



MINUTES

OPEN SESSION

**Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Thursday, July 26, 2012
6:30 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

The Open Session began at 7:50 p.m. or at the end of the Closed Session, if completed earlier.

III. Attendance/Introductions

- Board Members present: Kevin Smith, Vicki Medina, Heather Scott, Ian Forsyth, Maria Andrews, Chris Brittle
- Service Providers present: Dave Caldwell, Desiree Conley, Elizabeth Mathern
- Invited Guests: Richard Tirrell (Welcome Center Manager)

IV. Report from Closed Session (to be included in Open Session minutes in summary form, no names or addresses)—Kevin Smith

a. Member Discipline/Hearings & Fines

- i. Meet & Confer hearings conducted: 3
- ii. Reimbursable Assessments levied: 2
- iii. New Fines Assessed: 15
- iv. Homes in Collection discussed: 1
- v. Problem Homes discussed: 4

V. Approve Minutes*

- Annual Meeting of June 26, 2012 -Approved
- Board of Directors Meeting of June 28, 2012 -Approved

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. Extension of Contracts for Service Providers* -Approved

Authorize President to sign contracts for independent contractors below with only minor changes (terms ending August 31, 2013):

- Jamie Clark (HARC /Landscape Manager)
 - Elizabeth Mathern (Administrative Assistant)
- c. July Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment. **-Approved**

VIII. CC&Rs —Maria Andrews

i. CC&R Violation Summary

Number of Courtesy Letters Sent	46
Number of Final Letters Sent	36
Number of Violations on Hold	08
Number of Violations which were resolved	11
Recommended for Fine (Closed Session Hearing):	49
Emails answered/sent:	60 Est
Phone calls:	21
Next Verification Drive:	08/07/12

ii. Foreclosed Home Program

Number of homes tagged with 15 Day Notice to correct	2
Number of homes not in compliance-scheduled for hearing	1
Number of realtors/banks called:	0
Number of homes that had landscape work performed:	1

A special thank you to Dave Caldwell - The HPOA Board wants to thank Dave Caldwell for his years of exemplary service, in monitoring and enforcing our CC&Rs, providing continued value of living in the Hiddenbrooke community. Thank you, Dave. We sincerely appreciate your dedication and your friendship.

IX. President’s Report – Kevin Smith (Chris Brittle for Kevin Smith)

-Meeting with City Manager (July 9, 2012) -Topics addressed were HMD concerns, bond issues, our interchange project, community policing, and the removal of tower at the Hiddenbrooke entrance (verify). The use of our HID bond was approved, by the City of Vallejo, for Hiddenbrooke radar speed signs.

-Meeting with PG&E re. Backtie for Hiddenbrooke

-Appointment of Paul Norberg to Steering Committee for City’s Participatory Budget Process

X. Treasurer’s Report - Ian Forsyth

- a. **Checking Account and CD Balances**
- b. **Collections Report** (Collection update to be discussed in Closed Session)-Valley Management Services
- c. **Fine Report**-Valley Management Services – 36 homes fined for \$2,350.
- d. **Other Financial Matters**-Valley Management Services

XI. Committee Reports

- a. **Welcome Center - Richard Tirrell** -Richard drafted letter to All Phase Security, addressing performance concerns. The draft was approved by the HPOA, and a timely response

requested. Richard purchased both a monitor and a 5-year extended warranty, to replace the damaged security equipment located in the guard house.

- b. **Hiddenbrooke Maintenance District Advisory Committee** – Chris Brittle/Trevor Macenski
-Discussed performance issue with current landscaping contractor. City of Vallejo will be producing designs to consider for the Hiddenbrooke front entrance improvement project.
- c. **Hiddenbrooke Improvement District Advisory Committee** – Chris Brittle
-No activity with St. John Mines erosion repairs.
- d. **HCA** – Chris Brittle -HCA is dissolving at the end of 2012.

XII. Old Business

- a. **Organizational Matters (information only)**
 - **Summary of Board Activities by Month***
 - **File Organization on the Server***
 - **Annual Update to Procedures Manual***
 - **Email Addresses for New Board members***

XIII. New Business

- a. **New Contracts* -Approved**
 - **Valley Management Services**
 - **CC&R Manager**
- b. **Set Board Meeting Dates for Next Year**
- c. **Review Committee Vacancies***

XIV. Upcoming Board Items/Other Events

- a. September HB-TIMES (August 5 deadline for articles)
- b. Fill Board Committee vacancies (August meeting)
- c. Send insurance renewal check
- d. Begin work on income taxes (Joyce Estes/Valley Management Services)
- e. National Night Out: August 7 (HPOA pays \$500)

XV. Next Meeting Date: Next meeting will be Thursday, August 30, 2012 at 6:30 p.m. at the Library (*Note change in regular meeting date*) -Reviewed 2012-2013 HPOA meetings calendar. All will continue with the exception of March. The March 2013 meeting will be reinstated. To avoid an additional month's meeting room expense, the meeting may take place in a board member's residence.

XVI. Adjournment

***Attachments for Board members:**

- Draft June 26, 2012 Annual Meeting Minutes

- Draft June 28, 2011 Board of Directors Meeting Minutes
 - Service Provider contracts
 - July Financial Management Report (sent separately by VMS)
 - List of HPOA Committees and Members
 - Summary of Monthly Board Activities
 - File Organization on the Server
 - Procedures Manual
 - Bylaws
 - Standing Rules
 - Board Positions
 - City of Vallejo Letter re. Steering Committee for Participatory Budget Process
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Hiddenbrooke Property Owners Association, Inc.

Financial Management Report June 2012

Board Meeting July 26

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for June, 2012	\$ 4,860.06
Cash out CD 4334	\$20,672.21
Checking Balance 6/30/12	\$47,128.75
Current Checking Balance (As of July 20, 2012)	\$49,123.67
Current Certificates of Deposit	
130 #4415 @ .95% Matures 7/12/12	\$17,298.37
114 #4481 @ .85% Matures 8/09/12	\$15,399.04
116 #4577 @ .4% Matures 1/23/13	\$15,061.45
131 #4874 @.45% Matures 12/20/12	\$20,055.96
132 #4875 @ .4% Matures 3/20/13	\$20,039.18
Total CD Value	<u>\$87,854.00</u>
Total Hiddenbrooke Cash/CD's (As of 7/20/12)	\$136,977.67

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Bills to be Approved	
VMS Financial Management Services (see invoice)	\$2,260.68
Calif. Highway Adoption – monthly	\$ 130.00
Dave Caldwell	\$325.00
Elizabeth Mathern	\$262.50
Maria Andrews – CC&R Letters	\$110.03
Hughes and Gill – Legal Services	\$753.25
Clean Cut Landscaping	\$60.00
Okane & Tegay – Annual Insurance (\$597 will be reimbursed by City of Vallejo)	\$7,589.00
Secretary of State – Corporation filing every two years	\$20.00
Rackspace Cloud – Server	\$97.25
	\$11,607.71
<i>Regular Expenses</i>	
<u>Welcome Center Reimbursable Bills</u>	
Richard Tirrell Welcome Center Phone Bill	\$52.48
<i>Total Reimbursable</i>	\$52.48
Total Expenses	\$11,660.19

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Fines for June	36
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Valley Management Services – Services Paid by Requestor

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. June, 2012	9
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