



MINUTES
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, May 20, 2015 – 7:30 PM

Garden Room – Hiddenbrooke Golf Club

1) **Open Session:** Call to Order 7:30 PM – Jennifer Pollard, President

2) **Attendance/Introductions**

- A. **Board Members: Present:** Jen Pollard, Director-CC&Rs Maria Andrews, Director-Contracts Allen Wildermuth, Director-HARC Aya Aly. **Absent:** Secretary Nancy Berke, Treasurer Ian Forsyth
- 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), Joyce Estes (HMD Chairperson), Don Burton, City of Vallejo

3) **Report from Closed Session—Summary Only**

A. **Member Discipline:** Hearings & Fines – Maria Andrews

Meet & Confer hearings conducted	1
Reimbursable assessments levied	1
New fines assessed	2
Homes in collection – Pro Solutions	6
Homes with Small Claims Court Actions	15
Judgments received since last Board Meeting	0
Problem homes discussed	1

4) **Minutes:** Motion: Approve minutes of Board of Directors Meeting on April 15, 2015 as submitted. **Minutes approved with correction.**

5) **Community Forum:** Ted Davis, of Bennington Drive, attended the traffic meeting at the Vallejo City offices and provided a letter of information to the group. Pat Hendl 2756 Overlook, present for HARC xeriscaping discussion.

6) **Consent Calendar: Approval of Agenda, Bills for Payment and Business Conducted Since Last Meeting:**

Agenda: Motion to add Draft Election Rules to Item 9.a.c. **Approved.** Motion to approve modified agenda - **Approved**

Motion: Approve bills for payment as submitted by Financial Manager totaling \$10,069.30 (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	176
Number of violations on hold	5
Number of violations which were resolved	12
Recommended for fine (Closed Session Hearing)	12
Emails answered/sent	124
Phone calls	53
Next Verification Drive	6/2/15

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	1

Note: Notified Golf Course to mow weeds

8) **Financial Report**

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

1. Financial Statements for April 30, 2015
 - a. Checking Account Balance **\$51,180.15**
 - b. Checking Account Balance and Certificates of Deposit **\$174,779.30**
 - c. Comments on any large non-recurring expenditures or unusual bills - **none**
2. General comments on phone calls/problems – **several calls regarding the timeline for annual statements. She will need a timeline from the Board; Board is waiting for advisor to provide information.**

B. **Treasurer – Ian Forsyth**

1. Report – n/a

9) **New Business**

A. **Annual General Meeting:** June 17, 2015 6:30

- a) Powerpoint presentation/committee reports were discussed – Jen reminded committee chairs to get their reports in to Elizabeth
- b) Ballots/Election – Vicki Idlor is handing ballots this year.
- c) Draft Election Rules (see attached draft document) – Allen Wildermuth presented the information
 - (1) Document was prepared by attorneys

- (2) Due to a change in the law in 2014, HPOA is now under Davis Stirling rules.
- (3) Process:
 - (a) Board will approve the draft document (attached).
 - (b) Then, the rules are mailed out to the membership;
 - (c) Membership votes
 - (d) Rules are adopted
- (4) Motion: Board approve the draft Election Rules as presented. **Approved**

B. Fire Prevention- Don Burton

Don Burton, the Landscape Maintenance Manager, and a representative from the Vallejo Fire Department presented on the Weed Abatement Guidelines and defensible space around homes.

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

- 1. Officer who was the subject of several complaints has been disciplined
- 2. Skateboards are allowed in the new park
- 3. Regarding security cameras in the park, the community will have to do a proposal
- 4. National Night out is August 4

B. Governmental Affairs/I-80: report attached

C. Hiddenbrooke Maintenance District Advisory Committee: report attached

D. Hiddenbrooke Improvement District Advisory Committee: Report attached

E. Hiddenbrooke Architectural Review Committee: Stephen Lane presented on current activities of the committee (see HARC minutes attached); he also discussed 2 xeriscaping plans with the homeowners present, provided draft proposals and recommendations for Board consideration.

F. Hiddenbrooke Park Advisory Committee – Fred Warren reported that the park is open! Very few issues or problems; bocce courts need to be re-surfaced and that work is in process; the scoreboards are on the way; Shane at GVRD is very responsive. Keys to the park are held by Security, GVRD and HPOA. The Frog statue has been ordered.

G. Social Committee: Jen Pollard reported that we are in need of a new chairperson for the House Party committee. The next House party will be on July 18 at the Wildermuth home. The Welcome Committee also needs a volunteer lead. For National Night out, planning is in progress, but we need volunteers to help with the planning and execution of the event.

11) **Old Business - none**

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

13) **Next Meeting:** June 17, 2015 at 6:30pm – the Annual General Meeting!

14) **Adjournment: 10:03pm**

15) **Attachments**

April Financials

HPOA Draft Election Rules

Governmental Affairs/I-80 Planning Update

HMDAC Report

HID Update

HARC minutes

Hiddenbrooke Property Owners Association, Inc.

