



MINUTES
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, October 19, 2016 – 7:30 PM

Garden Room – Hiddenbrooke Golf Club

1) Open Session: Call to Order 7:31 PM – Jennifer Pollard, President

2) Attendance/Introductions

- A. Board Members:** Jennifer Pollard, Kara Crockett, Ian Forsyth, Maria Andrews & Allen Wildermuth
- B. Service Providers:** Elizabeth Mathern (Administrative Assistant) & Bret Andrews (CC&Rs Manager)
- C. Invited Committee Chairs and Guests:** Ed Medina (Welcome Center Manager), Chris Brittle (Governmental Affairs)

3) Report from Closed Session—Summary Only

A. Member Discipline: Hearings & Fines – Maria Andrews

Meet & Confer hearings conducted	0
Reimbursable assessments levied	0
New fines assessed	0
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions	10
Judgments received since last Board Meeting	0

4) Minutes: Motion: Approve minutes of Board of Directors Meeting on September 21, 2016 as submitted.

5) Community Forum:

Homeowner addressed meeting in regards to School Board Candidates and distributed flyers to all in attendance.

6) Consent Calendar: Approval of Agenda, Bills for Payment and Business Conducted Since Last Meeting:

Motion: Approve Open Agenda as submitted

Motion: Approve bills for payment as submitted by Financial Manager totaling \$12,369.91 (Attach list to agenda when available.)

7) CC&Rs Violation Summary: Bret Andrews and Maria Andrews

A. CC&Rs Violation Summary:

Number of letters sent	72
Number of violations on hold	12
Number of violations which were resolved	60
Recommended for fine (Closed Session Hearing)	17
Emails answered/sent	122
Phone calls	68
Next Verification Drive	TBD

8) Financial Report- Ian Forsyth

- Financial Statements for July 20, 2016
 - a. Checking Account Balance \$48,433.38
 - b. Money Market Accounts and Certificates of Deposit \$123,835.97
 - c. Comments on any large non recurring expenditures or unusual bills – No petty standard expenses total in account \$172,269.35.

9) New Business

- New Management Co. -
Omni Management has been selected to handle Hiddenbrooke Community.
- New Board Position Open -
The Board currently has 3 open board positions.

10) Committee Reports: *All reports are considered informational and no action needs to be taken by the Board unless requested by a Board member or a motion is shown.*

A. Welcome Center: Ed Medina

- Reviewing 2 vendors to replace the current CCTV & DVR equipment. Due to age and weather, we have 2 cameras not functioning properly.
- Sadly we lost Welcome Center Guard Mark Dodini on September 23, 2016. Mark was very dedicated to the community and we will miss his presence. Obituary attached.
- Verified Security Service will patrol the parkway from the Waterfall down.

B. Hiddenbrooke Maintenance District Advisory Committee: Birgit

- Update on Median project – past the Welcome Center
- Holiday Lights have been purchased. Timers set to turn on at 4pm and off at 2am.

- Leave pick-up along the parkway in place.
- C. Hiddenbrooke Architectural Review Committee: Ian**
- No October meeting scheduled
 - All application due by 10/30 for November meeting / 10 days prior to meeting.

- D. Resident Access Program: Allen**
- Permit for beginning rehab has expired.
 - Contract review is set for April 2017

E. Hiddenbrooke Social Committees:

- 1) Welcome Baskets – Maria – Baskets are being delivered every month to new homeowners.
- 2) Family Events – Maryann sent out a request for interest and received no responses. We will not attempt outreach again. The Mom's club is working very well and has good attendance.
- 3) Cocktail Party – Jen Pollard gave a brief history of the parties and reviewed the insurance requirement and fees to the board. A vote to terminate all future parties was put on hold until the January 2017 Board meeting giving the Social Committee time to put together a proposal with projected expenses for 2017 events.

11) Old Business

1. Articles of Inc.: Ian Forsyth – Nothing until 11/18/2016
2. School Board Elections: Allen – Flyers distributed

12) Upcoming Events and Future Agenda Items:

- None

13) Next Meeting: November 18, 2016

14) Adjournment: 8:48 pm

Attachments:

Obituary for Security Guard
HMD Report
Welcome Basket Committee Report



Harrison Mark “Mark” Dodini
July 28, 1953 – September 23, 2016
U.S. Army Veteran

Mark was happy leading a simple life. He liked to garden, travel and was a staunch Giants fan. He also was the proud friend and guardian of seven rescue cats, whom he loved dearly.

He is survived by his wife Valerie, parents Harrison and Lenora Dodini, Brother Steve Dodini (Jenni), nephew Sean (Kasha), niece Robin (Klifferd) and his two children Hana and John.

