



Minutes
Open Session

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Thursday, January 24, 2013
6:30 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 – Vickie Medina, Vice President -7:43pm

The Open Session will begin at 7:30 p.m. or at the end of the Closed Session, if completed earlier.

III. Attendance/Introductions

- Board Members present: Vickie Medina, Ian Forsyth, Maria Andrews, Heather Cooper, Chris Brittle
- Service Providers present: Desiree Conley, Elizabeth Mathern, Joyce Estes
- Invited Guests: Richard Tirrell (Welcome Center Manager) -Did not attend, Shannon Elms (HARC)
- Webex meeting, February 15, 2013: Kevin Smith proposed using webex for board meetings so all can be present. To be added to February agenda for HPOA board decision.

IV. Report from Closed Session (to be included in Open Session minutes in summary form, no names or addresses) — Maria Andrews

a. Member Discipline—Hearings & Fines

- i. Meet & Confer hearings conducted: 1
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 8
- iv. Homes in Collection discussed: 2
- v. Problem Homes Discussed: 3

V. Approve Minutes* -Approved

- Board of Directors Meeting on December 10, 2012

VI. 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. Each speaker is limited to three (3) minutes. Valley Management will track the time. -No attendees.*

VII. Consent Calendar and Approval of Agenda

All matters are approved under one motion unless requested to be removed for discussion by a Board Member. Any item discussed separately may be voted separately upon request by a Board Member.

- 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

VIII. CC&Rs —Bret Andrews, Maria Andrews

i. CC&R Violation Summary

Number of Courtesy/Final Letters Sent	48
Number of Violations on Hold	100+
Number of Violations which were resolved	90
Recommended for Fine (Closed Session Hearing):	8 new, 39 continued
Emails answered/sent:	129
Phone calls:	29
Next Verification Drive:	2/12 & 2/13

ii. 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:	0
Number of homes that had landscape work performed:	0

IX. President's Report – Chris Brittle (Kevin Smith absent from January meeting)

X. Treasurer's Report -- Ian Forsyth

- a. Checking Account and CD balances
- b. Collections Report --Valley Management Services: 19 homes in collection
- c. Fines Report—Valley Management Services: 0
- d. Other items concerning the Financial Report *-Valley Management Services

XI. Committee Reports

- a. **Welcome Center*** – Chris Brittle (Richard Tirrell did not attend)
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Chris Brittle (Trevor Macenski absent from January meeting)
- c. **Hiddenbrooke Improvement District Advisory Committee***– Chris Brittle (Trevor Macenski absent from January meeting)
- d. **HARC** – Shannon Elms
Artificial turf CC&R amendment is under discussion
Jamie Clark will remain on committee until August 2013. She is stepping down as committee chairperson, effective January 2013.
Submitting request to add members
Shannon to provide HARC details to be added to Maria Andrew's CC&R records

XII. Old Business

- a. **Website update** – Ian Forsyth, Elizabeth Mathern
- b. **HCA Update**
Jen Pollard is joining HPOA board as social coordinator, parties and welcome baskets.
HCA is sending over monies earmarked for youth activities
Need to re-energize the security committee -Suggested additions are earthquake preparedness and Neighborhood Watch programs

XIII. New Business

- a. **Fiscal Year 2013-2014 Budget ***-- Chris Brittle (Kevin Smith absent), Ian Forsyth

Normally this time of year, the Board adopts the Budget for the next Fiscal Year along with approving publication of the adopted Budget in the upcoming March edition of the Hiddenbrooke TIMES. This early adoption is necessary due to notification requirements in the CC&Rs and the timing of the publication of the Hiddenbrooke TIMES, which is the way homeowners receive notification by mail. The proposed Budget accounts for known and anticipated changes in both revenues and expenses.

Motion: Approve the Budget for Fiscal Year ending June 30, 2014 and approve publication of the Budget in the March 2013 edition of Hiddenbrooke TIMES. -Approved at webex meeting held 2/15/2013.

b. Setting of Annual Assessment for Fiscal Year 2013-2014*-- Kevin Smith, Ian Forsyth

The CC&R's specify a methodology for calculating the maximum allowed annual assessment for Fiscal Year 2013-2014, which would be \$59. Given the estimated operating expenses in the Budget above and the amount in reserves, the annual assessment for owners can be maintained at the current level of \$55 per lot per year.

Motion: Approve an annual assessment for Fiscal Year 2013-2014 of \$55 per lot per year, which maintains the annual assessment at the current level, and also approve publication of this decision in the March, 2013 Hiddenbrooke TIMES. -Approved

c. HPOA Rules and Regulations*

Each year the Board reviews the Association's Rules, Regulations, CC&R complaint procedures and fine policies and then publishes them in the March edition of the Hiddenbrooke TIMES for community review. There are several changes proposed this year in the attached document

Motion: Approve Summary of CC&R Complaint Procedures, Notices and Fines and approve publication in March, 2013 edition of Hiddenbrooke TIMES newsletter

d. Hiddenbrooke Architectural Review Committee (HARC) Policies and Disclosures*

Minor changes and cleanups to the existing HARC Policies and Disclosures are proposed for this year.

Motion: Approve HARC Policies and Disclosures and approve publication in March, 2013 edition of Hiddenbrooke TIMES -Approved

e. Annual Meeting Date – HPOA board scheduled meeting for June 25, 2013. Q1 & Q2 newsletters will publish date.

f. Chris Brittle status on Board- Appointed replacement will be Jen Pollard

g. Appoint Chris Brittle to head Governmental Affairs committee -Appointed

XIV. Upcoming Board Items/Other Events

- a. Contact board members re. running for re-election in June
- b. Prepare materials for March Newsletter (due Feb 5)

XV. Next Meeting Date: Thursday, February 28, 2013 at 6:30 p.m. at the Library

XVI. Adjournment -Vickie Medina, 9:28pm

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

December 2012

Board Meeting 1/24/13

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for December, 2012	\$2,068.02
Checking Balance 12/31/12	\$33,381.20
Current Checking Balance (As of January 21, 2013)	\$34,042.43
Current Certificates of Deposit as of 1/21/13	
130 #4415 @ .40% Matures 4/12/13	\$17,333.19
114 #4481 @ .25% Matures 8/09/13	\$15,419.81
116 #4577 @ .4% Matures 1/23/13	\$15,095.37
131 #4874 @ .25% Matures 7/20/13	\$20,105.39
132 #4875 @ .4% Matures 3/20/13	\$20,086.11
133 #5205 @ .3% Matures 5/04/13	\$35,026.40
Total CD Value	<u>\$123,066.27</u>
Total Hiddenbrooke Cash/CD's (As of 1/21/13)	\$157,108.70

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Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Invoices Due	
VMS Financial Management Services (see invoice)	\$1870.00
VMS Reimbursable	\$925.14
Calif. Highway Adoption – Monthly	\$ 130.00
Tops Software - Monthly	\$99.95
Elizabeth Mathern	\$162.50
Ian Forsyth – Rackspace Cloud - Server	\$10.37
Hughes, Gill & Cochrane – Attorney Services	\$146.25
Bret Andrews	\$250.00
Maria Andrews	\$21.60
Digital Copy	\$156.13
<i>Regular Expenses</i>	\$3,771.94
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$52.67
<i>Total Reimbursable</i>	\$52.67
Total Expenses	\$3,824.61