As of 04/30/15

		ASSETS	
CASH IN BANK			
100	Union Bank-Checking Account	\$ 10,064.62	
101	Union Bank - New Checking	41,115.53	
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/>	\$ 174,779.30
ACCOUNTS RECEIVABLE			
160	Accounts Rec.- Owners	\$ 17,357.97	
161	Accounts Rec.- Stmt Fees	5,105.00	
162	Accounts Rec.- Interest	9,548.03	
163	Accounts Rec.- Fines	133,801.40	
164	Accounts Rec.- Collections	443.31	
165	Accounts Rec.- 15 Day Notice	550.00	
170	Allowance Uncollectable A/R	(80,651.47)	
	Total Accounts Receivable	<hr/>	\$ 86,154.24
180	Receivable-HMD Fund	\$	1,273.31
	TOTAL ASSETS	<hr/>	\$ 262,206.85
			=====
LIABILITIES & EQUITY			
CURRENT LIABILITIES			
206	Welcome Baskets - HCA	\$ 182.86	
207	Family Events - HCA	2,000.00	
210	Prepaid Owner Assessments	4,336.92	
	Total Current Liabilities	<hr/>	\$ 6,519.78
EQUITY			
320	Retained Earnings	\$ 182,537.02	
	Current Year Net Income	73,150.05	
	Total Equity	<hr/>	\$ 255,687.07
	TOTAL LIABILITIES & EQUITY	<hr/>	\$ 262,206.85
			=====

Hiddenbrooke Property Owners Association, Inc.

Income Statement

Period: 04/01/15 to 04/30/15

Description		Current Actual	Year-To-Date Actual
INCOME			
00400	Assessments	.00	67,155.00
00425	Advertising Income	.00	740.00
00430	Admin Fees-Past Due Statement	(60.01)	2,494.99
00440	Fines	5,990.56	61,665.71
00450	HARC Plan Fees	300.00	1,450.00
00461	Interest Accrued-CDs	.00	292.92
00470	Interest Income-Owners	1,160.64	6,276.90
00490	Miscellaneous Income	(40.00)	1,804.49
00491	Social Committee Income	.00	12,745.00
	TOTAL INCOME	<u>7,351.19</u>	<u>154,625.01</u>
EXPENSES			
00520	Board & Committee Expenses	46.84	46.84
00530	Collection Costs	.00	336.00
00535	Computer, Software, Support	417.27	5,115.82
00536	Hiddenbrooke Improvement Cost	.00	1,271.54
00540	Insurance Expense	.00	8,909.00
00560	Internet/ Webmaster Expense	425.00	725.00
00570	Management-CC&Rs	1,012.50	8,907.90
00580	Management-Financial	1,995.00	22,241.60
00585	Graffiti Removal	.00	20.62
00590	Management-Assistant	414.00	5,042.19
00600	Management-Landscape Approval	1,354.30	7,979.85
00610	Miscellaneous	.00	.95
00620	Newsletters	.00	2,276.66
00630	Office Supplies	.00	475.55
00640	Photocopies & Printing	22.29	840.69
00650	Postage & Delivery	81.42	3,292.49
00660	Professional Fees-Legal/Acctg	1,875.70	2,515.70
00670	Room Rental/Events	.00	1,792.32
00675	Social Committee Expenses	.00	12,844.95
00680	Storage	33.75	33.75
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>7,678.07</u>	<u>81,474.96</u>
	CURRENT YEAR NET INCOME	<u>(326.88)</u>	<u>73,150.05</u>
		=====	=====

HIDDENBROOKE PROPERTY OWNERS ASSOCIATION

ELECTION RULES

1. General. These Rules are intended to comply with Civil Code sections 5100 through 5130 and shall apply to member voting: (1) to elect or remove members of the Board of Directors; (2) regarding assessments; (3) regarding amendments to the governing documents; (4) regarding the granting of exclusive use of common area property; and (5) at the discretion of the Board of Directors, regarding any other matter that may be the subject of a vote of Association members.

2. Equal Access to Association Media and Facilities.

2.1 No candidate or Association member advocating a point of view for purposes related to an election covered by these Rules shall be allowed access to any form of Association media, including newsletters, after written ballots are distributed as specified in Section 7.1. until the conclusion of the election.

2.2 No Association funds shall be used for campaign purposes in connection with any election which is subject to these Rules.

2.3 Section 2.1, above, specifies the manner in which the Association shall comply with the legal requirement in Civil Code section 5105(a)(1) that "if any candidate or member advocating a point of view is provided access to Association media, newsletters, or Internet Web sites during a campaign, for purposes that are reasonably related to that election, equal access shall be provided to all candidates and members advocating a point of view, including those not endorsed by the board, for purposes that are reasonably related to the election."

3. Qualifications of Candidates. Candidates for the Board of Directors must meet qualifications as set forth in the Association's Bylaws.

