



AGENDA

Hiddenbrooke Property Owners Association, Inc. Board of Directors Meeting

Thursday, June 23, 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

The Open Session will begin at 7:30 p.m. or at the end of the Closed Session, if completed earlier. The meeting was called to order at 7:12pm

III. Attendance/Introductions

- Board Members present: Maria Andrews, Chris Brittle, Heather Scott & Kathy Wildermuth, Ian Forsyth arrived at 7:29
- Service Providers present: Desiree Conley (Valley Management Services), Dave Caldwell & Elizabeth Mathern
- Invited Guests: Richard Tirrell (Welcome Center Manager); Mike Baldwin (Chair, HMDAC); Byrne Conley (Chair, HIDAC)

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: 2
- iii. New Fines Assessed: 2
- iv. Homes in Collection discussed: 3
- v. Problem Homes discussed: 4

V. Approve Minutes*

- Board of Directors Meeting on May 26, 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

*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. **Approved***

- a. Changes/additions to Agenda or order of Agenda items
- b. **Tax Return Engagement Letter.** Tax returns are due September 15, 2011.
Motion: Authorize the President to sign an engagement letter with Joyce Estes, CPA, to prepare the corporate tax return for the year ending June 30, 2011 at a cost not to exceed \$500.

- c. June 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	22
Number of Final Letters Sent	2
Number of Violations on Hold	11
Number of Violations which were resolved	12
Recommended for Fine (Closed Session Hearing):	2
Emails answered/sent:	80
Phone calls:	8
Next Verification Drive:	7/19/11-Heather

Dave will update the schedule for next year of Board members who will be going on the monthly Verification Drives.

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	1
Number of homes not in compliance-scheduled for hearing	2
Number of realtors/banks called:	unknown
Number of homes that had landscape work performed:	3

IX. President’s Report - Chris Brittle

- a. I-80 Interchange Project. Attended a meeting with City of Vallejo staff along with one other Hiddenbrooke resident to discuss status of project. The City is considering 3 different interchange designs and has approximately \$5 million set aside for the project. The City understands that Hiddenbrooke is interested in having nice landscaping and getting rid of the large trucks that park at the interchange. The City will hold a Community Meeting with Hiddenbrooke residents in the future to get input on the three design options.
- b. Meeting with Mare Island Homeowners. Several Hiddenbrooke representatives met with residents of Mare Island to discuss their concerns with the high taxes they are paying for services provided by their Community Facilities District. They were interested in how we review our HMD expenses and how we work with City staff to reduce them.
- c. National Night Out. The Golf Course will be using our \$500 contribution to pay for food, and they may hire a DJ for the event which occurs in August.
- d. Looking Back of Last Year. Chris noted that a lot of work had been accomplished by the Board over the past year, including reviewing all the form letters we send out, reviewing CC&R Procedures and Fine policies, switching our files over to the new Server, updating the HPOA portion of Hiddenbrooke web site, preparation of the new Procedures Manual, etc

X. Treasurer’s Report - Ian Forsyth

- a. **Checking Account and CD balances.** The Checking balance after June payables is \$21,994, and the CD balance is \$82,203. A CD for \$30,000 will be cashed out, with \$15,000 being retained for near-term expenses and \$15,000 going into a new 5 month CD.

- b. **Collections Report** (Collection update to be discussed in Closed Session)-Valley Management Services
Motion: Approve one Resolution prepared by ProSolutions to record lien on property listed below. Authorize President to sign the Resolution:
-182-151-090-Postpone action one more month.
- c. **Fine Report**-Valley Management Services – Six (6) fines were billed last month for a total of \$450; received payment of one fine for \$50.
- d. **Other items concerning the Financial Report** -Valley Management Services
 - a. There were 9 ownership changes last month
 - b. The summary table of Fines will be included in the Closed Session packet each month
 - c. The Board will review a proposal at the next meeting for writing off old fines. Ian, Chris and Desiree will work on a proposal to bring to the Board.

XI. Committee Reports

- a. **Welcome Center** - Richard Tirrell-No Report
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Mike Baldwin-No Report
- c. **Hiddenbrooke Improvement District Advisory Committee***– Byrne Conley
-Report on June 8 meeting with City Staff and discuss response to City
At the Annual Meeting on June 21, Byrne Conley reviewed the results of the meeting with City staff concerning this year’s HID bond levy and the projects the City would like to fund this year from the bond surplus. There are several concerns with the projects the City is proposing, and Chris will work with Byrne and the Advisory Committee on a response letter to the City (a draft was included in the Board packet). There were not additional comments from the Board on the draft letter. .
- d. **HARC** – Chris Brittle
There are several issues of note. The HARC Chair sent a letter to one homeowner requesting the homeowner remove an extra driveway concrete pour and retaining wall that were not in the plans approved by HARC. A Cease and Desist letter was sent to another home that was planning to pour additional concrete next to their driveway without HARC approval, and the homeowner cooperated and did not pour the concrete.
- e. **HCA** – Kathy Wildermuth
HCA agreed to include HPOA’s letter to new homeowners in the Welcome Baskets that they distribute. The latest version of the letter was included in the Board packet for review. HPOA will print copies of the new letter, put the letter in an envelope, and then deliver the envelopes to HCA. There were no comments on the letter.

