



## **MINUTES**

**Hiddenbrooke Property Owners Association, Inc.**

**Board of Directors Meeting**

**Thursday, September 22, 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 by the President at 7:54 p.m.

### **III. Attendance/Introductions**

- Board Members present: Maria Andrews, Richard Audette, Chris Brittle, Ian Forsyth, and Heather Scott
- Service Providers present: Desiree Conley (VMS), Dave Caldwell, 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)—Chris Brittle**

#### **a. Member Discipline/Hearings & Fines**

- i. Meet & Confer hearings conducted: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 7
- iv. Homes in Collection discussed: 1
- v. Problem Homes discussed: 1

### **V. Approve Minutes\***

- Board of Directors Meeting of August 25, 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. – No speakers.***

### **VII. Consent Calendar and Approval of Agenda –Approved with change noted below**

*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--Chris Brittle requested that the September bills include payment to the Golf Course of \$128 for renting a room for a meeting conducted by the City of Vallejo on October 12 to discuss plans for the I-80 Interchange.
- b. September 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                | 44         |
| Number of Final Letters Sent                   | 21         |
| Number of Violations on Hold                   | 15         |
| Number of Violations which were resolved       | 33         |
| Recommended for Fine (Closed Session Hearing): | 7          |
| Emails answered/sent:                          | 221        |
| Phone calls:                                   | 4          |
| Next Verification Drive:                       | October 17 |

**ii. Foreclosed Home Program**

|  |   |
|--|---|
| Number of homes tagged with new 15 Day Notice to Correct | 0 |
| Number of realtors/banks called:                         | 1 |
| Number of homes that had landscape work performed:       | 2 |

**IX. President's Report - Chris Brittle**

-Representatives from HPOA have met with the City staff and their consultants several times to plan a community informational meeting on October 12 to discuss plans for improving the I-80 interchange.

-Senate Bill 563, which will become effective January 1, 2012, prevents Boards from voting on an item by email.

-Taxes were paid on time.

**X. Treasurer's Report - Ian Forsyth**

**a. Checking Account and CD Balances –** After payment of bills the Checking account balance is \$71,610 (does not include approved room rental fee above), and funds in CDs are \$67,942.

**b.. Update on Delinquent Accounts Receiving Pre-Collection Letters - Valley Management Services –** As reported in Closed Session, we have received receipts for six homes that were sent Certified Pre-Collection letters, but no owners have called VMS yet to arrange for payment.

**c. Fine Report - Valley Management Services**

One home paid their fines for a work trailer parked in the driveway.

**XI. Committee Reports**

**a. Welcome Center - Richard Tirrell**

The latest estimate for repairing the columns with dry rot that support the structure for the cameras over the entry road at the Welcome Center is around \$10,000 (HMD funds), including permit fees of around \$900 to the City of Vallejo. The Board expressed strong displeasure over the need to pay the permit fees for a building owned by the City. The

repair cost will largely deplete next year's maintenance budget for the Welcome Center, and there will be additional costs to repair the floor again (materials only).

- b. **Hiddenbrooke Maintenance District Advisory Committee** – Nothing new to report.
- c. **Hiddenbrooke Improvement District Advisory Committee** – Chris Brittle  
The City has not responded to emails asking about their intentions with regard to using surplus HID bond funds for specific projects the City is interested in pursuing.
- d. **HARC** - Richard Audette  
Richard mentioned that there was discussion concerning one house with colored shutters and a red awning and another house with a blue door, which did not receive HARC approval. HARC is waiting for further guidance from HPOA's legal advisor on how to proceed with various proposals to streamline the review of landscape applications by the four local HOAs in Hiddenbrooke and HARC.
- e. **HCA** - Chris Brittle  
The HCA charity golf tournament will take place next weekend (September 25).
- f. **Graffiti Report** - Maria Andrews  
Nothing new to report

## **XII. Old Business**

- a. **New TOPs CC&R Module/Status Report**-Maria Andrews

Maria has developed a set of TOPS codes for various types of CC&R violations and would like feedback from Dave and Elizabeth.

- b. **Re-organizing Files on Server/Status Report**-Chris Brittle

The file re-organization on the Server is largely complete. All the old files have been saved to an Archive folder, so nothing has been lost.