4. Nomination Procedure for Board of Directors.

4.1 Candidates for the Board of Directors shall be nominated as set forth in the Association's Bylaws and as set forth hereafter.

4.2 To the extent not in conflict with the Association's Bylaws:

4.2.1 Approximately 90 days before an election of Directors, the Association shall send to all members, by mail or electronic transmission, a solicitation to become a candidate for the Board of Directors;

4.2.2 Interested persons must inform the Association's managing agent or Board of Directors in writing of their request to be a candidate for the Board of Directors (self-nomination). Nominations for candidates wishing to be included on the mailed ballots shall close on the date established by the Board of Directors; all nominations to be included in the

written ballot must be in writing and delivered to the Board of Directors and/or Inspector(s) of Election by the deadline established by the Board, which deadline shall be in advance of the date on which the ballots are mailed;

4.2.3 The Inspector(s) of Election shall review (including consultation with the Board of Directors if necessary) all persons so responding for compliance with the qualifications identified in the Bylaws;

4.2.4 All qualified persons who timely respond to the Association's solicitation shall be candidates for the Board of Directors at the next election.

4.3 Nominated candidates for the Board of Directors may provide a "candidate statement" which the Association shall enclose with the voting packet mailed to each Association member. The statement shall not exceed 250 words, and shall be delivered to the Association's managing agent in final form by a deadline established by the Board.

4.4 In the event of a vote to elect Directors in conjunction with or following a vote to recall Directors, the timeframe set forth above regarding nominations shall not apply. The timeframe for nominations may be condensed to promptly elect replacement Directors in the event of a recall or potential recall.

5. Inspector(s) of Election.

5.1 The Board shall appoint one or three Inspectors of Election who shall perform all functions required by Civil Code section 5110, including:

5.1.1 Determine the number of members entitled to vote and the voting power of each;

5.1.2 Determine the authenticity, validity and effect of proxies, if any;

5.1.3 Receive and be the custodian of ballots, and direct the location to which ballots shall be sent until tabulated by the Inspector(s) of Election;

5.1.4 Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;

5.1.5. Count and tabulate all votes;

5.1.6 Determine when the election shall close, with the discretion to extend the deadline for voting as necessary;

5.1.7 Determine the results of the election; and

5.1.8 Report the results of the election to the Board of Directors.

5.2 Eligible Inspectors of Election may include:

5.2.1 The Association's manager(s);

5.2.2 The Association's attorney or CPA;

5.2.3 Any Association members who are not members of or candidates for the Board of Directors nor relatives of members or candidates for the Board of Directors; and

5.2.4 Any individuals with a contractual relationship or with no relationship to the Association.

5.3 Unless the Board specifically decides otherwise, the Inspector of Election shall be the Association's managing agent at the time of the election or membership vote.

5.4 The Association may, at the discretion of the Board of Directors, provide reasonable compensation to the Inspector(s) of Election.

5.5 The Association shall indemnify the Inspector(s) of Election in connection with services performed in good faith by the Inspector(s) of Election related to the election.

5.6 The Inspector(s) of Election shall have the sole authority to determine whether to issue a replacement ballot to a member if requested by the member who has not yet returned a completed ballot.

5.7 The Inspector(s) of Election may appoint and oversee additional persons to verify signatures and to count and tabulate votes as the Inspector(s) deem appropriate, provided that the appointed persons would themselves be eligible to serve as Inspector(s) of Election pursuant to Section 5.2, above.

6. Voting Rights.

6.1 Each Association member shall be entitled to a single vote with regard to each matter that is the subject of a pending election. For purposes of these Rules, therefore, all record owners of a single lot shall collectively constitute one "Association member." In an election of Directors, each Association member shall be entitled to cast the number of votes equal to the number of Directors to be elected. However, cumulative voting is not permitted. Write-in candidates are not permitted in an election of Directors.

6.2 Each member's qualifications for voting shall be as specified in the Bylaws.

6.3 The voting period will run from the date on which ballots are distributed (as specified in Section 7.1, below) until the conclusion of the election.

7. Voting Procedures.

7.1 Mailing of voting packets. At least 30 days before the election, the Association shall, by first class U.S. mail, send one voting packet to each Association member. Each packet shall contain the following:

7.1.1 One official ballot;

7.1.2 Copies of all candidates' statements timely received by the Association as specified herein;

7.1.3 Two sealable envelopes. The smaller (inner) envelope shall have no markings identifying the voter. The larger (outer) envelope shall be pre-addressed to the Inspector(s) of Election, Hiddenbrooke Property Owners Association. The upper left corner of the larger envelope shall contain the member's name and address at Hiddenbrooke that entitles the member to vote (or provide spaces to fill in such information) and provide a place for the member's signature;

7.1.4 Instructions on how to use the two-envelope system; and

7.1.5 Notice of the date, time and location of the meeting of the Board or members at which the ballots will be opened and tabulated.

