



**MINUTES**  
**Open Session**

**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors Meeting**  
**Tuesday, July 1, 2014 – 7:15 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 7:15 PM – Joyce Estes, President

**III. Attendance/Introductions**

**Board Members:** Maria Andrews, Nancy Berke, Joyce Estes, Ian Forsyth, Jen Pollard, and Allen Wildermuth. Kevin Smith was absent

**Service Providers:** Valley Management Services (absent), Elizabeth Mathern, (administrative assistant), Bret Andrews (CC&Rs Manager)

**Invited Committee Chairs and Guests:** none in attendance

**Members:** Ted Davis

**IV. Organizational Meeting:**

**A. Election of Officers:** Report of election of Officers, Director Assignments and Committee Liaisons from organizational meeting held June 25, 2014:

President	Joyce Estes
Vice President – Dir. Social	Jen Pollard
Secretary – Dir. Communications	Nancy Berke
Treasurer – Dir. Collections	Ian Forsyth
Director – Contracts & Compliance	Allen Wildermuth
Director – CC&Rs	Maria Andrews
Director	Kevin Smith
Liaison to HMD, HID, Park Governmental Affairs, St. John’s Mine Road-Erosion	Joyce Estes
Liaison to Message Board, Nominating	Jen Pollard

B. **HPOA Board Meeting Schedule** will be the 3<sup>rd</sup> Wednesday of the month to allow for more time to process end of month paper work. We have asked HARC to select another day a week prior to the Board Meeting.

V. **Report from Closed Session—Summary Only**

A. **Member Discipline: Hearings & Fines – Maria Andrews**

Meet & Confer hearings conducted	1
Reimbursable assessments levied	\$0
New fines assessed	1 @ \$50
Homes in collection – Pro Solutions	None
Homes in collection – Small Claims Court	7
Judgments received since last Board Meeting	\$0
Judgments paid off	\$4537
Problem homes discussed	1

B. **Other Closed Business: Joyce Estes**

Contract negotiations for new Financial Manager and HARC Manager. The Board agreed to hire Steven Lane as the new HARC Manager.

VI. **Minutes:**

Motion: Approve minutes of Board of Directors Meeting on May 28 2014 as submitted.

**Motion approved**

VII. **Community Forum:** *Ted Davis, HB resident, attended the meeting and offered his congratulations to the new board members and wished them well.*

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.*

Motion: Approve Open Agenda as submitted/corrected and bills for payment as listed in the financial manager attached report. **Motion approved.**

IX. **CC&Rs Violation Summary:** Bret Andrews and Maria Andrews

A. **CC&Rs Violation Summary:**

Number of letters sent	111
Number of violations on hold	12
Number of violations which were resolved	22
Recommended for fine (Closed Session Hearing)	34
Emails answered/sent	144
Phone calls	36
Next Verification Drive	8/5/14, 3pm

B. Foreclosed Home Program

Number of homes tagged with violation notice	3
Number of homes not in compliance-scheduled for hearing	1
Number of realtors/banks called	6
Number of homes that had landscape maintenance work	0

- C. **Brown Lawn Letter:** Previously it was decided without a recorded vote to send out a courtesy notice to all owners where the lawn looks brown asking them to water their lawns. This was not done. This board needs to confirm that given the current request by the governor to conserve water that we feel this is a good use of HPOA resources and the letter should be sent. Ian prepared the following draft for discussion:

*“On a routine HPOA CC&R drive, we noticed that your lawn is becoming brown in color from reduced watering. HPOA is concerned that Hiddenbrooke lawns may worsen over time if they are deprived of adequate water supply. Sod is seldom inexpensive to replace and when the drought has ended, we will ask all owners with dead lawns to replace them. We ask that you review your watering schedule and attempt to find a way to restore your lawn to its natural green color.*

*We understand that drought conditions are in effect and that we are all being asked to conserve water, but frequently, there is a solution to that can be found to watering your lawn on a reasonable schedule and conserving water at the same time.”*

**Motion:** The motion was amended as follows: The board agreed to modify the letter to be more like a general notice to all homeowners – and to include it in the July mailing along with the president’s letter and annual billing.

X. **President’s Report:** Joyce Estes

- A. **Parliamentary Procedures:** Motions for Small Board Meetings do not require a 1st or 2nd and can have verbal approval when it is apparent it is the majority opinion. If not a show of hands will be taken. Anyone can ask for a show of hands.

If you want something added to the agenda, please draft a motion and send it to me. Board meetings are not committee meetings so some thought usually needs to go into the motion.

