



**AGENDA**  
**Open Session**  
**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors Meeting**  
**Wednesday, January 21, – 7:30 PM**  
**Garden Room – Hiddenbrooke Golf Club**

I. **Open Session:** Call to Order 7:30 PM – Jennifer Pollard, President

II. **Attendance/Introductions**

- A. **Board Members:** Jen Pollard, Secretary Nancy Berke, Treasurer Ian Forsyth, Director-CC&Rs Maria Andrews, Director-Contracts Allen Wildermuth, Director Aya Ali and one OPEN DIRECTOR POSITION
- B. **Service Providers:** Pacific Union Property Management—Jody Burton, Elizabeth Mathern (administrative assistant), Steven Lane (HARC Manager)
- C. **Invited Committee Chairs and Guests:** Richard Tirrell (Welcome Center Manager)
- D. **Members: See Sign In Sheet**

III. **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	8
Homes with Small Claims Court Actions	2
Judgments received since last Board Meeting	0
Judgments paid off	\$1 Bal 0
Problem homes discussed	1

IV. **Minutes:** Motion: Approve minutes of Board of Directors Meeting on December 3, 2014 as submitted.

V. **Community Forum:** n/a

VI. **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 \$\_\_\_\_2879.57\_\_\_\_\_ (Attach list to agenda when available.)

VII. **CC&Rs Violation Summary:** Bret Andrews and Maria Andrews

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

Number of letters sent	62
Number of violations on hold	13
Number of violations which were resolved	33
Recommended for fine (Closed Session Hearing)	16
Emails answered/sent	146
Phone calls	54
Next Verification Drive	TBD/ /15

B. **Foreclosed Home Program**

Number of homes tagged with violation notice	1
Number of homes not in compliance-scheduled for hearing	0
Number of realtors/banks called	6
Number of homes that had landscape maintenance work	0

VIII. **Financial Report**

A. **Pacific Union Property Management:** Jody Burton

1. Financial Statements for December 30, 2014
  - a. Checking Account Balance \$49,674.67
  - b. Checking Account Balance and Certificates of Deposit \$173,273.82
  - c. Comments on any large non recurring expenditures or unusual bills None
2. General comments on phone calls/problems None
3. Procedure changes None

B. **Treasurer – Ian Forsyth**

1. Status of credit card and debit card - in progress, no update
2. Other

IX. **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 a report
- B. **Governmental Affairs:** Chris Brittle written report attached
- C. **Hiddenbrooke Maintenance District Advisory Committee:** written report
- D. **Hiddenbrooke Improvement District Advisory Committee:** none
- E. **Hiddenbrooke Architectural Review Committee:** Steven Lane gave a report

F. **Hiddenbrooke Park Advisory Committee** – Fred Warren no report

G. **Social Committee:** Jen Pollard gave a report

H. **HB-TIMES:** Elizabeth Mathern, Administrator  
Next issue is March. Deadline is February 12<sup>th</sup>.

X. **Old Business**

XI. **New Business**

A. **Two board positions open One has been filled and one remains open**

B. **Director positions open for HARC, HMD, HID Tabled**

C. **Notice of Change of Address** to be recorded with Solano County  
Assessor/Recorder. Tabled

D. **Ann Baldwin:** Videos for HB website Put web developer in touch with Ann  
Baldwin, also Allen will draft letter of release for Ann to sign.

E. **CC&R Update:** Allen Wildermuth: Loose group formed to look at CC&R update.  
Board to be notified when this becomes an actual committee.

F. **Waterfall update:** Two members of the board went to City Council, and  
President Jen Pollard has spoken to David Kleinschmidt. The waterfall is not  
being turned back on until the State of California orders this. Community members  
spoke on the issue.