7.2 Ballot content. Each ballot shall contain the following:

7.2.1 In an election of Directors, each candidate's name listed alphabetically;

7.2.2 The identification of any other matter that is the subject of a pending member vote;

7.2.3 A statement of when ballots must be returned by mail or hand delivery.

7.3 Receipt of Ballots.

7.3.1 All ballots shall be received by the Inspector(s) of Election at locations as specified by the Inspector(s) of Election.

7.3.2 If so directed by the Inspector(s) of Election, the Association's management staff shall maintain a log of all ballot envelopes received, noting whether the outer envelopes were signed or unsigned. The Inspector(s) of Election may contact members who return unsigned envelopes and make arrangements for members to sign the envelopes prior to the date that the ballots are opened and tabulated.

7.3.3 Once a ballot has been received by the Inspector(s) of Election, it may not be revoked. A ballot shall be considered received when the voting packet envelope (the outer envelope containing the inner envelope containing the ballot) has been received by the Inspector(s) of Election.

7.3.4 Each ballot received by the Inspector(s) of Election shall be treated as a member present at a meeting for purposes of establishing a quorum if a quorum is required by the governing documents or California law to conclude the election.

7.3.5 All voting packet envelopes containing ballots shall remain sealed and in the possession of the Inspector(s) of Election (at a location designated by the Inspector(s) of Election) until opened and tabulated by the Inspector(s) at a properly noticed, open meeting of the members or the Board of Directors.

7.4 Proxies.

7.4.1 The Association shall have the option, but shall not be obligated, to distribute proxies for any election covered by these Rules. If the Association distributes a proxy form, any instruction given in that proxy directing the manner in which the proxy holder is to vote shall be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain. The proxy holder may then cast the member's vote by secret ballot which will be provided by the Inspector(s) of Election upon presentation of the proxy.

7.4.2 If a member attempts to use a proxy, any instruction given in that proxy directing the manner in which the proxy holder is to vote should be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain. The proxy holder may then cast the member's vote by secret ballot which will be provided by the Inspector(s) of Election upon presentation of the proxy.

7.4.3 In the event the Association's Bylaws are amended to prohibit voting by proxy in connection with votes of the members and/or member meetings, voting by proxy shall not be permitted.

7.5 Election by Acclamation. Because the election of Directors must take place by secret ballot and cannot occur at a meeting of members, nominations from the floor shall not be permitted. If, as of the published deadline for nominations, the number of qualified candidates nominated does not exceed the number of Directors to be elected, then the individuals nominated and qualified to be elected may be declared elected on a date determined by the Board and the Inspector(s) of Election, in which case written notice of the election results shall be given to the members.

8. Tabulation of Ballots.

8.1 The voting packet envelopes shall be opened by the Inspector(s) of Election after the close of the election which shall be determined by the Inspector(s). The outer envelopes and each ballot shall be separately retained by the Inspector(s). The Inspector(s) of Election, or their designees, may verify the member's information and signature on the outer envelope prior to the meeting at which ballots are tabulated.

8.2 The voting packet envelopes shall be opened and the ballots tabulated by the Inspector(s) of Election in public at a properly noticed, open meeting of the members or of the Board of Directors.

8.3 Any candidate or other member of the Association may witness the counting and tabulation of the votes. However, no Association member or candidate shall communicate with the Inspector(s) during the tabulation process, and all members and candidates must remain at least five feet away from the counting area. The Inspector(s) of Election may cause the removal of any observer who interferes with or disrupts the counting or tabulation process.

8.4 At the meeting at which ballots are to be opened and tabulated, the Inspector(s) of Election may announce to the members present those members who neglected to sign the outer envelope and provide an opportunity for those members to sign the outer envelope prior to tabulation of the ballots.

8.5 In the event there is a tie between candidates for the last open position on the Board, a runoff election shall be conducted via secret written ballot in accordance with these Rules. Under these circumstances, the procedures set forth above regarding the nomination of candidates shall not apply.

8.6 The results of the election shall be promptly reported to the Board of Directors, shall be recorded in the minutes of the next meeting of the Board of Directors, and shall be available for review by the members of the Association.

9. Post-Election Procedures.

9.1 The results of the election shall be recorded in the minutes of the next meeting of the Board of Directors and shall be available for review by members of the Association.

9.2 The Board of Directors shall give general notice of the tabulated results of the election within 15 days by a communication directed to all members.

9.3 One year after the conclusion of the election, the Inspector(s) of Election shall transfer custody of all ballots and outer envelopes to the Association.

9.4 In the event of a re-count or challenge, the Inspector(s) of Election shall, upon written request, make the ballots available for inspection by the challenging Association member or its authorized representative. Any re-count shall be conducted in a manner designed to preserve the confidentiality of the vote.