A celebration of Mark’s life will be held at the Suisun Fire District Station 32 Firehouse, 4965 Clayton Rd. in Fairfield on Saturday, October 1st at 11:30 a.m.

Private funeral arrangements are being handled by Bryan-Braker Funeral Home. Donations may be made to your favorite Veterans organization.

HMD Report to HPOA Board – October 2016

Birgit Rickert

Median past the Welcome Center Status

- Grass removed
- Trenches dug for new and City compliant drip irrigation system
- Tuesday (pending rains) - placement of boulders
- Wednesday - planting trees and shrubs
- Thursday - bark and finish – hopefully. Again, this is all depending on what the weather is doing.

Holiday lights

Purchasing strings of lights which will be added to 19 trees soon and hopefully lights will be switched on soon. Timer cell will be set for 4pm for lights to come on at dark and turn off at 2AM

Maintenance

The majority of time will be spent on Sycamore leaves pick-up along the parkway and keeping all catch basins and V-ditches clean of debris to prevent road flooding.

Welcoming Committee - Report to the HPOA Board – October 2016

In the last 12 months we have contacted all the new homeowners (74) that have been sent to us by Maria Andrews. The majority we have met in person but there a few that have not answered the door and have not contacted us to set up a convenient time for us to visit.

We normally visit on Saturday mornings; about a week prior, we send each homeowner a "We'd like to come by" note so they will be expecting us. If they are home, we greet them, give them a bottle of Napa wine and a folder which includes information on the HPOA, RAP, golf course, HB clubs and websites, and coupons from HB Golf Club and HB Plaza businesses. The folder also includes a personal note from Barbara and me saying we enjoyed meeting them and if they have any additional questions they can contact us.

If they don't answer the door, we leave the folder at their front door with a letter saying we missed them and would they, please, contact us to set up a time when we can meet them.

Attached are the three notes which I update each month.

Big "THANK YOU" to Mary Porter who makes all the wine bags for us!

Text of initial introductory messages to new Homeowners:

Good afternoon and welcome!

Barbara Schwenk and I are the Welcoming Committee for the Hiddenbrooke Property Owners Association and we would like to meet you and personally say we are happy to have you as part of the community.

We have a bottle of Napa wine to give you and a folder with useful information about the HPOA and HB Golf Club. It also contains coupons for the Club, HPOA cocktail parties and businesses in HB Plaza.

We would like to stop by this Saturday morning, Oct. 8th, between 11:00 and 1:00. If you're participating in the Garage Sale we can just meet you in your garage!!! If this is not convenient, please, contact us to set up a better time.

Hope to see you soon,

Chris Anthony anthonylchris@gmail.com

Barbara Schwenk bschwenkphd@gmail.com

Text of messages when we meet the new homeowner in person:

Welcome New Neighbors!

Barbara and I were so pleased to meet you today. We hope you settle in soon, make lots of new friends and come to enjoy all that Hiddenbrooke has to offer.

Please look over the contents of this folder. There's helpful information and several coupons to help acquaint you with what's available in our neighborhood. There's, also, a coupon for one of the HPOA cocktail parties.....the next one is after the first of the year.....please come!!!! It's a great way to meet neighbors from throughout the valley!

*One very useful website is **hiddenbrookeonline.org** which has information on Hiddenbrooke, HB Property Owner's Assoc., and you'll find helpful phone numbers in the HB Times Newsletter tab. HB-online also has the links to join **HB-News** and **Nextdoor** which are group emails to share information between residents. The Club posts upcoming social events on this site, too. They just started Pasta Nights on every Wed....6-8pm. Also, sign up in the Pro Shop as soon as possible for the Resident's Access Card (form included) so you will be notified of upcoming events.*

Please contact one of us if you have any questions.....we would love to help.

Barbara Schwenk bschwenkphd@gmail.com Chris Anthony anthonylchris@gmail.com

Text of messages to homeowners who are not home:

Welcome New Neighbors!

We stopped by today to meet you and welcome you to the neighborhood but you were not home. We are sorry we could not greet you in person! We do have a bottle of wine waiting for you and if you contact one of us we can set up a convenient time to drop it by.

In the meantime, please look over the contents of this folder. There's helpful information and several coupons to help acquaint you with what's available in our neighborhood. There's, also, a coupon for one of the HPOA cocktail parties.....the next one is after the first of the year.....please come!!!! It's a great way to meet neighbors from throughout the valley!

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Hiddenbrooke is a great community and we look forward to meeting you when we bring your wine. Please contact one of us if you have any questions...we would love to help.

Barbara Schwenk bschwenkphd@gmail.com Chris Anthony anthonylchris@gmail.com