



MINUTES
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, January 20, 2016 – 7:30 PM

Garden Room – Hiddenbrooke Golf Club

- 1) **Open Session:** Call to Order 7:32 PM – Jennifer Pollard, President
- 2) **Attendance/Introductions**
 - A. **Board Members:** Jennifer Pollard, Nancy Berke, Ian Forsyth, Maria Andrews, Allen Wildermuth, Aya Aly
 - B. **Service Providers:** Elizabeth Mathern (administrative assistant), Bret Andrews (CC&Rs Manager)
 - C. **Invited Committee Chairs and Guests:** Richard Tirrell (Welcome Center Manager)

3) **Report from Closed Session—Summary Only**

- A. **Member Discipline:** Hearings & Fines – Maria Andrews

Meet & Confer hearings conducted	1
Reimbursable assessments levied	0
New fines assessed	2
Homes in collection – Pro Solutions	3
Homes with Small Claims Court Actions	34
Judgments received since last Board Meeting	8

- 4) **Minutes:** Motion: Approve minutes of Board of Directors Meeting on November 18, 2015 as submitted. [Approved with corrections](#)
- 5) **Community Forum:**
.A homeowner spoke about inviting a VPD officer to come and speak at a board meeting.
- 6) **Consent Calendar: Approval of Agenda, Bills for Payment and Business Conducted Since Last Meeting: [Approved](#)**

Motion: Approve Open Agenda as submitted

Motion: Approve bills for payment as submitted by Financial Manager totaling \$6,357.69 (Attach list to agenda when available.)
[Includes \\$805.51 to Golf Course](#)

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

A. **CC&Rs Violation Summary:**

Number of letters sent	71
Number of violations on hold	11
Number of violations which were resolved	5
Recommended for fine (Closed Session Hearing)	2
Emails answered/sent	110
Phone calls	42
Next Verification Drive	2/7/16

8) **Financial Report- Ian Forsyth**

1. Financial Statements for December, 2015
 - a. Checking Account Balance \$7,237.09 (old acc't), \$40,441.44 (new acc't)
 - b. Checking Account Balance and Money Market (\$123,779.01) \$171,457.54
 - c. Comments on any large non recurring expenditures or unusual bills
2. Report The money market is being closed and the funds being transferred to a new high-yield savings account. - Approved
3. Budget Ian gave report The maximum amount the dues can be raised is \$15.00. The decision on the exact amount was tabled.
4. Bank Signature Cards signed

9) **New Business**

1. Upcoming Elections (mailing costs and attachments) Allen gave report
2. Waterfall: a resident requested that HPOA approach the city and request that the waterfall be turned back on. Jen gave a report and no board action was taken.

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:** Richard Tirrell Gave report
- B. **Governmental Affairs:** Chris Brittle Absent, no report
- C. **Hiddenbrooke Maintenance District Advisory Committee:** Jen Pollard Gave report
- D. **Hiddenbrooke Improvement District Advisory Committee:** Ian Forsyth No activity
- E. **Hiddenbrooke Architectural Review Committee:** Aya Aly Gave report

F. **Hiddenbrooke Social Committee:** Nancy Berke [Gave report](#), Maria Andrews [gave report on the Welcome Committee](#)

11) **Old Business**

1. Resident Access Card: Update- Maria Andrews [Gave report](#)
2. Open Board Positions [Three definite and possibly four open board positions](#)
3. Possible Increase in dues for 2016? [Discuss under Budget section](#)
4. Pac Union - DS resource- Allen Wildermuth [Had discussion](#)

12) **Upcoming Events and Future Agenda Items:** **None**

13) **Next Meeting:** February 17, 2016 at 7:30pm

14) **Adjournment:** **8:50**

15) **Attachments**

Financials – Dec 2015

Hiddenbrooke Property Owners Association, Inc.