Paper copies of signed minutes should be kept.

- B. **Annual Meeting:** Met quorum for election: 158 Ballots Cast; Members Present 28 (only 11 members were not board members, committee chairs or spouses of same). Elected to serve two year terms ending June 30, 2016 are Nancy Berke, Allen Wildermuth and Joyce Estes. Due to lack of participation, it may be time to consider a different kind of annual meeting with just voting and questions and keep it shorter. There was discussion about the need for an actual, separate annual meeting – perhaps the annual meeting could be held on the same night as a regular meeting for the purpose of getting the business of the election done. The board will

check the bylaws and continue the discussion.

- C. **Second Letter to City re Engineer's Report** requesting approval of HMD levy of \$650.80 and again asking to have input into the annual report before it is finalized. Council passed the report.
- D. **HB Park Bid Opening** was June 23rd and was attended by Joyce Estes and Fred Warren from Hiddenbrooke. Low bidder was Suarez & Munoz Construction from Hayward for \$1,360,688.10 which is 15.3% above the City of Vallejo estimate. One other bid received from Hess Construction of \$1,398,487. Jim Libien, Mayor Davis, City Manager Daniel Keen and Public Works Director David Kleinschmidt have scheduled a meeting on July 2<sup>nd</sup> to discuss the funding shortage for the park.

Fred Warren has agreed to chair a new park committee which will work with Shane McAfee, Greater Vallejo Recreation District (GVRD) on the day to day problems related to operation of the park. We are looking for parents with children to serve on the park committee to help oversee use issues, draft park rules including Bocce Ball Court usage and interface with GVRD and/or HMD on maintenance issues.

- E. **Agendas for Open Session:** President to bring six copies for members.

- XI. **Organizational Meeting:** Any interest in having a half day Saturday meeting to discuss CC&R violations, fines, procedures for financial manager, Monthly Summary of Board Duties with dues dates; internal procedures?? **The board will select a date after the July 16 meeting.**

XII. **Financial Report**

- A. Valley Management Services
- B. Treasurer – Ian Forsyth reviewed the financial report attached, noting that totals were not completely up to date because interest charges had not yet been posted due to Desiree's absence.
  - 1. Checking Account and CD balances
  - 2. Collection Efforts
  - 3. Other

- XIII. **Committee Reports** *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.*

- A. **Welcome Center:** Richard Tirrell  
Universal Protection Services has signed the contract. Allen Wildermuth is working with the City to make requested language changes. The updated contract will no longer require a contract between HPOA and City of Vallejo. We are being asked to send a letter confirming that the contract is in place for another year. Donny Burton, Landscape Manager has confirmed that the public works attorney has OK'd the contract to move forward for the coming year and that we will get together in the next few weeks to change the wording of the contract.
- B. **Hiddenbrooke Maintenance District Advisory Committee:** Joyce Estes asked Ted Montoya to design two posters on picking up dog poop and keeping dogs on a leash to become inserts on Message Board on top of regular message. If it works,

we will consider other messages. Entrance Way Project moving forward and we expect it will go to bid soon. Coast is working on an extra work order to remove dead plants from the Bennington Park in July with plans to plant this Fall.

- C. **Hiddenbrooke Improvement District Advisory Committee**—Brittle/Estes City future asphalt repairs inspection scheduled for July 8th with Brittle.
- D. **Hiddenbrooke Architectural Review Committee (HARC):** Maria Andrews accepted the resignation of Jan Elms, who served as HARC Manager for the last year. We are working on a quick transfer of files to new HARC Manager now.
- E. **I-80 Interchange-American Canyon:** Chris Brittle sent a letter dated June 20, 2014 to Marty Hanneman, Vallejo City Traffic Engineer summarizing HPOA concerns about the project while waiting for the completion of Rt. 12 widening (Jamison Canyon) and our updated traffic counts.
- F. **Social Committee:** Jen Pollard
  - 1. Cocktail Party (Vicki Idlor, Chair) – July 12, Home of Bruce and Sally Adams
  - 2. National Night Out (Richard Tirrell, Chair) – August 5.  
Expected attendance? HCA use to also send \$500. Should HPOA send more now? **There was discussion on this topic and the board agreed to approve up to \$1000 for National Night Out expenses – to include possible entertainment options and helping to pay expenses incurred by the Golf Course.**
  - 3. Garage Sale (Shirlee Albrecht) – Sept 13<sup>th</sup> - **The board agreed to a “not to exceed” budget of \$500 to assist with the Garage Sale costs.**
  - 4. Golf Tournament (Chris Brittle, Chair) – Sept. 28<sup>th</sup> – **the contract for the tournament should be sent to Joyce soon.**

