



**MINUTES**  
**Open Session**

**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors Meeting**  
**Tuesday, August 20, 2014 – 7:30 PM**

**Garden Room – Hiddenbrooke Golf Club**

**I. Closed Session**

*The Board has elected to limit topics for Closed Session to formation of contracts, member discipline, personnel matters, or to meet with a member regarding fines and assessments.*

**II. Open Session:** Call to Order 7:32 PM – Jen Pollard, Vice President

**III. Attendance/Introductions**

- A. **Board Members:** President Joyce Estes (Absent), VP Jen Pollard, Secretary Nancy Berke, Treasurer Ian Forsyth, Director-CC&Rs Maria Andrews, Director-Contracts Allen Wildermuth and Director Kevin Smith (Absent)
- B. **Service Providers:** Pacific Union Property Management—Jody Burton, Elizabeth Mathern (administrative assistant),
- C. **Invited Committee Chairs and Guests:** Richard Tirrell (Welcome Center Manager, Jim Libien (Park Committee), Jill Mercurio (City of Vallejo Assistant Public Work Director)
- D. **Members: Robert and Nancy Schussel, Mary Pearsall, Fred Warren, Nick Colorado, Maria McKinney**

**IV. 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	2 x \$50
Homes in collection – Pro Solutions	1
Homes in collection – Small Claims Court	4
Judgments received since last Board Meeting	\$0
Judgments paid off	\$0
Problem homes discussed	4

**B. Other Closed Business: Jen Pollard**

**V. Minutes:** Motion: Approve minutes of Board of Directors Meeting on July 16, 2014 and the Annual Meeting on June 17, 2014 Approved as amended

**VI. Community Forum:** Robert Schussel of Shade Tree Circle spoke about civility in emails. He also stated that he disagreed with the decision by David Kleinschmidt, (Vallejo's Public Works Director), putting the St. John's Mine Road project on hold. He felt that this decision could have future financial consequences for the Hiddenbrooke Improvement District, which has been given the responsibility for paying for the project. There was some discussion about

the HID money being used for replacement/repair caused by city neglecting needed repairs in the first place. Allen Wildermuth asked about getting an update on the issue from Chris Brittle. Fred Warren commented that he would like to see the board demand honest disclosures from the city. Allen pointed out that we can demand and write letters, but we have not real control.

**VII. Consent Calendar: Approval of Agenda, Bills for Payment and Business**

**Conducted Since Last Meeting:** *All matters are approved under one motion unless requested to be removed for discussion by and/or voted separately*

Motion: Approve Open Agenda as submitted, ~~bills for payment as listed in the attached report from the Financial Manager~~, and ratify Motion the following Business conducted since our last Board meeting: Approved as amended

- Estes signed contracts with Pacific Union Property Management for \$23,700 per year plus Schedule A items for financial management for the period August 1, 2014 through August 31, 2015.
- Estes signed contracts with the Golf Course (re Charity tournament 9/28/14),
- Board voted by email to appoint Chris Brittle to HARC for the period ending October 31, 2014 to allow more time to search for two volunteers.
- Board voted by email to authorize Joyce Estes to purchase a black dVault locking postal mail box which is acceptable to the post office for a cost of approximately \$494 plus sales tax. The box will be placed next to the blue mail box and then the Post Office will change the delivery of mail from the Welcome Center to the black box.
- The Valley Management P O Box is currently set to forward to Pacific Union Property Management at Santa Rosa until 9/30/14. At that time, we will file a change of mailing address with the post office and they will forward the mail for free.

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

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

Number of letters sent	39
Number of violations on hold	16
Number of violations which were resolved	39
Recommended for fine (Closed Session Hearing)	21
Emails answered/sent	122
Phone calls	22
Next Verification Drive	9/9/14

**B. 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	6
Number of homes that had landscape maintenance work	0

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

- A. HPOA Monthly Board Duties for August and Sept. Please review for your responsibility and the Secretary is to notify anyone who is not at the meeting. There was some discussion regarding mail pick-up at new mailbox. It was decided that, given the often confidential nature of the mail, that only Board members may pick up the mail. Ian requested that any court documents go directly to him.

