



MINUTES

Hiddenbrooke Property Owners Association, Inc. Board of Directors Meeting

Thursday, June 28, 2012

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 meeting was called to order at 7:23 p.m.

III. Attendance/Introductions

- Board Members present: Maria Andrews, Chris Brittle, Kevin Smith, Kathy Wildermuth
- Service Providers present: 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)—Kathy Wildermuth

a. Member Discipline/Hearings & Fines

- i. Meet & Confer hearings conducted: 1
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 12
- iv. Homes in Collection discussed: 1
- v. Problem Homes discussed: 1

V. Approve Minutes* - Approved

- Board of Directors Meeting on May 24, 2012

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 Comments*

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. Tax Preparation.* Last year we signed a two year engagement letter with Joyce Estes, CPA , to prepare HPOA's federal and state tax returns. Continue to use the services of Joyce Estes for filing HPOA taxes in September at a cost not to exceed \$500.
- c. June 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

- i. CC&R Violation Summary

Number of Courtesy Letters Sent	59
Number of Final Letters Sent	39
Number of Violations on Hold	10
Number of Violations which were resolved	55
Recommended for Fine (Closed Session Hearing):	12
Emails answered/sent:	143
Phone calls:	17
Next Verification Drive:	July 3

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	3
Number of homes not in compliance-scheduled for hearing	1
Number of realtors/banks called:	
Number of homes that had landscape work performed:	2

Chris Brittle stated that this is the time of year that we send the Custom Home lots that have not been weeded by their owners to the City Code Enforcement staff and he will prepare the list and send it within the next week.

Dave Caldwell, CC&R Manager, said he would be pursuing other interests next year and would not be continuing in his position next year. Chris thanked Dave for his 6 years of service to the Board and the community and for all the calls and emails he answered during that time.

IX. President's Report - Chris Brittle

-Annual Meeting: Feedback was positive on both the HPOA and HCA portions of the meeting. A lot of good information was conveyed by HPOA. Attendance seems to be down from previous years. HCA is still planning to dissolve at the end of the year, and they have about \$10,000 to dispose of over the next 6 months, prior to dissolving. They are soliciting ideas as to how to spend the remaining funds.

-Meeting with New City Manager: Bob Sampayan is organizing a meeting in Hiddenbrooke between the new City Manager and Hiddenbrooke leaders on July 9. The purpose is to discuss major Hiddenbrooke issues. Members of the HPOA Board that are dealing with City related issues will be invited, along with HCA members and some past community leaders.

-Park Meeting: Another meeting was planned for the Hiddenbrooke Park Committee and City, School District, and GVRD staff on July 27, but was cancelled at the last minute. It is rescheduled to July 11.

-I-80 American Canyon/Hiddenbrooke Parkway Interchange project: Chris Brittle has talked with Jill Mercurio, the new City Engineer, who indicated that she will begin to work on this project again after she finishes two higher priority projects for the City.

-Files on the Server: Chris Brittle indicated he has transferred all information he has and updated on files on the Server for use by the next Board.

X. Treasurer's Report - Ian Forsyth

- a. **Checking Account and CD balances.** There is \$25,292 in the Checking Account and \$108,436 in CDs.

b. Collections Report (Collection update to be discussed in Closed Session)-Valley Management Services

Motion: Approve one Resolution prepared by ProSolutions to record lien on property listed below. Authorize President to sign the Resolution: **Approved**
-182-111-160

c. Fine Report-Valley Management Services

Should the Board pursue recovery of fines in Small Claims Court for homes that have over \$500 in fines? – Discussion postponed to the next meeting

There were 27 fines sent out in May, for \$1,750. One payment received for \$50.

d. Other items concerning the Financial Report -Valley Management Services : None

XI. Committee Reports

a. Welcome Center - Richard Tirrell

A one year extension for the All Phase Security, Inc. contract has been signed which is the second year of a three year contract. There has been a lot of turnover with the Welcome Center personnel and it has been hard to get them trained properly. The AED was missing for about a week, until it was found in the trunk of the Supervisor's car. They were notified that the AED must either be in the Welcome Center or in the Guard truck at all times. The printer needed to be replaced and the toilet repaired. Richard noted that speeding continues to be a major issue and will be discussed at the July 9 meeting with the City Manager in terms of getting some police officers to come out to Hiddenbrooke and enforce traffic laws.

b. Hiddenbrooke Maintenance District Advisory Committee*

The correspondence sent from the HMDAC indicates some major dissatisfaction with the way the landscape maintenance work is being performed and the lack of involvement in planning for the entryway project that the Committee initiated. This will be discussed at the City Manager meeting mentioned above. Also, Mike Baldwin and Chris Brittle will be meeting with the City's landscape inspector, James Olson, on July 2 to see how the situation can be improved before it is necessary to bring it up publicly with the City Council.

-see attached notes from recent meetings with the City

c. Hiddenbrooke Improvement District Advisory Committee

There are a number of issues that need to be addressed as reported by Byrne Conley at the Annual Meeting. These issues will also be discussed at the City Manager meeting above. Hiddenbrooke is particularly interested in getting four solar powered radar speed signs installed over the Summer, as promised by the City. These would be funded from the bond surplus, and according to one community member, the costs of these signs may be lower than previously thought.

d. HARC – Chris Brittle

Motion: Appoint Dennis Muleady (Summit) to the Committee for a two year term ending August 31, 2014 - **Approved**

e. HCA Liaison – Chris Brittle

Discussed under President's Report above.

