



MINUTES

Hiddenbrooke Property Owners Association, Inc. Board of Directors Meeting

Thursday, May 24, 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 6:55 p.m.

III. Attendance/Introductions

- Board Members present: Chris Brittle, Ian Forsyth, Heather Scott, Kathy Wildermuth
- Service Providers present: Desire Conley (Valley Management Services)
- Invited Guests: Richard Tirrell (Welcome Center Manager). Mike Baldwin (HMDAC, Chair)
- Attending Guest: Trevor Macenski (Board candidate)

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: 1
- iii. New Fines Assessed: 13
- iv. Homes in Collection discussed: 1
- v. Problem Homes Discussed: 1

V. Approve Minutes*

- Board of Directors Meeting on April 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	84
Number of Final Letters Sent	24

Number of Violations on Hold	
Number of Violations which were resolved	84
Recommended for Fine (Closed Session Hearing):	15
Emails received/sent:	101/12
Phone calls:	18
Next Verification Drive:	6/12/2012
Cease and Desist Letters	2

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	
Number of homes not in compliance-scheduled for hearing	1
Number of realtors/banks called:	
Number of homes that had landscape work performed:	2

- iii. It's Time to Paint Letters* Kathy Wildermuth and Chris Brittle completed the first yearly inspection and "friendly reminder" letters were sent out to homes needing repainting (exterior, shutters, or trim). Since there are many fences in Hiddenbrooke that are in poor condition and in need of re-staining or reconditioning, fence were added to the letter for the first time. Jamie Clark, HARC, received some negative comments from homeowners about the fence portion. We may need to revise the second letter that goes out in the Fall.
- iv. Latest Inspection of City Street Trees – Chris Brittle said that he had completed an annual inventory of City Street trees that need replacement or look like they have been topped by the owners. This information was provided to the City for follow up. Also, there will be an article in the June HB TIMES newsletter on this subject.

IX. President's Report - Chris Brittle

-HCA: The Hiddenbrooke Community Association continues to discuss dissolving by the end of the year. They would transfer their Social, Welcome, and Family Activity Committees to HPOA, and a current Board member from HCA would come over to HPOA to oversee these activities.

-Park Committee: Members of the HCA Park Committee met with the staff of the School District, City Public Works and GVRD to discuss how the City intends to move forward with the Park. A key element will be getting environmental clearance for the new Park, although the School District did some prior work that may be of use. There is approximately \$1.5 million available to fund planning, environmental mitigation, and construction. The City will probably use a consultant for the planning and environmental clearance required.

-Pavement repairs: There is ongoing work by the City to seal cracks in Hiddenbrooke streets. Members of the HID Advisory Committee brought this issue to the attention of the City awhile back by sending pictures showing the condition of various streets.

X. Treasurer's Report* - Ian Forsyth

- a. Checking Account and CD Balances – There is \$25,244 in the Checking Account and \$108,435 in CDs.
- b. Collections Report --Valley Management Services – Nothing new to report
- c. Fines Report—Valley Management Services: 22 fines for \$1,650 were sent last month; no payments were received
- d. Other items concerning the Financial Report -Valley Management Services; 5 ownership changes for homes

XI. Committee Reports

- a. **Welcome Center*** – Richard Tirrell (was not able to attend)
 - A one year extension to the security guard contract with All Phase Security, Inc. was sent to All Phase for their signature.
- b. **Hiddenbrooke Maintenance District Advisory Committee*** - Mike Baldwin (was not able to attend)
 - The Committee has yet to receive the draft HMD Budget for FY 2012-2013
 - The City hired a consultant to draw up plans for landscaping and other enhancement to the Hiddenbrooke entryway by the waterfall. The plans should be complete by the end of June and will be reviewed by the Committee.
- c. **Hiddenbrooke Improvement District Advisory Committee** - Kevin Smith (was not able to attend)
 - City staff is recommending no reduction in the HID bond levy on our property tax bills this year (reductions were approved for the last two years), as they believe the bond surplus funds will be needed for future projects in Hiddenbrooke, and the surplus should not be reduced anymore.
- d. **HARC*** - Chris Brittle
 - Motion:** Appoint Jan Elms to the HARC Committee for a two year term - **Approved**
 - Status of filing HARC letters in Owners Files on the Server-Jamie Clark and Elizabeth Mathern still working on this
 - Plans for getting HARC letters sent out from TOPS – item not discussed

