



MINUTES

Hiddenbrooke Property Owners Association, Inc. Board of Directors Meeting

Thursday, July 28, 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. Chris Brittle called the meeting to order at 7:05 p.m.

III. Attendance/Introductions

- Board Members present: Richard Audette, Chris Brittle, Ian Forsyth (arrived late), Kevin Smith, Kathy Wildermuth
- Service Providers present: Desiree Conley (Valley Management Services), Elizabeth Mathern
- Invited Guests: Richard Tirrell (Welcome Center Manager)

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: 6
- iv. Homes in Collection discussed: 6
- v. Problem Homes discussed: 5
- vi.: Other: Letter Response to the Village Board re. landscaping maintenance

V. Approve Minutes*

- Annual Meeting of June 21, 2011-**Approved**
- Board of Directors Meeting of June 23-**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 -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. Extension of Contracts for Service Providers*
Authorize a one year contract extension (August 31, 2011 to August 31, 2012), as allowed by the current contracts, for the following service providers with no changes in the contract except for minor changes to the contract with Valley Management Services:

Valley Management Services, Dave Caldwell (CC&R Manager), Jamie Clark (HARC /Landscape Manager), and Elizabeth Mathern (Administrative Assistant)

- c. July 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	10
Number of Final Letters Sent	15
Number of Violations on Hold	
Number of Violations which were resolved	
Recommended for Fine (Closed Session Hearing):	
Emails answered/sent:	
Phone calls:	
Next Verification Drive:	August 16

ii. Foreclosed Home Program

Number of homes tagged with 15 Day Notice to correct	
Number of homes not in compliance-scheduled for hearing	
Number of realtors/banks called:	
Number of homes that had landscape work performed:	

IX. President’s Report - Chris Brittle

-HPOA will have a table for National Night Out, on August 2

-A group of Hiddenbrooke residents attended the Tuesday City Council meeting to show their support for a Park in Hiddenbrooke. The School District and City are working out the remaining details for a 10 year lease for the Park. The lease would ensure that any Park facilities would be retained even if the School District eventually needed the land back.

-The City is planning on holding an informational meeting later in the summer to present design options to the community for the I-80 Hiddenbrooke Parkway/American Canyon interchange. There was a developer fund established to pay for future improvements to the interchange.

-Chris asked Board members to look over their personal contact information provided in the attachment to the Board packet and contact Elizabeth Mathern if they would like any changes to the information.

X. Treasurer’s Report - Ian Forsyth

a. **Checking Account and CD Balances.** The balance for the Checking Account is \$40,153 and there are \$67,900 currently in CDs. One CD for \$30,000 that matured in June was cashed out, with approximately \$15,000 going into the Checking Account and \$15,000 going into a new CD.

b. **Collections Report** (Collection update to be discussed in Closed Session)-Valley Management Services-Fourteen homes are currently in Collection.

c. **Fine Report**-Valley Management Services. Eight fines were sent out last month; one home paid \$100 in fines.

XI. Committee Reports

a. Welcome Center - Richard Tirrell

The City Building Department is managing the work to fix the rotten posts for the trellis over the main roadway at the Welcome Center.

b. Hiddenbrooke Maintenance District Advisory Committee – Chris Brittle

-The City voted on June 28 to approve next year's HMD budget and keep the HMD assessment at \$610.80 per year.

c. Hiddenbrooke Improvement District Advisory Committee* – Chris Brittle

-Nothing new to report.

d. HARC – Richard Audette

-Discuss waiving application fees for new homeowners who want to make immediate improvements to their yards; possible Action Item to waive fees

HARC approved this concept if new homeowners submit plans within 6 months of move in.

-Discuss coordination between HARC and other HOAs in reviewing landscape plans for front and back yards

Richard Audette outlined some concepts HARC is discussing to streamline the approval process. One idea would be to make the four individual HOAs responsible for all landscape approvals, and HARC would not be involved. Chris Brittle noted that HARC has a lot of experience in reviewing plans and should provide some basic guidelines to the local HOAs for use in their review if all the responsibility is transferred to the HOAs.

e. HCA – Kathy Wildermuth

-Copies of New Owner letter for inclusion in HCA Welcome Committee material

The letter will be changed to reflect the HARC action above regarding the 6 month period for waiving the landscape application fee. The letter needs to be copied and sent to HCA so they can include it in their Welcome Baskets for August 6 delivery to new residents. At their last meeting, HCA agreed to take over the Annual Garage Sale event as Desiree no longer has the time to put into this event.

XII. Old Business

a. Update on TOPs CC&R Module/Date for Training - Valley Management Services

Training will be via a webinar put on by TOPS trainers. Board members can participate from their home computer. Desiree will contact people to find some dates that will work for everyone. There are certain core people who will need to be trained (Dave, Maria, Elizabeth, Jamie Clark), but all Board members are welcome to participate.

b. Graffiti Report* - Maria Andrews

-Discuss response to future events

Mike Baldwin, HMDAC Chair, is following up with the City to make sure that the City's new landscape contractor, Coast Landscaping, will respond quickly to any future incidents.