Month	Description of Job	Responsible Person	Others/ Support
Aug	Regular Meeting - Agenda w/minutes and attachments	President/VP	Admin Asst
Aug	Closed Session Meeting - Agenda	Dir - CCRs/Pres	Dir-Collections
Aug	HB-TIMES: Aug. 12th deadline for material for Sept Newsletter	Secretary	Newsletter Editor
	HB-TIMES: Proofed by Aug 21-22 and 25th	Secretary	President/Maria
Aug	Finish work on Year End Financial Statement for Sept Newsletter	Treasurer	Financial Manager
Aug	Finalize appointments to HPOA Committees, Post on web	President	VP - Admin Asst
Aug	Send tax info to CPA for tax return-- due Sept 15th	Treasurer	Financial Manager
Aug	National Night Out-first Tuesday in August	ALL BOARD	
Sept	Regular Meeting - Agenda w/minutes and attachments	President/VP	Admin Asst
Sept	Closed Session Meeting - Agenda	Dir - CCRs/Pres	Dir-Collections
Sept	Sept HB-TIMES post to web	Admin Asst	Newsletter Editor
Sept	Collection--List of accounts over \$800--Certified Ltrs	Treasurer	Financial Manager
Sept	General review of Web site - updates where needed	Secretary	Admin Asst.
Sept	Sign and File Tax Return Sept 10th or need Extension	President	Tax Preparer
Sept	Post HMD Engineer's Report to Web	Chair HMD	Admin Asst.

**B. Union Pacific Property Management – Contact Information**

**Lock Box:** Hiddenbrooke Property Owners Association, Inc.  
 c/o Pacific Union Property Management  
 PO Box 45469  
 San Francisco, CA 94145-0469

**Other:** Pacific Union Property Management  
 3392 Mendocino Ave.  
 Santa Rosa, CA 95403

Phone 707 544-2005  
 Email jburton@pacunionpm.com

- C. **Golf Course Insurance:** The golf course will look into to seeing if they can provide our insurance for events in 2015. In the meantime, they will help underwrite a portion of our insurance for the charity golf event. We have asked that they delete the liability section from our National Night Out contract.
- D. **City of Vallejo:** The City’s former Finance Director, Debbi Lauchner, has accepted a position with the City of Santa Rosa and began her employment with them on July 28. With her position vacated, Ron Millard, Assistant Finance Director, has been designated as the Interim Finance Director. This could affect our negotiations on HID

Funds and our request for copies of the last two year's Levy Reports.

- E. **Park at the Grove—Hiddenbrooke Phase III:** Marcus Adams, City Planner has been in contact with Joyce Estes concerning the design of the project and whether the small park will be owned and maintained by an HOA, or HMD or a City Park maintained by GVRD. Marcus has asked that I let everyone know that a decision has not been made on the bathrooms so not to be alarmed. He is gathering comments and opinions so that he is aware of the needs and desires of the community and can incorporate them into the plan as best possible. He will keep Joyce abreast of things and she will keep the Board and HMDAC up to date. Joyce recommends that any recommendation on the Grove park should originate from HMDAC since they have held discussions about it over the year. Marcus also was told about our requests for cameras for the park to GVRD and the Grove (Tim Cotton) and their lack of response.
- F. **Welcome Center Mail Change of Delivery Service:** Contacted Rhonda Aubrey-Otis on 7/22/14 at **United States Postal Service, 100 Admiral Callaghan Lane, Vallejo 707 558-1834, [Rhonda.F.Aubrey-Otis@usps.gov](mailto:Rhonda.F.Aubrey-Otis@usps.gov)**. She approved the Change of Mail Delivery Service from the Welcome Center to a locking mail box next to the U S Postal Blue Mail Box known as 850 Hiddenbrooke Parkway. She said the Board chose an excellent box.. No formal letter is required as this is a much safer delivery. Mailing address to stay the same (850 Hiddenbrooke Parkway). City of Vallejo (Donny Burton) has no objection to the new location of our locking mail box and will authorize Coast to pour a new concrete pad for the box once it arrives. The box was ordered to arrive the week of September 1<sup>st</sup>. We also need to notify her of the date the change is effective. She also agreed to have the Blue Mail Box replaced or painted.
- G. **Insurance:** Had a discussion with Dave Anderson with O'Kane & Tangy Insurance about our insurance. He noted that David Stirling Act recommends \$3 million rather than our CC&Rs required \$2 million for liability coverage. If HOAs have the \$3 million of coverage then state law prevents anyone from suing the owners directly. (But as we all know, we are not under Davis Stirling so neither of us knows if this would apply to HPOA). Also he noted that HPOA was rated as a HOA as that was the closest classification but that we did not have any extra add on for pool, common area or Welcome Center management. Dave's recommendation was to allocate to HMD for reimbursement the cost of the 4<sup>th</sup> million of insurance of \$344, cost of additional insured \$100 and all workers' compensation insurance of \$705 and that HPOA would absorb the cost of the additional insurance which cost \$470. Amount allocated to HMD for reimbursement is \$344 +\$100 and \$705 = \$1,149. Total Insurance \$9,088 - \$1,149 = \$7,939. Next year he recommended that the Board start the review of their insurance earlier in the year and that they have an in-depth discussion of how much insurance we really need.
- H. **Pavement Repair-Sink Hole on Bennington at Entrance to 18th 8/4/14:** The sinkhole was tested using water and dye, and found no connection to the storm system there. But being right next to the storm structure, a crew will open it up and re compact the area. The City will then repair the asphalt. Info from: Tyler Armitage, Construction/Repair Supervisor, Vallejo Sanitation & Flood Control District, 450 Ryder St. Vallejo Ca. 94590, 707-644-8949 Ext. 276, E-mail [tarmitage@vsfcd.com](mailto:tarmitage@vsfcd.com).
- I. **The Grove Conditions of Development** – Tim Cotton, owner/developer, called (8/4) to discuss the City's conditions of development of The Grove which conditions

