



OPEN SESSION MINUTES
Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Thursday, April 25, 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. 7:30pm.

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, Maria Andrews, Heather Cooper, Jen Pollard.
- Service Providers present: Desiree Conley, Elizabeth Mathern.
- Invited Guests: Richard Tirrell (Welcome Center Manager), Shannon Elms (HARC), Chris Brittle (Governmental Affairs), Joyce Estes (Financial Advisor).

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: 3
- iv. Homes in Collection discussed: 2
- v. Problem Homes Discussed: 6

V. Approve Minutes*

- Board of Directors Meeting on March 28, 2013

VI. Community Forum –

Bob Schussel addressed the Board re his concerns that there were delinquent property taxes due on the parcel called The Grove that was currently owned by Triad. Mr. Schussel's main concern was that these delinquent taxes would negatively affect Hiddenbrooke homeowners due to the portion of taxes that are due to the Hiddenbrooke Improvement District. His concern extended to what would happen if Triad lost the property to Auction and whether these taxes would be brought current by the new owner.

Board Comment – “The Board was aware of a pending sale which would resolve this issue but could not comment in the meeting”

Mr. Schussel also addressed the Board re his concerns that the City of Vallejo was not dealing with the St. John's Mines Road remediation issue. He commented that he felt that by putting the issue off, the City was risking that the remediation would become more expensive in the

future and that this expense affected the Hiddenbrooke homeowners as the cost for the remediation are expected to be billed to the Hiddenbrooke Improvement District. (Cont'd)

Board Comment – “The Board feels that the City should lead on this issue and present one voice to the regulatory agencies to ensure a realistic solution.”

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.

VIII. CC&Rs —Bret Andrews, Maria Andrews

i. CC&R Violation Summary

Number of Letters Sent	97
Number of Violations on Hold	1
Number of Violations which were resolved	179
Recommended for Fine (Closed Session Hearing):	23
Emails answered/sent:	93
Phone calls:	45
Next Verification Drive:	

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	7
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 – Kevin Smith

X. Treasurer’s Report -- Desiree Conley

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

XII. Old Business

- a. **Website update** – Ian Forsyth, Elizabeth Mathern
- b. **Slurry Seal update**
- c. **Locking mailbox policy**
- d. **Members willing to stand for re-election**
- e. **Waterfall update**
- f. **Artificial grass policy from HARC**
- g. **Establish Safety committee – need Chair**
- h. **HARC record storage**

XIII. New Business

- a. **Insurance for parties – policy review**
- b. **New development update**

XIV. Upcoming Board Items/Other Events

XV. Next Meeting Date: May 23 at 6:30 p.m. at the Library

XVI. Adjournment 8:42pm. Kevin Smith

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

March 2013

Board Meeting 4/25/13

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for March, 2013	\$1,553.92
Deposit from HCA	\$2,500.00
Total Deposits	\$4,053.92
Checking Balance 03/31/13	\$35,484.04
Current Checking Balance (As of April 23, 2013)	\$30,179.41
Current Certificates of Deposit as of 4/28/13	
130 #4415 @ .40% Matures 4/12/13	\$17,350.29
114 #4481 @ .25% Matures 8/09/13	\$15,429.51
116 #4577 @ .4% Matures 1/23/13	\$15,115.79
131 #4874 @ .25% Matures 7/20/13	\$20,117.79
132 #4875 @ .4% Matures 4/20/14	\$20,105.07
133 #5205 @ .3% Matures 5/04/13	\$35,052.32
Total CD Value	<u>\$123,170.77</u>
Total Hiddenbrooke Cash/CD's (As of 04/23/13)	\$153,350.18

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

March 2013

Board Meeting 4/25/13

Valley Management Services

Phone 707 644-0922

<u>Regular Invoices Due</u>	
VMS Financial Management Services (see invoice)	\$2,052.13
Calif. Highway Adoption – Monthly	\$130.00
Tops Software – Monthly	\$99.95
Elizabeth Mathern	\$504.39
Rackspace Cloud – Server	\$246.32
Hughes, Gill & Cochrane – Attorney Services	\$412.50
Bret Andrews	\$587.50
Maria Andrews	\$44.64
Nicholas Bishop (overpayment in dues)	\$660.00
<i>Regular Expenses Sub Total</i>	<u>\$4,737.43</u>
<u>Welcome Center HMD Reimbursable Bills</u>	
Welcome Center Phone Bill	\$54.66
<i>Total HMD Reimbursable</i>	<u>\$54.66</u>
Total Expenses	\$4,792.09