



MINUTES
Open Session
Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, August 19, 2015 – 7:30 PM
Garden Room – Hiddenbrooke Golf Club

- 1) **Open Session:** Call to Order 7:30 PM – Maria Andrews, Vice-President
- 2) **Attendance/Introductions**
 - A. **Board Members:** Jennifer Pollard (absent), Nancy Berke, Ian Forsyth, Maria Andrews, Allen Wildermuth, Aya Aly
 - B. **Service Providers:** Pacific Union Property Management—Jody Burton, Elizabeth Mathern (administrative assistant), Steven Lane (HARC Manager) and/or Marcelline Mahern (HARC Administrator), Bret Andrews (CC&Rs Manager)
 - C. **Invited Committee Chairs and Guests:** Richard Tirrell (Welcome Center Manager), Chris Brittle (Governmental Affairs), Joyce Estes (HMD Chairperson) Steven Lane (HARC Chairperson)

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

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

Meet & Confer hearings conducted	0
Reimbursable assessments levied	0
New fines assessed	6
Homes in collection – Pro Solutions	3
Homes with Small Claims Court Actions	16
Judgments received since last Board Meeting	7
Problem homes discussed	0

- 4) **Minutes:** Motion: Approve minutes of Board of Directors Meeting on July 15 2015 as submitted. Approved with two changes
- 5) **Community Forum:** Paul Kuntne commented on the state of the community in general and volunteered to report problems to HPOA while on his frequent walks
- 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 \$ 8583.84 (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	70
Number of violations on hold	6
Number of violations which were resolved	51
Recommended for fine (Closed Session Hearing)	6
Emails answered/sent	96
Phone calls	39
Next Verification Drive	9/1/15

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	4
Number of homes that had landscape maintenance work	0

8) **Financial Report**

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

1. Financial Statements for July 30th 2015
 - a. Checking Account Balance \$8,802.42 (acc't #1) 49,187.43 (acc't #2)
 - b. Checking Account Balance and Certificates of Deposit \$181,661.00
 - c. Comments on any large non-recurring expenditures or unusual bills
2. General comments on phone calls/problems None

B. **Treasurer – Ian Forsyth Budget posted on website**

1. Report
2. Budget
3. Financial Management Info

9) **New Business**

A. **Neighborhood Watch** – Christina Encarnacion Gave a presentation about the benefits of Neighborhood Watch and getting involved with neighbors in general. As the Vallejo Community Service Officer, she offered to be a contact for issues regarding speeding or other community related issues. Her phone number is 707-651-7184 and her email address is: christina.encarnacion@cityofvallejo.net

B. **HB Park** - Fred Warren (Park committee chair) has reported that Bocce Ball courts are not up to standards not built as designed. He is working directly with the City of Vallejo, GVRD and contractor. Fred discussed his difficulty in working with the City of Vallejo project manager in getting the Bocce Ball courts repaired and brought up to standards. The board recommended that interested parties (ie Bocce Club members) go to the next City Council meeting and bring the matter to the attention of the council. While HPOA has no authority over Hiddenbrooke Park, the board would be willing to write a letter of regret, if requested.

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. Universal Protection Services is merging with Guardsmark, a very large security company
2. Regular patrol car Prius damaged in swerve to avoid a deer on Darrow Court
3. No major incidents recently
4. Guard turnover has increased

B. Governmental Affairs: Chris Brittle

1. Bob Sampayan confirmed that the pavement repair work for the Parkway is still scheduled for September.
2. The City is working with the County to determine who is responsible for the ongoing maintenance of the I-80 Overcrossing (deteriorated pavement and regular sweeping). I supplied information to Bob Sampayan and the City that shows the various agreements over the years, but apparently there are still questions. Bob has been a big help with this.
3. The City continues to work on the I-80 interchange plans, albeit very slowly. Caltrans refused to review the latest traffic forecasts that will be used for the planning until a Cooperative Agreement is in place between the City and Caltrans that will allow Caltrans to be reimbursed for their time on the project. Caltrans has since submitted the draft Agreement which is now with the City's Legal Department for review. Our work with the City has paid off with one recent improvement, which was the addition of No Parking signs on the EB I-80 onramp which has eliminated most of the big rig truck parking problem.
4. HID – Joyce and I continue to work with Don Burton, HMD, to try and get the asphalt path behind the 18th tee converted to a concrete path (like the rest of Hiddenbrooke) using HID funds. This project was on our list of projects that would be done with HID funds. Bids have been submitted to the City, but it's not a high priority for them.

