



MINUTES
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Tuesday, July 16, 2014 – 7:15 PM

Garden Room – Hiddenbrooke Golf Club

- I. **Closed Session**—topics limited to formation of contracts, member discipline, personnel matters, or to meet with a member regarding fines or payment of assessments with a summary of actions taken reported in the Open Session.
- II. **Open Session:** Called to Order 7:25 PM – Joyce Estes, President
- III. **Attendance/Introductions**
 1. **Board Members:** President Joyce Estes, VP Jen Pollard, Secretary Nancy Berke, Treasurer Ian Forsyth, Director-CC&Rs Maria Andrews, Director-Contracts Allen Wildermuth and Director Kevin Smith
 2. **Service Providers:** Elizabeth Mathern, (administrative assistant)
 3. **Invited Committee Chairs and Guests:** none present
 4. **Members:** Laurie Wetzel

IV. **Report from Closed Session**—Summary Only

A. **Member Discipline:** Hearings & Fines – Maria Andrews

Meet & Confer hearings conducted	1 – no show
Reimbursable assessments levied	\$0
New fines assessed	2 x \$50/each
Homes in collection – Pro Solutions	0
Homes in collection – Small Claims Court	7
Judgments received since last Board Meeting	None
Judgments paid off	None
Problem homes discussed	3

B. **Other Closed Business:** Joyce Estes

Contracts for CC&R Manager and Administrative Assistant were discussed and rates of pay were approved. President was approved to sign contracts with CC&R Manager and Administrative Assistant.

- V. **Minutes: Motion Approved:** The minutes of Board of Directors Meeting of July 1, 2014 were approved as corrected.

VI. **Community Forum:** *Laurie Wetzel, 2348 Langton – commented on a recent violation letter she received concerning parking on a pad.*

VII. **Consent Calendar: Approval of Agenda, Bills for Payment and Business conducted since last meeting:**

Motion Approved: : The Open Agenda as submitted, bills for payment as listed in the Financial Manager attached report and the following Business conducted since our last Board meeting: The insurance contract for cocktail party 7/12/14 was signed.

VIII. **CC&Rs Violation Summary:** Bret Andrews and Maria Andrews

A. **CC&Rs Violation Summary:**

Number of letters sent	69
Number of violations on hold	10
Number of violations which were resolved	9
Recommended for fine (Closed Session Hearing)	2
Emails answered/sent	23/93
Phone calls	22
Next Verification Drive	8/5/14

B. **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	3
Number of homes that had landscape maintenance work	0

IX. **President's Report:** Joyce Estes

A. **HPOA Mail:** Joyce reported on installing a mailbox for HPOA mail at the Welcome Center. We have to request in writing to the USPS; it can be set up next to the outgoing blue mailbox.

B. **Ballots:** Email addresses and phone numbers from the ballots have been posted to TOPS.

C. **Insurance for Special Events:** We are researching options with the club.

D. **Realtor Signs:** There was discussion about the realtor sign issue. Questions posed on the Yahoo group were referred to the City for further clarification/research. We know that signs cannot be placed on irrigated landscape. Allen pointed out that it is in the contract that the guards pick up signs after 5pm on Sundays or holiday Mondays.

E. **Email communication between board members** – if a board member wishes to share internal emails with an outside interested party, the board member should notify the sender of the email of that intention before forwarding the message.

X. **Organizational Meeting:** Set July 23rd for Joyce, Maria, Jen, and Ian to meet and discuss Board Duties and Contractor Duties by Month and then return with recommendations. The Board will also try and meet August 9th to deal with more

organizational items. (This meeting was subsequently cancelled.)

