks performed by VMS and our Administrative Assistant easier (cost to be determined)

**Motion:** Approve purchase of TOPS CC&R module and new computer software for the server-**Approved.**

#### **d. Candidates for June Election\*:**

**Background:** Due to vacancies and resignations, there are two Board positions to be filled in the June elections. Through conversations with different individuals, two candidates have agreed to run for election: Richard Audette (Villas, and currently serves on HARC) and Kevin Smith (Summit). Their bios are attached and will appear in the June edition of HB TIMES.

#### **e. Information for Renters\*—Maria Andrews**

**Background:** It has been suggested that HPOA needs to provide people who rent homes in Hiddenbrooke with information about how the community operates and also about the need to adhere to the CC&R's that apply to all owners and tenants. The information would be posted on the HPOA website and could also be sent out in letter form as the need arises. Board input on the draft proposal is requested.

#### **f. Revised Newsletter Mailout Procedures\*—Chris Brittle, Elizabeth Mathern**

**Background:** There was discussion at the last meeting about how we could make the mailout of our HB TIMES newsletter less costly and labor intensive. Currently the Newsletter is sent to all home addresses in Hiddenbrooke (bulk mail), by first class mail and email to non-resident owners, and by email to various parties that the HPOA deems

important to receive the Newsletter (e.g., businesses in Hiddenbrooke, City staff, councilmembers, advertisers, etc.). The new procedures would continue to send the Newsletter to all addresses in Hiddenbrooke (bulk rate), but would refer non-resident owners to the Hiddenbrooke website for the Newsletter and provide an option for them you join a Yahoo Newsgroup (HB-TIMES) to receive a message notifying them when the latest Newsletter is available for viewing on our website. Other important parties mentioned above will also be added to the news group for automatic notification. The new procedures would also include an annual first class mailing to all non- resident owners providing information about where and when they can obtain information about the adopted budget and annual assessment, the year end financial statements, and other relevant information (as required by our CC&Rs and various HOA laws). A draft letter is attached for Board discussion.

**Motion:** Approve revised Newsletter mailout procedures, including an annual letter to non-residents with required notification information-**Approved**.

**g. Approval of Funds for National Night Out**

**Background:** For the past several years HPOA has contributed to the Annual Night Out event that is a joint effort of HCA, the Golf Course, and HPOA. The HPOA funds have been used to pay for a band. The proposal for this year would be to continue to contribute \$500 to the event, but work with the Golf Course and HCA to determine the best use of these funds.

**Motion:** Approve expenditure of \$500 for the National Night Out event, subject to further discussions with the Golf Course and HCA for use of these funds. -**Approved**

**XIV. Upcoming Board Items/Other Events**

- a. June HB TIMES Newsletter (article deadline is May 5)
- b. Evaluation of proposals and selection of Welcome Center security guard contractor (May)
- c. Annual Meeting and Election preparations (ongoing)

**XV. Next Meeting Date:** Next meeting will be Thursday, May 26, 2011 at 6:30 p.m. at the Library

**XVI. Adjournment-**Meeting adjourned at 9:10 pm.

**Attachments:**

- Draft February 24, 2011 Board Minutes
- April Financial Management Report (sent separately by VMS)
- Personal Statements: Heather Scott, Richard Audette, Kevin Smith
- Changes to HPOA Rules and Regulations and HARC Policies and Procedures
- Agenda for Annual Meeting
- Letter to City on reducing HID bond levy tax for next year
- Draft Letter to Non-Resident Homeowners re. HB TIMES
- Draft Information Sheet for Hiddenbrooke renters

***The Minutes of the meeting were approved by the Board of Directors  
on May 26, 2011.***

***A signed certified copy of the Minutes is on file.***

# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report

March 2011

Board Meeting 4/28/11

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Owner Deposits for March 2011	\$1,454.67
Ad revenue HB Times	\$ 660.00
HMD Fund Reinburse	\$2,820.28
<b>Total Deposits March, 2011</b>	<b>\$4,934.95</b>
<b>Checking Balance 3/31/11</b>	<b><u>\$39,391.20</u></b>
Deposits April. 1 to 27, 2011	\$208.40
<b>Current Checking Balance (As of April 27 , 2011)</b>	<b>\$35,412.17</b>
<b>Checking Balance after payables</b>	<b>\$29,701.45</b>
<b>Current Certificates of Deposit</b>	
AC 112 #4334 6/15/12 15 - Month	\$20,000.00 @ .95%
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%
<b>Total CD Value</b>	<b><u>\$82,202.65</u></b>

# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report

March 2011

Board Meeting 4/28/11

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

<b>Bills to be Approved</b>	
VMS Financial Management Services	\$2,292.38
Elizabeth Mathern	\$ 271.92
Dave Caldwell	\$ 215.00
Jamie Clark HARC 7/1/2010 to 3/31/2011	\$ 1,147.00
	<b>\$3,926.30</b>
<i>Regular Expenses</i>	
<b><u>Welcome Center Reinbursable Bills</u></b>	
Welcome Center Phone Bill	\$47.92
All Phase Security camera repair	\$237.50
Cal Bay Service – heat pump	\$1,499.00
<i>Total Welcome Center Expenses</i>	<b>\$1,784.42</b>
<b>Total Checks</b>	<b>\$5,710.72</b>

# Hiddenbrooke Property Owners Association, Inc

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## Financial Management Report March 2011 Board Meeting April 27,2011

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Fines for March	14
Deliquent Accounts Accuring Interest and Late Fees Approx.	173

### **Valley Management Services - Services Paid by Requestor**

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. March 2011	4
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