include that he grade a pad for the fire station. We discussed the history of the fire station, lack of funds to maintain the station and the lack of agreement on where it could be located. I suggested that we find another community improvement and he spend the same money on that item. He will take that idea under consideration. Also reminded him about our plans to upgrade HMD cameras at the Welcome Center and whether The Grove wanted space on the monitor. No comment. He noted that grading could start later this year.

- J. **Web Site** has been mostly updated for our change to Pacific Union Property Management. If you see something that needs changing let Elizabeth and Joyce know. HB Map (2 page) has been updated for Pacific Union, Ace, and HB Park. Most forms have had addresses changed but you will probably find something that needs changing. Elizabeth noted that the zip code for Pacific Union in Santa Rosa is 95403.

X. **Financial Report**

A. **Pacific Union Property Management:** Jody Burton

1. Financial Statements for July 31, 2014, June 30, 2014, July reports were not ready) June 30th report is being reviewed by Ian Forsyth.
2. Union Bank – Access e-check; Jody noted that she had been unable to cut checks due to issue with printing on check stock. That is being remedied and checks will be issued in the next day. The old checking account is still active and will be as the new account is being set up.

B. **Treasurer – Ian Forsyth - No Report**

- XI. **Committee Reports:** All reports are considered informational only and no action needs to be taken by the Board unless requested by a Board member.

A. **Welcome Center:** Richard Tirrell & Allen Wildermuth

Universal Protection Services contract changes requested by City have been made by amendment and both parties have signed. Allen Wildermuth is keeping the signed documents until we establish a storage place for them. A long term contract is still in negotiation.

B. **Governmental Affairs:** Chris Brittle

1. **No Parking Signs:** The City has recently replaced a bunch of faded and bent No Parking Signs on Olivewood, Carlingford, Overlook, Marshfield and the various side streets (one of our requests to the City in our letters). Eventually they will replace the majority of the signs in Hiddenbrooke with new ones (High Intensity Prismatic). Our thanks to Mike and Sean for the quick response.
2. **LED Lights**-No update available.
3. **CA Adopt a Highway:** Joyce Estes asked Chris Brittle to look into this as trash wasn't being picked up on a regular basis. Chris discovered that Jelly Belly gave up the adoption on Hwy 80 in front of Hiddenbrooke, and CA Adopt A Highway stopped doing monthly service which included HPOA cleanup once a month. They have determined that HPOA has about one year of credit for trash pick-up and will resume once a month schedule ASAP. What trash pick-ups we received were the result of the new adoptee, Momentum Group from Fairfield who uses the Adopt A Highway

Maintenance Company from Southern California and who has yet to put up a sign. HPOA needs to have one person in charge of monitoring this. Any volunteers?