XI. **Financial Report**

- A. **Valley Management Services** – Refer to financial report attached
- B. **Treasurer – Ian Forsyth**
 - 1. Comments on draft of year-end financial statement
 - 2. Collection Effort Update

XII. **Committee Reports:**

- A. **Welcome Center:** Richard Tirrell
Universal Protection Services contract changes requested by City are in process via an amendment to the contract. Allen Wildermuth is handling the amendment and working with the city.
- B. **Governmental Affairs:** Joyce reported for Chris Brittle
 - a. **Vallejo LED street light** conversion project will include Hiddenbrooke. They will not use HID bond money and they will try and get 4 LED street lights installed as a demonstration to show residents what the lights will look like.
 - b. **HB Park shortage is about \$415,282.** City has selected low bidder to start work limited to funds available. Possible sources that have been mentioned to date include GVRD, Vallejo City Unified School District, Park fees from the Grove (future), HID bond surplus, or other as yet to be identified City funds. Neither Chris nor Joyce can attend that meeting but Jim Libien will be in contact with the City beforehand to try to find out what they will be proposing.
- C. **Hiddenbrooke Maintenance District Advisory Committee:** Joyce Estes
Entrance Way Project is going to bid and on City of Vallejo web site July 15th Bid opening is set for August 23rd at 3 pm. Coast is removing dead plants from the Bennington Park in July with plans to plant this fall.
- D. **Hiddenbrooke Improvement District Advisory Committee (HID)—Pavement Projects:** Chris Brittle
Chris had a good meeting with Sean Sanchez and Mike Schreiner from the City on July 8th regarding pavement repairs to Hiddenbrooke Parkway and other streets that weren't cracked sealed or slurry sealed last year. The City may be able to schedule work on the Parkway and possibly some other streets later in October. The Entrance way project (HMD funded) may occur around that same time, so schedule coordination will be necessary. The Napa County portion of the Parkway has been worked on in the past with HMD funds, but this may no longer be possible due to other requirements on HMD reserves (e.g., the Parkway landscape rehabilitation project). A similar situation exists for proposed HMD funded repairs to St John's Mine Rd. Does the Board want to request that all pavement work in the future come from the HID bond surplus? Note the current HMD reserves for landscaping and improvements have been estimated at 6/30/15 in the Engineer's Report at \$500,000. This has already been reduced by \$110,000 for repairs to St. John's Mine Road and the V-Ditches in the utility corridor.

Motion Approved: The Board approved (6-1) to use Hiddenbrooke

Improvement District Funds (HID) for all pavement work on PUBLIC Roads in Hiddenbrooke including St. John's Mine Road and the portion in Napa County except streets in the Orchards that do not pay into the HID Fund.

E. **Hiddenbrooke Architectural Review Committee (HARC):** Steven Lane & Estes

Steven is working on getting all files on the server and the backlog of applications approved. He has a binder with Design Guidelines, CC&Rs, Bylaws and sample articles and a thumb drive of same. Monthly Meeting date is TBD. Updated Application Form for Additions and Enhancements is on the web. Minutes are now up to date on the web site. Steven met Saturday with a potential owner of a custom lot in Hiddenbrooke. Maria noted that all HARC applications and letters to homeowners should be copied to her.

F. **I-80 Interchange-American Canyon:** NONE

G. **Social Committee:** Jen Pollard

1. Cocktail Party (Vicki Idlor, Chair) – July 12, Home of Bruce and Sally Adams Insurance policy received. Ian and Jen will confirm payment
2. National Night Out (Richard Tirrell, Chair) – August 5th, 5:30 to 8 pm. Joyce is talking to the Golf Course about our liability for NNO. HB Club has invited commercial organizations/vendors. The board stipulated that such tables be allowed only if the vendor is sponsoring a meaningful activity (i.e. a children's activity)
3. Garage Sale (Shirlee Albrecht) – Sept 13th
4. Golf Tournament (Chris Brittle, Chair) – Sept. 28th
Joyce and Chris is meeting with the Golf Course about our liability for the tournament on 7/22
5. Craft Fair at Hiddenbrooke – November 16th

XIII. **Old Business**

Document Retention Protocol – TABLED

XIV. **New Business**

- A. **VPN Log In:** Ian Forsyth recommended that he install a VPN for safer log in to our server. This requires that each person have all the software appropriately licensed on their computers and the log in will be simpler. We currently have two copies of TOPS and Ian would like us to at least purchase one more copy. Pacific Union Management Properties can log in with their copy, one copy will be left on the server, one copy for the Treasurer and one copy for the CC&R Manager. Please remember that our new management company prefers that we only have access to view the financial data and that requested changes be sent to them via email so there will be less and less need for us to access this information. CC&R Director will still have full access to the CC&R Module. Ian will do the programming changes at no cost to us.