G. Elizabeth to notify other HOA's of our new address. Also invite other HOA's to  
Board meetings.

XII. **Upcoming Events and Future Agenda Items:** n/a

XIII. **Next Meeting:** February 18, 2015 at 6:30 pm (Closed) 7:30 pm (Open) at in the  
Garden Room.

XIV. **Adjournment 8:29**

XV. **Attachments**

HMD Report

Government Affairs report

December Financials

**Project Coordination Meeting**

City of Vallejo City Hall – Public Works (4<sup>th</sup> Floor)

January 8, 2015

9:00-10:00 AM

**MEETING NOTES**

Attendees: Marty Hanneman (Interwest Consulting Group), Shawn O’Keefe (Mark Thomas & Co.), Jill Mercurio (City Engineer/Asst. Director of Public Works), Chris Brittle, Paul Norberg, Joyce Estes, Byrne Conley, Richard Tirrell (Hiddenbrooke Community); Bob Grandy (Fehr & Peers)

I. Meeting Objectives

The primary objective is to review the proposed three attached Phase I concepts: 1) elimination of the informal Park & Ride area along McGary Road, 2) addition of a right-turn lane at the I-80 EB off-ramp and 3) potential solution to deter big rig parking at the I-80 EB on-ramp. These improvements would be funded with local funds. These proposed concepts are independent of any future roundabout or traffic signal system solution process. Bob will provide an update on the traffic data collection required to update the travel forecast model.

II. Work Scope Updates

Shawn O’Keefe provided an overview of the three Phase I concepts. Marty noted that all three concepts would involve Caltrans review and approvals via an encroachment permit process. The first one: elimination of the informal Park & Ride area along McGary Road. The group liked the proposed ranch style rail fencing to match the existing Hiddenbrooke Pkwy fence with boulders dispersed in between. There would also be “No Parking Anytime” signs installed. Bern asked how bicyclist would be accommodated through this area. Shawn said the road is 22 feet wide (two eleven foot travel lanes) and that “Sharrows<sup>1)</sup>” can be painted on the road for the bicyclist. The group discussed how eliminating the parking may impact folks who like to park there on weekends and go hiking. Also, would some commuters who currently park there move to other areas along McGary Road or Hiddenbrooke Pkwy to park. The consensus was to move forward with this concept and address any future issues as they arise.

Shawn presented the second concept: the addition of a right-turn lane at the I-80 EB off-ramp. The question was asked how this may affect operations of any future roundabout. Bob and Shawn said that there shouldn’t be any impact and would be incorporated into the design. The group supported this concept to move forward.

Shawn presented the third concept to deter big rig parking at the I-80 EB on-ramp. One way to address this is by re-contouring the existing grade.

- 1) Sharrow is short-form for "shared lane bicycle marking". This pavement marking includes a bicycle symbol and two white chevrons and is used to remind motorists that bicyclists are permitted to use the full lane. There are no striped bicycle lanes on streets marked with sharrows. However, with or without marked sharrows, bicyclists are encouraged to travel on streets and follow traffic laws just as any other vehicle on the road.

## ***I-80/Hiddenbrooke Parkway/American Canyon Interchange Project***

Caltrans may have other options to accomplish this. The group supported moving this concept forward. The group agreed that prior to bringing these concepts to the full community that Shawn and Marty would meet with Caltrans to get their feedback first.

Chris and Paul raised the question again, per their letter February 12, 2014 letter to Public Works Director -David Kleinschmidt, of how much funding is available to do Phase I improvements and possible a future roundabout or signal system with landscaping. The Hiddenbrooke community has been requesting an accurate accounting and breakdown of the Hiddenbrooke Interchange Fund #211 to determine how much of this is for the Builders Surcharge Fees, LOC, and Excise Tax funds. Also, the question was raised what exactly could these funds be used for and can some be used for landscaping and maintenance. Marty and Jill said they would work with City Finance to try and get these answers.

Bob stated that new traffic volume counts will be collected in the next few weeks. With the updated traffic volumes, F&P will update the current forecast model for future year 2035. When the updated model is completed, F&P will prepare a memo with the results for City and Caltrans review. This preparation of the memo and review by Caltrans is expected to take at least two months. Although there is a regional model update that is currently being tested by STA that uses 2040 as the future year, the group agreed to continue using the current 2035 model for this effort.

In other related business, Richard asked about the progress of the Hiddenbrooke Pkwy improvement at entry way gate and guard shack. Since, David Yatabe, Interim City Traffic Engineer could not attend the meeting, Marty said he would get an update. Per David, funds are being moved to pay for the signing and striping work to be completed and to order the LED Stop Signs. City Maintenance staff is looking at potentially doing some patch paving instead of grinding out the hatch striping so drivers have a smoother ride, if they can't do the paving then a contractor will probably do the striping work. The work is expected to be done, weather permitting, in March.