XII. Old Business

a. Annual Meeting Election Results

There were 141 ballots cast, and the four Directors for next year's Board were officially elected at the meeting

XIII. New Business

a. Annual Insurance Renewal for July 20, 2012 to July 20, 2013*

Motion: Authorize the President to renew HPOA's insurance coverage at an annual cost of _____ and release the check in July 2012. (waiting for quotes from our insurance Broker, O'Kane & Tegay)

No information has yet been received from our insurance broker. When the quotes are available, the Board will need to approve via email vote.

b. New Park Committee

Motion: Appoint the following members to the New Park Committee which will report to HPOA and oversee planning of the new City Park at the end of the Orchards. All interested Hiddenbrooke residents can attend the Committee meetings. **Approved**

Chair: Fred Warren (Masters)

Co-Chair: Sherry Katz (Orchards)

Costello: Vacant

Estancia: Kristine Kerrigan

Fairway Villas: Richard Tirrell

Knolls: Vacant

Orchards: Beth Amatrone

Reflections: Vacant

St. Andrews: Jim Libien

Summit: Trevor Macenski

Village: Vacant

Vintage: Jennifer Severtnick

Westchester: Tim Johnson

HPOA Board Liaison: Chris Brittle (Summit)

HMD Advisory Committee: Joyce Estes (Heights); Mike Baldwin, Alternate (Vintage)

HARC: Jamie Clark (Westchester)

We still need to recruit member for several vacant neighborhood slots

c. Election of Officers for 2012-2013 by New Board (terms begin in July)*

The following Officers were elected for next year's Board:

-President: Kevin Smith

-Vice President: Vicki Medina

-Secretary: Heather Scott

-Treasurer: Ian Forsyth

Directors were appointed to the following positions:

- CC&R Director: Maria Andrews
- HMD/HID Advisory Committee Liaison: Trevor Macenski
- HARC/Park Committee: Chris Brittle

XIV. Upcoming Board Items/Other Events

- a. Annual Letter and mailing of Annual Dues Statements by July 10
- b. Pay for insurance in July
- c. Renew Contracts with Paid Service Providers
- d. Meeting with Vallejo's New City Manager (July 9)

Maria Andrews asked whether there had been any more thought given to an outgoing Message Board, and Chris Brittle said he had had some conversations with people about this and it could be put on a future Agenda for further discussion. He also mentioned that , related to the issue of getting a sign on the freeway for HPOA acknowledging our contribution to trash pickup, it would not be possible as Caltrans only allowed one sign per trash collection pickup area and that was given to Jelly Belly already.

XV. Next Meeting Date: Next meeting will be Thursday, July 26, 2012 at 6:30 p.m. at the Library

XVI. Adjournment

***Attachments for Board members:**

- Draft May 24, 2012 Board Minutes
- June Financial Management Report (sent separately by VMS)
- Insurance Quote (to be sent separately)
- Suggested Slate of Officers/Directors
- Letter of Engagement with Joyce Estes for Tax Preparation
- HMD Meeting Notes (various)

**The Minutes of the meeting were approved by vote of the Board of Directors
on July 26, 2012.**

A signed certified copy of the Minutes is on file.

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report May 2012

Board Meeting June 28

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for May, 2012	\$1,111.04
Checking Balance 5/31/12	\$23,218.06
Current Checking Balance (As of June 19, 2012)	\$25,292.06
Current Certificates of Deposit	
112 #4334 @ .95% Matures 6/15/12	\$20,655.59
130 #4415 @.95% Matures 7/12/12	\$17,271.02
114 #4481 @ .85% Matures 8/09/12	\$15,377.25
116 #4577 @ .4% Matures 1/23/13	\$15,050.16
131 #4874 @.45%Matures 12/20/12	\$20,048.32
132 #4875 @ .2% Matures 6/20/12	\$20,033.24
Total CD Value	<u>\$108,435.58</u>
Total Hiddenbrooke Cash/CD's (As of 6/19/12)	\$133,774.77

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Bills to be Approved	
VMS Financial Management Services (see invoice)	\$3,829.83
Calif. Highway Adoption – monthly	\$ 130.00
Dave Caldwell	\$272.50
Elizabeth Mathern	\$612.50
Maria Andrews – CC&R Letters, May & June	\$241.61
Ian Forsythe – Foreclosure Radar – 2 quarters	\$269.90
Hughes and Gill – Legal Services	\$1,236.25
Digital Copy – Hiddenbrooke Times	\$1,397.53
Digital Copy – HB Envelopes for use by all	\$314.29
Rackspace Cloud – Server	\$137.41
Clean Cut Landscaping	\$90.00
Jamie Clark – HARC	\$518.00
<i>Regular Expenses</i>	\$9,049.82
<u>Welcome Center Reimbursable Bills</u>	
Richard Tirrell	\$194.21
Welcome Center Phone Bill	\$52.80
Benicia Plumbing, Inc.	\$136.27
<i>Total Reimbursable</i>	\$383.28
Total Expenses	\$9,433.10

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

April 2012

Board Meeting May 24

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Fines for April	28
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Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. April, 2012	11
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