



Minutes

Open Session

**Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, April 27, 2016 – 7:30 PM**

Garden Room – Hiddenbrooke Golf Club

- 1) **Open Session:** Call to Order 7:36 PM – Jennifer Pollard, President
- 2) **Attendance/Introductions**
 - A. **Board Members:** Jennifer Pollard, Nancy Berke, Ian Forsyth, Maria Andrews, Allen Wildermuth, Aya Aly(Absent)
 - B. **Service Providers:** Elizabeth Mathern (administrative assistant), Marcelline Mahern (HARC Administrator), 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	0
Homes in collection – Pro Solutions	3
Homes with Small Claims Court Actions	4
Judgments received since last Board Meeting	3

- 4) **Minutes:** Motion: Approve minutes of Board of Directors Meeting on March 16, 2016 as submitted. **Approved**
- 5) **Community Forum:** *None*
- 6) **Consent Calendar: Approval of Agenda, Bills for Payment and Business**
Approved, but noted that Frank's Janitorial Bill is missing. They also forgot to pay the 2 Visa bills that were sent to them. This was discovered after the meeting

Conducted Since Last Meeting:

Motion: Approve Open Agenda as submitted

Motion: Approve bills for payment as submitted by Financial Manager totaling **\$10,426.99** **Note that \$8,420.58 was paid to golf course.**

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

A. CC&Rs Violation Summary:

Number of letters sent	63
Number of violations on hold	6
Number of violations which were resolved	13
Recommended for fine (Closed Session Hearing)	15
Emails answered/sent	112
Phone calls	42
Next Verification Drive	TBD/

8) Financial Report- Ian Forsyth

1. Financial Statements for March 16, 2016
 - a. Checking Account Balance \$40,818.57 Money Market: \$123,805.04
 - b. Checking Account Balance and Money Market Account \$ 164,623/61
 - c. Comments on any large non-recurring expenditures or unusual bills

9) New Business

1. Candidates Night- Allen Wildermuth Discussed with golf course. Possibly 7:30-9:30 PM with a no host bar. Mayoral candidates only were discussed but comments from the membership indicated interest in including City Council candidates. The club quoted \$400.00 for use of room. Issue was tabled.
2. Memorial for Joyce Estes- Nancy Berke Several proposals for a memorial were read and discussed. More research needs to be done and issue was tabled. Comments from membership indicated that they would like to be included in the decision making process.
3. National Night Out- August 2nd at clubhouse. Jen and Richard Tirrell will work on this.
4. De-Annexation- Hughes & Gill Melissa Ward Gave presentation about options to bring HPOA into compliance with Secretary of State's requirements. The options were as follows: a) Amend Articles of Incorporation at a cost of \$2,000.00. This requires a vote of the membership and approval of a majority of a quorum. b) Amend CC&R's to clarify or de-annex common areas. this is much more complex and Hughes and Gill could not estimate the costs. A vote would be required and require approval of a majority of voting power of the membership. c) Wait and do nothing and address the issue when CC&R's are amended a future date. The board voted for option a and approved the following resolution: Resolved: The HPOA board will an attorney to draft language to amend the Articles of Incorporation to reflect the appropriate corporate entity as required by the Secretary of State. The board will also make arrangements to have the membership vote on the amendment.
5. Welcome Center Contract-Allen Wildermuth Discussed in closed session.

- 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](#). [New blinds were authorized for the Welcome Center.](#)
 - B. **Governmental Affairs:** Chris Brittle [No report](#)
 - C. **Hiddenbrooke Maintenance District Advisory Committee:** Jen Pollard [Report received from Birgit Ricard, the new HMDAC chair. Report will be attached to minutes.](#)
 - D. **Hiddenbrooke Improvement District Advisory Committee:** Ian Forsyth [No report](#)
 - E. **Hiddenbrooke Architectural Review Committee:** Aya Aly [One issue discussed in closed session](#)
 - F. **Hiddenbrooke Social Committee:** Nancy Berke [Gave report which will be attached in the minutes.](#)
- 11) **Old Business**
- 1. Resident Access Card: Update- Allen Wildermuth [Gave report - going well.](#)
 - 2. Open Board Positions [Several candidates have expressed interest in joining the board.](#)
 - 3. Possible Increase in dues for 2016? [Tabled](#)
 - 4. Pac Union - DS resource- Allen Wildermuth [Pacific Union quoted \\$1.99 each to process email addresses. Other options are being considered.](#)
 - 5. Upcoming Elections- Allen Wildermuth [Tabled](#)
 - 6. Statement of Information- Ian Forsyth [Filed](#)
 - 7. Traffic & Safety- Aya Aly (Ted Davis) [Working on this project.](#)
 - 8. Annual General Meeting AGM- June 15, 2016- PPP -Update [Open meeting at 6:30 and closed session afterward. Power Point slides and information for each committee is due to Jen by 05/15/16](#)
- 12) **Upcoming Events and Future Agenda Items:**
- 1. Social Party [May 21, 2016.](#)
 - 2. [National Night out: August 2, 2016](#)
- 13) **Next Meeting:** May 18, 2016 at 7:30pm
- 14) **Adjournment:**
- 15) **Attachments**
- [Social report](#)
 - [HMDAC report](#)

Social Report – April 27, 2016

Committee met on March 23rd and set May 21st as next party, titled Spring Fling.

We re-worked the flyer to hopefully eliminate a few issues ie

- Children

- People not bring an appropriate appetizer

- Too many showing up at door, making it hard to plan

We discussed future hosts and came up with several names that we will contact later on.

We will probably only have one more party this year, possibly in September.

We also discussed having the ability to take credit cards for payment, either on-line, or at the door. Nancy called Pacific Union and current options are unacceptable because each transaction would be charged \$15.00 and Jody said she would have to credit each homeowner the money and then back it out and post it to social when she got the final accounting. We may have another way. If we have a Square account, hopefully the money can be accounted for separately and reconciled with the final list after the party. This will be discussed by HPOA.

The insurance has been ordered and the check will be signed at tonight's meeting.

HMD Committee Report

Submitted by: Birgit Rickert, Chair

Date: April 27, 2016

Coast performed the following task during April, 2016

1. Continue with Olive tree trimming along Hiddenbrooke parkway (haven't touched the oak trees)
2. Lay bark along parkway starting at trail head to Welcome Center
3. Cut fire breaks on eastern sections of Hiddenbrooke
4. Mowed grass in Orchards by Walnut trees
5. Replanted 3 Crepe Myrtles that had died on Willow Road?
6. Weed control by Wisterias near entrance and other areas all over HB
7. Planted summer annuals in front of Waterfall

Tasks to be performed during May, 2016 by Coast Landscaping

1. Continue with fire breaks on western side of Hiddenbrooke
2. Weed spraying – ongoing
3. Clearing ditches – ongoing
4. Mow grass again by Walnut Orchard
5. Award contract to new landscape contractor - proposals due to be submitted on May 5th

I will be doing a drive-through next week to take note of what needs attention and submit to Mr Don Burton.

Respectfully,

Birgit Rickert