



MINUTES

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, August 25, 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 7:22 pm.

III. Attendance/Introductions

- Board Members present: Maria Andrews, Richard Audette, Chris Brittle, Heather Scott, Kathy Wildermuth
- Service Providers present: Dave Caldwell, Desiree Conley (VMS)
- 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: 1
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 9
- iv. Homes in Collection discussed: 13 (to receive pre-Collection letter)
- v. Problem Homes discussed: 1

V. Approve Minutes*

- Board of Directors Meeting of July 28, 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.*

One member of the community from the Orchards neighborhood attended and expressed great concern over the general lack of attention placed on CC&R issues in the Orchards and the general run down appearance of the neighborhood. He specifically mentioned concerns with the weeds on Landmark Dr. and the appearance of the Orchards monument area. Also the member expressed displeasure with the maintenance of the pool and spa areas of the Club. He was informed that HPOA has no responsibility for maintenance of the private Golf Course facilities.

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. August Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment.

VII. CC&Rs —Dave Caldwell, Elizabeth Mathern
 i. CC&R Violation Summary

Number of Courtesy Letters Sent	32
Number of Final Letters Sent	17
Number of Violations on Hold	15
Number of Violations which were resolved	32
Recommended for Fine (Closed Session Hearing):	13
Emails answered/sent:	200+
Phone calls:	11
Next Verification Drive:	Sept 13

ii. Foreclosed Home Program

Number of homes tagged with 15 Day Notice to correct	1
Number of homes not in compliance-scheduled for hearing	0
Number of realtors/banks called:	2
Number of homes that had landscape work performed:	0

VIII. President’s Report - Chris Brittle

-Board members are encouraged to attend the August 31 Candidates Night event at the Clubhouse and sponsored by HCA to learn about the positions of candidates for Vallejo City Council and Mayor.

-Chris and Paul Norberg met with the City on the I-80 Hiddenbrooke Interchange project, and learned that the City will hold a community informational meeting in the Fall at Hiddenbrooke. HPOA will sponsor the meeting and advertise it ahead of time.

IX. Treasurer’s Report - Ian Forsyth

a. **Checking Account and CD Balances.** The Checking balance is \$71, 612 after payables and there is \$67,942 in CDs.

b. **Delinquent Accounts to Be Sent Pre-Collection Letters***-Valley Management Services

Motion: Approve accounts listed below to be sent pre- Collection letters via Certified Mail. These accounts owe at least 3 years in past due assessments and over \$250 in fees and interest.

- 0182-103-090
- 0182-151-090
- 0182-432-130
- 0182-112-230
- 0182-181-240
- 0182-183-140
- 0182-222-090
- 0182-123-030
- 0182-361-220
- 0182-340-390

-0182-322-160
-0182-241-490
-0182-242-030

- c. **Fine Report**-Valley Management Services. Desiree reported that eleven (11) fines were assessed last month.

X. Committee Reports

- a. **Welcome Center** -Chris Brittle reported that the City has selected a contractor to replace the columns in the arbor with dry rot over the entry roadway, but the City Engineer was still reviewing the plans for the work. There is no cost estimate yet.

- b. **Hiddenbrooke Maintenance District Advisory Committee*** – Kevin Smith

The detailed Minutes from the last meeting were included in the mailout packet. Kevin reported that the Committee continued to discuss plans for re-landscaping of the entrance area by the waterfall. Chris mentioned that both he and Mike Baldwin had contacted the City regarding the need for a faster response from the HMD landscape contractor when there is graffiti on City property, as occurred recently at the Alder Creek bridge in the Orchards. Also Chris reported that City Code Enforcement is addressing the continuing weed problem on the Custom Home lots.

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

The City Finance Director confirmed that the reduction in the HID bond levy on Hiddenbrooke taxes was approved for another year, which should average about \$500 per home for homes paying the tax. There is no new information regarding the Committee's request for more details about various projects that the City would like to fund with the HID bond surplus.

- d. **HARC** – Richard Audette

HARC had a lengthy discussion about different options for improving the coordination of landscape plan review between the four local HOAs in Hiddenbrooke and HARC. Richard handed out a draft letter summarizing the different proposals being discussed and requested Board comments within 8-10 days. Chris noted that the Board would need to approve any changes in procedures which currently require homeowners to obtain approval from their local HOA and HARC before they can start work on their landscaping project. He also mentioned that he had contacted Byrne Conley, as suggested by HARC, to have Byrne provide some input on any CC&R implications with the various proposals under review.