There is \$5,000 in the Coast budget for graffiti removal. HPOA may be interested in contributing additional funds if needed in the future. Richard Tirrell has talked with All Phase Security, and they will be checking out the Orchards area each time they patrol at night. There has been one lead generated so far as a result of these new patrols.

XIII. New Business

a. Various CC&R Issues--Discussion

- HPOA's role vis a vis conducting inspection drives in other Hiddenbrooke HOAs

After some discussion, the Board agreed that it would be a good idea to conduct occasional inspection drives through the four separate HOA s in Hiddenbrooke, as these homeowners pay HPOA dues and should receive some service from HPOA. Any violations noted will be sent to the HOA for follow up action/enforcement.

- Progress with weed abatement*

Vallejo City Code Enforcement has sent letters to owners of all vacant Custom Home lots, and there have been some initial responses. HPOA will address weed issues on all other developed lots.

- Response to Village HOA letter regarding maintenance of landscape along hillside on Bennington*

The Board will send the letter discussed in Closed Session.

b. Fines- Ian Forsyth/Valley Management Services

-The Board will discuss criteria for writing off old fines to make the Accounts Receivable balance more realistic*

Chris Brittle suggested that proposed criteria be discussed in Closed Session at the next meeting, and the Board concurred.

c. Committee Vacancies*-see attached

Several committees have vacancies which will need to be filled, including HARC. The Board agreed that the Verification Committee (for the CC&R inspection drives) could be eliminated since our current procedure is to have a Board member go on each drive with Dave Caldwell. If the Board member cannot make it, they will need to find another Board member to go on the Drive, and if this is not possible, Dave Caldwell will find an alternate.

XIV. Upcoming Board Items/Other Events

- a.** September HB-TIMES (August 5 deadline for articles)
- b.** Approval of Delinquent Accounts to Collection (August meeting)
- c.** Fill Board Committee vacancies (August meeting)
- d.** Work on income taxes (Joyce Estes/Valley Management Services)
- e.** National Night Out: August 2 (HPOA pays \$500)

XV. Next Meeting Date: Next meeting will be Thursday, August 25, 2011 at 6:30 p.m. at the Library

XVI. Adjournment. The meeting was adjourned at 8:21 p.m.

***Attachments for Board members:**

- Draft June 21, 2011 Annual Meeting Minutes
- Draft June 23, 2011 Board of Directors Meeting Minutes
- Service Provider contracts
- July Financial Management Report (sent separately by VMS)
- Final letter responding to City on June 8 HID bond meeting
- Graffiti Report
- City of Vallejo Code Enforcement steps
- Possible Criteria for Writing Off Fines
- List of HPOA Committees and members

***The Minutes of the meeting were approved by the Board of Directors
on August 25, 2011.***

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc

Financial Management Report June 2011

Board Meeting 7/28/11

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits for June 2011	\$ 1,384.91
HB Times Ad Revenue	\$ 440.00
Portion of CD to checking	\$15,000.00
Interest off CD	\$ 181.93
Checking Balance 6/30/11	\$39,517.84
Deposits July. 1 to 24, 2011	
	\$16,491.47
Current Checking Balance (As of July 25 , 2011)	\$51,587.67
Checking Balance after payables	\$40,153.56
Current Certificates of Deposit	
AC 112 #4334 Matures 6/15/12	\$20,492.53 @ .95%
AC 114 #4481 Matures 8/09/12	\$15,268.58 @ 1.05%
AC 116 #4577 Matures 11/23/11	\$15,004.93 @.0.40%
AC 130 #4415 Matures 7/12/12	\$17,134.67 @ .85%
Total CD Value	<u>\$67,900.71</u>
<i>**Cashed out CD AC115 #4173 for \$30,181.93 that matured on 6/18/11. \$15,181.93 to checking. \$15,000.00 to new CD. See AC 116 #4577 above.</i>	

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Bills to be Approved	
VMS Financial Management Services	\$1,702.50
VMS reimbursements	\$ 459.68
Elizabeth Mathern	\$ 439.65
Dave Caldwell	\$ 462.50
Rackspace Cloud Server	\$ 115.25
O’Kane & Tegay Annual Insurance	\$7,533.00
Maria Andrews Graffiti clean-up	\$ 125.77
HB Golf Course – National Night Out	\$ 500.00
<i>Regular Expenses</i>	\$11,338.35
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$43.78
Richard Tirrell	\$51.98
<i>Total Welcome Center Expenses</i>	\$95.76
Total Checks	\$11,434.11

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Fines for April	8
Deliquent Accounts Accuring Interest and Late Fees Approx.	150 Approx.

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. June, 2011	10
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