



MINUTES
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, June 17, 2015 – 7:30 PM

Garden Room – Hiddenbrooke Golf Club

1) **Open Session:** Call to Order 8:12 PM (First Session, 9:20 Second Session) – Jennifer Pollard, President

2) **Attendance/Introductions**

- A. **Board Members:** President Jen Pollard, Secretary Nancy Berke, Treasurer Ian Forsyth, Director-CC&Rs Maria Andrews, Director-Contracts Allen Wildermuth, Director-HARC Aya Aly
- B. **Service Providers:** Pacific Union Property Management—Jody Burton,
- C. **Invited Committee Chairs and Guests:** none

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	7
Homes in collection – Pro Solutions	6
Homes with Small Claims Court Actions	15
Judgments received since last Board Meeting	0
Problem homes discussed	3

4) **Minutes:** Motion: Approve minutes of Board of Directors Meeting on May 20, 2015 as submitted. Approved

5) **Community Forum: None**

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 \$ 16,085.43 (Attach list to agenda when available.)

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

A. CC&Rs Violation Summary:

Number of letters sent	140
Number of violations on hold	7
Number of violations which were resolved	56
Recommended for fine (Closed Session Hearing)	18
Emails answered/sent	112
Phone calls	59
Next Verification Drive	7/1/15

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	6
Number of homes that had landscape maintenance work	1

8) Financial Report

A. Pacific Union Property Management: Jody Burton

1. Financial Statements for May 31, 2015
 - a. Checking Account Balance \$43,552.39
 - b. Checking Account Balance and Certificates of Deposit \$167,151.54
 - c. Comments on any large non recurring expenditures or unusual bills - High Legal Fees
 - d. Timeline of statements being mailed 9th or 10th
2. General comments on phone calls/problems

B. Treasurer – Ian Forsyth

1. 2016 Budget handed out for review.

9) New Business

1. **Approve Election Documents-** Allen Wildermuth Approved with changes
2. **National Night Out-**Jennifer Pollard
 - a. Discuss with BCG costs - Need to verify dollar amount of donation to club
 - b. Budget for entertainment-music, balloon lady, face painter, photographer - Possible raffle (request ACE to sponsor), count the beans or M&M's, bean bag game with prizes. Probably will not have balloon lady or live music.
3. **Open Board Position** For two-year term, but the board is open to the possibility of a shorter appointment.
4. **HARC Resolutions:** Aya Aly - Discussed, changes made, suggestions made, will be re-drafted

10) **Committee Reports: NONE.** All reports were submitted at the AGM.

11) **Old Business**

1. **Change of address:** Nancy Berke will follow up
2. **Resident Access Card:** Allen Wildermuth Discussed at AGM

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

1. Social Party- July 18 & Sept 12
2. National Night Out – Tuesday Aug 4
3. Garage Sale - TBD Discussed chairpersons and date

13) **Next Meeting:** July 15, 2015 at 6:30pm

14) **Adjournment:** 8:40 (First Session, 10:45 Second Session)

15) **Attachments**

HARC Resolutions (4)
May Financials



Hiddenbrooke Architectural Review Committee

Due to the extended drought in California, HARC has received numerous applications to replace lawn with xeriscaping which is defined as landscaping or gardening plans that reduce or eliminate the need for supplemental water for irrigation. HARC continues its goal of maintaining a green and park-like atmosphere. These applications are a new concept and it is necessary to be diligent in examining the plan.

Therefore, HARC respectfully recommends the following be added to the Design Guidelines:

Xeriscaping

1. HARC will accept applications to replace lawn with xeriscaping provided the applications meet the following criteria:
 - a. The proposed landscape/xeriscape plan should include plants and groundcover that is naturally found in Northern California such as Mediterranean or Alpine Designs
 - b. Residents are to avoid Desert Designs that include a majority of succulents, palms, light colored rock and cacti.
 - c. Under no circumstances will rocks of any kind be allowed except as a decorative accent. No rocks are to be used as a border around the perimeter of the front yard.
 - d. Dry stream beds should not be the main feature and should only be used when part of a natural drainage system.
 - e. Natural redwood bark, bark chips, shredded bark, mulch, peat moss, or an equivalent are the only ground covers allowed.
 - f. The number and size of plants are to be such that sixty percent (60%) of the yard will be covered within nine months. Depending on availability, five gallon plants are recommended in the prominent areas of the yard.
 - g. Topography or a variation in height is encouraged to add interest
 - h. Applicants are to follow the existing Guidelines regarding color of rock, bark and plants
 - i. Site plans are to be provided subject to the most current submittal requirements.
 - j. Preliminary plans are to be reviewed prior to the final submittal. One or more members of HARC will visit the site midway through the project to ensure the approved design is followed.



