



## **MINUTES**

**Hiddenbrooke Property Owners Association, Inc.**

**Board of Directors Meeting**

**Thursday, October 27, 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 8:00 p.m.

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

- Board Members present: Chris Brittle, Ian Forsyth, Maria Andrews, Richard Audette, Kevin Smith, Heather Scott.
- Service Providers present: Dave Caldwell, Richard Tirrell, and Desiree Conley.
- 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: 6
- iv. Homes in Collection discussed: 13
- v. Problem Homes discussed: 2

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

- Board of Directors Meeting of September 22, 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 attendees

### **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. October Bills to be approved for payment\* --See Financial Management Report from Valley Management Services with listing of invoices for payment. Brittle noted that there is a bill to pay for half the cost of maintaining the Hiddenbrooke website with HCA paying the other half. The bill also includes payment for changes to one of our email addresses.

**VIII. CC&Rs** —Dave Caldwell, Elizabeth Mathern

i. CC&R Violation Summary

Number of Courtesy Letters Sent	81
Number of Final Letters Sent	14
Number of Violations on Hold	9
Number of Violations which were Resolved	40
Recommended for Fine (Closed Session Hearing):	14
Emails answered/sent:	61
Phone calls:	31
Next Verification Drive:	11/15/2011

ii. Foreclosed Home Program

Number of homes tagged with new 15 Day Notice to Correct	1
Number of Realtors/Banks called:	0
Number of homes that had landscape work performed:	1

- iii. Report on first inspection drive in local HOAs-Results were sent to the individual HOAs; HPOA will send out violation letters for three HOAs, and one HOA will send out their own letters (Reflections)
- iv. Process for responding to homeowner emails. Should HPOA institute an automatic reply message (cost \$200)?\* - **Agreed**
- v. CC&R Complaint Form. Should HPOA provide a form on the Web for submittal of complaints to the CC&R Manager (cost \$600)?\* -**Agreed**, but probably can be done less expensively; Maria and Ian to follow up with HCA. There was interest in possibly capturing the information to a separate database that could be used by Dave Caldwell for the verification drives.

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

-I-80 Interchange project: HPOA organized a community informational meeting on October 12 at which City of Vallejo staff and consultants presented plans for improving the I-80 interchange, including new landscaping and getting rid of the trucks. There were questions raised by community members about the amount and sources of funding for the project, the efficacy of signals, and possibly getting rid of the informal park and ride lot. There was also discussion of using roundabouts (which Caltrans would probably not accept) and just constructing new right hand storage lanes at some of the on and off ramps to segregate traffic better.

-HPOA Website: New language was recently added to our main page explaining what HPOA does.

-Davis Stirling Act: At the last meeting, a new law was discussed prohibiting HOAs to vote by email. A new article (attached to the Agenda) suggests that because we are not a typical HOA (i.e., we do not own any common property), the Davis-Stirling Act and associated requirements may not apply.

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

**a. Checking Account and CD Balances**

-The Checking Account balance after payables is \$70,660 and there is \$67,943 in CDs.

**b. Delinquent Accounts to Collection** (Collection update to be discussed in Closed Session)- Valley Management Services

**Motion:** Approve eight (8) Resolutions prepared by ProSolutions to record liens on properties listed below. Authorize President to sign the Resolutions: - **Approved**

0182-103-090  
0182-432-130  
0182-181-240  
0182-183-140  
0182-222-090  
0182-361-220  
0182-322-160  
0182-242-030

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

-23 fines were issued last month; one (1) person paid their fine.

**XI. Committee Reports**

**a. Welcome Center - Richard Tirrell**

-The new wooden columns at the Welcome Center have been affixed and anchored. There was some incidental damage to the wiring and cameras and Richard is trying to determine how this occurred and who was responsible. The Welcome Center floor is bubbling for the third time, likely due to moisture creating problems with the adhesive. The contractor will pay for the labor and HMD will only pay a small amount for materials.

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

-The HMDAC is currently working on a project to improve the appearance of the main entrance to Hiddenbrooke (both sides of entry) including landscaping and some new rock walls. A contractor was selected to do the design work (Michael Moore), and the Committee will be having follow up meetings with the contractor to refine the plans.

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

-It was suggested that another meeting of this Committee would be timely to discuss our strategy for following up with the City on various projects that have been suggested by the City for funding from surplus HID bonds funds: LED street lights, erosion repairs to St. John Mines Rd, a reserve for pavement repairs, and our request to install four solar powered radar speed signs.

