



Hiddenbrooke Property Owners Association, Inc.
Board of Directors – Minutes
Thursday, July 23, 2009 Time: 6:30 PM
Location: Library – Hiddenbrooke Golf Club

- I. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:35PM. A quorum was present.
- II. **Attendance/Introductions:**
- a. Board Members present: Joyce Estes, Ian Forsyth, Kathy Wildermuth, Ed Pryal, Kevin Dement, Doug Eeten, and Chris Brittle arrived 7:00PM.
 - b. Board Members Absent: None
 - c. Independent Contractors Invited:
 - Desiree Conley, Valley Management Services – Financial Management - Present
 - Kim Dowdall-Johnson, KD Logistics, Vacant & Foreclosed Homes - Absent
 - Dave Caldwell, CC&R Manager - Absent
 - Jamie Clark, HARC Chair, Webmaster, Landscape Approval Manager - Absent
 - d. Invited Guests: Eli Cronbach, resident from Masters (absent). Additional guests, Byrne Conley, Bob and Nancy Schussel. Brent and Maria Andrews were present.
- III. **Approve Minutes: Approved**
Board Meeting Minutes of June 25, 2009, and Annual Meeting Minutes of June 25, 2009
- IV. **Community Forum speakers:**
- Mr. Schussel:**
1. Stated that HPOA and HCA should focus more on their Charters. HPOA should devote more resources to foreclosures, watering lawns and lien homes for return of the expenses.
 2. Stated that HARC should not have members with any interest in Hiddenbrooke lots. HARC should pay to get outside opinions.
 3. HPOA should send violation notices to homes with serious violations such as concrete pours and oversized gates and contact Title Companies and inform them of violations.
- Mr. Conley:**
Suggested that HPOA add a second member to HCA – HPOA liaison committee. Offered to moderate, but asked that he first have a list of topics from both HCA and HPOA.
- Board Responses:**
Ed Pryal: Asked Mr. Schussel which members of HARC he considered to have a conflict of interest. Joyce Estes: listed members of HARC. She also noted how large and complicated building plans are and that it was hard to find qualified people to volunteer to review them. She noted that paid services are very expensive as they have the liability issue. Doug Eeten: asked if any violations have ever occurred due to possible conflict of interest for HARC members. Joyce Estes: addressed large concrete pours and the 9 months of work HPOA did to address them.

V. **Consent Calendar and Approval of Agenda - Approved**

a. **Changes/additions to agenda or order of agenda: None**

b. **Correspondence Received:** Copy of email on 7/7/09 from Eli Cronbach of the Masters to Cal Trans requesting landscaping at HB entrance, berm to prevent trucks from parking there and then planting of native trees. Subsequent emails from Chris Brittle explain that Cal Trans may be considering doing the Round a Bout at the entrance. Schematic attached to agenda.

c. **Votes Conducted by Email: None**

d. **Bills to be approved for payment** –See Management Report from Valley Management Services with listing of invoices for payment.

VI. **President's Report**

a. Correction: HCA & HPOA were both formed as public benefit corporations.

b. HPOA Mediator request due to barking dog dispute between neighbors. Pam Hargrove offered to mediate for a fee.

c. HMD

Welcome Center – Phones now forward if no one in Welcome Center

HMD Assessment 2009-2010 increased from \$600.06

HMD – Orchards and Summit HMD Areas – transfer to HMD in progress

2009-2010 HMD Rehabilitation Projects

VII. **Financial Management Company** – Desiree Conley – See Management Report at end of Minutes.

VIII. **Committee Reports**

a. **HARC** –Chris Brittle – Discussion of position of signs on the Welcome Center for address and notice of video surveillance. May move surveillance sign closer to cameras.

CC&RS Manager/Verification Committee—Dave Caldwell/Doug Eeten

Number of Courtesy Letters Sent – Garbage Cans 29

Number of Courtesy Letters Sent – Other 25

Number of Final Letters 8

Number of Violations on Hold 9

Number for New Fines 4

Review latest list of foreclosures – Joyce

Vacant & Foreclosed Program—Kim Dowdall/Ed Pryal

Number of homes tagged with violation notice 7 by Dave; 2 were duplicates

Number of homes now in compliance 6

Number of homes with maintenance done 1

Discussed if we should increase how often we mow from every 4 weeks to every 3 weeks? Board decided that it could be done every three weeks if needed.

It's Time To Paint – How many need trim and/or stucco—Kim Dowdall

Request by Kim to have 3 different letters: Trim, Stucco and Trim & Stucco? Ed Pryal will drive-by list of homes suggested by Kim that need Time to Paint letters. Valley Management will send letters per Board's inspections and instruction.

Signage on Hiddenbrooke Parkway – Joyce

Request by HB Plaza for Permanent Sign. Allen Wildermuth and Joyce Estes met with Ollie Becker on June 30th to discuss removal of the temporary signs on the parkway. The Golf Course does not plan to replace the sign at the trail head that was recently destroyed. Ollie requested that the temporary signs be replaced with new permanent signage. Letter was sent 7/23/09 to outline the terms of the new permanent signs.

b. **Hiddenbrooke TIMES Newsletter** published by HPOA – Joyce.

Sept. Issue goes to printers August 25th; deadline for material is August 5th. HCA Charity Swing has a 3 x 5" display ad on front page, Holiday Lighting Contest has contest judging date in a box, update on Painters Ads, two paid political ads and free insert for Garage Sale. It will also include painter recommendations by homeowners.

Topics will include HMD and maybe web page. Space permitting, Bob Sampayan was asked if he wanted anything on Neighborhood Watch and the Just the Facts column has the HB-News update from Richard Tirrell on the Welcome Center phone forwarding.

c. **HCA Liaison Report**-Chris Brittle – Met with Jim Libien, Richard Tirrell, Sasha Jain and Kevin Elliott. Discussed National Night Out and Web Page.