### III. Community Meeting

The group discussed when the best time to meet with the community again since the last meeting on this topic was October 2011. The group agreed to schedule a community meeting near the end of February 2015 to provide time for Marty and Shawn to meet with Caltrans on the Phase I concepts, and to get updated financial information on Fund #211. Chris will provide some dates for the community meeting to the working group.

### IV. Next Steps

The following next steps were agreed to.

- Marty and Jill to follow up with City Finance to get breakdown on fund #211.
- Marty and Shawn to meet with Caltrans for feedback on Phase I concepts.
- Bob to:
  1. Collect Traffic Counts at the study intersections.
  2. Prepare travel forecasts using currently available version of Napa-Solano model and document in a technical memorandum. Submit to City and then Caltrans for review/approval.
- Chris will provide some February dates for the community meeting to the working group.

The meeting ended at 10 AM.

Attachments

**Hiddenbrooke Maintenance District Advisory Committee**  
**Home of Joyce Estes, 2408 Waterfall Way**  
**Minutes – 7 PM Thursday, January 8, 2015**

**Present:** Joyce Estes (Chair), Jane McWhorter, Paul Norberg, Bob Schussel, Richard Tirrell, Kathy Wildermuth, Marcelline Mahern, and Allan Yeap. (All committee members attended.)

1. **Administration:** Meeting was called to order by Joyce Estes at 7 pm.
2. **2014-2015 Rehab Projects (All extra work orders):**
  - a. **Hiddenbrooke Parkway Median** – Phase I completed with bark. Plan to add plants in 2015.
  - b. **Hiddenbrooke Parkway Median 2015—To Do to trail head (Poles 34 – 15)**  
Estimated cost under \$50,000 (very rough estimate). Committee reviewed diagram of proposed project. We are recommending that we plant only between the three trees between light poles so about 1/3 not planted with wide unplanted area on each side. Plants may include: Japanese iris, Little Johns, Rhapsiolepis, Creme de mint Pittosporum, Grevillea Coastal Gem and Roses. Grove pole 21-24 to be bark only. Joyce and Marcelline will be meeting March 2<sup>nd</sup> to finalize plants/trees. (Changed after meeting to Feb. 3<sup>rd</sup> to give Burton more time to get the extra work out issued.
  - c. **Reflection Park—In fill Planting Order Spring 2015**  
Plan to add five plants in park near Overlook. Marcelline and Joyce to pick plants
  - d. **Corner of Olivewood and Overlook—In Fill Planting Order Spring 2015**  
Plant 5 Grevillea Coastal Gem plants, Bark 6 feet in.
  - e. **Bennington Park**  
Estimated cost now at \$30,000. 100 yards of Bark was spread at cost of \$5,000 which was paid prior to June 30, 2014. Unused bark added to Waterfall Way and Rush Creek. Great Improvement! Table legs were badly scratched when installed by Coast. Burton wants them to re-spray in in place.  
Still need two crepe myrtle trees. Other plants expected to be planted January 14<sup>th</sup>.
  - f. **Bennington Court Near Hiddenbrooke Parkway** – Star Jasmine may be added Spring 2015
  - h. **Orchard's Monument:** Add three or more Good Vibrations to Orchard's monument.
  - i. **Controller's on Parkway:** Burton would like to replace 10 controllers on parkway at an estimated cost of \$80,000 using money from Entrance Way project. Committee approved the expenditure providing the work is done by June 30, 2015 and that it is considered a capital expenditure not subject to overhead. Otherwise the committee only approved four controllers.