**d. HARC - Richard Audette**

-HARC discussed the process for streamlining landscape approvals by the local HOAs and HARC. The proposal would continue to involve HARC in the process but would focus homeowner interaction with the local HOA. There is a need to discuss this idea with the local HOAs, and HARC is also suggesting that the owners only pay one application fee, either to the local HOA or HARC.

**Motion:** Approve appointment of Fred Harris to the Hiddenbrooke Architectural Review Committee for a two year term ending August 31, 2013. - **Approved**

e. **HCA** - Chris Brittle

-The Charity Golf tournament had another successful year in terms of raising money for the local charity, but the current group that has been organizing the tournament will not be continuing. HCA is looking for people who might help with next year's event.

f. **Graffiti Report** - Maria Andrews- Nothing to report

**XII. Old Business**

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

-Still working on the codes and getting the program set up.

**XIII. New Business**

a. **Payment of Trash Collection Costs for I-80**

**Background:** HCA has been paying for trash collection on I-80 (half a mile on either side of the interchange) from donations and member dues. They have requested that HPOA discuss taking over the cost of collection as the service contributes to an improved appearance for the community and benefits all Hiddenbrooke property owners. The cost is \$130 per month. This project would be consistent with the revised Budget adopted last meeting which provides \$5,000 for "Hiddenbrooke and Area improvements".

**Motion:** Approve HPOA taking over responsibility for this program and the expenditure of HPOA funds for trash pickup on I-80.

After some discussion about whether HPOA dues should be used for this purpose, the motion was **Approved** by the majority of the Board.

b. **Purchase Projector for HPOA Meetings**

**Background:** Maria Andrews has been providing her projector from work for use at HPOA meetings. This is not always convenient. HPOA should consider purchasing its own projector (as has been suggested by several Board members in the past) for use at all our meetings, including the Annual Meeting, HARC, or other community meetings, as needed.

**Motion:** Approve the purchase of a projector for use at HPOA meetings.- **Approved** with stipulation that expenditures should not exceed \$600.

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

- None

**XV. Next Meeting Date:** Next meeting will be Thursday, December 1, 2011 at 6:30 p.m. at the Library

**XVI. Adjournment-** Meeting adjourned at 9:00 p.m.

**\*Attachments for Board members:**

- Draft September 22, 2011 Board of Directors Meeting Minutes
- October Financial Management Report (sent separately by VMS)
- Sample automatic email reply
- Sample CC&R Submittal form
- HPOA Relationship to Davis-Stirling Act for HOAs

***The Minutes of the meeting were approved by email vote of the Board of Directors  
on December 9, 2011.***

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

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# Hiddenbrooke Property Owners Association, Inc.

## Financial Management Report September 2011

Board Meeting 10/27/11

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

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

Owner Deposits for September 2011	\$ 2,873.58
HB Times ads	\$ 485.00
Total Deposits September. 2011	\$3,358.58
<b>Checking Balance 9/30/11</b>	<b>\$73,899.36</b>
<b>Current Checking Balance (As of Oct. 20 , 2011)</b>	\$74,521.99
<b>Checking Balance after payables</b>	<b>\$70,659.82</b>
<b>Current Certificates of Deposit</b>	
112 #4334 @ .95% Matures 6/15/12	\$20,509.07 @ .95%
114 #4481 @ .85% Matures 8/09/12	\$15,279.60 @ 1.05%
116 #4577 @ .4% Matures 11/23/11	\$15,004.93 @.0.40%
130 #4415 @ .95% Matures 7/12/12	\$17,148.49 @ .85%
<b>Total CD Value</b>	<b><u>\$67,942.09</u></b>
**Note that we have opened two new CD's not yet reflected on statements. 5-month CD for \$20,000 @ .4% 3 month CD for \$20,000 @.2%	

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Valley Management Services

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

<b>Bills to be Approved</b>	
VMS Financial Management Services	\$2,283.26
Elizabeth Mathern	\$405.75
Dave Caldwell	\$612.50
Sharp Dot, Inc. Web hosting Sept.	\$100.00
Sharp Dot, Inc. Web Maintenance	\$150.00
<i>Regular Expenses</i>	<b>\$3,551.51</b>
Reimburse Owner Overpayment 6508 Deerfield	\$220.00
<b><u>Welcome Center Reimbursable Bills</u></b>	
Welcome Center Phone Bill	\$50.16
Richard Tirrell	\$40.50
<b>Total Checks</b>	<b>\$3,862.17</b>

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Fines for September	23
Delinquent Accounts Accruing Interest and Late Fees Approx.	Approx. 345

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

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. September, 2011	5
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