



Minutes

Open Session

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Wednesday, January 22nd 2014

7:30 PM

Library – Hiddenbrooke Golf Club

I. Closed Session

The Board has elected to follow Civil Code §1363.05 Open Meeting Act which limits topics for Closed Session to formation of contracts, member discipline, personnel matters, or to meet with a member regarding fines or payment of assessments

II. Open Session: Call to Order – Heather Cooper- Vice President 7:39pm

III. Attendance/Introductions

- Board Members present: Heather, Jen, Maria, Ian, Jim
- Service Providers present: Desiree, Elizabeth

IV. Invited Guests: Richard Tirrell (Welcome Center Manager), Jan Elms (HARC)

V. Report from Closed Session — Maria Andrews

a. Member Discipline—Hearings & Fines

- i. Meet & Confer hearings conducted: 1
- ii. Reimbursable Assessments levied: 1
- iii. New Fines Assessed: 6
- iv. Homes in Collection discussed:
- v. Problem Homes Discussed: 5

VI. Approve Minutes*

- Board of Directors Meeting on Dec 4, 2013-Approved

VII. Community Forum – Kurt Elean- resident

VIII. Consent Calendar and Approval of Agenda - Approved

- a. Changes/additions to Agenda or order of Agenda items -NONE
- b. Bills to be approved for payment --See Financial Management Report from Valley Management Services with listing of invoices for payment.- Approved

IX. CC&Rs —Bret Andrews, Maria Andrews

i. CC&R Violation Summary

Number of Letters Sent	147
Number of Violations on Hold	25
Number of Violations which were resolved	135
Recommended for Fine (Closed Session Hearing):	54/6
Emails answered/sent:	262
Phone calls:	113
Next Verification Drive:	2/4 or 2/5

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	1
Number of homes not in compliance-scheduled for hearing	1
Number of realtors/banks called:	36
Number of homes that had landscape work performed:	1

X. President’s Report – Kevin Smith (via email and read by Heather Cooper)

- a. Met with HIDAC and HMDAC: I-80 interchange chairs to discuss priorities and funding. Excess funding in HMD will be eaten up by Joyce’s \$500K for next phase of Parkway. Funding in HID must be carefully managed based on 18 years remaining on bonds, and need to maintain roads, etc. for that period. See attached “Hiddenbrooke Projects in order of Priority”
- b. Proposing \$250K in Bond assessment relief for FY14, reducing payments for homeowners. Not confirmed...this is our proposal.
- c. Discussions with City on reporting to Board rather than through HMD (this is the city’s request). Will finalize before February meeting.

XI. Treasurer’s Report -- Ian Forsyth - See VMS report

- a. Checking Account and CD balances
- b. Fines Report—Valley Management Services- See report
- c. Other items concerning the Financial Report *-Valley Management Services

XII. Committee Reports

- a. **Welcome Center*** – Richard Tirrell Working on new bids for Security
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Joyce Estes- See attached HMD report
- c. **Hiddenbrooke Improvement District Advisory Committee*--** See Report
- d. **HARC** –Jan Elms –advising residents, new color, trim need HARC approval, how to work with homeowners who choose to change home without HARC applications
- e. **Social Committee** – Jen Pollard- Welcome Committee: 3 new members, waiting on HB Golf Club for new member packets, working on HPOA welcome letter and scheduling meeting with new members.-Nothing new on social.

XIII. Old Business

- a. Establish Safety committee – Richard to update- Nothing new
- b. Discuss guidelines for account collection activity- Move to February
- c. 1-800 number update- Maria to tweak recordings, number is active
- d. City request for quarterly meetings with Board- update- Move to February
- e. Establish process for major projects- defer to Feb meeting
- f. Report from Ian, Elizabeth and Heather on Small Claims Court process meeting- Move to a forward date – Pending discussions on fines recovery Process

XIV. New Business

- a. **Sense of Board on request from HMDAC to raise annual Bond assessments to pay for Parkway renovation- Move to February**
- b. **Newsletter- Deadline for information mid February. Also voted and approved that we would do a paper newsletter since we have not increased the membership emails addresses.**

XV. Upcoming Board Items/Other Events April meeting, budget, ballots (fiscal year approaching, rules & regulations

XVI. Next Meeting Date: Feb 26 at 6:30 p.m. at the Library

XVII. Adjournment 9:10pm

Regular Invoices Due	
VMS Financial Management Services (see invoice)	\$1,870.00
VMS (Reimbursable) - 4th Quarter Statement Fees	\$516.40
VMS Special Projects	\$175.00
Calif. Highway Adoption – Monthly	\$130.00
Tops Software – Monthly	\$99.95
Elizabeth Mathern	\$593.13
Bret Andrews	\$1,089.85
Maria Andrews (Reimbursable)	\$146.64
Clean Cut Landscaping	\$60.00
Digital Copy - 4th Quarter Billing and Fines	\$406.48
Holiday lighting Contest winner = Rosario Galvez - First Place	\$100.00
Holiday lighting Contest winner =Potenciano & Maria Salvador	\$50.00
Rackspace Server Dec. & Jan	\$589.79
Solano Legal -Small Claims	\$800.00
<i>Regular Expenses Sub Total</i>	<u>\$6,627.24</u>
HCA Reimbursable Bills	
<i>Total HCA Reimbursable</i>	
<u>Welcome Center HMD Reimbursable Bills</u>	
Welcome Center Phone Bill	\$95.26
<i>Total HMD Reimbursable</i>	<u>\$95.26</u>
Total Expenses	\$6,722.50