



MINUTES

Open Session

**Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, February 26 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 – Kevin Smith, President- 7:05pm

III. Attendance/Introductions

- Board Members present: Kevin, Heather, Jen, Maria, Ian, Jim
- Service Providers present: Elizabeth, Bret
- Invited Guests Present: Richard Tirrell (Welcome Center Manager), Jan Elms (HARC),

IV. Report from Closed Session — Maria Andrews

a. Member Discipline—Hearings & Fines

- i. Meet & Confer hearings conducted: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 7
- iv. Homes in Collection discussed: 4
- v. Problem Homes Discussed: 2

V. Approve Minutes*

- Board of Directors Meeting on Jan 22 2014- Motion Approved

VI. Community Forum – Jim Stone Attended

VII. Consent Calendar and Approval of Agenda – a motion to approve the Consent Calendar was seconded and carried.

- a. Changes/additions to Agenda or order of Agenda items – N/A
- b. Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment.

VIII. CC&Rs —Bret Andrews, Maria Andrews

i. CC&R Violation Summary

| | |
|--|-----------|
| Number of Letters Sent | 131 |
| Number of Violations on Hold | 25 |
| Number of Violations which were resolved | 12 |
| Recommended for Fine (Closed Session Hearing): | 38 |
| Emails answered/sent: | 153 |
| Phone calls: | 63 |
| Next Verification Drive: | 3/3 & 3/4 |

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: | 6 |
| Number of homes that had landscape work performed: | 0 |

IX. President's Report – Kevin Smith

- a. Report on meetings with City of Vallejo- Fountain turn-off based on City Managers Report, was not voted on but may be on City Council Agenda. Coast will empty rainfall water as needed to prevent mosquitos. Pump should not be an issue. HMD's focus needs to be on care/irrigation of existing plants, as frost-damaged plants are at risk. City has negotiated with Coast to have contract @\$5k a month to maintain water usage. Maybe a delay for the front entrance project. Letter being written to City Attorney about City Council members who cannot vote for items in HB related, (because they live in HB), and who will be our voice. Also, Kevin attended the Ground Breaking Ceremony for Park. Vacancy on board-waiting until June ballot to advertise
- b. Budget Planning Process- Desiree to come up a draft and work with Ian
- c. Rules changes proposed-
 - a. Design Guidelines moved to March 26th Meeting

X. Treasurer's Report -- Ian Forsyth- See VMS Report

XI. Committee Reports

- d. **Welcome Center*** – Richard Tirrell –Looking/Pricing new security companies. Increase budget from HMD - no increase in 10 years, new cameras, state of the art to be put in the park.
- e. **Hiddenbrooke Maintenance District Advisory Committee** – no Feb. inspection
- f. **Hiddenbrooke Improvement District Advisory Committee***– No report
- g. **HARC** –Jan Elms 2 solar Panel applications- approved concrete issues & patio cover, height issues- working with owner. Custom Home- home owner needs to go over design guidelines and work with city.
- h. **Social Committee** – Jen Pollard- Next Social Party 3/29. Need to find food server. Two more parties scheduled for the year. Committee will work on putting together National Night Out activities.

XII. Old Business

- a. Discuss guidelines for account collection activity- Bret ok to waive up to \$200 fee- Fees to use CC to pay fine, not at this time, send letter to homeowner advising if using a cc there is a 5% fee. Small Claims judgment homeowner no-shows, how do we collect? Maria and Ian to work together.
- b. 1-800 number update- Still working on it
- c. Establish process for major projects – See attached proposal for text
- d. Report from Ian and Heather on Small Claims Court process meeting- Document what the process is. Request for a weekly report on Small Claims Status from Maria or Elizabeth to submit to on who has been served.

- e. Newsletter format - Postcard to be mailed out advising that the N/L is now available online and sign up to receive it yearly. Advertisers to get a discount or put sponsored ad on the postcard. Print copies as well and have them at J&O and other merchants in Plaza.

XIII. New Business

- a. Sense of Board on request from HMDAC to raise annual Bond assessments to pay for Parkway renovation- No one is happy about this but agreed to raise the bond.
- b. Proposal for Spring Green cleanup- Submitted by a Vallejo Real Estate agent- request not approved.
- c. Proposal for Little Library- Request by HB neighbor voted and passed. One library to be purchased and installed up in plaza.
- d. Installment payment for fines- negotiated between Ian and Maria for them to decide.

XIV. Upcoming Board Items/Other Events - NA

XV. Next Meeting Date: March 26 7:30

XVI. Adjournment 9:12pm

From Old Business Item C - 2/26/14:

At the February 26, 2014 HPOA Board Meeting, Kevin Smith, HPOA president, recommended the Board adopt guidelines for addressing major projects in order to establish protocols for the future and for transparency. These guidelines will apply to new projects going forward from the date of this recommendation.

Proposed Guidelines

1. On a yearly basis, the HPOA Board President will meet with the Hiddenbrooke Maintenance District Advisory Council and the Hiddenbrooke Improvement District Advisory Council to review priorities for the upcoming year.
2. The HPOA Board will approve all projects
3. All projects must include a budget and a plan of execution of the project.
4. If the budget exceeds \$100,000, the project is subject to community review and approval
5. Regular checkpoints will be established and reported on at HPOA board meetings.

| Regular Invoices Due Feb. 2014 | |
|--|--------------------------|
| VMS Financial Management Services (see invoice) | \$1,870.00 |
| Postage for Fines | \$18.86 |
| VMS Special Projects | \$50.00 |
| Calif. Highway Adoption - Monthly | \$130.00 |
| Tops Software - Monthly | \$99.95 |
| Elizabeth Mathern | \$774.50 |
| Bret Andrews | \$1,069.25 |
| Maria Andrews (Reimbursable) | \$116.28 |
| Jan Elms - HARC - Nov.-Dec. (Jan noted correction to Oct. Billing) | \$306.00 |
| TelCan-800 number | \$10.14 |
| Rackspace Server 1/29/14 | \$299.74 |
| Solano Legal -Small Claims for Jan. 2014 | \$2,065.00 |
| <i>Regular Expenses Sub Total</i> | <u>\$6,809.72</u> |
| | |
| | |
| | |
| HCA Reimbursable Bills | |
| Jen Pollard - Welcome Baskets Wine | \$101.54 |
| <i>Total HCA Reimbursable</i> | <u>\$101.54</u> |
| <u>Welcome Center HMD Reimbursable Bills</u> | |
| Welcome Center Phone Bill | \$95.26 |
| | |
| <i>Total HMD Reimbursable</i> | <u>\$95.26</u> |
| | |
| Total Expenses | \$7,006.52 |