Adopted on _____, 2015
by the Board of Directors
Hiddenbrooke Property Owners Association

The following is a few more updates from our community meeting of February 26, 2015 (meeting summary attached):

Short Term Options (Phase I)

- The encroachment permit to remove the big rig parking on the EB I-80 on-ramps was submitted to Caltrans on March 17, 2015. It generally takes 4-6 weeks to hear from them. We will also request to move the existing no parking signs on the EB I-80 off ramp closer to the pavement area.
- No additional work has been done on the widening I-80 Off ramp issue until further input and direction is provided by the community at large.
- No additional work has been done on the informal park & ride area issue until further input and direction is provided by the community at large.

Long Term Options (Phase II)

- Fehr & Peers has completed the necessary data collection and have performed a base year and future year travel forecast for the interchange as required by Caltrans. The City has reviewed the traffic forecast and submitted the information to Caltrans for their review and comment.
- Once approval is provided on this travel forecast memo from Caltrans, the consultant team can begin on the operational analysis for the following scenarios for the interchange intersections:
 - 1) remain as is with stop sign controlled, 2) a traffic signal system, and 3) a roundabout system.

Next Steps

When the consultant team gains approval from Caltrans on the travel forecast model, schedule a meeting with the Hiddenbrooke leadership to discuss:

- Project status updates
- How to engage more of the Hiddenbrooke Community for their feedback
- Future community meeting

Memo

Date: May 20, 2015
To: HPOA Board of Directors
Subject: HMDAC Monthly Report

The HMDAC hasn't had a meeting since January and the next quarterly meeting of the committee will be scheduled in early June. The following items are in progress:

1. **Annuals at waterfall** are on hold until the Vallejo Water Restrictions are voted on.
2. **Coast Landscaping** has another year left on their contract so it runs until 6/30/16.
3. **Controllers on the Parkway:** Bid has gone out to replace 8 John Deer controllers for about \$63,000. Funding will come from the Hiddenbrooke Entrance budgeted account and not be subject to overhead.
4. **Dog Bags:** 20,000 received in April. Ordered one dog box and ten signs to replace missing signs.
5. **Drought Restrictions:** City of Vallejo plans to allow watering 3 days per week and spray sprinklers not permitted between 9 am and 6 pm. (Drips can water all day long on the three days.) Rules approved May 12th by Council and go into effect 30 days after vote. Watering days are based on the last digit of your house number: even is Monday, Wednesday and Friday and odd is Tuesday, Thursday and Saturday. Final City rules have been posted on HB-News. Golf Course is not subject to these rules as they use raw water per Marcus Patterson.

HMDAC is working with the City and Don Burton to insure that Hiddenbrooke follows the drought rules and we are aware that the lawn in the median cannot be watered once the state restrictions are in place. We are looking at what our alternatives might be.

6. **Extra Work Order** has been sent to the City to plant missing plants around: Orchards Monument, Reflections Park, Bennington Tot Park, Overlook & Olivewood, and Hiddenbrooke Parkway by the blue mail box and white fence. Bid was \$19,097 and planting should be done by June 30th.
7. **Fire Breaks** have been reduced this year in accordance with instructions from the Fire Department which are on the City of Vallejo web site. An article has been written for the next issue of Hiddenbrooke News explaining the new standards and has been sent to Anthony Sackett for review. HMDAC was successful in getting a minimum of 20' fire break behind all fences where HMD maintains the fire breaks.
8. **Gazebo in Reflections Park** will be cleaned by Frank's Janitorial Service, the same firm that does the Welcome Center. There are lots of black marks from skate boards and some old stickers which need to be removed.
9. **Hiddenbrooke Park maintenance** is now the responsibility of GVRD. They have signed a contract with Coast Landscaping to do the work.
10. **Hiddenbrooke Parkway Median** is still a work of art. Plans are to plant drought tolerant plants in the next fiscal year. The new plants at maturity need to be maintained approximately 24" from the curb for safety of workers so fewer plants will be needed which will also save on water. There were not enough funds in the budget to do it this year. HMDAC will also be discussing what to plant where we have grass in the medians which can no longer be watered once the City of Vallejo passes its water regulations.
11. **HMD Assessment 2015-2016** as drafted in the Engineer's Report is \$675.80. The maximum assessment is \$688.49 so we are almost at max. The public hearing on the Engineer's report is set for June 9, 2015 at 7:00 pm per staff reports on the web dated 5/12/15. See last two pages of this report for the financial information. We asked for \$100,000 for landscaping in FYE 6/30/16 as we want to finish the Hiddenbrooke Parkway median, replant lawns in the median and start work on the side of the Parkway. It is not known whether the \$300,000 will be spent on the Utility Corridor but it is a budget item over which we have no control and is not subject to overhead.
12. **Holiday Lights** may need work to be ready for this December.