Hiddenbrooke Architectural Review Committee

Artificial Turf Recommendations:

Due to extended drought conditions in California, HARC is recommending the acceptance of applications to replace **backyard** lawns with approved artificial Turf materials. HARC recommends some products that are acceptable, that are high quality and which allow for some water to be absorbed.

HARC respectfully recommends that the Design Guidelines section on Artificial Turf be amended as follows:

1. Artificial turf be allowed in backyards **only** as follows:
 - a. Only pre-approved manufactures products: Field Turf by Heavenly Greens and Synfesue by Synlawn or their equivalent.
 - b. The combination of artificial turf and paving shall not exceed 70% unless an exception is requested, justified and approved by HARC.
 - c. Paving will not exceed 50% unless an exception is requested, justified and approved by HARC.
 - d. The remaining area shall be planted with plants, shrubs and ground cover. The intent is to maximize planting and discourage the planted areas to be barked or rock.
 - e. A certificate of warranty/guarantee for a 15 year period is required as part of the design submission approval and a condition of approval for the finished project.
 - f. In addition, a signed statement that should repairs be needed, they will be made in a reasonable period or be subject to fines from the HPOA/CC&R committee.
 - g. HARC has the ability to grant waivers depending on the particular project, residence lot size, location and configuration.



HARC Submission Requirements Recommendations:

The HARC committee members work hard to assist residents with submissions and to respond to questions. HARC members spend a lot of time assisting residents that are not familiar with design guidelines and submissions to expedite approvals. Due to the large numbers of projects being submitted and past project files being incomplete, HARC is finding that the submittal process is time consuming, cumbersome and inadequate. The submissions received are often last minute, incomplete and of poor quality. They come in varying sizes and formats that make handling, distributing, reviewing and archiving difficult.

Therefore, HARC respectfully recommends the Landscape and Design Guidelines Section 7, "Submittal and Approval Process" to be amended to include the following:

- a. Projects must be submitted 7 working days prior to the HARC meeting for review by committee members to verify that the submission is complete or if additional information is needed.
- b. Projects will not be reviewed or scheduled for approval until the plan check fees are received and the submittal is determined to be complete.
- c. The following are minimum requirements for submission materials (electronic preferred) where applicable:
 - i. Fees
 - ii. Site Plans with dimensions of the project, setbacks from property lines and easements noted on an 11" X 17" minimum size plan with an electronic reduction.
 - iii. Project elevations with heights and size clearly noted, colors and materials noted with samples. Pictures are encouraged.
 - iv. Lot coverage calculations for concrete, artificial turf, pavers and lawn/ planting. These may be noted on plans or on a separate calculation sheet
 - v. Sample pictures of examples are acceptable for elevations and plant arrangements.
 - vi. Provide plant lists and sizes to be planted. Plans should show locations of plants accurately with mature sizes shown on the plan. Dimensions for large shrubs and trees are recommended to speed up review and approval.
- d. It is recommended that residents contact HARC prior to submitting small projects, minor plant and tree replacement, house and yard repairs, door or window replacement to see if a formal submittal is required.
- e. Depending on the project and resident's ability to conform, requirements may need to be increased or waived on occasion. HARC has the flexibility to determine final submission requirements on a particular project.



Hiddenbrooke Architectural Review Committee

Project Completion Deadlines

Background:

HARC and the CC&R committee have had some difficult issues occur regarding projects that were approved long ago by past HARC committees. These issues are related to projects that were approved by HARC in the past, but were not started or completed for extended periods of time. Then, when the residents did start the projects recently, the approval records were unavailable, permits had not been pulled and projects stopped. Some of these old projects also do not necessarily comply with the most recent rules and guidelines.

HARC suggests putting time limits with expiration dates on approvals that will be tied to start- and completion- dates & times for all projects. This will allow for old projects that have not been pursued or completed to be brought into compliance with the most recent requirements. This also helps get projects completed in a timely manner so as to mitigate impacts of construction projects on the community.

