



AGENDA *minutes*
Open Session

**Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting Friday,
November 18, 2016 – 7:30 PM**

Garden Room – Hiddenbrooke Golf Club

- 1) **Open Session:** Call to Order 7:30 PM – Jennifer Pollard, President
- 2) **Attendance/Introductions**
 - A. **Board Members:** Jennifer Pollard, Kara Crockett, Ian Forsyth (Absent) & Allen Wildermuth
 - B. **Service Providers:** Elizabeth Mathern (Administrative Assistant) & Marcelline Mahem (HARC 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	3
Reimbursable assessments levied	0
New fines assessed	17
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 October 19, 2016 as submitted.

5) **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 and is limited to three (3) minutes. Secretary will track time.

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 \$413,489.36 (Attach list to agenda when available.)

7) CC&Rs Violation Summary: Maria Andrews

A. CC&Rs Violation Summary:

Number of letters sent	52
Number of violations on hold	23
Number of violations which were resolved	80
Recommended for fine (Closed Session Hearing)	17
Emails answered/sent	180
Phone calls	55
Next Verification Drive	TBD

8) Financial Report- Ian Forsyth - Tabled

1. Financial Statements for October 19, 2016
 - a. Checking Account Balance \$
 - b. Money Market Accounts and Certificates of Deposit \$
 - c. Comments on any large non recurring expenditures or unusual bills – No petty standard expenses total in account \$

9) New Business

1. New Management Co. - Table
2. New Board Position Open (3)

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

B. Hiddenbrooke Maintenance District Advisory Committee: Birgit

- Work has been complete on the median and looks amazing.

C. Hiddenbrooke Architectural Review Committee: Marceline

- No meeting in December

D. Resident Access Program: Allen/Kara

We lost our General Manager at the club and a search is on for the new GM. No change in fees and the upgrades to gym facility are planned to continue.

E. Hiddenbrooke Social Committees:

- 1) Welcome Baskets – Jen
- 2) Family Events – Jen

11) **Old Business**

1. Articles of Inc.: Ian Forsyth
2. Election Update - Allen

12) **Upcoming Events and Future Agenda Items:**

1. Christmas lighting Contest 12/ 23/16

13) **Next Meeting:** January 18, 2017

14) **Adjournment: 7:56pm**

15) **Attachments**

- Draft Minutes – October 19, 2016 HPOA Meeting
- HMD Report for November

Note: Draft Minutes from previous meeting include attachment