



**Minutes – Open Session**  
**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors Meeting**  
**Thursday, March 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** – Vicki Medina , Vice-President  
7:30 p.m.

**III. Attendance/Introductions**

- Board Members present: Maria, Ian, Jen & Vicki
- Service Providers present: Desiree
- Invited Guests: Richard Tirrell (Welcome Center Manager), Shannon Elms (HARC)

**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: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 76
- iv. Homes in Collection discussed: 2
- v. Problem Homes Discussed: 5

**V. Approve Minutes\*** - Approved

- Board of Directors Meeting on February 28, 2013

**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.*

**a.** Robert Schussel had two items to address with the HPOA Board

- i. St. John Mine Road Project that he personally worked on for years yet he was not contacted or advised prior to HPOA Decision being made on go forward options.
- ii. Triad is 3.5 years behind in their taxes (approx. \$570k) may be foreclosed on in June/July 2016. He sent an e-mail with details to Kevin and wanted to know why it wasn't distributed to the rest of the Board. He followed up by sending it to all of us after the board meeting.

**VII. Consent Calendar and Approval of Agenda** – Approved all items

**VIII. CC&Rs —Brett Andrews, Maria Andrews**

**i. CC&R Violation Summary**

Number of Letters Mailed	66
Number of Violations on Hold	100+
Number of Violations which were resolved	71
Recommended for Fine (Closed Session Hearing):	76
Emails answered/sent:	83
Phone calls:	38
Next Verification Drive:	April 18 <sup>th</sup>

**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:	2
Number of homes that had landscape work performed:	0

**IX. President’s Report –N/A as Kevin was not in attendance**

**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

**XI. Committee Reports**

**a. Welcome Center\* – Richard Tirrell**

- i. Tagging/Towing Vehicles
- ii. Changer in Security Company due to buy out Uniforms and cars to be changing in a few weeks
- iii. HB Pkwy accident

**b. Hiddenbrooke Maintenance District Advisory Committee –N/A as Trevor was not in attendance**

- i. Waterfall estimated down time 6-8 months is not acceptable all that were present agreed. Board members present suggested a letter to the City of Vallejo, Public works, City Counsel & Mayor
- ii. Need better updates on Landscaping issues and items pertaining to the HBMD in general – Pkwy is looking very shabby and unkempt, front entrance renovation status.
- iii. Discussed possibility of looking into the CDCR program  
[http://www.cdcr.ca.gov/Community\\_Partnerships/index.html](http://www.cdcr.ca.gov/Community_Partnerships/index.html)

**c. Hiddenbrooke Improvement District Advisory Committee\*– N/A as Trevor was not in attendance**

**d. HARC – Shannon Elms**

- i. Locking mail boxes due to stolen mail issues out here at HB
- ii. Approved for Stephne Elliott to be HARC Board member

- e. **Social Committee** – Jen Pollard
  - i. Welcome Baskets - to be going out
  - ii. Spring Fling – Approx 50 people attended last event – Insurance coverage for future parties was brought up and Ian/Desiree will shop around
  - iii. Collected \$25 to go toward trash clean up funds
  - iv. Next party is tentatively set for 07/20 – Pending Insurance coverage issue is resolved/approved.

## **XII. Old Business**

- a. **Website update** – Ian Forsyth
  - i. Quote for web site changes to be made and updated Approved up to \$800
- b. **Slurry Seal update-**
  - i. Joyce has been providing updates via HB Yahoo group and flyers are to be posted on homeowners doors
- c. **Locking mailbox policy-** See comments from Closed session
- d. **Members willing to stand for re-election-**
  - i. Ian, Maria & Jen have all agreed to continue to be on board for another term
- e. **Waterfall update**
  - i. Estimated 6-8 months to be down – We all agreed this is not acceptable timeline. Would like to see letter to City of Vallejo, City Council, Mayor and public works department -
- f. **Artificial grass policy from HARC**
  - i. Pending recommendations from HARC
- g. **New chair for HARC**
  - i. Approved Stephne Elliott

## **XIII. New Business**

- a. **Annual Meeting Date** – June 25<sup>th</sup> Room has been reserved
- b. **Insurance for parties – policy review-** Ian & Desiree to shop around for coverage options
- c. **Establish Safety committee** – Per Richard this should be a priority
- d. **Volunteers for Nominating Committee** – Recommendations were made for Joyce Estes & Allen Wildermuth as possibilities
- e. **HARC record storage**

## **XIV. Upcoming Board Items/Other Events**

**XV. Next Meeting Date:** April 25 2013 at 6:30 p.m. at the Library

**XVI. Adjournment** 9:15pm

# Hiddenbrooke Property Owners Association, Inc.

## Financial Management Report

February 2013

Board Meeting 3/28/13

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email [valleymanager@hiddenbrookehpoa.org](mailto:valleymanager@hiddenbrookehpoa.org)

<b>Owner Deposits for February, 2013</b>	<b>\$2,735.92</b>
<b>Deposit from HCA</b>	<b>\$1,500.00</b>
<b>Total Deposits</b>	<b>\$4,235.92</b>
<b>Checking Balance 02/28/13</b>	<b>\$37,076.02</b>
<b>Current Checking Balance (As of March 20, 2013)</b>	<b>\$36,066.56</b>
<b>Current Certificates of Deposit as of 3/20/13</b>	
130 #4415 @ .40% Matures 4/12/13	\$17,344.40
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	\$35,043.39
<b>Total CD Value</b>	<b><u>\$123,128.72</u></b>
<b>Total Hiddenbrooke Cash/CD's (As of 03/20/13)</b>	<b>\$159,195.37</b>

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<b><u>Regular Invoices Due</u></b>	
VMS Financial Management Services (see invoice)	\$1870.00
VMS Reimbursable	\$24.30
Calif. Highway Adoption – Monthly	\$130.00
Tops Software - Monthly	\$99.95
Elizabeth Mathern	\$493.75
Rackspace Cloud - Server	\$238.21
Hughes, Gill & Cochrane – Attorney Services	\$615.73
Bret Andrews	\$525.00
Maria Andrews	\$112.14
Digital Copy – March Newsletter	
<b><i>Regular Expenses Sub Total</i></b>	<b><u>\$4,109.08</u></b>
<b><u>Social Committee Reimbursable Bills</u></b>	
O’Kane & Tegay - Event insurance	\$367.70
Lisa Turner	\$200.00
Nancy Berke	\$252.97
Vickie Idlor	\$15.91
Susan Smith	<u>\$9.00</u>
<b>Social Committee Sub-Total</b>	<b>\$845.58</b>
<b><u>Welcome Center HMD Reimbursable Bills</u></b>	
Welcome Center Phone Bill	
Richard Tirrell – Welcome Center Expenses	\$52.29
	<u>\$92.31</u>
<b>Total HMD Reimbursable</b>	<b>\$144.60</b>
<b>Total Expenses</b>	<b>\$5,099.26</b>