John Estes contact Kenny Ross, owner of Team Superstores, and he said he would be interested in taking an adoption. Joyce is in the process of confirming which company is actually working this area and where to refer Kenny Ross.

**C. Hiddenbrooke Maintenance District Advisory Committee:** Joyce Estes

1. **Entrance Way Project:** Joyce attended pre-bid meeting on July 23<sup>rd</sup> which was attended by three contractors: Decker Landscaping, Coast Landscaping and Allied Landscaping. Don Burton, Landscape Manager expected about 20 bids, but bid opening on August 7<sup>th</sup> resulted in one bid of \$415,639.25 from Suarez & Muñoz Construction, Inc., the same contractor who has the HB-Park Contract. With three years of planning, we have probably already invested close to \$100,000 on this project. Originally HMDAC supported moving forward with the entrance. Now the committee learned on 8/13 that there are additional City management and architect fees of about \$57,000 which will be added by the City. Burton still believes that the current Engineer's budget is sufficient to cover any overruns and he will not need to go back to City Council for more funds. The HMDAC has this project on hold until further information is received from the City.
2. **Bennington Park Upgrade** is in progress. Dead plants have been removed and plant selection committee has made recommendations for plants which were forwarded to the City. Upgrade to include paver pad under the large willow tree near the kiddie park (14' x 18' feet) and an ADA picnic table. Planting to be done in Sept. 100 yards of bark has been ordered because of special pricing and is stored at the end of Rush Creek Place on HMD land.

**D. Hiddenbrooke Improvement District Advisory Committee (HID)—Pavement Projects:** Chris Brittle/Byrne Conley

Paving letter to Jill Mercurio on 7/25 and she acknowledged receipt. Paving project will be done around the Park Construction and Entrance Way Project.

**E. Hiddenbrooke Architectural Review Committee (HARC):** Steven Lane held committee meeting August 6<sup>th</sup>, next meeting Sept. 10<sup>th</sup> at 7 pm.

Reviewed the following projects:

7016 Alder Creek – Medina – BY landscape, paving, DG, water feature, concrete  
2923 Carlingford – Yu Lin – Landscape Rock issue  
2821 Thornbury Ct - Mary Lou Salinas – paint color change  
2065 Bennington Dr – Ed Thomas – Replace windows w/French doors  
Durrow Ct - Sonny Sohal Large -- Custom Home and Covered Pool  
2967 Carlingford -Kevin Stancombe – Pool  
6516 Deerfield Dr. – Hines – Concrete side yard for trash cans

Minor Projects Approved by Board Chair since last meeting

3053 Blue Sky Ct – Gan – Solar Project

7004 Alder Creek Rd. – Venegas - Solar Project

F. **I-80 Interchange-American Canyon:** Chris Brittle, No Report.

G. **Social Committee:** Jen Pollard

1. National Night Out (Richard Tirrell, Chair) – August 5th, 5:30 to 8 pm.
2. Garage Sale (Shirlee Albrecht) – Sept 13<sup>th</sup>
3. Golf Tournament (Chris Brittle, Chair) – Sept. 28<sup>th</sup>
4. Cocktail Party – Sat. October 4th
5. Craft Fair at Hiddenbrooke – November 16<sup>th</sup> The board discussed this and given that there is no one willing to lead a committee of the board, that HPOA won't be part of this.

H. **HB-TIMES:** Elizabeth Mathern, Editor & Nancy Berke, Communications:

Articles: President's Message, HARC Corner re Solar Applications, Social (garage sale, Charity Golf Tournament and Cocktail Party date), Mail box rules?

Discuss maximum limit of ads in each issue...suggest between 25 – 30% with full page insert ads not in the count. Board needs to see current rate schedule and terms of current ads.

All content is due on 12<sup>th</sup> of the month prior to publication; Proofing 20-22nd and final 24/25. Goes to printer by the 25<sup>th</sup> of the month. (Open House Informational Ad to be re-worked, addressing the message to homeowners as information they should share with their agents. Also, content is still needed for the newsletter ).

