



**Minutes
Open Session**

**Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, April 15, 2015 – 7:30 PM**

Garden Room – Hiddenbrooke Golf Club

1) **Open Session:** Call to Order 7:31 PM – Jennifer Pollard, President

2) **Attendance/Introductions**

- A. **Board Members:** Jen Pollard, Secretary Nancy Berke, Treasurer Ian Forsyth (absent), Director-CC&Rs Maria Andrews, Director-Contracts Allen Wildermuth, Director-HARC Aya Ali
- 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), Chris Brittle (Governmental Affairs), Joyce Estes (HMD Chairperson)

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	1
Homes in collection – Pro Solutions	N/A
Homes with Small Claims Court Actions	N/A
Judgments received since last Board Meeting	N/A
Problem homes discussed	0

4) **Minutes:** Motion: Approve minutes of Board of Directors Meeting on March 18, 2015 as submitted. Approved

5) **Community Forum:** Ted Davis presented a paper about traffic, Mary Pearsall spoke about asking the City of Vallejo to agree to cover any repair costs that may occur when the waterfall is turned back on. Kevin Elliott spoke in agreement of this.

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
 \$ 8,424.83 (Attach list to agenda when available.) -
 Approved

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

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

Number of letters sent	88
Number of violations on hold	10
Number of violations which were resolved	39
Recommended for fine (Closed Session Hearing)	1
Emails answered/sent	163
Phone calls	42
Next Verification Drive	5/12/15

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	4
Number of homes that had landscape maintenance work	0

8) **Financial Report**

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

1. Financial Statements for March 31, 2015
 - a. Checking Account Balance \$54,893.59
 - b. Checking Account Balance and Certificates of Deposit \$178,492.94
 - c. Comments on any large non recurring expenditures or unusual bills
2. General comments on phone calls/problems
3. Procedure changes None

B. **Treasurer – Ian Forsyth**

1. Report N/A

- 9) **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 Submitted written report
 - B. **Governmental Affairs:** Chris Brittle Submitted written report
 - C. **Hiddenbrooke Maintenance District Advisory Committee:** Joyce Estes - No report
 - D. **Hiddenbrooke Improvement District Advisory Committee:** Chris Brittle Submitted written report
 - E. **Hiddenbrooke Architectural Review Committee:** Submitted written report of minutes of HARC meeting. Stephen Lane also gave report.
 - F. **Hiddenbrooke Park Advisory Committee –** Fred Warren gave report. Meeting with City of Vallejo and GVRD schedule for 4-16-15.
 - G. **Social Committee:** Jen Pollard - Gave report. May be looking for new chairs of Social Committee and Welcome Committee
- 10) **Old Business**
- A. Park- Opening Day Party - Tabled
- 11) **New Business**
- A. **Annual General Meeting:** June 17, 2015 6:30
 - a) Presentations/Reports
 - B. **Emails to the board:** All board members should be copied. Jen to draft language
 - C. **Candidates:** Jen and Nancy to work on ideas for candidate recruitment.
- 12) **Upcoming Events and Future Agenda Items:**
- 13) **Next Meeting:** May 20, 2015 at 6:30pm (Closed) 7:30 (Open) in the Garden Room.
- 14) **Adjournment: 8:33**
- 15) **Attachments**
- A. March 2015 Financials
 - B. Welcome Center Report
 - C. HID/Government Affairs Report
 - D. HARC Meeting minutes

Hiddenbrooke Property Owners Association, Inc.

As of 03/31/15

		ASSETS	
CASH IN BANK			
100	Union Bank-Checking Account	\$ 10,293.86	
101	Union Bank - New Checking	44,599.93	
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	
	Total Cash in Bank	<hr/>	\$ 178,492.94
ACCOUNTS RECEIVABLE			
160	Accounts Rec.- Owners	\$ 18,883.23	
161	Accounts Rec.- Stmt Fees	5,605.00	
162	Accounts Rec.- Interest	8,538.78	
163	Accounts Rec.- Fines	131,960.67	
164	Accounts Rec.- Collections	443.31	
165	Accounts Rec.- 15 Day Notice	550.00	
170	Allowance Uncollectable A/R	(83,517.96)	
	Total Accounts Receivable	<hr/>	\$ 82,463.03
180	Receivable-HMD Fund	\$	1,024.23
	TOTAL ASSETS	<hr/>	\$ 261,980.20
			=====