#### XIV. **Old Business**

- A. **P O Box at American Canyon** will be retained for HPOA Mail. **The board agreed to research the option of having some sort of locked mail receptacle at the Welcome Center so Board mail could be sent there instead of to the PO Box.**
- B. **Little Library** has been installed by Randy & Nancy Foo. A big thank you to Ace Hardware for approving its location.
- C. **Document Retention Protocol** — TABLED until a future meeting.
- D. **Communication/Response Standing Rule:** At the last board meeting Kevin asked Maria to draft some guidelines for responses to and from HARC. It now appears that some kind of standing rule is needed on this and it should apply equally to the Board Members, Committees and communications with homeowners. Here is a possible starting point for the discussion:  
  
**The motion was amended to read:** All Board Members, Committee Chairs and HPOA contractors should strive to acknowledge inquiries to/from the Board and/or members and/or City of Vallejo within ~~24-48 hours~~ 2 business days unless they have made the board aware of their absence or it is an emergency absence. ~~Inquiries on Friday should be returned by 5 PM Monday.~~ HARC plan submittals will be acknowledged within three business days and scheduled for the next HARC

meeting when required. ~~Any planned absences of more than 4 days where you will not have access to email or voice mail should be covered by another person.~~

**The amended motion carried.**

**XV. New Business**

- A. **HPOA 800 Number** Extensions for 855 355-4762  
Add Joyce with telephone calls directed to her email, anyone else. **Elizabeth will handle the updates.**
- B. **Hiddenbrooke Contacts for City Matters**—See Attached List
- C. **Preparation of Tax Return FYE 6/30/14** – See attached engagement letter to HPOA dated June 16, 2014 for tax preparation and reviewed financial services. Since we only need tax preparation services for \$395, Bill William Erlanger said that we could line through the “Reviewed Financial Services” portion and sign the letter.  
**Motion:** Authorize Ian Forsyth to sign the engagement letter dated June 16, 2014 from LEVY, ERLANGER & COMPANY, CPAs for tax preparation services for our year ending June 30, 2014 estimated cost is \$395. **The motion was approved.**
- D. **Communication with Members** – TABLED until a future meeting
- E. **Insurance Classification:** When HPOA first started having cocktail parties, the insurance portion of the insurance was reported as part of insurance expense. Then later when we started getting a specific bill for each event of approximately \$300, it was classified as part of social expenses. Because of the insurance component, the cocktail parties cannot breakeven even though they have raised the cost to \$25 per person. There is some feeling that HPOA should not underwrite any social expense, but there remains a major problem to find board and committee members if we have no way to draw them into the community activities. HPOA has much more access to the community because of the Cocktail Parties and it would not be unreasonable for the organization to support the Social Committee in its efforts since the total insurance for Cocktail Parties is currently less than \$1,000. Also the Golf Course contract now says that we are responsible for liquor so in the future we will need to make sure we have insurance for this. However, since the Charity Golf Course is set up to make a profit for the charity, the event should absorb any costs related to insurance.  
**Motion:** Approve keeping all the insurance expense in account 540, “Insurance Expense except for the portion that is allocated to the Hiddenbrooke Maintenance District and Charity Golf Tournaments for which we get reimbursed.  
**This motion was approved.**
- F. **Cal Trans Right of Way by On/Off Ramp (Hiddenbrooke side):** TABLED until a future meeting
- G. **HMDAC Rehabilitation List for FYE 2014-2015:** TABLED until a future meeting
- H. **Committee Chair Appointments:** Any corrections for list previously sent to Board. **Final approval will be in August.**

I. **Hiddenbrooke Contacts for City Matters:** Attached is a list of our contacts that we will be providing to David Kleinschmidt, Jill Mercurio, Don Burton and Shane McAfee. **Joyce will make changes**

XVI. **Upcoming Events and Future Agenda Items:**

HARC Meeting – July 15th

Board Organization Meeting Date **TBD**

Cocktail Party – July 12 – Home of Bruce and Sally Adams

National Night Out – Tuesday, August 5<sup>th</sup>, Golf Course

Garage Sale – September 13<sup>th</sup>

Charity Golf Tournament – Sept. 28<sup>th</sup>

Future Agenda Items: Manager Contracts for CC&R Manager, Administrative Assistant, finalize committee appointments

XVII. **Next Meeting:** July 16, 2014 (3<sup>rd</sup> Wednesday) at 6:30 pm (Closed) 7:15 pm (Open) at in the Garden Room.