## XII. **Old Business**

A. **Document Retention Protocol** — Ian Forsyth. (TABLED Until October Meeting to give Pacific Union Property Management time to have input)

B. **VPN Log In** – Ian Forsyth  
Progress on project. (Ian reported that there has not been a problem with too many people accessing the server at the same time, so the VPN log in may not be necessary. He also reported that he may be looking to find a lower priced hosting company)

C. **HB Park Shortage \$415,000** – Jim Libien/Chris Brittle  
Jim Libien and Chris Brittle are submitting the following motion for Board consideration which was added 8/17/14:

Motion: HPOA supports the following to resolve the shortfall in funds to construct the new Hiddenbrooke Park:

Borrow \$415,282 in HID bond funds to fully fund construction of the Park as originally designed:

- Use the “local portion” of future GVRD Park Development Impact fees generated by new homes in Hiddenbrooke and the Grove to repay the HID bond fund, or if the HID bond fund no longer exists, to pay whatever fees are so generated into the Hiddenbrooke Maintenance District fund up to the amount of the original loan.

- (Note motion adds the custom homes which have not been built which is approximately 20 or increases the security by another \$238,380.)
- Request that City staff explain in writing how the “local portion” of the GVRD Park Development Impact fee will be affected by construction of a neighborhood park in the Grove
- Request that the City Council approve the borrowing of the HID bond funds at their August 26 meeting so as to not delay completion of the Park
- Continue to explore a contribution from the School District to the cost of constructing the Hiddenbrooke Park as provided for in the lease agreement between the City and the School District.
- Explain why the \$1.5 million Hiddenbrooke Park fund did not accumulate any interest, which could have paid for the construction contract shortfall.

Jim Libien, Park Committee chair and Jill Mercurio, Assistant Public Works Director/City Engineer attended the meeting and answered questions. There was considerable and thoughtful discussion about this motion, which passed on a 4 to 1 vote. (yes: Jen Pollard, Allen Wildermuth, Nancy Berke, Ian Forsyth. No: Maria Andrews)

#### XIV. **New Business**

- A. **Standing Rules:** A lot of our rules need some standardization which would make them easier to follow. Proposed new standing rules:
1. **Board Meeting Dates** shall be posted on the web for the calendar year and a sign will put on the Message Board at the Welcome Center giving the date and time of the next Open Session board meeting by noon on the day prior to the meeting. They will also be published in HB-TIMES.
  2. **Related Parties:** If Board Members, Committee Chairs and/or Committee Members receive or appear to receive a direct benefit from a decision being made by the Board/Committee that person shall not vote on the issue. If this means that a quorum of the remaining Board or majority of a committee is not present to vote, then it will take a majority of the then remaining Board/Committee in attendance to pass the motion. (Example: Board members shall not vote on contracts with spouses.)
  3. **Communication Schedule:** We will communicate by first class mail at least three times per year: Disclosures, Rules and Regulations in March, Ballot & Budget in June, and Annual Letter to Owners with annual invoice in July. We will publish three issues of HB-TIMES in March, June and September with the publication date to be the first day of the month. The June issue will contain the budget and the September issue will contain the year-end financial statement or we will tell you where to find it on the web. We will print approximately 300 copies of HB-TIMES to be left at HB-Plaza and we will post it on our web site. The Editor will also send an email to both HB-News and Hiddenbrooke Next Door giving a link to newsletter and will maintain a small email list of City Officials, Financial Manager, LMD Manager, City Planner in charge of Hiddenbrooke and others as determined by the Board. All new owners will also receive a letter summarizing what HPOA does, how to find information and the



Welcome Committee will attempt to deliver information and a welcome gift.

4. **Credit Card:** Board authorizes Ian Forsyth to sign up HPOA for a credit card with Chase Bank, no fee, billing address to be c/o Pacific Union Property Management with three cards issued to Treasurer, CC&R Director, and Social Director. Treasurer/President to be able to view account on line. Maximum Limit \$1,000 for account. Card expires annually on August 1st. Signers will sign new card each July. Signers who resigns their position, agree to have their cards terminated immediately. Only HPOA expenses can be charged to the cards. Debit card to be cancelled after credit cards are received.

