



MINUTES
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, August 17, 2016 – 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: Jennifer Pollard, Kara Crochett, Ian Forsyth, Maria Andrews & Allen Wildermuth

B. Service Providers: Elizabeth Mathern (Administrative Assistant) & Bret Andrews (CC&Rs Manager)

C. Invited Committee Chairs and Guests: Ed Medina (Welcome Center Manager), Chris Brittle (Governmental Affairs)

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	1
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions	12
Judgments received since last Board Meeting	3

4) **Minutes:**

Motion: Approve minutes of Board of Directors Meeting on May 18, 2016 and July 20, 2016 as submitted.

5) Community Forum:

Homeowner Chawkhill/Summits' – Addressed a concern to HARC and the board in regards to a motion to remove the front lawn of 75-80 homes and replace with drought tolerant plants to fill in landscape over a two year period. The motion is to cut down on lawn maintenance and watering. A pilot was approved for three homes and transition others over a period of time. Homeowner was concerned that this could spread throughout the community and large lawns could be removed and take away from our Mediterranean look and feel in the Community. Homeowner requests the Board to review and not let this continue.

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

Motion: Approve Open Agenda as submitted

Motion: Approve bills for payment as submitted by Financial Manager totaling \$20,102.56 (Attach list to agenda when available.)

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

A. CC&Rs Violation Summary:

Number of letters sent	160
Number of violations on hold	1
Number of violations which were resolved	49
Recommended for fine (Closed Session Hearing)	15
Emails answered/sent	312
Phone calls	160
Next Verification Drive	09/?/16

8) Financial Report- Ian Forsyth

1. Financial Statements for July 20, 2016
 - a) Checking Account Balance \$110,908.46
 - b) Money Market Accounts and Certificates of Deposit \$123,825.32
 - c) Comments on any large non recurring expenditures or unusual bills – No petty standard expenses total in account \$234,733.78

9) New Business

1. New Management Co.

Allen W. gave a report on progress to find new management company. No decisions yet. All bills sent to 850 Hiddenbrooke Parkway will be scanned and sent to Property Management Company and we will notify all Vendors that invoices must be received by the 15th of the month.

2. New Board Position Open

The Board is currently down 2 positions and soliciting new members.

3. Processing of Bills & Reimb.

Ian F. gave an update on invoices that come to the black HOPA mailbox and not to the Property Management Company. This delays payment and he put forth a request to eliminate HPOA address from all invoices and have them go directly to property Management Company.

4. Security Service Name- Allen W.

Our Welcome Center managed by United Protection Services is now Allied Universal Protection Services (name change). Recent press release stated that they are now the largest Security Firm in the U.S.

Question from Homeowner on Olivewood on where we can submit improvements to next RFP – Ed Medina, who is now in charge of the Welcome Center.

5. Artificial Turf-Ian F.

HARC is setting guidelines for the use of Artificial Turf in our Hiddenbrooke community.

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: Ed Medina

B. Hiddenbrooke Maintenance District Advisory Committee: Jen

- New Maintenance Company crew onsite Wednesday 7 Thursday's, 3 drive troughs were conducted this month. September work to focus on minimal water plantings for water conservation.
- Front Entrance Lights – A complete fix is being done on the lighting system with a push for completion by Halloween.

C. Hiddenbrooke Architectural Review Committee: Ian

- HARC needs guidelines to permit Homeowners to replace front lawns with artificial turf of high quality. HARC is requesting to know from the Board whether they will allow or disallow. Jen P. advised that per CA State Law, we must allow and we need to mimic the guidelines for backyard artificial turf.
- House Painting – Homeowner's that are painting same color scheme do not need to apply to HARC and pay application fee. For different color scheme, Homeowners will have to submit samples and complete an application.
- Hiddenbrooke will continue with a Mediterranean landscape for all properties in the community.

D. Resident Access Program: Allen/Kara

We lost our General Manager at the club and a search is on for the new GM. No change in fees and the upgrades to gym facility are planned to continue.

E. Hiddenbrooke Social Committees:

- 1) Welcome Baskets – Maria – Baskets are being delivered every month to new homeowners.
- 2) Family Events – Richard – There was an attempt to have a meeting and no residents showed up.
- 3) Cocktail Party – Richard – Social activities will now be run through Jennifer P.

11) Old Business

1. Candidates Night: Allen Wildermuth
City Council candidate's night request to board to fund expenses for the room with the club, total outlay expected to be \$100 for room rental and snacks.
2. Articles of Inc: Ian Forsyth

12) Upcoming Events and Future Agenda Items:

1. Garage Sale – Saturday, October 8th
2. Social Party- October 1st

13) Next Meeting: Sept 21, 2016

14) Adjournment: 8:33pm