



**Minutes**  
**Open Session**  
**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors Meeting**  
**Wednesday, February 17, 2016 – 7:30 PM**  
**Garden Room – Hiddenbrooke Golf Club**

- 1) **Open Session:** Call to Order 7:38 PM – Jennifer Pollard, President
- 2) **Attendance/Introductions**
  - A. **Board Members:** Jennifer Pollard, Nancy Berke, Ian Forsyth (*absent*), Maria Andrews, Allen Wildermuth, Aya Aly
  - B. **Service Providers:** 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	0
Reimbursable assessments levied	0
New fines assessed	7
Homes in collection – Pro Solutions	3
Homes with Small Claims Court Actions	34
Judgments/ <i>settlements</i> received since last Board Meeting	4

- 4) **Minutes:** Motion: Approve minutes of Board of Directors Meeting on January 20, 2016 as submitted. *Approved*
- 5) **Community Forum:**  
*Resident spoke about a barking dog issue.*
- 6) **Consent Calendar: Approval of Agenda, Bills for Payment and Business Conducted Since Last Meeting:**  
  
Motion: Approve Open Agenda as submitted *Approved*  
  
Motion: Approve bills for payment as submitted by Financial Manager totaling \$8,040.52\_\_\_\_\_ (Attach list to agenda when available.)

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

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

Number of letters sent	35
Number of violations on hold	4
Number of violations which were resolved	27
Recommended for fine (Closed Session Hearing)	7
Emails answered/sent	116
Phone calls	48
Next Verification Drive	TBD/

8) **Financial Report- Ian Forsyth** [Financial reports from Pacific Union attached](#)

1. Financial Statements for January 20, 2016
  - a. Checking Account Balance \$
  - b. Checking Account Balance and Certificates of Deposit \$
  - c. Comments on any large non recurring expenditures or unusual bills

9) **New Business**

1. Upcoming Elections (mailing costs and attachments) [Approved. To be mailed around March 1st.](#)
2. Statement of Information- Ian Forsythe [Discussed in closed session](#)
3. Lt. Nichelini- Safety and Traffic [Cancelled due to schedule conflict. Discussed planning a community meeting instead of addressing a board meeting. Aya will work with Ted Davis on this.](#)
4. [Proposed Newsletter article about local charitable group. Guidelines were established. Secretary to re-work article and submit for approval.](#)

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 on Welcome Center. Also reported that the pad for the bocce storage container has been poured at the park.](#)
- B. **Governmental Affairs:** Chris Brittle [Jen gave report that covered both Governmental Affairs and HID. A copy of the letter that was sent to the City of Vallejo is attached. Adding an HID tab on the website was discussed.](#)
- C. **Hiddenbrooke Maintenance District Advisory Committee:** Jen Pollard [Gave report. Sprinklers in median are being lowered and capped and the area will be barked in April. Some lane closures will be needed to facilitate this.](#)
- D. **Hiddenbrooke Improvement District Advisory Committee:** Ian Forsyth [See "B" above.](#)
- E. **Hiddenbrooke Architectural Review Committee:** Aya Aly [Gave Report](#)

F. **Hiddenbrooke Social Committee:** Nancy Berke Gave report. Next party to be May 21st. Mary Anne Tirrell and Debbie Kalfas will continue to co-chair.

11) **Old Business**

1. Resident Access Card: Update- Allen Wildermuth Gave report. 894 residents have signed up - approx. 75%
2. Open Board Positions Search for new candidates is ongoing.
3. Possible Increase in dues for 2016? Tabled. To be discussed next meeting.
4. Pac Union - DS resource- Allen Wildermuth Discussed

