



**Minutes**

**Open Session**

**Hiddenbrooke Property Owners Association, Inc.**

**Board of Directors Meeting**

**Wednesday, July 17, 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 – Kevin Smith, President - 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, Jen Pollard, Maria Andrews, Heather Cooper, Ian Forsyth
- Service Providers present: Valley Management, Elizabeth Mathern
- Invited Guests: Richard Tirrell (Welcome Center Manager), Jan Elms (HARC), Joyce Estes (Financial Advisor)

**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: 21
- iv. Homes in Collection discussed: 12
- v. Problem Homes Discussed: 9

**V. Approve Minutes\***

- Board of Directors Meeting on June 27, 2013 - *Approved*

**VI. Community Forum:**

- a. John Estes discussed the Vallejo Admirals pro baseball team. He will be contributing financially to support the team and requested use of the HPOA logo for a banner. The board agreed to the use of the logo and also offered to pay for the banner up to \$500.
- b. A Homeowner attended to request a meet and confer re: CCR issue. Jan Elms will follow up. HARC will communicate with owner, as he submitted plan.

**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 - None
- b. Bills to be approved for payment\* --See Financial Management Report from Valley Management Services with listing of invoices for payment. - *Approved*

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

Number of Letters Sent	103
Number of Violations on Hold	7
Number of Violations which were resolved	67
Recommended for Fine (Closed Session Hearing):	68
Emails answered/sent:	161
Phone calls:	56
Next Verification Drive:	8/13 or 8/14

**ii. Foreclosed Home Program**

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

**IX. President’s Report – Kevin Smith**

- a) **Moving forward on I-80 interchange project**
- b) **HID Bond relief fund-** pay down bonds and reduce our taxes
- c) **Need to recruit 1-2 board members to join HPOA;** discuss at August meeting

**X. Treasurer’s Report -- Ian Forsyth**

- a. Checking Account and CD balances- See Financial report
- b. Fines Report—Valley Management Services
- c. Other items concerning the Financial Report \*-Valley Management Services - None

**XI. Committee Reports**

**a. Welcome Center\* – Richard Tirrell**

-Discuss personnel activity with guards. Wrote addendum to change contract to 2 patrols per daylight hours; keeping 3 for night. Add a “cycop” handheld phone w/GPS that logs personal location at all times

**b. Hiddenbrooke Maintenance District Advisory Committee –**

-Joyce willing to chair HMD- would like to see structure and a definitive budget, schedule etc. Kevin requests that Joyce work w/Chris Brittle as she works for action from the city of Vallejo.

**c. Hiddenbrooke Improvement District Advisory Committee -- no report**

**d. HARC –Jan Elms**

- HARC would like to consider other options for issuing cease-and-desist letters to homeowners.

**a. Social Committee – Jen Pollard**

**Ideas for the community**

**-Social party**

**-Garage sale- need to see if we can get a committee together first before deciding if we can put it together- no date set**

**-Golf tournament for residents**

**-Holiday lighting contest**

**-Welcome basket committee- needs a new chairperson**

**XII. Old Business**

**a. Establish Safety committee – Richard to update**

**-Meet next month to identify committee**

**b. Insurance for parties – policy review update**

**-Social party will need to pay for insurance per party**

**XIII. New Business**

**a. National night out – Cancelled- no response from club house, public servants (police & fire depts.**

**b. E-communication plan update- Ian & Elizabeth – in progress – we've selected Vertical Response for our e-newsletter company. Information has been sent in the annual billing letters.**

**XIV. Upcoming Board Items/Other Events - none**

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

**XVI. Adjournment – 9:05pm by Kevin**

**Attachments:**

- June 2013 Board Minutes
  - July 2013 Financial Management Report (sent separately by VMS)
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Hiddenbrooke Property Owners Association, Inc.

Financial Management Report  
 June 2013  
 Board Meeting 7/17/13

<b>Owner Deposits for June, 2013</b>	<b>\$4,931.09</b>
<b>Deposits from HB Times Ads</b>	<b>\$ 444.00</b>
<b>Total Deposits</b>	<b>\$5,375.09</b>
<b>Checking Balance 06/30/13</b>	<b>\$33,900.81</b>
<b>Current Checking Balance (As of July 15, 2013)</b>	<b>\$28,361.36</b>
<b>Current Certificates of Deposit as of 6/24/13</b>	
130 #4415 @ .40% Matures 5/12/14	\$17,365.44
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
<b>Total CD Value</b>	<b><u>\$123,247.00</u></b>
<b>Total Hiddenbrooke Cash/CD's (As of 7/15/13)</b>	<b>\$151,608.36</b>

## Hiddenbrooke Property Owners Association, Inc.

Financial Management Report  
June 2013  
Board Meeting 7/17/13

<b>Regular Invoices Due</b>	
VMS Financial Management Services (see invoice)	\$1,870.00
VMS (Reimbursable)	\$585.284
Calif. Highway Adoption - Monthly	\$130.00
Tops Software - Monthly	\$99.95
Elizabeth Mathern	\$362.50
Hughes, Gill & Cochrane - Attorney Services	\$550.00
Bret Andrews	\$687.50
Maria Andrews (Reimbursable)	\$56.12
Digital Copy - HB Envelopes	\$211.82
Ian Forsyth 659.00 paid 7.3.13 #632 - 52.72 due	\$711.72
Hiddenbrooke Golf Club July Meeting only	\$65.18
Hiddenbrooke Golf Club HPOA 2013/2013 Meetings	\$762.10
Hiddenbrooke Golf Club HARC 2013/2014 Meetings	\$706.07
O'Kane & Tegay - Annual Insurance	\$7,863.00
PS Print - Thank You Cards	\$149.12
<b><i>Regular Expenses Sub Total</i></b>	<b><u>\$14,810.36</u></b>
<b>Reimbursable to Homeowner - Pre Paid Accounts</b>	<b>-</b>
John & Ann Murphy - 2894 Dominion Way	\$486.50
MP Res I, LLC - 2926 Carlingford Lane	\$648.31
<b><i>Total pre-paid reimbursable</i></b>	<b><u>\$1,134.81</u></b>
<b>HCA Reimbursable Bills</b>	
O'Kane & Tegay - Social Event Insurance	\$367.16
Lisa Turner	\$200.00
<b><i>Total HCA Reimbursable</i></b>	<b><u>\$567.16</u></b>
<b>Welcome Center HMD Reimbursable Bills</b>	
O'Kane & Tegay - Welcome Center portion of Annual Insurance	\$779.00
Welcome Center Phone Bill	\$55.74
Richard Tirrell - Welcome Center Supplies	
<b><i>Total HMD Reimbursable</i></b>	<b><u>\$834.74</u></b>
<b>Total Expenses</b>	<b>\$17,347.07</b>