



MINUTES
Open Session
Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, July 15, 2015 – 7:30 PM
Garden Room – Hiddenbrooke Golf Club

- 1) **Open Session:** Call to Order 7:35 PM – Jennifer Pollard, President
- 2) **Election of Officers:** The following candidates were presented:
Jennifer Pollard, President
Maria Andrews, Vice President
Nancy Berke, Secretary
Ian Forsyth, Treasurer

Director Positions:

CC&R Director, Maria Andrews
Operational and Contracts director, Allen Wildermuth
HMD liaison, Jen Pollard
HARC Liaison, Aya Aly
HID and I-80 Interchange liaison, Ian Forsyth
Social (cocktail parties) liaison, Nancy Berke
Social (National Night Out); Jen Pollard
Social (garage sale) Aya Aly
Resident Access Card program liaison, Maria Andrews and Allen Wildermuth
Park committee: TBD, if needed

The election of all officers and positions moved, seconded and approved.

3) **Attendance/Introductions**

- A. **Board Members:** Present: Jennifer Pollard, Nancy Berke, Ian Forsyth, Maria Andrews, Allen Wildermuth, Aya Aly
- B. **Service Providers:** Pacific Union Property Management—Jody Burton, Elizabeth Mathern (administrative assistant)
- C. **Invited Committee Chairs and Guests:** Richard Tirrell (Welcome Center Manager), Joyce Estes (HMD Chairperson), Steven Lane (HARC Chairperson), Vicki Idlor (Social)

4) **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	4
Homes with Small Claims Court Actions	4
Judgments received since last Board Meeting	0
Problem homes discussed	0

5) **Minutes of June 17, 2015:** Approved with the following change: Page 2, Under #8, Financial Report, B Treasurer - Ian Forsyth, 1. Report: Add: "2016 Budget handed out for review and comment"

6) **Minutes:** Motion: Approve minutes of Annual General Meeting on June 17, 2015 as submitted. Approved

7) **Community Forum:** Ted Davis had invited Christina Incarnacion from the City of Vallejo to speak about Neighborhood Watch, but she did not attend. Ted will follow up. Joyce Estes spoke about leaning trees throughout Hiddenbrooke. Aya will take the issue to HARC.

8) **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 \$22,654.55 (Attach list to agenda when available.)

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

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

Number of letters sent	116
Number of violations on hold	7
Number of violations which were resolved	73
Recommended for fine (Closed Session Hearing)	7
Emails answered/sent	143
Phone calls	63
Next Verification Drive	8/3/15 or 8/4/15

B. **Foreclosed Home Program**

Number of homes tagged with violation notice	2
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

10) Financial Report

A. Pacific Union Property Management: Jody Burton

1. Financial Statements for June 30, 2015
 - a. Checking Account Balance \$ 9,096.43
 - b. Checking Account Balance and Certificates of Deposit \$180,354.98
 - c. Comments on any large non recurring expenditures or unusual bills
 - d. Timeline of statements being mailed none
2. General comments on phone calls/problems none

B. Treasurer – Ian Forsyth

1. Report Attached
2. Budget has been posted
3. Financial Management Info Discussed changing banks or credit/debit card companies to facilitate both the treasurer and the management company.

11) New Business

1. **Vicki Idlor-** Service Work Appreciation: Presented with an engraved clock as a token of appreciation for her years of service to Hiddenbrooke.
2. **National Night Out (NNO) - Jennifer Pollard**
 - a. Discuss with BCG costs
 - b. Budget for entertainment-music, balloon lady, face painter, photographer. HPOA will work with Richard to publicize NNO. Budget of \$1,000.00 to golf course (\$500.00 from HCA fund, \$500.00 from HPOA) and budgeting an additional \$500.00 from HPOA for photographer, face painter, and guessing jar game. Boundless Grace Church will provide music. Boundless Grace will be approached about any possible additional games. Richard will register our NNO with the City of Vallejo. Looking for new director
3. **Election Rules Adoption-** Allen Wildermuth. Adopted. Estimate from Elizabeth Mahern of \$933.00 plus tax to print and mail the election rules was accepted. Motion made, seconded and approved to mail the approved election rules documents.
4. **Newsletter – Elizabeth Mathern** Target date of August 15th for dropping next issue
5. **Neighborhood Watch-**Christina Incarnacion – Tabled, as she did not attend.
6. **HPOA Laptop Budget - Maria Andrews** Existing Laptop needs repair or replacement. Ian to work with Maria and possibly John Idlor on repair. Budget of up to \$900.00 was approved. Laptop was repaired for \$40.00 so the \$900.00 was not required
7. **Garage Sale - Jen Pollard** - Date of sale to be October 10th. Budget of \$500.00 was approved.
8. **HPOA Meeting Sign Modification - Maria Andrews** - Budget of \$53.00 was approved.