		LIABILITIES & EQUITY	
CURRENT LIABILITIES			
206	Welcome Baskets - HCA	\$ 182.86	
207	Family Events - HCA	2,000.00	
210	Prepaid Owner Assessments	3,783.39	
	Total Current Liabilities	<hr/>	\$ 5,966.25
EQUITY			
320	Retained Earnings	\$ 182,537.02	
	Current Year Net Income	73,476.93	
	Total Equity	<hr/>	\$ 256,013.95
	TOTAL LIABILITIES & EQUITY	<hr/>	\$ 261,980.20
			=====

Hiddenbrooke Property Owners Association, Inc.

Income Statement

Period: 03/01/15 to 03/31/15

Description	Current Actual	Year-To-Date Actual
INCOME		
00400 Assessments	.00	67,155.00
00425 Advertising Income	290.00	740.00
00430 Admin Fees-Past Due Statement	600.00	2,555.00
00440 Fines	6,675.15	55,675.15
00450 HARC Plan Fees	50.00	1,150.00
00461 Interest Accrued-CDs	.00	292.92
00470 Interest Income-Owners	1,376.62	5,116.26
00490 Miscellaneous Income	20.00	1,844.49
00491 Social Committee Income	590.00	12,745.00
 TOTAL INCOME	 <u>9,601.77</u>	 <u>147,273.82</u>
EXPENSES		
00530 Collection Costs	.00	336.00
00535 Computer, Software, Support	1,147.03	4,698.55
00536 Hiddenbrooke Improvement Cost	853.94	1,271.54
00540 Insurance Expense	.00	8,909.00
00560 Internet/ Webmaster Expense	300.00	300.00
00570 Management-CC&Rs	931.50	7,895.40
00580 Management-Financial	2,145.00	20,246.60
00585 Graffiti Removal	.00	20.62
00590 Management-Assistant	720.75	4,628.19
00600 Management-Landscape Approval	1,017.50	6,625.55
00610 Miscellaneous	.00	.95
00620 Newsletters	1,363.02	2,276.66
00630 Office Supplies	79.26	475.55
00640 Photocopies & Printing	45.25	818.40
00650 Postage & Delivery	178.91	3,211.07
00660 Professional Fees-Legal/Acctg	180.00	640.00
00670 Room Rental/Events	54.31	1,792.32
00675 Social Committee Expenses	293.84	12,844.95
00690 Taxes-California	.00	10.00
00735 Uncollected Fines, etc	.00	50.00
00799 Previous year(s) adjustment	.00	(3,254.46)
 TOTAL EXPENSES	 <u>9,310.31</u>	 <u>73,796.89</u>
 CURRENT YEAR NET INCOME	 <u>291.46</u>	 <u>73,476.93</u>

Welcome Center Report – Richard Tirrell
HPOA Board Meeting – April 15, 2015

LED Stop signs installed last week, Officers say fewer drivers running the signs. LED signs to be installed this week at Country Club Drive intersection, where school bus drops off and golf carts cross. Will begin looking at new recorder for Welcome Center that is still compatible with older cameras, and looking at WiFi camera system for Park after transfer to GVRD. Nick Conrad and Ed Medina advisors. I am out of town for 2 weeks. In daily contact with Security via cellphone and Daily reports review.

HID Report – Chris Brittle
HPOA Board Meeting – April 15, 2015

HID Meeting with City: This is scheduled for April 21 at 3 pm in the City Offices and will include both Public Works and Finance Staff. We will probably need to write a letter requesting a levy reduction for our taxes after the meeting and we will know more about what to ask for after we have our face to face. I did send an email to Jill Mercurio letting her know what HID bond related issues we want to discuss (see below):

-Estimate of Hiddenbrooke pavement repair costs between now and 2031 (term of HID Bond). Funding pavement repairs for Hiddenbrooke streets is the main need we have for the HID bond surplus, yet we have no information on the amount of money required (even though we have requested this information in each of our letters over the past three years). We hope that you will be able to provide an estimate (even back of the envelope) by our meeting on April 21 as this is a topic our group will certainly want to focus on at the meeting. We've also asked, via letter, that future pavement repairs to the Napa County portion of Hiddenbrooke Parkway (less any required contribution from the City) and St John's Mine Rd come out of the HID bond, not HMD.