Standing Rules 1-3 were tabled due to lack of time. Rule #4 was amended to allow for three credit cards to be issued.

**Motion:** Board approves standing rule# 4 as submitted corrected.

- B. **Cal Trans Right of Way by On/Off Ramp (Hiddenbrooke side):** This area needs mowing. CalTrans or Triad use to do it in about 2002-20045 but then stopped. HCA may have done it a few times and a resident mowed it several times. HPOA paid \$475 on 12/23/11 and \$450 on 8/30/12 and it was done in 2013 but invoice not found and also done by resident. It was last mowed around May 2013. Best practice is to mow twice a year: May and October. Chris Brittle contacted Cal Trans and a Hiddenbrooke resident who works for Cal Trans followed up on our request. The end result is a promise to mow the area on the on/off ramps sometime in August. Therefore there is no need for a motion to cover this expense at this time.
- C. **Committee Chair Appointments:** Any more changes? Still need members for HARC, HMDAC, Welcome Committee and Nominating Committee. Please help fill these openings.  
**Motion:** Board approves all appointments to committees per attached list of Committees and authorizes Elizabeth to post to web. Tabled - may be approved by email vote later in the month.
- D. **Board Duties:** See attached proposed schedule of Board Duties which were updated by Maria, Ian, Jen and Joyce. This schedule will be the basis for what HPOA will accomplish this year. It will be maintained by the President and any updates should be given to her.
- E. **Realtor Signs:** This has been a topic of discussion on HB-News. The CC&Rs are clear that signs are not allowed in certain areas:

*“Article 4.1.3(c) ....Real Estate signs are not permitted along Hiddenbrooke Parkway or at the entrance to the Project, including the Hiddenbrooke waterfall.”*

The City of Vallejo also has rules which actually support the above and include that signs cannot be placed within a Landscape Maintenance District. This has been enforced by the Landscape Manager and Hiddenbrooke volunteers since before 2002. Marcus Adams, City Planner, who is in charge of everything “Hiddenbrooke” has restated the Vallejo position on realtor signs and has approved the use of HPOA volunteers to manage the illegal signs by attaching the letter to the illegal sign and/or laying it down. Further Marcus approves, if necessary, the removal of

the sign to a designed place for pickup. At this point, your President would prefer that we not pick up the signs but deal with them in place.

The Board needs to decide who should be assigned to manage the illegal signs. Some possibilities are Board Members, Personnel at the Welcome Center, CC&R Manager, HMDAC Inspectors, etc. So complete/correct the motion below and decide what extension should be on the letterhead. One Board member would prefer we call the realtor. Your President would like to develop a list of places where signs can be placed and attach the list to the sign...but that will take some time to develop. In the past the realtors have accepted the written notice with only a few phone calls. Richard Tirrell is okay with having the security guard lay down the signs and post the notice and we could consider having him do the most offending area say from the Waterfall to at least the Club House.

Motion: The Board approves the use of the Violation Notice for illegally placed Realtor Signs and authorizes the placement of the notice by the Security Personnel at the Welcome Center, CC&R Manager, or other individuals as designed by the President. Letterhead should have phone extension of \_\_\_\_\_ and Welcome Center phone number.

Tabled. Will be re-visited when the map is ready and volunteer has been found to help with help manage the illegal signs.

**F. HMDAC Rehabilitation List for FYE 2014-2015: (TABLED Until October Meeting when HMDAC Chair will be present)** General discussion of removal of dead plants in median on the Hiddenbrooke Parkway, and adding cap emitters.

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

HARC Meeting – September 10, 2014, 7 PM, Garden Room  
Garage Sale – September 13<sup>th</sup>  
Charity Golf Tournament – Sept. 28<sup>th</sup>  
Cocktail Party – Sat. October 4<sup>th</sup>  
Craft Fair at Hiddenbrooke – November 16<sup>th</sup> (May be cancelled)

Future Agenda Items: A few standing rules, Brown Act/Davis Stirling Discussion, future Board appointment, Tabled items from August meeting.

**XVII. Next Meeting:** September 17, 2014 (3<sup>rd</sup> Wednesday) at 6:30 pm (Closed) 7:30 pm (Open) at in the Garden Room. Wildermuth will be absent.

**XVIII. Adjournment 9:50**