C. Hiddenbrooke Maintenance District Advisory Committee: Joyce Estes

1. Marcelline has decided not to stay on HMDAC and focus her time on HARC
2. Joyce will be stepping down as the Chairperson and would like to remain on the committee. Jen has sent an e-mail to see if any of the current committee members would like to chair and a posting was made on the 2 social media groups for HB.
3. There was no inspection in July
4. August inspection has yet to be scheduled
5. Don Burton will deal directly with the board and we can take turns doing a once a month drive with him until further notice

D. Hiddenbrooke Improvement District Advisory Committee: Ian Forsyth

1. No report received Committee generally meets twice a year

E. Hiddenbrooke Architectural Review Committee: Marcelline

1. 5 items reviewed in July. Applicants & CCR Manager notified of HARC decision
2. 2 minor applications approved. Applicants & CCR Manager notified

3. 8 new projects reviewed during August HARC meeting (2 denied, 6 approved)
4. 1 application received for Custom Home lots (1 on Durrow,)
5. Fence Stain colors – Several homes have “un-approved” colors
6. HOA/HARC approval process for communities that have separate HOAs. Recently several projects in The Village have been approved by HOA but not submitted to HARC even though HOA approval advises them to do so
7. Gary Schwenk was appointed as new committee member
8. Chris Brittle will be alternate committee member
9. There was an item from the July meeting regarding leaning trees that Aya was going to follow up on and provide the HPOA board an update

F. Social Committee: Jen Pollard/Nancy Burke/Maria Andrews

1. National Night Out-

- We had over 200+ people attended which was one of the largest turn outs we have had in the past three years. We had music, face painter, photography a putting contest and guess game of M&M's in a jar. I
- **Issues:** Not enough food, no water, not enough seating for everyone, face painter/balloon vendor was 45 minutes late

NOTE: In the future; HPOA director will be responsible for working directly with the Golf Course for the contract, set-up, etc. We will need to have list of registered homeowners and organize the check in/food line process. Possibly have tickets and/or the golf course serve food.

2. Garage Sale:

- Shirlee Albrecht will be coordinating this year's event
- Scheduled for Saturday, October 10th
- HPOA has previously approved a budget of \$500 to cover advertising and other misc. costs related to the event.

3. Social Party:

- Scheduled for September 19th and Mark & Chris Anthony's home - New chairperson possibly taking over for chair. Two servers are confirmed and publicity for the party should start soon
- An outreach effort to recruit new volunteers for the Cocktail Party committee resulted in several potential new members and a meeting of the committee is scheduled for Monday, August 17th. The expectation is that a new chair will be elected and that the various party tasks will be explained and assigned. Prior chair, Vicki Idlor left a considerable amount of information which will be passed on to the new chair.
- The liaison to the HPOA board, Nancy Berke will arrange for the insurance for the event.
- 3 new volunteers have joined this committee

4. Welcome Committee: (Chris Anthony & Barbara Schwenk)

- 41 deliveries were made to households which includes change of ownership for Dec 2014, Jan, Feb, Mar, April & May 2015
- June (6) and July (5) to be delivered shortly

11) Old Business

1. Change of address: Nancy Berke Filed with Solano County ETA for paper work to be returned to HPOA is 2-3 months
2. Resident Access Card: Allen Wildermuth - Ballots have been mailed and most residents have already received them. Contract is awaiting golf club signature.
3. Open Board Position
4. Newsletter – Elizabeth Mathern- Newsletter has been mailed to homeowners

