



## **MINUTES**

### **Open Session**

**Hiddenbrooke Property Owners Association, Inc.**

**Board of Directors Meeting**

**Thursday, May 8 2014**

**7:30 PM**

**Library – Hiddenbrooke Golf Club**

#### **I. Closed Session**

The Board has elected to follow Civil Code §4900 (Common Interest Development 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**

The Open Session will begin at 7:30 p.m. or at the end of the Closed Session, if completed earlier.

#### **III. Attendance/Introductions**

- a. Board Members present: Kevin Smith, Heather Cooper, Jen Pollard, Ian Forsyth, Maria Andrews, Jim Mahern
- b. Service providers present: Desiree Conley, Elizabeth Mathern, Bret Andrews, Jan Elms

#### **IV. Invited Guests:** Richard Tirrell (Welcome Center Manager), Jan Elms (HARC), Joyce Estes (Chair HMD Advisory Committee), Susan Oliver (Omni Community Management)

#### **V. 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: 32
- iii. New Fines Assessed: 4
- iv. Homes in Collection discussed: 5
- v. Problem Homes Discussed: 2

#### **VI. Approve Minutes**

- Board of Directors Meeting on March 26 2014 - Motion Approved

#### **VII. Community Forum** – Homeowner on South Hill Court appeared and discussed her issues with fines and small claims. This should have been handled in Closed Session. As she discussed her issues, she was advised to meet privately with board member Ian Forsyth to discuss the fines. Which they did and came to a settlement. Another homeowner, Ted Davis came to discuss the speeding issues he feels we have in the community and would like to see if there are any options available. Suggestions were made to have Richard Tirrell report to the watch commander to come into HB and observe and make presence known (see report). Fred Warren in attendance as well

#### **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. Motion approved

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

**i. CC&R Violation Summary**

Number of Letters Sent	66
Number of Violations on Hold	24
Number of Violations which were resolved	41
Recommended for Fine (Closed Session Hearing):	36
Emails answered/sent:	205
Phone calls:	46
Next Verification Drive:	5/10 or 5/11

**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. Board Members required - 3 open positions
- b. Valley Management - Desiree resigning as of 6/15/14

**X. Treasurer’s Report -- Ian Forsyth- see attached report**

- 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** – Allen Wildermuth reported on the completed RFP Process for security services for the Welcome Center. Two companies sent in proposals, which were reviewed by a committee comprised of Allen Wildermuth, Richard Tirrell and Elizabeth Mathern. The committee is recommending continuing with Universal Protection Services (UPS). A motion to accept the recommendation was made, and passed unanimously. Richard discussed janitorial service and painter needed for welcome center. Discussed the squatter situation and what a great job Hank Altmeyer (security guard) did. Kevin Smith to draft a letter from HPOA as a thank you and a \$100 gift card to be given.
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Joyce Estes provided a report (attached).
- c. **Hiddenbrooke Improvement District Advisory Committee -- none**
- d. **HARC** –Jan Elms 3 plan submittals –solar panels, embossed aluminum- repaint of homes. Stains need to be approved and updated by the 5/28 meeting.
- e. **Social Committee** – Jen Pollard - Welcome committee will update the letter left if homeowner not home to add 800#, web address of HPOA and logo to letter to make it look more official. Garage sale set for 9/13, working on a budget and will be submitted at

5/28 meeting. Social need to meet and see if people will help put National Night Out together. Charity Golf Tournament- Mandatory donation will be implemented and same rules will apply as last year. Jen will attend golf meetings as well and be liaison to HPOA.

**XII. Old Business**

- a. Discuss guidelines and structure for account collection activity- All collections to move to Ian to handle as Maria will only be working on the CC&R portion of the fines. Ian to discuss at 5/28 meeting what help if any he will need.
- b. 1-800 number update- All operational and working.
- c. Little Library update- as of 5/15 it has arrived and committee is working on putting it together and collecting books to fill it.

**XIII. New Business**

- a. Pet count revision to CCRs – Livestock issue- No Livestock and all requests for additional pets will be submitted to HPOA and get a variance to the CC&R rule.
- b. Financial and other management- Discussion about the presentation by Susan Oliver.
- c. Presentation from Omni Community Management- Susan Oliver delivered her presentation on why we should consider her company to take over the property management. Kevin to negotiate contract by 5/28. HPOA advised we will work with Omni but with limited financial access (No check signing, representation from Omni for 2 hours at our regular meetings) for initially six months and HPOA to evaluate Omni services
- d. Credit Card Fee - 5% fee passed to homeowner should they choose to pay using credit card
- e. Church signage exemption- Jen to contact Pastor Ted allowing Boundless Grace Church to use the signage board from Saturday 6pm until Sunday at 1pm- at that point he must remove the sign.

**XIV. Upcoming Board Items/Other Events** Annual Meeting June 17, 2014 at 7:00pm- HARC replacement

**XV. Next Meeting Date:** May 28th at 7:30 p.m. at the Library

**XVI. Adjournment** - 9:45pm

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