12) **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:** No report
- C. **Hiddenbrooke Maintenance District Advisory Committee:** Joyce Estes Submitted written report which was taken under advisement.
- D. **Hiddenbrooke Improvement District Advisory Committee:** Allen Wildermuth Nothing to report.
- E. **Hiddenbrooke Architectural Review Committee:** Aya Aly gave report.
- F. **Hiddenbrooke Park Advisory Committee:** Fred Warren Reported on condition of bocce courts. He will follow up with appropriate city personnel.
- G. **Hiddenbrooke Social Committee:** Jen Pollard New Welcome Committee chairs are Chris Anthony and Barbara Schwenk. Upcoming Cocktail party on September 12 probably will be moved.

13) **Old Business**

- 1. **Change of address:** Nancy Berke In progress with Solano County Recorder.
- 2. **Resident Access Card:** Allen Wildermuth reviewed legal expenses to date, possible future legal expenses, and provided estimates for the costs of the election, and invoicing of assessments if the resolution is approved.

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

- 1. Social Party- July 18 & Sept 12
- 2. National Night Out – Tuesday Aug 4
- 3. Garage Sale - October 10th

15) **Next Meeting:** Aug 19, 2015 at 7:30pm

16) **Adjournment:** 10:14

17) **Attachments**

June Financials
HMD Report

Hiddenbrooke Property Owners Association, Inc.

As of 06/30/15

		ASSETS	
CASH IN BANK			
100	Union Bank-Checking Account	\$ 9,096.43	
101	Union Bank - New Checking	47,587.54	
114	Union Bank CD #1924	15,496.95	
116	Union Bank CD #2518	15,291.21	
130	Union Bank CD #1577	17,416.12	
131	Union Bank CD #9414	20,152.72	
132	Union Bank CD #5024	20,175.55	
133	Union Bank CD #7962	35,138.46	
	Total Cash in Bank	<hr/>	\$ 180,354.98
ACCOUNTS RECEIVABLE			
160	Accounts Rec.- Owners	\$ 14,791.74	
161	Accounts Rec.- Stmt Fees	4,579.70	
162	Accounts Rec.- Interest	11,215.78	
163	Accounts Rec.- Fines	136,813.57	
164	Accounts Rec.- Collections	3,730.96	
165	Accounts Rec.- 15 Day Notice	630.00	
170	Allowance Uncollectable A/R	(128,000.00)	
	Total Accounts Receivable	<hr/>	\$ 43,761.75
180	Receivable-HMD Fund	\$	2,747.98
	TOTAL ASSETS	<hr/> <hr/>	\$ 226,864.71
		LIABILITIES & EQUITY	
CURRENT LIABILITIES			
206	Welcome Baskets - HCA	\$ 182.86	
207	Family Events - HCA	2,000.00	
210	Prepaid Owner Assessments	30,817.86	
220	Accounts Payable	6,136.01	
	Total Current Liabilities	<hr/>	\$ 39,136.73
EQUITY			
320	Retained Earnings	\$ 182,537.02	
	Current Year Net Income	5,190.96	
	Total Equity	<hr/>	\$ 187,727.98
	TOTAL LIABILITIES & EQUITY	<hr/> <hr/>	\$ 226,864.71

Hiddenbrooke Property Owners Association, Inc.