XII. Old Business

a. Annual Meeting Election Results

There was a quorum of voters present for the Annual Meeting. New Board members elected were Maria Andrews, Richard Audette, Ian Forsyth, and Kevin Smith. At the meeting there were 139 votes received with 84 coming from Triad and only 55 from homeowners. Two additional homeowner votes were received in time, but were not known to the Election Committee, bringing the total votes to 141. The Board suggested looking at electronic voting next year to get a better response from homeowners.

b. Update on new Board Procedures Manual - Maria Andrews

Board Member comments and feedback on the latest version of the Manual are due by June 30th

c. Update on Server/TOPs Software-Ian Forsyth, Valley Management Services

Desiree and Ian will meet this weekend to review issues with the TOPS software and the server. Chris Brittle said our immediate goal should be to be fully capable on the server and to make sure all Board members can access it. Once this job is completed it would be desirable to look at all the folders we maintain on the server to see if they are organized the way we want them to be.

d. Graffiti Report - Maria Andrews

There have been two tagging incidents in the past month. Both of them were at the T-Mobile fence (PG&E tower) at the entrance to Hiddenbrooke and both incidents were cleaned up quickly. Maria is working with T-Mobile's Property Manager to explore options to deter future tagging of this fence. Maria has requested reimbursement for expenses directly from T-Mobile

XIII. New Business

a. Election of Officers for 2011-2012

The following officers were elected for next year:

- President – Chris Brittle
- Vice President – Kathy Wildermuth
- Secretary – Heather Scott
- Treasurer - Ian Forsyth

In addition, the Board members were appointed to the following positions:

- Director-CC&R Violations: Maria Andrews
- Director-HMD/ HID/Welcome Center: Kevin Smith
- Director-HARC: Richard Audette

b. Annual Insurance Renewal for July 20, 2011 to July 20, 2012*-Chris Brittle

Motion: Authorize the President to renew HPOA's insurance coverage (General and Umbrella Liability, Workers Comp, and D&O) per attached Quote #1 with Granite State Insurance, et. al. at an annual cost of \$7,533 and release the check in July, 2011.

Approved

XIV. Upcoming Board Items/Other Events

- a. Mailing of Annual Dues Statements in July
- b. Renew Contracts with Paid Service Providers

Other: Maria Andrews reported and Ian Forsyth confirmed that there appear to be several families living in their vehicles at the park and ride area by the HB front entrance. Kathy Wildermuth will follow up to see what can be done.

XV. Next Meeting Date: Next meeting will be Thursday, July 28, 2011 at 6:30 p.m. at the Library

XVI. Adjournment

***Attachments for Board members:**

- Draft May 26, 2011 Board Minutes
- June Financial Management Report (sent separately by VMS)
- Notes from June 8 meeting with City on HID bond
- Draft letter responding to City on HID bond meeting
- Insurance Quote #1
- Insurance Quote #2
- Updated Information for Renters Sheet
- Updated New Owner Letter

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

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc

Financial Management Report

May 2011

Board Meeting 6/23/11

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits for May 2011	\$2,309.21
Checking Balance 5/31/11	\$29,815.98
Deposits June. 1 to 20, 2011	\$1,824.91
Current Checking Balance (As of June 17 , 2011)	\$29,158.62
Checking Balance after payables	\$21,994.33
Current Certificates of Deposit	
AC 112 #4334 Matures 6/15/12	\$20,000.00 @ .95%
AC 115 #4173 Matures 6/18/11	\$30,000.00 @ .055%
AC 130 #4415 Matures 7/12/12	\$17,074.96 @ .85%
AC 114 #4481 Matures 8/09/12	\$15,127.69 @ 1.05%
Total CD Value	<u>\$82,202.65</u>

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Financial Management Report

May 2011

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Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Bills to be Approved	
VMS Financial Management Services	\$3,755.00
Elizabeth Mathern	\$478.71
Dave Caldwell	\$290.00
Digital Copy – June HB Times	\$1,429.19
Rackspace Cloud Server	\$119.08
Jamie Clark	\$999.00
<i>Regular Expenses</i>	\$7,070.98
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$ 42.66
Richard Tirrell	\$ 50.65
<i>Total Welcome Center Expenses</i>	\$93.31
Total Checks	\$7,164.29

Hiddenbrooke Property Owners Association, Inc

Financial Management Report May 2011 Board Meeting 6/23/11

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Fines for April	6
Delinquent Accounts Accruing Interest and Late Fees Approx.	155

Valley Management Services - Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. May, 2011	9
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