-St John's Mine Rd Erosion Repairs. We hear that this project is heating up again. As in the past, we continue to identify this project for HID bond funding (not HMD) and support the City's efforts to keep the costs to a reasonable level since it is our taxpayer money at stake. Also, please remember to invite us to any future meetings with the regulatory agencies as we have been invited in the past.

-New concrete sidewalk behind the 18th Tee on the Hiddenbrooke Golf Course (along Bennington Dr). This is currently a deteriorating stretch of asphalt sidewalk, whereas the rest of the sidewalks in Hiddenbrooke are concrete. We understand from HMD staff that this is a public right of way, and we believe replacing this section with concrete would be an excellent use of HID bond funds (for safety, appearance, and maintenance reasons). We have had conversations with the Golf Course and believe they would be in favor of the project as well.

-Repayment of HID funds loaned to complete Hiddenbrooke Park. The mechanism for repayment of the HID bond appears to be in limbo. We would like more details on the City's commitment to help get the HID loan paid back, including an update on the potential sources of funds for the payback identified in the Staff memo to the Council when the transfer of HID funds was authorized.

I-80 Interchange Meeting: Our HPOA Committee will have a meeting with the City in May, and we will talk about progress with the consultant work and how to engage more people in the community in the future decisions that will need to be made. I did have a brief phone call with Marty Hanneman at the City to make sure we are still on track for the meeting.

I think that's it for now.

Chris



Minutes
Hiddenbrooke Architectural Review Committee (HARC)
Garden Room, Hiddenbrooke Golf Club
Wednesday, April 8, 2015
7:00 PM

1. **Call to order:** 7:10pm
2. **HARC Committee Members:** Stephen Lane (Chair), Marcelline Mahern (Administrator), Chris Brittle, Stephne Elliott (arrived 7:45 pm). Absent: Aya Aly (HPOA liaison)
3. **HPOA Board/ CC&R Manager:** None
4. **Guests/ applicants:** Judi Land, Gayla and Tom Di Maggio, Darlene Galindo, Patrick and Rick Larsen, Chris Patton and Joyce Estes
5. **Minutes:** The March minutes were approved and posted prior to the meeting
6. **Items approved by HARC Committee in March and applicant notified**
2618 Marshfield Road/Sandu – front yard landscaping and addition of cement
1658 Landmark/Lozada – tree removal and nonconforming gate
7. **Solar applications approved by Chair Stephen Lane**
3005 Overlook Drive/Solomon
2575 Marshfield Road/Pfann
5124 Carisbrooke Lane/ Pfann
4215 Rose Arbor/ Pfann
2327 Lansdowne Lane/ Virgino
8. **New projects:**
 - a. **2756 Overlook/ Hendl-** repaint house with new colors. (denied 3 to 0)
Mr. Hendl provided paint samples that have not been observed in the Masters subdivision. The committee is requesting larger paint samples or the opportunity to view the paint on sections of the actual house. The proposed house color, Jungle Khaki looked green in some light and was difficult to determine the true tone. The shade of blue proposed for the trim was especially concerning as blue has been avoided in the past. It was also noted that the garage should definitely not be painted the same blue as the trim but in the lighter trim color or the same as the body of the house. The committee is asking that he provide the information and resubmit his application.
 - b. **5078 Staghorn/ Land** – replace backyard patio and sidewalk on side of house in front and back. (approved 3 to 0). The applicant is replacing the existing lawn and planted borders with new sod and plants chosen from the approved plant list. This area is over 60% of her back yard. The remaining yard which is currently made up of irregular pavers is being replaced with stamped concrete. She is also adding a new sidewalk in the front of the house that runs from the driveway to the gate.