3. **Reports:**

- a. **Grove:** City has plans for how median will be redesigned. Tentative plan is for Grove Park to be built by builder, maintained by GVRD and have a bathroom. Grove is in escrow but has several issues to be resolved per Marcus Adams, Vallejo Planner.
- b. **Hiddenbrooke Park:** Estimated opening to Hiddenbrooke residents is May 2015. GVRD will want funds to help maintain the park, but it appears it is too early to try and estimate the costs as GVRD still hasn't received notice that the park is added to their master lease. Expect HMD will pay for any cameras and perhaps to empty the garbage. Jill Mercurio was asked at the Interchange Meeting on 1/8/15 to expedite the master lease agreement.
- c. **Coast Landscape Contract:** Got first punch list that looked almost complete in late November. However December punch list and plan of work has not been received. It was requested again today from Burton. Robert Schussel volunteered to help write the email response when the punch list is not timely received. He suggested to obtain a faster response that Jill Mercurio and David Kleinschmidt be copied.
- d. **Waterfall Accident, Saturday, January 18, 2014:** Still waiting to do repairs. Change in plans to have pilasters repaired now and wait to fix the leaking waterfall. Pilasters need to be repaired before someone removes the stones which will require more work to find matching stones.
- e. **City Street Lights:** LED lights all replaced. Sent list of 5 non-working lights to City in early December with follow up January 5, 2015.
- f. **St John's Mine Road:** Will do about \$35,000 in V-Ditch repairs by 6/30/15. Have recently reminded Burton that HPOA wants any road repairs paid/reimbursed from HID but he can't add this to the Engineer's Report until Finance agrees to the expenditure. Need meeting with Finance Director to get agreement.
- g. **HPOA Locking U S Postal Mail Box** is now operational and located next to the Blue US Postal pick up box.
- h. **HMD Parcel Count Reconciliation** has been completed. HMD Parcel Count is correct. HPOA needs to remove 6055 Deerfield as it is nonexistent lot and 6611 Deerfield (16 acre parcel) is not assessed HMD until a subdivision map is filed. However, HB Plaza is assessed HMD so the count will be the same for both except the parcels will be different. Management Company has been notified to correct errors.
- i. **Message Board** has problem with piano hinge. Complete new box ordered for \$365, ½ to be reimbursed by HMD Welcome Center and ½ by HB Golf Course. To be installed by Brian McKibbin.
- j. **HMD Waterfall:** No change in City position per Burton as of 1/7/15. Water will stay off while City tries to get FEMA money for Berryessa water pipe. Hiddenbrooke residents still making complaints to City about the waterfall.

- k. **Holiday Lights:** Several requests for lights to be left on year around. Burton agreed to keep them on through Valentine's Day providing we don't have an electrical problem before then in which case they will go off until next Thanksgiving.
  - l. **Welcome Center:** Richard Tirrell gave update. Will work with Nick Conrad to upgrade camera system and leave space to add a camera for the park and the Grove. License Plate Recognition system will not be implemented because City is still working the kinks out and had to replace the first system they purchased.
4. **LMD Overhead Analysis: Paul Norberg** explained his research on the City Overhead Allocation to HMD and the information that he received from Fairfield and Vacaville. Paul agreed to lead sub-committee to meet with the City Manager about our options and include representatives from Glen Cove and North Bay. HMD representatives will be Paul Norberg, Richard Tirrell and Allan Yeap. Joyce will attend if needed.
5. **HMD Assessment 2015-2016:** Current HMD Assessment is \$650.80. Maximum as of 7/1/14 is \$671.49. Committee expects \$25 per year increase effective July 1, 2015.
6. **Engineer's Report** – Draft in progress. Joyce and Paul Norberg reviewed with Burton on 12/11. Expect better maps of HMD area and easements and more accurate descriptions of work to be performed. Weed abatement guidelines have changed and will be changed in HB with new contract. Joyce asked for minimum 20 feet clearance behind all fences. Second meeting scheduled for Jan. 28<sup>th</sup>. Burton said we need to meet with finance on the format of the budget in the Engineer's Report. HMDAC would like approximately \$100,000 for rehab for Hiddenbrooke Parkway, but does not want to take funds from the reserves to do this. Still need approval from finance for paving to be paid from HID Fund and related wording in Engineer's Report.
- Marcelline and Joyce will work on the continued upgrade to the parkway for 2015-2016 and bring some ideas back to the committee once they are done with the current project which is to be completed by Jun 30, 2015. Committee will need to make decision by July to be able to plant in early October.
7. **New Landscape Contract 7/1/15:** Marcelline and Joyce to have input on HB extra work items (like more fertilizer for roses and more pre-emergent for weed control. Meeting scheduled for 1/21/15.
8. **Storage Building:** Joyce explained the need for a building to store HMD Holiday Lights and possible future decorations along with storage for HPOA boxes, signs, etc. Burton has already agreed to put it on HMD property and have HMD pay a portion of it from HMD Funds. The Committee thought the expenses should be shared 50/50 with HPOA. Joyce to work to find a group of residents willing to work to make this happen. Will consider Tuff Shed and other pre-built options but want to make it look attractive to the community. Estimated Cost \$10,000.
9. **Meeting Adjourned at 8:40 pm** – Next Meeting late April/early May.



