



MINUTES

Open Session

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, June 27, 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 – 7:38pm; Kevin Smith, President via telecon

III. Attendance/Introductions

- Board Members present: Kevin Smith (via telecon), Maria Andrews, Ian Forsyth, Jen Pollard
- Service Providers present: Desiree Conley (Valley Management), Elizabeth Mathern
- Invited Guests: Richard Tirrell (Welcome Center Manager), Jan Elms (HARC),

IV. Report from Closed Session — 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: **1**
- v. Problem Homes Discussed: **1**

V. Approve Minutes*

- Board of Directors Meeting on May 23, 2013 – **moved, seconded and carried**

VI. Community Forum – n/a

VII. Consent Calendar and Approval of Agenda – moved, seconded and carried

- a. Changes/additions to Agenda or order of Agenda items - none
- 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	122
Number of Violations on Hold	See report
Number of Violations which were resolved	71
Recommended for Fine (Closed Session Hearing):	56
Emails answered/sent:	197
Phone calls:	71
Next Verification Drive:	TBD

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	2
Number of homes not in compliance-scheduled for hearing	1
Number of realtors/banks called:	8
Number of homes that had landscape work performed:	0

IX. President’s Report – Kevin Smith – no report

X. Treasurer’s Report -- Ian Forsyth – see report from Valley Management Services

XI. Election of new Officers

Slate of officers presented: President – Kevin Smith; Vice President – Heather Cooper, Treasurer – Ian Forsyth, Secretary – Jen Pollard

A motion to approve the slate was moved, seconded and carried.

The board will work to find a new member to replace Trevor Macenski.

XII. Committee Reports

- a. **Welcome Center*** – Richard Tirrell provided an update
- b. **Hiddenbrooke Maintenance District Advisory Committee** –none
- c. **Hiddenbrooke Improvement District Advisory Committee***– none
- d. **HARC** – Shannon and Jan Elms provided a report from HARC regarding applications for landscaping. Also, there was discussion regarding the CC&Rs not being in accord with some of the city rules and regulations – we should look into synching the CC&Rs with the city.
- a. **Social Committee** – Jen Pollard – the next house party will be July 20 at the home of Nancy Berke.

XIII. Old Business

- a. **Website update** – Ian Forsyth, Elizabeth Mathern – the website is nearly current; Ian is working to update the images; there was a suggesting to rename the “Owners” tab to “Homeowners.” We are considering adding a page for referrals with information and phone numbers.
- b. **Waterfall update** – as of the other day, it is up a running.

- c. **Establish Safety committee** – Richard Tirrell will help form the committee. A number of folks have stepped forward to serve on the committee, including Vicki Medina, Allen Wildermuth, Chris Brittle. A number of others have inquired as well.
- d. **Insurance for parties** – we will increase the umbrella policy to address the house party insurance coverage.

XIV. New Business

- a. **Communication with homeowners-** Elizabeth and Desiree discussed the need for sending official homeowner communications such as ballots, rules and regulations, etc. via USPS rather than via the newsletter. The topic broadened to the need for developing an electronic communications method for homeowners. It was agreed that we would set up an account with an email marketing service such as Vertical Response and set up some sort of opt-in method for homeowners to provide email addresses. Kevin will write a letter about the transition to be included in the upcoming annual billing to homeowners. We will shoot for having the September newsletter be the last paper newsletter.

XV. Upcoming Board Items/Other Events

- There was some discussion about the National Night Out in August. Kevin will reach out to the new managers of the golf course to see if there's an interest in supporting the event.
- There was discussion about HPOA sponsoring an "All Candidates" meeting at the golf course. It was agreed to do so, provided the club would provide the space for free.
- Kevin proposed changing the regular meeting days to the 4th Wednesdays instead of 4th Thursdays. It was agreed to do that. However, Kevin asked that the July meeting be moved to the 3rd Wednesday – July 17 – to accommodate his travel schedule. The 2013-2014 regular meeting calendar will be as follows:
 - July 17, August 28, September 25, October 23, December 4, January 22, February 26, March 26, April 23, May 28 and June 25.
 - The Annual Meeting will be June 17, 2014.

XVI. Next Meeting Date: July 17, 2013 (note: this is new date!)

XVII. Adjournment - 9:15pm

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report May 2013

Board Meeting 6/27/13

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for May, 2013	\$3,085.86
Deposits from City of Vallejo to reimburse Welcome Center Expenses	\$1,718.54
Total Deposits	\$4,804.40
Checking Balance 05/31/13	\$29,751.37
Current Checking Balance (As of June 24, 2013)	\$30,107.77
Current Certificates of Deposit as of 6/24/13	
130 #4415 @ .40% Matures 5/12/14	\$17,360.44
114 #4481 @ .25% Matures 8/09/13	\$15,438.92
116 #4577 @ .4% Matures 1/23/13	\$15,138.66
131 #4874 @ .25% Matures 7/20/13	\$20,126.19
132 #4875 @ .4% Matures 4/20/14	\$20,116.83
133 #5205 @ .3% Matures 5/04/13	\$35,060.96
Total CD Value	<u>\$123,242.00</u>
Total Hiddenbrooke Cash/CD's (As of 6/24/13)	\$153,349.77

Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

May 2013

Board Meeting 6/27/13

Valley Management Services

Phone 707 644-0922

<u>Regular Invoices Due</u>	
VMS Financial Management Services (see invoice)	\$1882.50
VMS (Reimbursable)	\$161.87
Calif. Highway Adoption – Monthly	\$130.00
Tops Software – Monthly	\$99.95
Elizabeth Mathern	\$493.36
Rackspace Cloud – Server 4/1/13	\$230.54
Hughes, Gill & Cochrane – Attorney Services	\$670.00
Bret Andrews	\$900.00
Maria Andrews (Reimbursable)	\$229.48
Digital Copy – Statements	\$1390.22
Sharp Dot Inc. Web-Page Training	\$100.00
Sharp Dot Inc. Maintenance	\$75.00
Jamie Clark Final HARC Invoice	\$1,406.00
<i>Regular Expenses Sub Total</i>	<u>\$7,768.92</u>
<u>Welcome Center HMD Reimbursable Bills</u>	
Welcome Center Phone Bill	
Richard Tirrell – Welcome Center Supplies	\$55.61
	\$14.99
<i>Total HMD Reimbursable</i>	\$70.60
<i>**Note: All Phase Security returned our check for \$191.28 paid for extra service on Halloween. City of Vallejo paid.</i>	
Total Expenses	\$7,839.52