## **XIII. New Business**

- a. **Revised Budget for FY 2011-2012\***

**Background:** HPOA approves a budget in January for the following Fiscal Year (July to June). The latest Year End Financial Statement for FY 2010-2011 provides a better reference point for what the Board's actual expenses are likely to be for the coming year, and these numbers suggest that a Budget revision is needed.

Chris Brittle discussed the changes in the various budget line items. He noted that there is a new line item in the Budget called "Hiddenbrooke and Area improvements" which would allow HPOA to fund specific projects that would benefit all of Hiddenbrooke. The Budget would provide \$5,000 for these projects, which would be identified through further Board discussion. Examples might be trash collection on I-80, weed control at the I-80 interchange (see below), and a new concrete sidewalk to replace the asphalt sidewalk around the tee for Hole 18 on the Golf Course.

**Motion:** Approve the attached Budget Revision for FY 2011-2012 - **Approved**

**b. Weed abatement at I-80 Interchange**

-Should HPOA use its funds to cut the weeds near the Hiddenbrooke Parkway on and off ramps to I-80 if allowed by Caltrans (approximately \$400)?

The Board agreed to this future expenditure, subject to Caltrans approval.

**XIV. Upcoming Board Items/Other Events**

- Approve Resolutions to send Delinquent Accounts to Collection (October meeting)
- Inspection drives in the four local HOAs in Hiddenbrooke to start in October

**XV. Next Meeting Date:** Next meeting will be Thursday, October 27, 2011 at 6:30 p.m. at the Library

**XVI. Adjournment**

**\*Attachments for Board members:**

- Draft August 25, 2011 Board of Directors Meeting Minutes
- September Financial Management Report (sent separately by VMS)
- Proposed Budget Revision for 2011-2012
- Income Taxes for 2010-2011

***The Minutes of the meeting were approved by the Board of Directors on October 27, 2011.***

***A signed certified copy of the Minutes is on file.***

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# Hiddenbrooke Property Owners Association, Inc.

## Financial Management Report August 2011

Board Meeting 9/22/11

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

|   |                           |
|---|---------------------------|
| Owner Deposits for August 2011                              | \$17,120.80               |
| City of Valley reimburse HMD                                | \$ 4,911.33               |
| Total Deposits Aug. 2011                                    | \$22,032.13               |
| <b>Checking Balance 8/31/11</b>                             | <b>\$74,250.42</b>        |
| Owner deposits 9/1 to 9/20                                  | \$2,163.58                |
| <b>Current Checking Balance<br/>(As of Sept. 20 , 2011)</b> | <b>\$76,913.80</b>        |
| <b>Checking Balance after payables</b>                      | <b>\$71,610.80</b>        |
| <b>Current Certificates of Deposit</b>                      |                           |
| 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%        |
| <b>Total CD Value</b>                                       | <b><u>\$67,942.09</u></b> |

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| <b>Bills to be Approved</b>                     |                             |
|---|-----------------------------|
| VMS Financial Management Services               | \$1,773.27                  |
| Elizabeth Mathern                               | \$ 582.67                   |
| Dave Caldwell                                   | \$ 477.50                   |
| Rackspace Cloud Server 2- months                | \$ 234.80                   |
| Microsoft Software- Office                      | \$ 279.99- already approved |
| Digital Copy                                    | \$1,207.05                  |
| HPOA Taxes                                      |                             |
| Franchise Tax Board                             | \$ 374.00                   |
| Internal Revenue Service                        | \$ 332.00                   |
| <i>Regular Expenses</i>                         | <b>\$5,261.28</b>           |
| <b><u>Welcome Center Reimbursable Bills</u></b> |                             |
| Welcome Center Phone Bill                       | \$ 41.72                    |
| <b>Total Checks</b>                             | <b>\$5,303.00</b>           |

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|   |             |
|---|-------------|
| Fines for August  | 16          |
| Delinquent Accounts Accruing Interest and Late Fees Approx. | Approx. 380 |

### **Valley Management Services – Services Paid by Requestor**

|  |   |
|--|---|
| Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. August, 2011 | 1 |
|--|---|