12) Upcoming Events and Future Agenda Items:

1. Social Party- Sept 19
2. Garage Sale – Oct 10

13) Next Meeting: Sept 16, 2015 at 7:30pm

14) Adjournment: 8:55

15) Attachments

- HMD memo from Joyce Estes
- HMD “Punch List” for Aug 2015

Memo--DRAFT

Date: August 19, 2015
To: HPOA Board of Directors
Subject: HMDAC Monthly Report

Since I am stepping down as Chair of HMDAC on August 31, 2015, I am in process of making a final report to the board/committee. This is a draft in progress:

HPOA Board Needs to:

1. Update email contact for Don Burton to: Don.Burton@cityofvallejo.net.
2. Appoint two committee members to replace the current one opening and to replace Marcelline Mahern. Committee desperately needs someone who understands plants and can do inspections by themselves if needed.
3. Appoint a new chair and notify Donny Burton of who speaks for HMD.
4. Appoint a Board Member to represent Hiddenbrooke in any discussions with other LMDs like Glen Cove and Mare Island as requested by Paul Norberg.
5. Notify Donny Burton of HPOA priorities for the \$100,000 rehab budget for FYE 6/30/16. Keep in mind that if we don't spend at least \$10,000 a month when the weather is good, Coast will be unable to provide the needed work and deferred maintenance will continue to grow.
6. The board needs to read the HMDAC Procedure Manual, update as needed and provide guidance as to what the committee should be doing. Since the committee started in 2002, the HMDAC has functioned has an advisory committee with the HCA or HPOA Board forwarding the annual priority list to the City and approving any public statements to be made at a City Council Meeting.

Chair needs to do:

1. Select an inspection sub-committee (2 or 3 people) to do monthly inspections during good weather with the soon to be new LMD Inspector. Whoever makes decisions for HMD, needs to attend the inspections because they will can have a influence on the decisions that are made and get trained about the various HMD areas and what maintenance is standard in the landscape contract and what is an

extra work order.

2. Report monthly to the HPOA Board Meeting (Wed. before Board Meeting)
3. Support the Inspection Committee by attending an inspection
4. Plan on a minimum 4 HMDAC meetings a year which Liaison can attend

Entrance Way Plans Prepared 5/2014 -If ever attempted, consider:

1. Plum Trees are no longer doing well in HB and another choice should be made.
2. Good Vibrations need to be evaluated in test plot before we plant so many
3. To reduce costs, lights could be eliminated from median at entrance
4. Poplar Trees on waterfall hillside not a good choice. See all the suckers on the Poplar trees on the Admiral Callaghan Lane hillside behind the auto dealer. Let's find a different tree.

New landscape contract going to bid Spring 2016:

1. In 2014, we tried to add additional fertilization for the Roses in July and an extra deadheading. Goal was to get HMD Roses looking like the ones by the Villas.
2. Need specific language that if drought requires that water be substantially reduced again, that contract can be rebid. (Do we want to pay when lawns aren't mowed??)
3. Master Contract list of all work estimated to be performed each month. City Inspector will say it always changes, but it is too difficult for all of us to monitor when we don't know things like what months that certain plants need to be trimmed or when fertilizer will be applied....or when our bark and decomposed granite should be spread which is in the contract.

Follow up as needed on the following:

