



Minutes

Open Session

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Wednesday, May 28, 2014

7:30 PM

Garden Room – 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

- Board Members present: Kevin, Jen, Ian, Maria
- Service Providers present: Desiree, Elizabeth

IV. Invited Guests: Richard Tirrell (Welcome Center Manager), Jan Elms (HARC), Joyce Estes (Chair HMD Advisory Committee),

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: 1
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 8
- iv. Homes in Collection discussed: 7
- v. Problem Homes Discussed: 1

VI. Approve Minutes

- Board of Directors Meeting on May 8, 2014 - approved

VII. Community Forum –None - Guest: Pastor Ted.

VIII. 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.

IX. CC&Rs —Bret Andrews, Maria Andrews
i. CC&R Violation Summary

Number of Letters Sent	30
Number of Violations on Hold	9
Number of Violations which were resolved	8
Recommended for Fine (Closed Session Hearing):	35
Emails answered/sent:	182
Phone calls:	32
Next Verification Drive:	6/3

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:	3
Number of homes that had landscape work performed:	0

X. President’s Report – Kevin Smith

- a. Presentation Materials for AGM- All committees to submit reports via Powerpoint to Kevin by 6/7
- b. Letter to City re Engineer’s report- See Report

XI. Treasurer’s Report -- Ian Forsyth- See Financial Report

XII. Committee Reports

- a. **Welcome Center*** – Richard Tirrell –Going to add Supervisor to 1st Shift. Changing of security uniform to light blue. Inside Welcome Center painted; cost \$950.00; Interviewing cleaning person 2x monthly. One mail theft reported
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Joyce Estes- See Report
- c. **Hiddenbrooke Improvement District Advisory Committee**—N/A
- d. **HARC** –Jan Elms -6 submittals
- e. **Social Committee** – Jen Pollard- Social party slated for 7/26. Little Library delivered and should be installed 1st week in June. Welcome baskets 4 deliveries for May. Garage Sale slated 9/13. Golf tournament, met with Chris Brittle, he will schedule initial meeting in evening to accommodate my schedule. He is to contact Kevin re: charity sign up fee issue with players who are currently HB resident and have golf memberships

XIII. Old Business

- a. Reference check results for Omni Management – Move to Closed Session (tabled)
- b. Management Company discussion and presentations- Move to Closed Session for discussion - Open Session for Vote- Meeting will be scheduled TBD to interview multiple management companies.
- c. Little Library update- to be installed 1st week in June

XIV. New Business

- a. Document retention protocol Application for HARC, letters to Homeowners, Pictures, letters to city, permits - need to be detailed and dropped into files within 30days into homeowner files. Maria to draft motion with guidelines
- b. Communication guidelines for HARC and Board- Maria to draft guidelines
- c. HARC application guidelines - Review timelines and response times to clarify resident expectations- Maria to draft guidelines
- d. HARC meeting conflict with AGM- moving to 6/24 - Elizabeth to check with Golf course for availability.

XV. Upcoming Board Items/Other Events - None

XVI. Next Meeting Date: June 25th at 6:30 p.m. at the Library

XVII. Adjournment 9:39pm

The Minutes of the meeting were approved by the Board of Directors on
July 1, 2014
A signed copy is on file.

Regular Invoices Due May, 2014	
ADDITIONS FOR MAY 8 BOD MEETING IN RED - ALL OTHERS PAID 5/26/14	
Valley Management Services	\$1,870.00
Reinburse Postage Fines	\$16.66
Reinburse postage to Ian for Small Claims	\$9.80
VMS Special Projects	\$50.00
Calif. Highway Adoption - Monthly (PAID last month due to late meeting)	
Tops Software - Monthly	\$99.95
Elizabeth Mathern	\$668.50
Bret Andrews	\$1,432.75
Maria Andrews (Reimbursable)	\$107.34
Digital Copy - Newsletters	\$799.71
TelCan-800 number	\$9.95
Rackspace Server 4/29/14	\$321.26
Regular Expenses Sub Total	\$5,385.92
Owner Reimbursable	
Gary Lee - 2627 Feldspar Ct. Overpayment	\$533.59
HCA Reimbursable Bills	
Nancy Berke -Social Event reimbursables	\$168.03
Vicki Idlor - Socail Event reimbursables	\$29.26
Total HCA Reimbursable	<u>\$197.29</u>
Welcome Center HMD Reimbursable Bills	
Welcome Center Phone Bill	\$76.16
Thomas McGrath Construction - Welcome Center	\$950.00
Total HMD Reimbursable	<u>\$1,026.16</u>
Total Expenses	\$1,223.45