13. **LMD Overhead Committee** held its meeting with the City which included: Dan Keen, David Kleinschmidt, Donny Burton, Ron Millard plus Susan Mayer (former city finance manager) and Sara Beemer from MGT of America. Paul Norberg reported that basically the only concession they are making is to change the overhead formulas and use the OMB A-87 formula for city wide overhead. This change limits legal costs to those directly allocated to LMDs and does not include the City Council, city clerk and city manager. This will result in a reduction in the overhead allocation of \$50,000 to \$60,000 out of the total LMD overhead of \$1.1 million.
14. **Next HMDAC Committee Meeting** will be scheduled in June, probably prior to the annual meeting.
15. **Next Monthly Inspection:** June 1, 2015. We are working with the City so HMDAC does not have to do a monthly inspection each and can just review the punch list and make our additions to it.
16. **Web Page** for HMDAC has been updated for the minutes for this past year.
17. **Wells:** Joyce was asked by a resident if Hiddenbrooke allowed wells. The current CC&Rs do not permit wells. Joyce asked Marcus Adams, Assistant City Planner how the City feels and his response on March 25, 2015 was: "Wells in Vallejo are regulated by Solano County. As far as the Water Division is concern wells are acceptable as long as a RP BFD (reduced pressure back flow device) is on the water service serving the property and Solano County approves the well."

City of Vallejo, Hiddenbrooke Maintenance District	
Estimate of Cost	
Description	2015-16 Budget
Direct Costs	
<u>Landscape, Open Space & Infrastructure</u>	
<i>Fixed</i>	
Landscape Maintenance Contract	\$160,000.00
Salaries & Benefits	\$92,477.00
Services & Supplies	\$13,137.00
<i>District Upkeep</i>	
Capital Improvements	
Landscape Rehabilitation / Vandalism	\$100,000.00
<i>Utility</i>	
Water	\$50,000.00
Electricity	\$10,000.00
Telephone	\$1,600.00
Total Landscape, Open Space & Infrastructure Costs	\$427,214.00
<u>Utility Corridor Maintenance</u>	\$300,000.00
Total Direct Costs	\$727,214.00
Indirect Costs	
<u>Agreement & Easement Responsibilities</u>	
Welcome Center	\$190,600.00
Napa County Roadway (Street System)	
VSFCD Storm Water Management	
Misc. Repairs to Welcome Center Interior / Exterior	
Professional Services	\$5,460.00
Administration & Overhead	\$43,840.00
County Administrative Services	\$7,679.00
General Fund Contribution (Welcome Cntr, Napa Cnty Road, Trail)	(\$2,453.00)
Total Indirect Costs	\$245,126.00
Total Annual Direct and Indirect Costs	\$972,340.00
Reserve Fund Collection	
<u>Operating / Rehabilitation Reserve Fund</u>	
Annual Collection/(Transfer)	(\$174,896.00)
<u>Developer Deposit Fund</u>	
Annual Collection/(Transfer)	
Total Reserve Fund Collection / (Transfer)	(\$174,896.00)
Total Balance to Levy	\$797,444.00
District Statistics	
Total Parcels	1,222
Total Parcels Levied	1,222
Total Equivalent Benefit Units	1,180.00
Proposed Levy per Benefit Unit	\$675.80
Maximum Levy per Benefit Unit	\$688.49
Total Assessment	\$797,444.00

City of Vallejo	
Hiddenbrooke Maintenance District, Reserve Fund Balances FY 2015-16	
Description	Total
Reserve Funds Information	
<u>HMD Developer Deposit Fund</u>	
Estimated HMD Developer Deposit Fund Balance as of June 30, 2015	\$850,453
Estimated Interest Earnings on Original Developer Deposit (FY15-16)	\$8,505
Estimated Developer Deposit Fund Collection/(Transfer) (FY15-16)	\$0
Estimated HMD Developer Deposit Fund Balance as of June 30, 2016	\$858,958
<u>HMD Rehabilitation Fund</u>	
Estimated HMD Rehabilitation Fund Balance as of June 30, 2015	\$1,007,544
Estimated Interest Earnings on Rehabilitation Fund (FY15-16)	\$13,994
General Fund Contribution (Welcome Center, Trail, Napa County Road)	\$2,453
Estimated Rehabilitation Fund Collection/(Transfer) (FY 15-16)	(\$274,110)
Estimated HMD Rehabilitation Fund Balance as of June 30, 2016	\$749,881
Estimated HMD Rehabilitation and Developer Deposit Fund Balance as of June	\$1,608,839
<u>HMD Operating Reserve Fund</u>	
Estimated HMD Operating Reserve Fund Balance as of July 1, 2015	\$391,862
Estimated Operating Reserve Transfer to Developer Deposit Fund (FY 15-16)	\$0
Estimated Operating Fund Collection/(Transfer) (FY 15-16)	\$94,308
Estimated HMD Operating Reserve Fund Balance as of June 30, 2016	\$486,170
<u>HMD Undesignated Reserve Fund</u>	
Estimated HMD Undesignated Reserve fund Balance as of July 1, 2015	\$0
Estimated Undesignated Reserve Collection/(Transfer)	
Estimated HMD Undesignated Reserve fund Balance as of June 30, 2016	\$0
Estimated Total HMD Reserve Fund Balance as of June 30, 2016	\$2,095,009