XVIII. **Adjournment: 9:10pm**

XIX. **Closed Session** – Return to closed session if business not completed.

**Hiddenbrooke Property Owners Association, Inc.**

Balance Sheet  
 As of 05/31/14

		ASSETS	
<b>CASH IN BANK</b>			
100	First Bank-Checking Account	\$	30,872.07
114	4481 First Bank CD 8.9.13		15,448.64
116	4577 First Bank CD 1.23.13		15,153.84
130	4415 First Bank CD 4.12.13		17,370.60
131	5348 First Bank CD 7.20.13		20,130.33
132	4875 First Bank CD 3.20.13		20,128.60
133	5205 First Bank CD 5.04.13		35,074.22
	<b>Total Cash in Bank</b>		<b>\$ 154,178.30</b>
<b>ACCOUNTS RECEIVABLE</b>			
160	Accounts Rec.- Owners	\$	22,881.79
161	Accounts Rec.- Stmt Fees		5,468.30
162	Accounts Rec.- Interest		5,898.02
163	Accounts Rec. - Fines		158,139.82
164	Accounts Rec. - Collections		537.50
165	Accounts Rec.- 15 Day Notice		710.00
170	Allowance Uncollectable A/R		(60,000.00)
	<b>Total Accounts Receivable</b>		<b>\$ 133,635.43</b>
180	Receivable-HMD Fund		<b>\$ 1,686.71</b>
	<b>TOTAL ASSETS</b>		<b>\$ 289,500.44</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>CURRENT LIABILITIES</b>			
205	Social Committee-HCA	\$	829.50
206	Welcome Baskets - HCA		500.00
207	Family Events - HCA		2,500.00
210	Prepaid Owner Assessments		3,502.30
220	Accounts Payable		2,301.55
	<b>Total Current Liabilities</b>		<b>\$ 9,633.35</b>
<b>EQUITY</b>			
320	Retained Earnings	\$	179,985.23
	Current Year Net Income		99,881.86
	<b>Total Equity</b>		<b>\$ 279,867.09</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>\$ 289,500.44</b>



**Hiddenbrooke Property Owners Association, Inc.**

Income Statement

Period: 05/01/14 to 05/31/14

Account	Description	Current Actual	Year-To-Date Actual
<b>INCOME</b>			
00400	Assessments	.00	67,210.00
00425	Advertising Income	.00	40.00
00430	Admin Fees-Past Due Statement	.00	3,455.00
00440	Fines	10,800.00	178,750.00
00450	HARC Plan Fees	150.00	1,150.00
00460	Interest Income-First Bank	.00	64.23
00470	Interest Income-Owners	224.90	2,434.51
00490	Miscellaneous Income	.00	265.00
00491	Social Committee Income	700.00	5,905.00
	<b>TOTAL INCOME</b>	<u>11,874.90</u>	<u>259,273.74</u>
<b>EXPENSES</b>			
00530	Collection Costs	1,890.73	8,144.54
00535	Computer, Software, Support	386.09	5,996.14
00536	Hiddenbrooke Improvement Cost	130.00	1,335.11
00540	Insurance Expense	.00	7,863.00
00570	Management-CC&Rs	1,432.75	11,382.75
00580	Management-Financial	1,870.00	25,870.78
00585	Graffiti Removal	.00	46.35
00590	Management-Assistant	668.50	6,534.49
00600	Management-Landscape Approval	.00	2,234.80
00610	Miscellaneous	.00	20.00
00620	Newsletters	799.71	2,242.11
00630	Office Supplies	.00	962.55
00640	Photocopies & Printing	.00	899.66
00650	Postage & Delivery	108.80	3,310.52
00660	Professional Fees-Legal/Acctg	.00	854.57
00670	Room Rental/Events	.00	1,587.66
00675	Social Committee Expenses	197.29	7,434.49
00690	Taxes-California	.00	122.00
00710	Taxes-Other	.00	20.00
00715	Uncollected Assessments	.00	724.04
00720	Uncollected \$5 Statement Fees	25.69	712.82
00730	Uncollected Owners Interest	12.93	454.47
00735	Uncollected Fines, etc	13,351.82	70,579.03
00800	Violation-Landscape etc	.00	60.00
	<b>TOTAL EXPENSES</b>	<u>20,874.31</u>	<u>159,391.88</u>
	<b>CURRENT YEAR NET INCOME</b>	<u>\$ (8,999.41)</u>	<u>\$ 99,881.86</u>