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

1. Boundless Grace Church- Easter Egg Hunt

13) **Next Meeting:** March 16, 2016 at 7:30pm

14) **Adjournment: 9:15**

15) **Attachments:**

Financials from January

**Hiddenbrooke Property Owners Association, Inc.**

As of 01/31/16

		<b>ASSETS</b>	
<b>CASH IN BANK</b>			
100	Union Bank-Checking Account	\$ 7,217.02	
101	Union Bank - New Checking	42,644.21	
110	Union Bank MM .20%	123,794.56	
	<b>Total Cash in Bank</b>	<hr/>	\$ 173,655.79
<b>ACCOUNTS RECEIVABLE</b>			
160	Accounts Rec. - Owners	\$ 15,476.43	
161	Accounts Rec. - Stmt Fees	2,778.98	
162	Accounts Rec. - Interest	13,090.44	
163	Accounts Rec. - Fines	103,044.86	
164	Accounts Rec. - Collections	4,443.46	
165	Accounts Rec. - 15 Day Notice	485.00	
168	Accounts Rec. - Resident Access	11,761.10	
170	Allowance Uncollectable A/R	(75,766.28)	
	<b>Total Accounts Receivable</b>	<hr/>	\$ 75,313.99
180	Receivable-HMD Fund	\$	151.18
	<b>TOTAL ASSETS</b>	<hr/>	\$ 249,120.96
			=====

		<b>LIABILITIES &amp; EQUITY</b>	
<b>CURRENT LIABILITIES</b>			
207	Family Events - HCA	\$ 2,000.00	
210	Prepaid Owner Assessments	3,528.72	
	<b>Total Current Liabilities</b>	<hr/>	\$ 5,528.72
<b>EQUITY</b>			
320	Retained Earnings	\$ 187,727.98	
	Current Year Net Income	55,864.26	
	<b>Total Equity</b>	<hr/>	\$ 243,592.24
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<hr/>	\$ 249,120.96
			=====

**Hiddenbrooke Property Owners Association, Inc.**

**Income Statement**

Period: 01/01/16 to 01/31/16

Description		Current Actual	Year-To-Date Actual
INCOME			
00400	Assessments	.00	67,155.00
00410	RAP Assessment	(45.00)	54,945.00
00425	Advertising Income	.00	375.00
00430	Admin Fees-Past Due Statement	(55.00)	1,409.00
00440	Fines	950.00	20,300.00
00450	HARC Plan Fees	50.00	900.00
00460	Interest Income-Union Bank	15.55	116.99
00461	Interest Accrued-CDs	.00	6.56
00470	Interest Income-Owners	1,100.74	7,070.30
00485	RAP Expense Reimbursements	.00	6,145.72
00490	Miscellaneous Income	86.00	4,680.66
00491	Social Committee Income	.00	1,360.00
	TOTAL INCOME	<u>2,102.29</u>	<u>164,464.23</u>
EXPENSES			
00510	Bad Debts	.00	336.49
00520	Board & Committee Expenses	.00	391.24
00530	Collection Costs	170.00	4,931.13
00535	Computer, Software, Support	135.02	3,122.44
00536	Hiddenbrooke Improvement Cost	780.00	1,665.54
00540	Insurance Expense	.00	7,879.00
00560	Internet/ Webmaster Expense	300.00	300.00
00570	Management-CC&Rs	675.00	6,642.00
00580	Management-Financial	1,995.00	14,077.50
00590	Management-Assistant	.00	2,790.50
00600	Management-Landscape Approval	1,095.83	11,568.03
00610	Miscellaneous	6.00	159.79
00620	Newsletters	.00	1,462.24
00630	Office Supplies	.00	297.40
00640	Photocopies & Printing	19.95	1,515.98
00650	Postage & Delivery	52.10	1,456.33
00655	RAP Expenses	.00	3,645.29
00656	RAP Paid to Golf Club	805.51	41,115.90
00660	Professional Fees-Legal/Acctg	120.00	2,225.10
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	(182.86)	42.14
00680	Storage	22.00	132.00
00690	Taxes-California	.00	10.00
00710	Taxes-Other	.00	35.00
00715	Uncollected Assessments	.00	220.00
00799	Previous year(s) adjustment	.00	(182.50)
	TOTAL EXPENSES	<u>5,993.55</u>	<u>108,599.97</u>
	CURRENT YEAR NET INCOME	(3,891.26)	55,864.26