1. **Annuals at waterfall** still haven't been replaced because of the drought. Should we try for the solid green Society Garlic?
2. **Arbor Accident:** City is still working to build a new arbor. No date was provided for completion.
3. **Dog Bags:** Still waiting for 9 signs for dog boxes. Ordered 20,000 bags in August 12th. John Estes, Randy Foo and Bruce Adams will continue to fill the dog boxes and I will continue to place the order to avoid the City overhead fee.
4. **Gazebo in Reflections Park** will be cleaned by Frank's Janitorial Service. It has been a couple of months now and will consider cancelling job.
5. **Holiday Lights:** Told Burton they will need to be checked this year.
6. **LMD Overhead Analysis:** More work is being done by Denis Albright from Glen Cove and other LMDs. Hiddenbrooke should continue to monitor.
7. **Trees on Parkway:** In 2012, we removed 50 trees from all over the parkway and probably at least another 10 since then. In 2014, we also removed many large Strawberry Shrubs from the outbound side starting at the Welcome Center. These all need to be replaced.
8. **Waterfall Accident, Saturday, January 18, 2014:** Still waiting to do repairs. Change in plans to have pilasters repaired now and wait to fix the leaking waterfall. Pilasters need to be repaired before someone removes the stones which will require more work to find matching stones.
9. **Other Areas Needing Attention not on committee's priority list**
 - a. **Waterfall Rush Creek** had 12 pear trees with blight. They are getting worse. Three trees on waterfall were replaced by a resident. The remaining 9 trees are getting worse with blight consuming at least 1/3 of tree. A decision needs to be made on when they will be replaced. If the 24" box is used to match the existing ones on Waterfall way, estimated cost is less than \$7,000. If trees are going to be allowed to die, then shouldn't we turn off the water?
 - b. **Bennington Court and Hiddenbrooke Parkway** needs infill planting and at the same time replant Bennington Court to wall. Last infill was done in 2013? and half died.
 - c. **Rush Creek Lawn, slope** near the house not doing well. Perhaps planting slope and using drip would be better and conserve water.
 - d. **Lansdown Lawn** midway down street needs attention as lawn has died on North end.

- e. **Heights Monument Lawn** consider change from large rotors to new MPR Nozzles (Matched Precipitation Rate) to get hoped for 30% reduction in water. City may be getting bid.
- f. **Hiddenbrooke Parkway In Bound Side** 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.)
- g. **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. Shade Tree will need annual or bi annual replacement of the straw berm to keep the soil out of the drains.
- h. **Utility Corridor's:** Valenda Gillis requested that they be rocked. We are down to dirt in many areas. This is currently on hold.

100 SEAT ROSE COURT



August 2015 Hiddenbrooke Region 2 Punch list

Waterfall and entrance / mow weeds 7/31/15

- ✓ Clean debris and keep fountain clean
- ✓ Spray lawn for Broadleaf
- Coast LM to provide proposal to replace existing irrigation with MP Rotator nozzles

Hiddenbrooke Parkway

- Ongoing weed control in planter beds
- Ongoing removal of dead plant material along Hiddenbrooke Parkway
- *• Trim Rosemary from curve at various locations Poles 6-8/12-13 = 8/10/15

Bennington Court / welcome center Trim ROSEMARY 7/31/15

- Clean up dead plant material from Ceanothus
- Prune Jasmine off the curve

Reflections Park

- ✓ Remove and spray for weeds 7/31

Corner of Olivewood and Overlook

- ✓ Remove weeds and spray 7/31/15
- ✓ Clean V-ditch 7/31/15
- Mow again for fire breaks / mow around trees 7/31/15? (~~8/7/15~~)

Shade Tree

- *• Remove old leaves under shrubs 8/7/15

Landsdown



Orchards

- ✓ Clean Walnuts off the sidewalk 7/31/15

Waterfall and Rush Creek

- Trim Pink Sashine 8/3/15
- Mow weeds between the ornamentals and the creek 8/3/15

Bennington Park

- ✓ Remove horse tails on regular basis
- ✓ Apply bait for gophers

2 8/3/15

Marshfield

- ✓ Prune back Western Redbud off vinyl fence by creek area

Carisbrook Lane and Staghorn Drive

Ashden

- ★ Clean old leaves under shrubs 8/7/15

Avocet

Washburn

- ★ Clean up leaves / REMOVE WEEDS! 8/7/15
- Adjust irrigation tubing for proper watering with DO ONCE FAS CLEANED UP 8/12

Notes

- Mow again for fire breaks as needed
- Irrigation adjustments ongoing due to new controllers installation