- e. **HCA*** – Chris Brittle

The main discussion items were the upcoming charity golf tournament on September 25 and the upcoming Vallejo City Candidates Night at the Club on August 31.

- f. **Graffiti Report***—Maria Andrews

There are no new items to report. Chris Brittle noted that the vehicle involved in the graffiti incident in the Orchards had been identified and that All Phase was making regular night time patrols in this area.

XI. Old Business

a. New TOPs CC&R Module

The training session with the TOPS staff was very helpful, and now we need to start working on getting the CC&R module up and running. Maria, Chris, and Dave will be working on this project. There was discussion about the need for an additional seat (\$500) to allow more access to TOPS by Board members who need to use the program, and there was agreement that Desiree could purchase the seat if necessary. But first it was suggested that Desiree should contact TOPS to see if there is a lock out function that would alert a second user that the system was not currently available. Alternatively people needing to use TOPS could contact Desiree and work out a timeframe where they could get on the system. Also, VMS reported that Office software was purchased, so we now have full functionality for doing work on the Server. There may be some printing issues for people using the Server that will need to be resolved.

b. Committee Vacancies - Chris Brittle. There was no discussion of this item.

Maria noted that the latest version of the Procedures Manual had been sent to all Board members and requested any final comments.

XII. New Business

a. Re-organizing Files on Server-Chris Brittle reported that he will be working with Elizabeth on re-organizing the Files on the server and has made some good progress already in developing an organizational framework.

b. Minor Changes to Standing Rules*-Approved

XIII. Upcoming Board Items/Other Events

- a. September HB-TIMES published
- b. Approve Resolutions to send Delinquent Accounts to Collection (September meeting)
- c. Filing of income taxes (by September 15)

XIV. Next Meeting Date: Next meeting will be Thursday, September 22, 2011 at 6:30 p.m. at the Library

XV. Adjournment-The meeting was adjourned at 8:40 pm.

***Attachments for Board members:**

- Draft July 28, 2011 Board of Directors Meeting Minutes
- August Financial Management Report (sent separately by VMS)
- Revised Standing Rules
- Minutes from last HMDAC Meeting
- Highlights from August HCA Meeting
- Graffiti Report

***The Minutes of the meeting were approved by the Board of Directors
on September 22, 2011.***

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

July 2011

Board Meeting 8/25/11

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits for July 2011	\$ 30,907.39
HB Times Ad Revenue	\$ 660.00
Reimbursed Transfer fee to VMS	\$ 125.00
Checking Balance 7/31/11	\$31,692.39
Deposits Aug. 1 to 19, 2011	\$17,560.92
City of Vallejo Reimburse HMD expenses	\$ 4,911.33
Total deposits Aug. 1 to 19, 2011	\$22,472.25
Current Checking Balance (As of Aug. 19 , 2011)	\$75,318.65
Checking Balance after payables	\$71,611.69
Current Certificates of Deposit	
AC 112 #4334 Matures 6/15/12	\$20,509.07 @ .95%
AC 114 #4481 Matures 8/09/12	\$15,279.60 @ 1.05%
AC 116 #4577 Matures 11/23/11	\$15,004.93 @.0.40%
AC 130 #4415 Matures 7/12/12	\$17,148.49 @ .85%
Total CD Value	<u>\$67,942.09</u>

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Bills to be Approved	
VMS Financial Management Services	\$1,725.00
Elizabeth Mathern	\$ 429.50
Dave Caldwell	\$ 530.00
Rackspace Cloud Server	\$ 119.26
Maria Andrews Graffiti clean-up	\$ 9.44
Tops CC&R Software	\$ 850.00 – already approved
<i>Regular Expenses</i>	\$3,663.20
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$43.76
Richard Tirrell	
<i>Total Welcome Center Expenses</i>	\$43.76
Total Checks	\$3,706.96

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Fines for April	11
Delinquent Accounts Accruing Interest and Late Fees Approx.	Approx. 429

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. July, 2011	2
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