



## **MINUTES**

### **Open Session**

**Hiddenbrooke Property Owners Association, Inc.**

**Board of Directors Meeting**

**Wednesday, Aug 28, 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 – Heather Cooper**

#### **III. Attendance/Introductions**

- Board Members present: Heather, Maria, Jennifer, Ian
- Service Providers present: Desiree, Elizabeth
- Invited Guests Attended: Richard Tirrell, Jan Elms

#### **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: 16
- iv. Homes in Collection discussed: 10
- v. Problem Homes Discussed: 13

#### **V. Approve Minutes\***

- Board of Directors Meeting on July 17, 2013 Approved

#### **VI. Community Forum – Lana Manglallan- advised that she signed up for HB News group and was never approved. Elizabeth to look into this.**

#### **VII. Consent Calendar and Approval of Agenda -Approved**

- a. Changes/additions to Agenda or order of Agenda items - Approved
- 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	63 – 2 Postcards
Number of Violations on Hold	3
Number of Violations which were resolved	102
Recommended for Fine (Closed Session Hearing):	16/62 ongoing
Emails answered/sent:	202
Phone calls:	59
Next Verification Drive:	9/10

**ii. Foreclosed Home Program**

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

**IX. President’s Report –None**

**X. Treasurer’s Report -- Ian Forsyth - Refer to Financial Report**

- a. Checking Account and CD balances – Financial report
- b. Fines Report—Valley Management Services Refer to Financial Report
- c. Other items concerning the Financial Report \*-Valley Management Services –Refer to Report

**XI. Committee Reports**

- a. **Welcome Center\*** – Richard Tirrell –Nothing new to report
- b. **Hiddenbrooke Maintenance District Advisory Committee** – working on new stop signs & median landscape-next meeting at Joyce Estes home
- c. **Government Affairs** – Chris Brittle (by email)- no report
- d. **Hiddenbrooke Improvement District Advisory Committee\***– no report
- e. **HARC** –Jan Elms – 5 submittals
  - a. **Social Committee** – Jen Pollard- Garage sale on 9/7 & House Party 10/12

**XII. Old Business**

- a. **Establish Safety committee** – Richard to update-Nothing to report
- b. **Artificial Turf - Report form HARC and direction form Board-** Maria working with SynLawn Co to provide samples at next meeting
- c. **E-communication plan update-**

Sign up vertical system response is progressing. September will be the last paper newsletter.

**XIII. New Business**

- a. **Charity Golf Event-** Chris Brittle working on this with 3 other people. Asking for funds to be taken to pay from Social fund and will be repaid - Flyer, sign up need to be done. Contract needs to be approved
- b. **Graffiti issues** - 3 incidents. Bret cleaned the graffiti, but no response from city- new website given to Maria to try for city.
- c. **Approve Vendor contract renewals** – Sent to Kevin for Jan, Bret, Desiree & Elizabeth. Re-draft CC&R contract- These should be ready for approval at the September board meeting.

**XIV. Upcoming Board Items/Other Events** Social Party 10/12- Desiree & Maria want to attend TOPS meeting in Las Vegas on September 17<sup>th</sup> and asked for board approval.

**XV. Next Meeting Date:** Sept 25 2013 at 6:30 p.m. at the Library

**XVI. Adjournment-** 9:15pm



Hiddenbrooke Property Owners Assoc. BOD Meeting 8/26/ 2013

<b>Regular Invoices Due</b>	
VMS Financial Management Services (see invoice)	\$1,870.00
VMS (Reimbursable)	\$379.00
Calif. Highway Adoption - Monthly	\$130.00
Tops Software - Monthly - Auto Draw	\$94.95
Tops Software - Additional support re new statement format	\$41.86
Elizabeth Mathern	\$350.00
Hughes, Gill & Cochrane - Attorney Services	\$151.26
Bret Andrews	\$887.50
Maria Andrews (Reimbursable) - Postage	\$47.38
Maria Andrews (Reimbursable) - CC&R Supplies	\$74.15
Maria Andrews (Reimbursable) - Graffiti Clean Up Supplies	\$46.35
Rackspace - Server - July Auto-pay	\$253.80
Rackspace - Server - Aug. auto-pay	\$268.67
PS Print -Thank you cards - Online-pay	\$149.12
Digital Copy - HB Annual billing with insert	\$1,164.97
The UPS Store - HPOA PO Box - One Year	\$204.00
Jan Elms - HARC Reviews	\$592.00
<b><i>Regular Expenses Sub Total</i></b>	<b><u>\$6,705.01</u></b>
<b>HCA Reimbursable Bills</b>	
HB Golf Club -Social - Golf Tournament	\$350.00
Vicki Idlor -Social - Garage Sale	\$106.39
<b><i>Total HCA Reimbursable</i></b>	<b><u>\$456.39</u></b>
<b>Welcome Center HMD Reimbursable Bills</b>	
Welcome Center Phone Bill	\$55.39
Richard Tirrell - Welcome Center Supplies	33
<b><i>Total HMD Reimbursable</i></b>	<b><u>\$88.39</u></b>
<b>Total Expenses</b>	<b>\$7,249.79</b>