



MINUTES

Open Session

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Wednesday, March 26 2014

7:30 PM

Garden Room – 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 – 7:30pm, Kevin Smith, President

III. Attendance/Introductions

- Board Members present: Jen Pollard, Jim Mahern, Ian Forsyth, Maria Andrews, Kevin Smith
- Service Providers present: Desiree Conley, Elizabeth Mathern
- Invited Guests: Allen Wildermuth, Joyce Estes (Chair HMD Advisory Committee), Donny Burton (City of Vallejo)

IV. Report from Closed Session — Maria Andrews

a. Member Discipline—Hearings & Fines

- a. Meet & Confer hearings conducted: 0
- b. Reimbursable Assessments levied: 0
- c. New Fines Assessed: 3
- d. Homes in Collection discussed:10
- e. Problem Homes Discussed: 0

V. Approve Minutes

- Board of Directors Meeting on Feb 26 2014 Minutes - Approved

VI. Community Forum –Jean Stevens- Villas questions about website, HOA reimbursement, HOA landscape, complain about neighbor's shed. Advised to discuss with her HOA President.

VII. 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.

VIII. CC&Rs —Bret Andrews, Maria Andrews

a. CC&R Violation Summary

Number of Letters Sent	63
Number of Violations on Hold	25
Number of Violations which were resolved	31
Recommended for Fine (Closed Session Hearing):	41
Emails answered/sent:	95

Phone calls:	18
Next Verification Drive:	4/1 or 4/2

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 work performed:	0

IX. President’s Report – Kevin Smith

- a. Letter to the city regarding request for reduced bond levy sent in February (see attached).
- b. Report on meetings with City of Vallejo – no formal meetings held. Informally, discussions to remove the sign at the waterfall were successful.
- c. Board Members standing for re-election- Jim, Heather, Open Position
- d. Date for AGM- June 17, 2014; Kevin to reserve the room.

X. Treasurer’s Report -- Ian Forsyth- See Reports attached

- a. A motion to pay off Pro-Solutions for the Ramish properties was moved, seconded and carried. Ramish will pay HPOA directly.

XI. Committee Reports

- a. **Welcome Center** – Allen Wildermuth reported on behalf of Richard Tirrell. The RFP process for the next security contract has begun. We will continue with one year contracts with a two one-year renewals. Discussion about contract numbers and need to track contracts in general. Set up a spreadsheet with all contracts, numbers and renewal dates. Allen reviewed some terms for next security firm included in RFP, such as patrol areas to be included: the park and Eucalyptus grove property, anything on city property (Welcome Center); take down all signs, remove A-frame signs after Monday, etc. Wanting orange lights on Security vehicles in case of stopping in street. Guards still need to be more proactive with community (waive). Security will have name tags, collared shirts and will be asked to check the lights on the waterfall on parkway. Need to increase budget. They need an evaluation team for the contracts - volunteered Ian, Kevin, Allan & Richard
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Donny Burton, the Landscape Manager from the city of Vallejo, provided a comprehensive report on activities and answered questions about the HMD.
- c. **Hiddenbrooke Improvement District Advisory Committee-** Nothing submitted
- d. **HARC** –Jan Elms – Did not attend - no report
- e. **Social Committee** – Jen Pollard - Welcome baskets- 11 new homes (Dec-Feb) new packets handed out, bags being handmade and delivered with information packets and wine. Social- 50 people attending so far and approx made \$550. Vicki Idlor to submit checks and forms to Desiree for deposit. Met with Pastor Ted to see about working together for Family Activities, decided we would work together on National Night Out and put together an Arts & Crafts faire in Oct/Nov at the HB Clubhouse.

XII. Old Business

- a. Discuss guidelines for account collection activity – suggest utilizing small claims rather than ProSolutions – better results, far less cost to homeowner.
- b. 1-800 number update - Elizabeth will take over project.
- c. Report on Small Claims Court process meeting- Discussed in closed session.
- d. Little Library update- awaiting approval from Ace board of directors.

XIII. New Business

- a. Pet count revision to CCRs – Livestock issue - Move to April agenda
- b. City tree ordinance impact - nothing discussed
- c. HARC fee for solar installations – in order to expedite the complex process, the board agreed to waive fee if no site inspection is required.
- d. Maria reported on graffiti issues – there's been an increase in graffiti; Steve at the city is handling it.
- e. Discussion regarding HARC manager issues.

XIV. Upcoming Board Items/Other Events –Nothing discussed

XV. Next Meeting Date: April 23 at 6:30 p.m. at the Garden Room

XVI. Adjournment: 10:15pm

The Minutes of the meeting were approved by vote of the Board of Directors
on May 8, 2014.

A signed certified copy of the Minutes is on file