HID REPORT – HPOA Board Meeting, May 20, 2015
Letter sent to City after meeting in May, 2015

To City Staff:

This is to confirm our meeting yesterday in which City staff indicated that it would be recommending to Council rate relief in the amount of \$250,000 on the HID bond levy for FY 2015-16, together with a \$250,000 pay-down of bonds by early redemption. Further, as long as Public Works foresees the remaining surplus as sufficient for anticipated projects, staff could recommend continuing rate relief and bond pay-downs in future years as well. This approach would be sustained if things stay the same and no disasters/emergencies/unforeseen circumstances arise. Staff was unwilling to commit to a five year plan, particularly where the Finance Director position is held on an interim basis at the moment. Instead the approach will be reviewed every year.

So far, with staff support this will mean we have seen \$1.75 million in rate relief to Hiddenbrooke homeowners from FY 2010-11 through 2015-16 and \$1.25 million in early bond redemptions that will lower future interest costs.

HPOA representatives would like to see some strategic planning by the City regarding the total surplus held in HID because we believe it may be overfunded and further relief may be available in the coming years (either more rate relief or accelerated pay-downs); however this depends on an evaluation of potential needs and exposures.

Liability for repairs to the utility corridor on St. John's Mine Road is disputed, as is the extent of any necessary repairs.

We understand from staff that withdrawal of funds for further road resurfacing is unlikely for the next couple of years, since many of the roads were recently resurfaced such projects are usually 4-5 years apart.

We would like to get a cost estimate and projected timing of costs for maintaining Hiddenbrooke roads to the current PCI through 2031 since that would affect any target for surplus in the HID fund. A year or two ago Mr. Kleinschmidt offered a \$2 million present value estimate but this was acknowledged to be a rough back-of-the-napkin estimate. If, as expected, collections to HID exceed bond payments and administrative expenses even after rate relief and early redemptions, so there is an addition to surplus each year, that would affect the financial planning as well.

HPOA representatives are interested in seeing the asphalt sidewalk behind the 18th tee of the golf course upgraded to concrete as it is wearing a bit. There is some question whether this is City property or golf course property, but it appears to be at least a continuation from City sidewalks and is frequently travelled. There might be a need to seek an easement from the golf course to perform the work, but no doubt the golf course would consent to an upgrade. Mr. Burton is going to look into the ownership issues. Depending on the analysis, this will be dealt with further this Fall.

We share with City staff the goal of ensuring that GVRD repays the loan used to complete the local park. That issue does not fall within the control of staff but we are going to look into whatever further steps we can take to see the money is repaid out of future developer fees, if any are generated, and appreciate staff's support.

Thank you again for meeting with us.

Byrne Conley



APPROVED

**Minutes
Hiddenbrooke Architectural Review Committee (HARC)
Garden Room, Hiddenbrooke Golf Club
Wednesday, May 13, 2015
7:00 PM**

1. **Call to order:** 7:15 pm
2. **HARC Committee Members:** Steven Lane (Chair), Marcelline Mahern (Administrator),
Stephne Elliott Absent: Chris Brittle and Aya Aly (liaison)
3. **HPOA Board/ CC&R Manager:** HPOA Board liaison: None
4. **Guests:** Pat Hendl, Joyce Estes, Melissa and David Bixby-Fields, Tony and Stephanie Sowell and their landscaper, William and Patricia Pfann.
5. **Minutes:** The April minutes were previously approved and posted
6. **Items reviewed by HARC Committee in April and applicant notified**
 - 2756 Overlook/Hendl/ house paint – requested revision
 - 5078 Staghorn/Land/replace backyard patio- approved
 - 2843 Olivewood/Lopez/patio and shed – requested revision
 - 1544 Landmark/DiMaggio/patio and landscaping – approved
 - 4111 Summergate/Galindo/change house paint color and add patio – approved
 - 6691 Chalk Hill/Patton/ add patio – approved
 - 5042 Staghorn/Larsen/change paint trim color – approved
7. **Solar applications approved by Chair Steven Lane**
 - 1212 Landmark/Mares
 - 1250 Wildwing/Johnson
 - 5066 Staghorn/Frey
 - 2409 Rushcreek/Asfour
8. **New or revised projects:**
 - a. **2756 Overlook Drive/Hendl** – change color of house paint. (approved 3 -0)
Mr.Hendl provided larger paint samples that were better examples of the colors. He also confirmed that the garage door was to be painted the color of the house. The color for the body of the house is Benjamin Moore 2142-50 Gray mirage, the shutters and front door are in BM2135-30 nocturnal gray and the rest of the trim is BM2158-70 cream froth. Approval valid for nine months.

