



MINUTES
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, September 16, 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:** Jennifer Pollard, Nancy Berke, Maria Andrews, Allen Wildermuth, Aya Aly
- B. **Service Providers:** Pacific Union Property Management—Jody Burton, Carol Rogers, Elizabeth Mathern (administrative assistant), Bret Andrews (CC&Rs Manager)
- C. **Invited Committee Chairs and Guests:** Richard Tirrell (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	0
Reimbursable assessments levied	0
New fines assessed	7
Homes in collection – Pro Solutions	3
Homes with Small Claims Court Actions	15
Judgments received since last Board Meeting	1
Problem homes discussed	0

4) **Minutes:** Motion: Approve minutes of Board of Directors Meeting on August 19, 2015 as submitted. Approved

5) **Community Forum:** *Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of HPOA may speak now. Each speaker should state his/her name and address for the record and is limited to three (3) minutes. Secretary will track time.* Maria Escamilla from Fairway Villas had a parking citation issue. Referred to the Fairway Villas HOA. Richard Tirrell brought up some ideas for the media on Hiddenbrooke Parkway, Fred Warren reported that the City of Vallejo has agreed to require the contractor for Hiddenbrooke Park to re-do the bocce courts to match the original specifications.

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 \$ 12,173.10 (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	65
Number of violations on hold	6
Number of violations which were resolved	30
Recommended for fine (Closed Session Hearing)	27
Emails answered/sent	144
Phone calls	73
Next Verification Drive	10/6/15

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 August 19, 2015
 - a. Checking Account Balance \$60,912.89
 - b. Checking Account Balance and Certificates of Deposit \$184,609.24
 - c. Comments on any large non recurring expenditures or unusual bills None
2. General comments on phone calls/problems Discussed possible new on-line bill payment system. More information needed in order to make a decision.

B. **Treasurer – Ian Forsyth** Tabled due to absence.

1. Report
2. Budget
3. Financial Management Info

9) **New Business**

1. Resident Access Vote: Election Officer reported that the final vote was 550 in favor of the Resident Access Program and 150 voted no. Total number of ballots cast was 700.

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 Working with Vallejo PD to improve communication with the Security Service.

- B. **Governmental Affairs:** Chris Brittle New paving on Hiddenbrooke Parkway is scheduled to be completed by the end of September. New signage - 80 E on-ramp has greatly reduced the number of trucks parking there. Cal-Trans and the City of Vallejo are in communication to determine who is responsible for the paving on the I-80 overpass and the nearby exchange.
- C. **Hiddenbrooke Maintenance District Advisory Committee:** Jen Pollard Gave report. The committee will operate without a chairperson, but members have volunteered to work on the budget and other financial matters, and do ride-alongs with Donny Burton, the City official responsible for administering HMD.
- D. **Hiddenbrooke Improvement District Advisory Committee:** Ian Forsyth No activity this month.
- E. **Hiddenbrooke Architectural Review Committee:** Aya Aly Gave report in closed session.
- F. **Hiddenbrooke Social Committee:** Nancy Berke - Submitted written report. Also encouraged signups for Summer Sizzle Fest, scheduled for September 19th.

11) **Old Business**

- 1. Resident Access Card: Allen Wildermuth Answered questions about the program.
- 2. Open Board Position Jen re-stated that HPOA would like to fill its open Board Position.
- 3. Possible Increase in dues for 2016? Had some preliminary discussion about the possible need for a dues increase.
- 4. Pac Union - DS resource? Allen Wildermuth to investigate when he returns from vacation.

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

- 1. Garage Sale – Oct 10 – Aya Aly Will be in touch with the chair, Shirlee Albrecht
- 2. Halloween – BGC - Jen Pollard Boundless Grace Church will hold a "Trunk or Treat" Halloween event in the parking lot outside of the church. HPOA gave permission to put a notice on the signboard.
- 3. Holiday Lighting Contest- Jen Pollard: Board approved prize money in the amount of \$100.00, \$75.00, and \$50.00 for First, Second and Third place prizes, respectively.

13) **Next Meeting:** October 21, 2015 at 7:30pm

14) **Adjournment:** 8:32

15) **Attachments**
none