**Hiddenbrooke Property Owners Association, Inc.**

Income Statement

Period: 12/01/14 to 12/31/14

Description		Current Actual	Year-To-Date Actual
INCOME			
00400	Assessments	.00	67,155.00
00425	Advertising Income	.00	450.00
00430	Admin Fees-Past Due Statement	825.00	2,050.00
00440	Fines	8,300.00	36,700.00
00450	HARC Plan Fees	50.00	650.00
00461	Interest Accrued-CDs	.00	292.92
00470	Interest Income-Owners	1,278.57	3,021.00
00490	Miscellaneous Income	.00	1,545.20
00491	Social Committee Income	.00	12,155.00
	<b>TOTAL INCOME</b>	<b>10,453.57</b>	<b>124,019.12</b>
EXPENSES			
00530	Collection Costs	281.00	336.00
00535	Computer, Software, Support	390.62	3,013.02
00536	Hiddenbrooke Improvement Cost	.00	52.60
00540	Insurance Expense	.00	8,523.00
00570	Management-CC&Rs	1,087.50	6,305.40
00580	Management-Financial	1,995.00	14,111.60
00590	Management-Assistant	381.25	3,382.44
00600	Management-Landscape Approval	.00	2,660.30
00610	Miscellaneous	.19	.57
00620	Newsletters	.00	913.64
00630	Office Supplies	32.39	248.58
00640	Photocopies & Printing	118.88	695.90
00650	Postage & Delivery	179.16	2,857.86
00660	Professional Fees-Legal/Acctg	.00	460.00
00670	Room Rental/Events	.00	1,738.01
00675	Social Committee Expenses	225.00	12,168.47
00690	Taxes-California	.00	10.00
00799	Previous year(s) adjustment	.00	(3,404.46)
	<b>TOTAL EXPENSES</b>	<b>4,690.99</b>	<b>54,072.93</b>
	<b>CURRENT YEAR NET INCOME</b>	<b>5,762.58</b>	<b>69,946.19</b>

**Hiddenbrooke Property Owners Association, Inc.**

As of 12/31/14

		ASSETS	
CASH IN BANK			
100	Union Bank-Checking Account	\$	10,698.39
101	Union Bank - New Checking		38,976.28
114	Union Bank CD #1924		15,479.57
116	Union Bank CD #2518		15,245.03
130	Union Bank CD #1577		17,416.12
131	Union Bank CD #9414		20,144.42
132	Union Bank CD #5024		20,175.55
133	Union Bank CD #7962		35,138.46
	<b>Total Cash in Bank</b>		<hr/> \$ 173,273.82
ACCOUNTS RECEIVABLE			
160	Accounts Rec.- Owners	\$	33,619.03
161	Accounts Rec.- Stmt Fees		6,145.00
162	Accounts Rec.- Interest		7,774.90
163	Accounts Rec.- Fines		122,378.01
164	Accounts Rec.- Collections		360.00
165	Accounts Rec.- 15 Day Notice		625.00
170	Allowance Uncollectable A/R		(90,594.93)
	<b>Total Accounts Receivable</b>		<hr/> \$ 80,307.01
180	Receivable-HMD Fund	\$	4,552.32
	<b>TOTAL ASSETS</b>		<hr/> \$ 258,133.15 =====
LIABILITIES & EQUITY			
CURRENT LIABILITIES			
206	Welcome Baskets - HCA	\$	182.86
207	Family Events - HCA		2,000.00
210	Prepaid Owner Assessments		3,192.08
220	Accounts Payable		275.00
	<b>Total Current Liabilities</b>		<hr/> \$ 5,649.94
EQUITY			
320	Retained Earnings	\$	182,537.02
	Current Year Net Income		69,946.19
	<b>Total Equity</b>		<hr/> \$ 252,483.21
	<b>TOTAL LIABILITIES &amp; EQUITY</b>		<hr/> \$ 258,133.15 =====