



Minutes
OPEN SESSION

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Thursday, May 23, 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 – Heather Cooper for Kevin Smith at 7:35pm

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 (arrived during meeting), Heather Cooper, Maria Andrews, Jennifer Pollard, Ian Forsyth
- Service Providers present: Desiree Conley, Bret Andrews
- Invited Guests: Richard Tirrell (Welcome Center Manager), Shannon Elms (HARC), Chris Brittle (Governmental Affairs), Joyce Estes (Financial Advisor), Mike Baldwin Chair HMD Advisory Committee - Chris Brittle, Joyce Estes, and Mike Baldwin did not attend.

IV. Report from Closed Session — Maria Andrews

a. Member Discipline—Hearings & Fines

- i. Meet & Confer hearings conducted: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 5
- iv. Homes in Collection discussed: 0
- v. Problem Homes Discussed: 5

V. Approve Minutes* - Approved

- Board of Directors Meeting on April 25, 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.*

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	234
Number of Violations on Hold	9
Number of Violations which were resolved	173
Recommended for Fine (Closed Session Hearing):	79
Emails answered/sent:	136
Phone calls:	52
Next Verification Drive:	6/11&6/12

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	1
Number of homes not in compliance-scheduled for hearing	1
Number of realtors/banks called:	1
Number of homes that had landscape work performed:	3

IX. President’s Report – Kevin Smith had not yet arrived to present.

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
- 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. **Waterfall update**
- d. **Establish Safety committee – need Chair**
- e. **Insurance for parties – policy review update:** Policy renewal due 7/20/2013. 2 agencies are willing to present proposals to HPOA board. Desiree to schedule 10-15 minute appearance, each, at June 2013 meeting.

XIII. New Business

- a. **Insurance for parties – policy review update** - See Old Business, XII.
- b. **New Club ownership** - Effective 5/25/2013. Heather Cooper and Maria Andrews to prepare letter to reach out to new club owner/general manager by 6/22/2013. Intent of HPOA is to partner with Hiddenbrooke country club/golf course.
- c. Triad closed - Talk to new contact person regarding ballots/votes provided by Triad to meet quorum at annual meetings.
- d. Kevin Smith proposed purchasing laptop computer to be owned by HPOA. Board approved purchase amount of up to \$600.00.
- e. Richard Tirrell voiced need for FCC to inspect tower at entrance. Chris Brittle appointed to write letter to FCC in Sacramento, CA.

XIV. Upcoming Board Items/Other Events

XV. Next Meeting Date: June 27 at 6:30 p.m. at the Library

XVI. Adjournment - Kevin Smith at 8:40pm

Attachments:

- April 2013 Board Minutes
- May 2013 Financial Management Report (sent separately by VMS)

Notes:

Reports to present at annual meeting:

Chris Brittle - Governmental report

Maria Andrews - CC&R report

Jamie Clark - HARC report (June 18th is Jamie's final day with HARC - Replacement presenter may need to be appointed)

Richard Tirrell - Welcome Center report

Jennifer Pollard - Activities report

Ian Forsyth - Treasurer's report

Byrne Conley - HID report

*HMD report will not be presented by Mike Baldwin, as he will be out of the country. Need to appoint replacement presenter.

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report
April 2013

Board Meeting 5/23/13

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for April, 2013	\$3,002.68
Deposits from Social Event	\$ 675.00
Total Deposits	\$3,677.68
Checking Balance 04/30/13	\$30,064.03
Current Checking Balance (As of May 20, 2013)	\$31,050.53
Current Certificates of Deposit as of 5/20/13	
130 #4415 @ .40% Matures 5/12/14	\$17,355.28
114 #4481 @ .25% Matures 8/09/13	\$15,438.92
116 #4577 @ .4% Matures 1/23/13	\$15,123.49
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	\$35,060.96
Total CD Value	<u>\$123,201.51</u>
Total Hiddenbrooke Cash/CD's (As of 5/20/13)	\$154,252.04

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

April 2013

Board Meeting 5/23/13

Valley Management Services

Phone 707 644-0922

<u>Regular Invoices Due</u>	
VMS Financial Management Services (see invoice)	\$1,942.00
Calif. Highway Adoption – Monthly	\$130.00
Tops Software – Monthly	\$99.95
Elizabeth Mathern	\$443.75
Rackspace Cloud – Server 4/1/13	\$230.54
Rackspace Cloud – Server 4/30/13 for 5/1/13	\$254.42
Hughes, Gill & Cochrane – Attorney Services	\$41.25
Bret Andrews	\$625.00
All Phase Security – Extra patrol for Halloween	\$191.28
Digital Copy – Statements	\$98.84
Sharp Dot Inc. Web-Page overhaul	\$800.00
	<u>\$4,857.03</u>
<i>Regular Expenses Sub Total</i>	
<u>Welcome Center HMD Reimbursable Bills</u>	
Welcome Center Phone Bill	\$56.57
Richard Tirrell – Welcome Center Supplies	\$62.57
	\$119.14
<i>Total HMD Reimbursable</i>	
Total Expenses	\$4,976.17