Income Statement

Period: 06/01/15 to 06/30/15

Description	Current Actual	Year-To-Date Actual
INCOME		
00400 Assessments	.00	67,155.00
00425 Advertising Income	.00	790.00
00430 Admin Fees-Past Due Statement	330.00	2,824.99
00440 Fines	1,135.00	66,100.71
00450 HARC Plan Fees	100.00	1,850.00
00461 Interest Accrued-CDs	71.86	364.78
00470 Interest Income-Owners	1,089.87	8,685.01
00490 Miscellaneous Income	(952.88)	1,815.32
00491 Social Committee Income	.00	12,745.00
 TOTAL INCOME	 <u>1,773.85</u>	 <u>162,330.81</u>
EXPENSES		
00520 Board & Committee Expenses	96.75	162.55
00530 Collection Costs	(40.00)	456.00
00535 Computer, Software, Support	1,141.85	6,665.56
00536 Hiddenbrooke Improvement Cost	334.79	1,608.36
00540 Insurance Expense	392.00	9,301.00
00560 Internet/ Webmaster Expense	(725.00)	.00
00570 Management-CC&Rs	985.50	10,743.90
00580 Management-Financial	5,629.22	29,865.82
00585 Graffiti Removal	.00	20.62
00590 Management-Assistant	756.25	6,185.94
00600 Management-Landscape Approval	2,505.25	12,616.55
00610 Miscellaneous	.00	104.86
00620 Newsletters	.00	2,276.66
00630 Office Supplies	163.09	776.97
00640 Photocopies & Printing	2,669.67	3,590.93
00650 Postage & Delivery	1,519.52	4,826.28
00660 Professional Fees-Legal/Acctg	6,193.22	8,708.92
00670 Room Rental/Events	.00	1,792.32
00675 Social Committee Expenses	.00	12,844.95
00680 Storage	40.00	91.75
00690 Taxes-California	.00	10.00
00715 Uncollected Assessments	.00	435.56
00720 Uncollected \$5 Statement Fees	127.00	843.14
00730 Uncollected Owners Interest	218.84	1,233.33
00735 Uncollected Fines, etc	.00	45,232.34
00799 Previous year(s) adjustment	.00	(3,254.46)
 TOTAL EXPENSES	 <u>22,007.95</u>	 <u>157,139.85</u>
 CURRENT YEAR NET INCOME	 <u>(20,234.10)</u>	 <u>5,190.96</u>

Hiddenbrooke Property Owners Association, Inc.

Income Statement

Period: 07/01/14 to 06/30/15

Description	Current Actual	Year-To-Date Actual
INCOME		
00400 Assessments	67,155.00	67,155.00
00425 Advertising Income	790.00	790.00
00430 Admin Fees-Past Due Statement	2,824.99	2,824.99
00440 Fines	66,100.71	66,100.71
00450 HARC Plan Fees	1,850.00	1,850.00
00461 Interest Accrued-CDs	364.78	364.78
00470 Interest Income-Owners	8,685.01	8,685.01
00490 Miscellaneous Income	1,815.32	1,815.32
00491 Social Committee Income	12,745.00	12,745.00
 TOTAL INCOME	 <u>162,330.81</u>	 <u>162,330.81</u>
EXPENSES		
00520 Board & Committee Expenses	162.55	162.55
00530 Collection Costs	456.00	456.00
00535 Computer, Software, Support	6,665.56	6,665.56
00536 Hiddenbrooke Improvement Cost	1,608.36	1,608.36
00540 Insurance Expense	9,301.00	9,301.00
00570 Management-CC&Rs	10,743.90	10,743.90
00580 Management-Financial	29,865.82	29,865.82
00585 Graffiti Removal	20.62	20.62
00590 Management-Assistant	6,185.94	6,185.94
00600 Management-Landscape Approval	12,616.55	12,616.55
00610 Miscellaneous	104.86	104.86
00620 Newsletters	2,276.66	2,276.66
00630 Office Supplies	776.97	776.97
00640 Photocopies & Printing	3,590.93	3,590.93
00650 Postage & Delivery	4,826.28	4,826.28
00660 Professional Fees-Legal/Acctg	8,708.92	8,708.92
00670 Room Rental/Events	1,792.32	1,792.32
00675 Social Committee Expenses	12,844.95	12,844.95
00680 Storage	91.75	91.75
00690 Taxes-California	10.00	10.00
00715 Uncollected Assessments	435.56	435.56
00720 Uncollected \$5 Statement Fees	843.14	843.14
00730 Uncollected Owners Interest	1,233.33	1,233.33
00735 Uncollected Fines, etc	45,232.34	45,232.34
00799 Previous year(s) adjustment	(3,254.46)	(3,254.46)
 TOTAL EXPENSES	 <u>157,139.85</u>	 <u>157,139.85</u>
 CURRENT YEAR NET INCOME	 <u>5,190.96</u>	 <u>5,190.96</u>

Memo

Date: July 14, 2015
To: HPOA Board of Directors
Subject: HMDAC Monthly Report

The HMDAC last met on June 22, 2015. The meeting minutes have been posted to the web. The next meeting will probably be in September. The following information is provided.