National Night Out – Ben Heveroh, Pt. Richmond, 510 236-1973 has been confirmed. Web Page

d. **HCA/HPOA Joint Committee** – Tabled until August 2009. Chris Brittle to decide if we will continue with committee and if there will be 1 or 2 Board members on committee.

e. **Web Page:** Jamie will post the 2009-2010 Board members & Committees, Changes regarding HMD assessment change, and Important Information updated for HMD.

f. **Weeds on Custom Lots** – Code Enforcement. Nothing new from Vallejo.

g. **Graffiti**—Maria Andrews

First inspection was done Saturday, July 11th with Joyce. So far we have 10 spots for the golf course, 3 spots for The Summits, 6 spots for The Village, 1 spot for PG&E, 1 spot of what Maria believes is a landscape box and 1 spot on the doggie clean up bag holder on Bennington that she is working on. PG&E is responding to clean up on poles. Golf Course still needs to clean up rocks at Driving Range.

IX. **Old Business**

a. **Banner Ordered and Received** – Joyce

X. New Business

a. Standing Rules—Reserves – Joyce

Background: At the 2009 annual meeting an owner asked that we review immediately the need for a \$100,000 reserve with the idea that it could be lowered as we now have general liability insurance. (The standing rules are generally reviewed each September per our Calendar.) Any reduction in the reserve goal could lower the assessment as early as July 1, 2010. The assessment for 2010-2011 will be set at the January 2010 meeting so it can appear in the March 2010 issue of Hiddenbrooke TIMES.

At the rate we have been able to build our reserves, if there are no unforeseen large expenditures, it is anticipated that we will reach our reserve goal of \$100,000 by July 1, 2011.

Current Standing Rule #9 reads as published on the web:

Financial Reserves: Agreed to build a \$100,000 reserve before the annual assessment is reduced. (Approved August 23, 2007)

Given the uncertain economic times we are living in, given the restriction in our CC&Rs that limit special assessments to \$2.00 per year and regular assessments to the annual increase in the Consumer Price Index, given that no advisor was willing to recommend a smaller reserve, given that dividing the reserves into “buckets” could increase the reserve needs, given that the insurance market is unstable as we have no history of obtaining reasonable cost insurance, the Board should maintain the current reserve amount.

Motion: Approved. The Board confirms the goal of building a \$100,000 reserve as shown above.

b. Committee Appointments – Review draft of 2009-2010 Board and Committees, actual appointments are confirmed at Aug. meeting. Openings on Election Count, Nominations and CC&R Verification committees. Jamie Clark will ask if HARC members want to continue.

c. Contracts – Approve contracts for the period September 1, 2009 – August 31, 2010

Motion: Approved. Authorize the President to extend the listed contracts from September 1, 2009 through August 31, 2010 by signing the extension agreement at the bottom of each contract for the following:

CC&R Manager – Dave Caldwell

Vacant & Foreclosed Program Manager – Kim Dowdall, dba KDL Logistics w/title chg

Landscape Manager – Jamie Clark, dba Clarks Digital Arts w/dba change

d. Dumping/Graffiti in Hiddenbrooke

Motion Approved: Authorizing the President to spend up to \$100.00 per month to remove illegal dumping or graffiti in Hiddenbrooke without a Board vote. Motion will be added to standing rules.

XI. **Next Meeting Date:** Thursday, August 27, 2009 at 6:30 pm at the library.

XII. **Adjournment of Open Meeting – 7:50 PM**

Members who have notified the President that they can't attend a future scheduled meeting:

September 24 – Kathy Wildermuth

The Minutes of the meeting were approved by the Board of Directors on _____, 2009

Certified by _____, Board Member _____, 2009

Hiddenbrooke Property Owners Association, Inc

Financial Management Report

June 2009

Board Meeting July 23, 2009

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Owner Deposits June, 2009	\$3,137.36
Checking Balance 6/30/09	\$15,344.54
Deposits thru 07/22/09 (Note insurance check of \$7,872 was cashed on 7/20/09)	\$ 11,893.86
Current Checking Balance (As of July 22, 2009)	\$18,385.40
Current Certificates of Deposit (see HPOA CD Log)	(As of June 31, 2009)
Matures 10/10/09 52-Week	\$15,837.84 @ 2.38%
Matures 8/20/09 13-Week	\$15,000.00 @ .40%
Matures 8/6/09 52-Week	\$15,000.00 @ 3.40%
Matures 7/16/09 4-Week	<u>\$15,050.94</u> @ .30% Rolled
Total CD Value	\$60,888.78
Bills to be Approved	
Valley Management Services <i>June 2009 Financial Management</i>	\$2,428.70
Dave Caldwell <i>April 2009 CC&R Management</i>	\$641.74
Jamie Clark <i>Monthly Web Services \$50.00</i>	\$50.00
Kim Dowdall <i>15 Day Notice Program</i>	\$175.65
Michael Moore Landscaping <i>Three Homes</i>	\$78.00
Ben Heveroh <i>National Night Out Band</i>	\$500.00
Joyce Estes <i>National Night Out Banner</i>	\$117.05
Total Bills	\$3,991.14

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Financial Management Report

June 2009

Board Meeting July 23, 2009

By:

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email valley-manager@sbcglobal.net

Phone Calls Month to Date HARC = 4 Questions/Complaints /Clarification/Title/Appraiser info. only = 39	TOTAL = 43
Fines voted for June	0
Delinquent Accounts Accruing Interest and Late Fees	163 (Approx.)

Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. June 2009	15
Transfer Fees paid through escrow out of the 15 for June 2009	9