As of 12/31/15

		ASSETS	
CASH IN BANK			
100	Union Bank-Checking Account	\$	7,237.09
101	Union Bank - New Checking		40,441.44
110	Union Bank MM		123,779.01
	Total Cash in Bank		<u>\$ 171,457.54</u>
ACCOUNTS RECEIVABLE			
160	Accounts Rec.- Owners	\$	17,065.11
161	Accounts Rec.- Stmt Fees		3,474.70
162	Accounts Rec.- Interest		12,527.66
163	Accounts Rec.- Fines		103,141.52
164	Accounts Rec.- Collections		4,910.46
165	Accounts Rec.- 15 Day Notice		485.00
168	Accounts Rec.- Resident Access		14,324.10
170	Allowance Uncollectable A/R		(76,964.55)
	Total Accounts Receivable		<u>\$ 78,964.00</u>
180	Receivable-HMD Fund	\$	2,443.54
	TOTAL ASSETS		<u>\$ 252,865.08</u> =====
LIABILITIES & EQUITY			
CURRENT LIABILITIES			
206	Welcome Baskets - HCA	\$	182.86
207	Family Events - HCA		2,000.00
210	Prepaid Owner Assessments		3,198.72
	Total Current Liabilities		<u>\$ 5,381.58</u>
EQUITY			
320	Retained Earnings	\$	187,727.98
	Current Year Net Income		59,755.52
	Total Equity		<u>\$ 247,483.50</u>
	TOTAL LIABILITIES & EQUITY		<u>\$ 252,865.08</u> =====

Hiddenbrooke Property Owners Association, Inc.

Income Statement

Period: 12/01/15 to 12/31/15

Description	Current Actual	Year-To-Date Actual
INCOME		
00400 Assessments	.00	67,155.00
00410 RAP Assessment	.00	54,990.00
00425 Advertising Income	.00	375.00
00430 Admin Fees-Past Due Statement	514.00	1,464.00
00440 Fines	1,550.00	19,350.00
00450 HARC Plan Fees	.00	850.00
00460 Interest Income-Union Bank	21.02	101.44
00461 Interest Accrued-CDs	.00	6.56
00470 Interest Income-Owners	988.02	5,969.56
00485 RAP Expense Reimbursements	.00	6,145.72
00490 Miscellaneous Income	20.00	4,594.66
00491 Social Committee Income	.00	1,360.00
TOTAL INCOME	<u>3,093.04</u>	<u>162,361.94</u>
EXPENSES		
00510 Bad Debts	336.49	336.49
00520 Board & Committee Expenses	76.18	391.24
00530 Collection Costs	.00	4,761.13
00535 Computer, Software, Support	453.35	2,987.42
00536 Hiddenbrooke Improvement Cost	.00	885.54
00540 Insurance Expense	.00	7,879.00
00570 Management-CC&Rs	1,012.50	5,967.00
00580 Management-Financial	1,995.00	12,082.50
00590 Management-Assistant	281.25	2,790.50
00600 Management-Landscape Approval	1,459.72	10,472.20
00610 Miscellaneous	.00	153.79
00620 Newsletters	.00	1,462.24
00630 Office Supplies	100.45	297.40
00640 Photocopies & Printing	36.02	1,496.03
00650 Postage & Delivery	67.35	1,404.23
00655 RAP Expenses	.00	3,645.29
00656 RAP Paid to Golf Club	2,021.64	40,310.39
00660 Professional Fees-Legal/Acctg	660.00	2,105.10
00670 Room Rental/Events	.00	54.31
00671 Event - National Night Out	.00	1,660.01
00672 Event - Garage Sale	.00	128.29
00673 Event - Parties	.00	918.82
00675 Social Committee Expenses	225.00	225.00
00680 Storage	22.00	110.00
00690 Taxes-California	.00	10.00
00710 Taxes-Other	35.00	35.00
00715 Uncollected Assessments	.00	220.00
00799 Previous year(s) adjustment	.00	(182.50)
TOTAL EXPENSES	<u>8,781.95</u>	<u>102,606.42</u>
CURRENT YEAR NET INCOME	<u><u>(5,688.91)</u></u>	<u><u>59,755.52</u></u>