c. **2843 Olivewood Drive/ Lopez** – backyard landscaping, addition of cement and cement walkway and a shed (denied 3 to 0). The committee had multiple questions regarding the plan. The main issues were: the percentage amount of cement versus the overall backyard; the visibility of the shed from the street; and the side yard setback for sheds. The committee is asking for a revised plan that addresses the concerns.

d. **1544 Landmark/DiMaggio** – backyard landscaping and patio. (approved 3 to 0). The applicants are proposing to completely remodel their backyard. They recently purchased the house and want a yard they can use and enjoy. The yard currently is a mixture of dead grass, large pavers and weeds. They are planning on a cement patio with large borders of approved plants and trees around the perimeter. They also want to add a walkway to the front fence gate. In general their yard is small and offers little opportunity to have a usable patio and fall within the 50% limitation on cement. Although the home backs up to the golf course, it cannot be seen.

e. **4111 Summergate Ave./Galindo** – house paint and patio (approved 3 to 0). The applicants live in the Villages subdivision and had approval from their HOA. They were applying to change the color of the house and add a small patio to the backyard. They provided very large paint samples and photos of the house with a sample of the paint. The proposed patio fell within the 50% cement guideline and would give them a nice usable area for furniture.

f. **6691 Chalk Hill/ Patton** – addition of backyard patio (approved 3 to 0). The applicant lives in the Summitt and had the approval of the HOA. He is proposing to add a stamped and colored concrete patio. His yard is currently unimproved. The patio will provide a usable area for furniture, etc. He will come back to the committee when he is ready to add landscaping using the approved plant and tree list a guide.

g. **5042 Staghorn/Larsen** – change color of house paint trim only (approved 3 to 0). This was treated as a minor project and no application was provided per Stephen Lane. The Larsens did provide samples of the colors.

9. **Upcoming Projects:**

a. **1797 Durrow Court** - Large custom home and covered pool.

A preliminary presentation was made in September. Comments were received and the applicant is expected to return in a few months with an update. Stephen Lane is to contact them as it has been over six months since their presentation.

b. **2627 Feldspar/Lee**

c. **4056 Nottingham/Paladini**

d. **6383 Newhaven/Hanelik**

e. **1658 Landmark/Lozada**

10. **Issues Discussed and recommendations to the Board**

A. Artificial Turf

a. Artificial Turf Samples:

The Committee previously approved the use of Heavenly Greens Field Turf and SynLawn Fescue (SF 254 and SF 256) as approved artificial turf products. These samples are to be included in the overall recommendation to the Board.

b. Use of Artificial turf in backyards.

The Committee is recommending that the amount of artificial turf be allowed as follows:

- 25 % (small yards) to 30% (large yards) of the back and side yards are to be in irrigateable landscaping, meeting the overall tree requirement and according to the approved plant and tree list.
- No more than 50% of the back and side yards can be concrete or a non-pervious substance.

- Artificial turf or artificial turf combined with a non-pervious surface is allowed up to 75% of the yard for small yards and 70% of the yard for large yards.
- Samples must be provided with any HARC application if they are not one of the approved products.
- All artificial must have at least a 15 year warranty and proof of warranty provided to HARC.

c. Front yards - The committee is not recommending artificial turf for front yards at this time. HARC will evaluate the various products and their durability and appearance for at least 24 months. The Committee is considering the option that the HPOA allow the use of natural zero-scape or ground cover for front yards in lieu of natural grass to conserve water. Additional review and research to be done before a detailed recommendation is provided to the HPOA Board for approval.

B. Time limits on approvals

The Committee is recommending that a time limit on all approvals depending on the nature and extent of the work being proposed be imposed by the Board. It was suggested that each construction project must commence within one year of the approval and be completed within two years. Smaller landscaping projects will have time limitations based on a case by case basis. Project not completed within the time limit given as a condition of approval will require a resubmittal and new fee.

11. Minor Projects:

There were no other minor projects.

12. Board Reports: NONE

13. Future Meetings: The next meeting is scheduled for May 13, 2015

14. Adjourned: 9:00 pm