Motion Passed: The Board approved the purchase of one copy of TOPS financial software.

B. Standing Rules

1. The following five Standing Rules were discussed and approved as follows::

- a. **Committee Minutes** shall go to the President, and Board Liaison and Administrative Assistant.
- b. **Bills** may be paid via email vote if no monthly Board meeting or if it is a rush payment and the payments will be listed in the next month report by the Financial Manager.
- c. **File Formats:** All files will have a footer at the bottom of the page showing the name of the file on the left side and if more than one page in length "Page number of total pages" on the right. Also when files are updated the file should show "Last Updated __/__/2014.
- d. **HARC Application Fees** are being waived for the following when a complete application is received and no site visit is needed: Solar and locking mail boxes.
- e. **HARC Variance:** The Board has delegated to the Hiddenbrooke Architectural Review Committee the authority to issue individual variances from the Design Guidelines which do not reduce the value of surrounding neighbor's properties and/or their enjoyment of those properties. After receiving notice of when their variance will be heard by HARC, it is the applicants responsibility to notify the nearest 8 neighbors of the date and time that the variance will be heard by HARC and to submit at the hearing a signed notice from each neighbor that they were so notified. Failure to submit proof of notice (or proof of mailing) can be reason for denial of the variance. Any denial of a variance for other than failure to submit the required notice to neighbors may be appealed to the HPOA Board in closed session.

2. **Standing Rules which were TABLED are as follows:**

- a. **Communication with Members**
- b. **Related Parties**

C. **Cal Trans Right of Way by On/Off Ramp – TABLED to August Meeting**

D. **HMDAC Rehabilitation List for FYE 2014-2015: TABLED To Sept. Meeting**

F. **Committee Chair Appointments:** All appointments to be confirmed at August Meeting

XVI. **Upcoming Events and Future Agenda Items:**

HARC Meeting – TBD
National Night Out – Tuesday, August 5th, Golf Course
Garage Sale – September 13th
Charity Golf Tournament – Sept. 28th
Craft Fair at Hiddenbrooke – November 16th

Future Agenda Items: Contracts for CC&R Manager, Administrative Assistant,
finalize committee appointments.

XVII. **Next Meeting:** August 20, 2014 (3rd Wednesday) at 6:30 pm (Closed) 7:30 pm (Open) at
in the Garden Room. Vice President Jen Pollard will conduct Open Session.

XVIII. **Adjourned: 9:25pm**

XIX. **Closed Session – None**

XX. **Attachments**

Financial Statements

Regular Invoices Due July, 2014	
Valley Management Services	\$2,055.97
Hiddenbrooke Gold Club - National Night Out	\$1,000.00
Okane & Tegay Insurance - Annual Premium	\$9,088.00
Calif. Highway Adoption - Monthly (PAID last month due to late meeting)	\$130.00
Tops Software - Monthly	\$99.95
Elizabeth Mathern	\$1,037.47
Bret Andrews	\$1,322.55
Maria Andrews (Reimbursable)	\$167.38
TelCan-800 number	\$9.95
<i>Regular Expenses Sub Total</i>	<i>\$14,911.27</i>
Owner Reimbursable	
HCA Reimbursable Bills	
<i>Total HCA Reimbursable</i>	
<u>Welcome Center HMD Reimbursable Bills</u>	
Welcome Center Phone Bill	\$83.71
<i>Total HMD Reimbursable</i>	<u><i>\$83.71</i></u>
Total Expenses	
	\$14,994.98