



MINUTES

Open Session

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, February 28, 2013

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, at 7:12pm

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: Kevin Smith, Ian Forsyth, Maria Andrews, Trevor Macenski (remote), Jen Pollard, Heather Cooper
- Service Providers present: Desiree Conley
- Invited Guests: Richard Tirrell (Welcome Center Manager), Shannon Elms (HARC), Chris Brittle (Governmental Affairs) - Did not attend, Joyce Estes (Financial Advisor) - Did not attend.

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: 39
- iv. Homes in Collection discussed: 1
- v. Problem Homes Discussed: 5

V. Approve Minutes

- Board of Directors Meeting on January 24, 2013 - Approved

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.*

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
- b. Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment. - Approved
- c. Add HARC-Astroturf, revised CC&R violation structure and notice, and postcards to Old or to New Business for Open Session - Approved

VIII. CC&Rs —Bret Andrews, Maria Andrews

i. CC&R Violation Summary

Number of Courtesy and Final Letters Sent	64
Number of Violations on Hold	100+
Number of Violations which were resolved	54
Recommended for Fine (Closed Session Hearing):	39
Emails answered/sent:	78
Phone calls:	22
Next Verification Drive:	3/12 & 3/13

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	2
Number of homes not in compliance-scheduled for hearing	0
Number of realtors/banks called:	1
Number of homes that had landscape work performed:	0

IX. President's Report – Kevin Smith - No new news

X. Treasurer's Report -- Ian Forsyth

- a. Checking Account and CD balances
- b. Fines Report—Valley Management Services
- c. Other items concerning the Financial Report *-Valley Management Services - None

XI. Committee Reports

- a. **Welcome Center*** – Richard Tirrell
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Trevor Macenski
- c. **Hiddenbrooke Improvement District Advisory Committee** - Trevor Macenski
- d. **HARC** – Shannon Elms
- e. **Social Committee** – Jen Pollard

XII. Old Business

- a. **Website update** – Ian Forsyth, Elizabeth Mathern
- b. **HARC – Astroturf** - HPOA has instructed HARC to finalize research and present what is acceptable in Hiddenbrooke.

XIII. New Business

- a. **Annual Meeting Date** – HPOA board scheduled meeting for June 25, 2013. Q1 & Q2 newsletters will publish date.
- b. **Scope and Specifics of Social activities** - Jen Pollard
- c. **Project Priorities and funding** - Chris Brittle and Trevor Macenski
- d. **Postcards to be mailed to homeowners** - Designs and cost presented - Approved
- e. **Review Draft version of CC&R Violation - Notice of Non-Compliance** - Approved
- f. **Review revised CC&R violation structure** - Approved

XIV. Upcoming Board Items/Other Events

- a. Contact Committee members re. running for re-election in June

XV. Next Meeting Date: March 28 at 7:30 p.m. at the Library

XVI. Adjournment 8:45pm by Kevin Smith

Attachments:

- January 2013 Board Minutes (sent separately by Heather Cooper)
- February 2013 Financial Management Report (sent separately by VMS)

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

January 2013

Board Meeting 2/28/13

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for January, 2013	\$3,739.20
Checking Balance 01/31/13	\$33,674.60
Current Checking Balance (As of February 25, 2013)	\$36,720.72
Current Certificates of Deposit as of 2/25/13	
130 #4415 @ .40% Matures 4/12/13	\$17,339.08
114 #4481 @ .25% Matures 8/09/13	\$15,429.51
116 #4577 @ .4% Matures 1/23/13	\$15,108.83
131 #4874 @ .25% Matures 7/20/13	\$20,109.66
132 #4875 @ .4% Matures 3/20/13	\$20,092.93
133 #5205 @ .3% Matures 5/04/13	\$35,035.33
Total CD Value	<u>\$123,115.34</u>
Total Hiddenbrooke Cash/CD's (As of 02/25/13)	\$159,836.06

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Financial Management Report

January 2013

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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)	\$1972.50
VMS Reimbursable	\$15.30
Calif. Highway Adoption – Monthly	\$130.00
Tops Software - Monthly	\$99.95
Elizabeth Mathern	\$462.50
Ian Forsyth – Rackspace Cloud - Server	\$134.95
Hughes, Gill & Cochrane – Attorney Services	\$385.00
Bret Andrews	\$450.00
Maria Andrews	\$29.44
<i>Regular Expenses</i>	\$3679.64
<u>Welcome Center Reimbursable Bills</u>	
Welcome Center Phone Bill	\$53.59
Richard Tirrell – Welcome Center Expenses	\$80.36
<i>Total Reimbursable</i>	\$133.95
Total Expenses	\$3,813.58