XII. Old Business

- a. **Set up new Board email addresses** – Ian Forsyth will help Kevin Smith and Heather Scott set up their addresses

XIII. New Business

- a. **Preparations for Annual Meeting**-Kathy Wildermuth

Kathy Wildermuth will call Triad to make sure they have received their proxy ballot and will place extra copies of the ballot at J & O's.

- b. **Board Policy for Submittal of Invoices by Independent Contractors**

Motion: Approve a new policy which requires that invoices from independent contractors be submitted within three months of performing the work, or they will not be paid.

Board members expressed some concerns about the legality of this approach, and instead recommended that there be a clause in each contract requiring timely submittal of invoices.

- c. **Inquiry about Getting a Sign on I-80 Recognizing HPOA contribution to Trash Collection** – Chris Brittle

According to the California Highway Adoption Company, only one sign is allowed per trash collection area, and that sign is assigned to Jelly Belly. It would be possible to adopt the other side of the highway and have a sign but that would create an additional expense.

XIV. Upcoming Board Items/Other Events

- a. June Hiddenbrooke TIMES mailed (Note: Elizabeth Mathern has taken over as Editor of the Newsletter from Joyce Estes, and prepared the June addition for publication).
- b. Annual Meeting - June 26
- c. Execute extension to All Phase security guard contract
- d. HPOA Insurance Renewal
- e. Letter of Engagement for Tax Preparation
- f. Election of New Officers (meeting of June 28)

XV. Next Meeting Date: Thursday, June 28, 2012 at 6:30 p.m. at the Library

XVI. Adjournment

Attachments:

- April 26, 2012 Board Minutes
- April, 2012 Financial Management Report (sent separately by VMS)
- It's Time to Paint Letter

**The Minutes of the meeting were approved by vote of the Board of Directors
on June 28, 2012.**

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report April 2012

Board Meeting May 24

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for April. 2012	\$1,413.08
Checking Balance 4/30/12	\$26,789.94
Current Checking Balance (As of May 21, 2012)	\$25,243.61
Current Certificates of Deposit	
112 #4334 @ .95% Matures 6/15/12	\$20,655.59
130 #4415 @.95% Matures 7/12/12	\$17,271.02
114 #4481 @ .85% Matures 8/09/12	\$15,377.25
116 #4577 @.4% Matures 4/23/12 rolled	\$15,050.16
131 #4874 @.45% Matures 12/20/12	\$20,048.32
132 #4875 @ .2% Matures 6/20/12	\$20,033.24
Total CD Value	<u>\$108,435.58</u>
Total Hiddenbrooke Cash/CD's (As of 5/21/12)	\$133,679.19

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Bills to be Approved	
VMS Financial Management Services	\$1,745.40
Calif. Highway Adoption – monthly	\$ 130.00
Dave Caldwell	\$ 320.00
Elizabeth Mathern	\$327.90
Maria Andrews – CC&R Letters	\$124.61
HB Golf Club – Room Rentals	
----April 26, 2012	\$65.03
----May 24, 2012	\$65.03
----June 28, 2012	\$65.03
Regular Expenses	\$2,843.00
<u>Welcome Center Reimbursable Bills</u>	
Richard Tirrell	\$58.27
Welcome Center Phone Bill	\$52.57
Total Reimbursable	\$110.84
Total Expenses	\$2,953.84

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Fines for April	22
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Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. April, 2012	5
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