1. **Annuals at waterfall** still haven't been replaced. Considering putting Green Society Garlic..
2. **Committee Members:** Terms for Richard Tirrell, Kathy Wildermuth and Marcelline Mahern are up 8/31/15. Richard and Kathy are willing to take another two year appointment. Marcelline is considering it.
3. **Controllers on the Parkway:** 8 Oasis controllers on the parkway have been replaced.
4. **Dog Bags:** Still waiting for 9 signs for dog boxes. Will place next order for 20,000 bags in August.
5. **Drought Restrictions:** Have asked Burton to see if the 24 water bills for HMD can be combined to determine if we meet the required water reduction. This would allow us to water more on the parkway or newer plantings and reduce water elsewhere. Right now we need to do it in every zone which is why the lawns look so poorly. City of Vallejo down 27% for month of June 2015 and 15.5% year to date. Goal is 16%.
6. **Gazebo in Reflections Park** will be cleaned by Frank's Janitorial Service. Not done as of 6/13.
7. **Hiddenbrooke Parkway Extra Work Orders** for Hiddenbrooke Parkway are on hold until HPOA Board advised the City on who can speak for HMD. On June 22nd, HMDAC picked 4 areas on the parkway to plant dwarf red Oleander and lower bubblers and bark.

8. **HMD Engineer's Report and HMD Boundary Map** sent to Elizabeth to be posted on the web.

9. **Holiday Lights:** Told Burton they will need to be checked this year.

10. **Priorities for 2015-2016:**

a. **White Fence:** Can't be cleaned until we find a source for Reclaimed water.
ON HOLD

b. **Shorten bubblers** at entrance around red roses in median and bark

c. **Change Large Rotors to new MPR Nozzles (Matched Precipitation Rate)** for smaller lawn areas around waterfall achieve hoped for 30% reduction in water in those areas and better coverage. Consider it for the Heights monument.

d. **Hiddenbrooke Parkway Median – Hiddenbrooke Parkway Median Welcome Center to Trail Head (Poles 34 – 15):**

Remove two sick and not straight Sycamore Trees at pole 19 to 19 ½

Finish removal of old rosemary and stumps to ground level in median near trail head

Remove Berry bush ? at end of lawn by Welcome Center. Okay to leave other plants.

Plant 4 areas with 5 gallon Dwarf Red Oleander usually two areas between three trees in zig zag pattern (no straight line). Need decision on variety. Joyce and Marcelline available to walk the area for plant count. One staggered row, not to touch at maturity or infringe in 2 foot safety area at curb. May need to be six feet apart?

Poles 16 ½ - 17 ½ (around Radar Speed Sign (Okay that a tree is missing))

Poles 20 – 21

Poles 25 – 26

Poles 21 – 32

Plant three 24" box October Morning Glory Maple Trees

Pole 19 – 19 ½ where two trees removed above

Pole 24 – 25 where tree missing in middle

Cap all unused bubblers so they won't show when barked. Notify Coty to increase water for new plants and deactivate any valves with no plants.

Bark as needed Welcome Center to Trail Head including around existing pink carpet roses and around Rosemary in front of Welcome Center. (Pole 15 – 38)

e. **Bennington Court At Hiddenbrooke Parkway**

Replant missing Star Jasmine to complete equal spacing of plants. Add emitters as needed. Notify Coty to increase water.

BALANCE OF ITEMS FOR 2015-2016 NEED MORE DISCUSSION

f. **HB Parkway Median at Entrance:** Try to copy feel of professional design done at entrance in 2014.

Remove brown lawn.

Remove tree before and after pilaster

Add 24" cobble stone (800 feet) per 2014 plans. (Cost in entrance bid \$16,000 or \$20 a foot)

No lights per Burton.

Plant five 24" box Strawberry Plants. Use only top quality trees.

Under plants to be determined. Any suggestions from City?

g. **HB Parkway Median at Bennington**

Decided no green paint and no "Drought Signs", but HPOA Board wants to reconsider signs at July Board meeting. Area is a priority when contractor is available.

Need to review City List of approved drought tolerant plants which may be available by August or September. While the area is big, it is not large enough for Live Oak Trees. Committee wanted trees to be evergreen.

h. **In Bound Side Hiddenbrooke Parkway** between street and asphalt walkway, continue to replant areas as contractor is available. (Need to consider whether we should continue to remove dead plant material in median between Trail Head and Entrance.)

i. **Other Landscape areas: Shade Tree, Avocet, Ashden, Washburn and perhaps Lansdowne will not be re-landscaped until the parkway looks good.** City would prefer each area to have a new Oasis controller which is \$20,000 plus, plus the costs of plants and material. Committee needs to get estimate of staff savings by using Oasis controller connected to computer.

11. Next Inspection: To be decided...probably late July. Burton only wants Punch list once a month so many things will be delayed getting fixed.