- b. 2756 Overlook Drive/Hendl** – replace front lawn with xeriscape plan. (approved 3-0 subject to revisions)
 The Committee was in favor of replacing the front and side lawn with a water conservation plan. The choice of ground cover was acceptable as well as the grasses , annuals and perennials. However the committee had concerns with the amount of succulents proposed and strongly encouraged the applicant to reduce the amount of succulents and consider plants that are more prevalent in Northern California such as: ceanothus, lavender, rosemary, lantana, agapanthus, society garlic. The committee is referring the project to the Board for final approval. Mr. Hendl has received approval from the Solano County Water Rebate Program and needs HARC/HPOA approval by June.
- c. 4056 Nottingham Court/Paladini** – replace and enlarge patio and install retractable awning. (approved 3 -0 pending additional information)
 The applicant proposes to replace broken and unsafe flagstone with stamped colored concrete. As this a small yard the concrete exceeds the allowable amount. The Committee recognizes the situation and approved the new patio design subject to the following revisions: attempt to reduce the size of the patio to 75% of the total back yard by widening the planter area along the back fence from 16 inches to 24 inches to allow room for the plants to grow; enlarge the four planter areas near the French doors to provide a larger growth area for the plants to grow and flourish, provide a sample of the proposed concrete (Burgundy and black) to the HARC Chair for review. The retractable awning was included in the approval.
- d. 2408 Waterfall/Estes** – replace 1100 square feet of lawn in the back and side yards with artificial turf. (approved 3 -0)
 In an effort to conserve water, the applicant proposes to remove the existing back and side yards with artificial turf. They choose Heavenly Greens Field Turf a product previously approved by the committee. The turf is supported with a fifteen year warranty. This project falls well within the current guidelines for hardscape. The approval is valid for nine months.
- e. 4162 Summergate Ave/ Bixby-Fields** – install a patio cover. (approved 3 -0)
 The applicants propose to install a 14 x 9 foot cover between the side doors in the rear of the home. The applicants have the approval from their HOA in The Villages. Approval is valid for eighteen months.
- f. 5047 Staghorn/Batiuk** – Change house paint color (approved 3 -0)
 The committee approved the following colors: House – Sherwin Williams Ecc -17-1 Cottage Walk, wood facia, front and garage doors – SW 7020 Black Fox , window trim – SW Lovely Lace custom blend. Approval valid for nine months.
- g. 1896 Landmark/Zhang** – change in previously approved gazebo (approved 3 – 0)
 The applicant had obtained HARC approval for a gazebo that was recently discontinued. She then supplied three options for the committee’s review. All three are approved subject to availability. She is to provide a rendering of the one she chooses.
- h. 2532 Marshfield Road/Pace** – construct a swimming pool, hot tub and solar panels. (approved 3 – 0)
 Mr. Pace submitted a well-organized application for a swimming pool and hot tub. The pool will be surrounded with concrete decking and new landscaping. He is also seeking approval for a trellis style patio cover and built-in barbeque which is to be completed at a later date. The property backs up to open space which offsets the amount of concrete. Well planned drainage is provided along with a small retaining wall to correct current grading and drainage issues. The pool will be heated by solar panels. The project is subject to the following time limits: commencement within one year of the approval letter with completion within eighteen months.
- i. 1961 Beltaine/ Sowell** – replace front and back lawn with xeriscape. (approved 3 -0 subject to revised choice of rocks for ground cover)

The application is for xeriscape plan to replace the grass portion of the front and back yards. Pavers are to be added to the back yard in addition to the existing patio. The plan calls for an appropriate selection and amount of plants. However the committee was not in favor of the selection of rocks that serve as cover around the plants. The application is to be forwarded to the HPOA. Mr. Sowell will bring an alternative rock selection for the Board to approve.

j. 2843 Olivewood/Lopez – revised backyard landscaping only (approved 3 -0)

The committee agreed to allow the applicant to complete the landscaping and patio portion of the project subject to clarification of the diagram. Mr. Lopez provided the revised diagram on May 15, 2015. He will resubmit a plan for the shed at a later date. The approval for the yard is valid for nine months.

k. 2762 Overlook Drive/ Grouf –remove shrubs in driveway and add concrete (postponed until application is complete)

l. 3052 Overlook/ Xu – replace plants in front yard. (denied 3 -0)

The applicant provided photos of plants she is proposing. The plants are not acceptable. They are not the size recommended nor are they on the approved list. She will be informed that unless she completes her project with approved plants within 30 days she will be in violation.

9. Upcoming Projects

- a. 1658 Landmark/Lozada – second story deck
- b. 2627 Feldspar/ Lee
- c. 4104 Summergate Ave/ Sangha – replace bark with rock

10. Issues discussed:

Stephen to prepare resolutions for HPOA Board re: artificial turf, time limits on approvals, xeriscape and specifications for submittals.

11. Minor Projects:

There were no minor projects

12. Board Reports:

None

13. Future Meetings: The next meeting is scheduled for Wednesday June 10, 2015

14. Adjourned: 9:00 PM