Recommendation:

HARC respectfully recommends the following be added to the Design Guidelines, Section 7, "Submittal and Approval Process:"

1. Approvals for minor landscape, painting, installation of solar panels, patio slabs, etc. will expire 9 months after approval. This allows for time to get any permits, contractors and allows for season/ weather delays.
2. Approvals for small additions, patio covers, trellis, pools to expire 18 months after approval.
3. Approvals for large additions, new homes and large projects would expire 2 years from approval.
4. Owners could apply for extensions by paying another fee and complying with any rule or review changes/ requirements.
5. HARC has the flexibility to vary the expiration times so that projects can be reviewed on an individual basis to take individual site conditions and resident issues into consideration.

Hiddenbrooke Property Owners Association, Inc.

Income Statement

Period: 05/01/15 to 05/31/15

Description		Current Actual	Year-To-Date Actual
INCOME			
00400	Assessments	.00	67,155.00
00425	Advertising Income	50.00	790.00
00430	Admin Fees-Past Due Statement	.00	2,494.99
00440	Fines	3,300.00	64,965.71
00450	HARC Plan Fees	300.00	1,750.00
00461	Interest Accrued-CDs	.00	292.92
00470	Interest Income-Owners	1,318.24	7,595.14
00490	Miscellaneous Income	963.71	2,768.20
00491	Social Committee Income	.00	12,745.00
	TOTAL INCOME	<u>5,931.95</u>	<u>160,556.96</u>
EXPENSES			
00520	Board & Committee Expenses	18.96	65.80
00530	Collection Costs	160.00	496.00
00535	Computer, Software, Support	407.89	5,523.71
00536	Hiddenbrooke Improvement Cost	2.03	1,273.57
00540	Insurance Expense	.00	8,909.00
00560	Internet/ Webmaster Expense	.00	725.00
00570	Management-CC&Rs	850.50	9,758.40
00580	Management-Financial	1,995.00	24,236.60
00585	Graffiti Removal	.00	20.62
00590	Management-Assistant	387.50	5,429.69
00600	Management-Landscape Approval	2,131.45	10,111.30
00610	Miscellaneous	103.91	104.86
00620	Newsletters	.00	2,276.66
00630	Office Supplies	138.33	613.88
00640	Photocopies & Printing	80.57	921.26
00650	Postage & Delivery	14.27	3,306.76
00660	Professional Fees-Legal/Acctg	.00	2,515.70
00670	Room Rental/Events	.00	1,792.32
00675	Social Committee Expenses	.00	12,844.95
00680	Storage	18.00	51.75
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>6,308.41</u>	<u>87,783.37</u>
	CURRENT YEAR NET INCOME	<u>(376.46)</u>	<u>72,773.59</u>
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Hiddenbrooke Property Owners Association, Inc.

As of 05/31/15

		ASSETS	
CASH IN BANK			
100	Union Bank-Checking Account	\$ 9,398.33	
101	Union Bank - New Checking	34,154.06	
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/>	\$ 167,151.54
ACCOUNTS RECEIVABLE			
160	Accounts Rec.- Owners	\$ 15,982.97	
161	Accounts Rec.- Stmt Fees	4,736.70	
162	Accounts Rec.- Interest	10,516.23	
163	Accounts Rec.- Fines	136,851.40	
164	Accounts Rec.- Collections	3,703.84	
165	Accounts Rec.- 15 Day Notice	630.00	
170	Allowance Uncollectable A/R	(80,651.47)	
	Total Accounts Receivable	<hr/>	\$ 91,769.67
180	Receivable-HMD Fund	\$	2,474.75
	TOTAL ASSETS	<hr/>	\$ 261,395.96
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		LIABILITIES & EQUITY	
CURRENT LIABILITIES			
206	Welcome Baskets - HCA	\$ 182.86	
207	Family Events - HCA	2,000.00	
210	Prepaid Owner Assessments	3,902.49	
	Total Current Liabilities	<hr/>	\$ 6,085.35
EQUITY			
320	Retained Earnings	\$ 182,537.02	
	Current Year Net Income	72,773.59	
	Total Equity	<hr/>	\$ 255,310.61
	TOTAL LIABILITIES & EQUITY	<hr/>	\$ 261,395.96
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