



MINUTES
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, February 18, 2015 – 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-HARC Aya Ali and one OPEN DIRECTOR POSITION
- B. **Service Providers:** Pacific Union Property Management—Jody Burton, Elizabeth Mathern (administrative assistant)
- C. **Invited Committee Chairs and Guests:** Richard Tirrell (Welcome Center Manager)
- D. **Members: Allan Yeap, Ted Davis, Bob Kile**

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	1
Homes in collection – Pro Solutions	6
Homes with Small Claims Court Actions	21
Judgments received since last Board Meeting	0
Judgments paid off	0
Problem homes discussed	3

IV. **Minutes:** Motion: Approve minutes of Board of Directors Meeting on January 21, 2015 as submitted. Approved

V. **Community Forum:** *Bob Kile, 2732 Overlook, spoke to the board about a barking dog problem.*

VI. **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 \$6020.00 (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	105
Number of violations on hold	9
Number of violations which were resolved	4
Recommended for fine (Closed Session Hearing)	16
Emails answered/sent	161
Phone calls	58
Next Verification Drive	3/10/15

B. **Foreclosed Home Program**

Number of homes tagged with violation notice	0
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 January 31, 2015
 - a. Checking Account Balance \$46153.09
 - b. Checking Account Balance and Certificates of Deposit \$123,599.15
 - c. Comments on any large non recurring expenditures or unusual bills
Received reimbursement from City of Vallejo for reimbursable Welcome Ctr. Expense
2. General comments on phone calls/problems
3. Procedure changes

B. **Treasurer – Ian Forsyth**

1. Status of credit card and debit card Decision made to keep old account with small balance in it in order to continue to use old debit card.
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 report](#)

B. **Governmental Affairs:** Chris Brittle [Written report and additional comments by Richard Tirrell](#)

C. **Hiddenbrooke Maintenance District Advisory Committee:** Joyce Estes [Written report. Board would like a more detailed report with copy of punch list.](#)

D. **Hiddenbrooke Improvement District Advisory Committee:** Chris Brittle [Allen Wildermuth discussed Chris Brittle written report and requested another report in March from the committee.](#)

E. **Hiddenbrooke Architectural Review Committee:** Aya Ali [Gave report.](#)

F. **Hiddenbrooke Park Advisory Committee –** Fred Warren [\(not present\) Park to open sometime in May.](#)

G. **Social Committee:** Jen Pollard [Gave report](#)

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

X. **Old Business**

XI. **New Business**

A. **One board position open**

B. **Director positions open for HMD**

C. **Ann Baldwin:** Videos for HB website: Nancy to pass on Ann's contact information to Ian to give to programmer.

D. **Annual General Meeting:** June 17, 2015 6:30 To be combined with June Board meeting.

E. **Elections & Who is running:** Maria Andrews and Ian Forsyth will stand for re-election.

F. **Mail Box & Message Board** Jen gave report on condition of mailbox which is leaking and the Message Board which has a broken hinge.

G. **Park – HPOA Opening Party** Discussed having an HPOA sponsored party with music, catered food (or food truck), balloon lady, clown, photographer. Discussion to be continued at the March meeting.

H. **Meals for meetings** Sandwiches or similar to be ordered for interested board members. HPOA will reimburse costs. Approved

I. **Welcome Center-Cleaning Contracts:** Contract awarded to Frank's cleaning service. Every week for two week, and twice a month thereafter. Approved for a 3 month period.

J. **HB Times Newsletter – mailing** Newsletter to be mailed out to all residents.

XII. **Upcoming Events and Future Agenda Items:**

A. Social Party 3/7/15

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

XIV. **Adjournment:** 9:43pm

XV. **Attachments**

HMDAC Report – Feb 2015

HID Report – Feb 2015

Hiddenbrooke Maintenance District Advisory Committee

Report to HPOA Board, Feb 2015

By Joyce Estes, Chair

Our committee of eight residents meets about four times a year to assist the City in the management of our district. In January, the HMD Inspector Donny Burton and the committee decided to continue the upgrade of our parkway starting with the median just past the Welcome Center and continuing to the trail head where there in the landscaping. Coast Landscaping has already started the removal of all the plants except the trees. No more than two rows of plants will be added and all unused sprinkler heads will be lowered and the area will be covered with bark. We also have a list of four other areas where small groups of plants will be added like Reflection's Park, Orchard's Monument, and Overlook-Olivewood corner. We plan to continue the parkway upgrade in the fall.

Our maintenance district contract will be going out to bid in the Spring so we could have a new contractor in July. The new contract will have the following major changes effective July 1st:

1. Firebreak maintenance areas are being reduced based upon the cities latest standards. This means that the minimum fire break in some areas may be 20' from the fence. These standards will apply in the spring of 2016.
2. Our roses will be now be fertilized three times a year instead of twice.
3. Areas on the West side of McGary Road will no longer have the weeds sprayed and trash removed as the City has determined that we can no longer provide maintenance in areas that are not part of our District. So you can expect maintenance only on the HMD side and then only for about 150 feet North and South on th4e East side. Anything else will need to be done by volunteers.

The 2015 Engineer's Report has been reviewed by our committee and we expect the final version to go to City Council in early May. We have worked to make sure that the HMD Boundary Map is correct and that the description of services provided is meaningful to the reader.

Joyce will be meeting with Don Burton on Feb. 18th to review progress on the parkway and other areas slated for upgrade by May.

Hiddenbrooke Improvement District (HID) Report to Board
February 18, 2015 HPOA Board Meeting
Chris Brittle

There will be a community informational meeting on the I-80 Interchange plans. City staff and their consultants will conduct the meeting. We will advertise it for them on HB NEWS and the Message Board.

Thursday, February 26
Garden Room at the Club
Meeting starts at 7 pm.

The City will go over the background on the project, what's been going on recently, and current plans for Phase 1 and Phase 2.

Phase 1 is a set of short-term, low cost projects that our I-80 Committee supports:

- right hand turn lane for Hiddenbrooke residents coming off the EB off ramp into Hiddenbrooke
- elimination of informal Park and Ride lot by installing a white fence (similar to all the others in Hiddenbrooke) and boulders near the road
- elimination of constant big rig truck parking on the I-80 EB on ramp on our side of the freeway by adding a sloped dirt area next to the on ramp

Phase 2 is the traffic improvements that could be constructed to improve the current configuration and handle future growth (determined by taking new traffic counts and then developing some new traffic forecasts)

- minor traffic improvements, such as adding another right hand turn lane on the WB off ramp side on the American Canyon side of the freeway
- smart signals, one on each side of the overcrossing that would sense traffic and not build in permanent and inconvenient delays
- roundabout (no signals) – the consultants will be doing a preliminary feasibility analysis to determine if a roundabout would work, before spending a lot of money on this concept.