



Minutes
OPEN SESSION
Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Thursday, August 30, 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 **7:45PM**

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, Vicki Medina, Maria Andrews, Ian Forsyth, Heather Scott, Chris Brittle, Trevor Macenski**
- Service Providers present: **Desiree Conley, Elizabeth Mathern, Bret Andrews**
- Invited Guests: Richard Tirrell (Welcome Center Manager), Bret Andrews (CCR Manager), Jamie Clark (HARC Manager) **-Richard Tirrell and Jamie Clark did not attend.**

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

a. Member Discipline/Hearings & Fines

- i. Meet & Confer hearings conducted:
- ii. Reimbursable Assessments levied:
- iii. New Fines Assessed:
- iv. Homes in Collection discussed:
- v. Problem Homes discussed
- vi. Small Claims Court Actions:

V. Approve Minutes* -Approved

- Board of Directors Meeting of July 26, 2012

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. August Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment.

VIII. CC&Rs —Maria Andrews

i. CC&R Violation Summary

Number of Courtesy Letters Sent	123
Number of Final Letters Sent	25
Number of Violations on Hold	13
Number of Violations which were resolved	49
Recommended for Fine (Closed Session Hearing):	55
Emails answered/sent:	152
Phone calls:	52
Next Verification Drive:	Sept 6

ii. Foreclosed Home Program

Number of homes tagged with 15 Day Notice to correct	3
Number of homes not in compliance-scheduled for hearing	2
Number of realtors/banks called:	0
Number of homes that had landscape work performed:	1

IX. President’s Report

-PG&E meeting -PG&E project pushed back by city. If city does not respond with plan, PG&E will defer for 1 year.

-Request to meet with Vallejo City Manager* 9/11 - 9/14 are possible dates.

-Board Communications -Request not using HiddenbrookeNews as forum for HPOA business.

-Response from All-Phase* -Need backup/support for services Richard Tirrell provides.

X. Treasurer’s Report - Ian Forsyth

a. Checking Account and CD Balances

b.. Delinquent Accounts to Be Sent to Collection*-Valley Management Services

-List of homes that owe at least 3 years in past due assessments and over \$250 in fees and interest (action to be taken in September after Certified Pre-Collection letters send)- listed by Parcel Number -Discussed in Closed Session.

c. Fine Report-Valley Management Services

XI. Committee Reports

a. Welcome Center - Richard Tirrell -Did not attend.

b. Hiddenbrooke Maintenance District Advisory Committee* – Trevor Macenski -Nothing to report.

c. Hiddenbrooke Improvement District Advisory Committee – Chris Brittle -Information attached with letter sent to city manager.

d. HARC – Chris Brittle

e. Park Committee- Chris Brittle -Approved

-Request to spend \$300 to print flyers to advertise the September 26 design charrette meeting in Hiddenbrooke for the new Park -Chris Brittle suggest adding a tab to our website, providing updates on progress of Hiddenbrooke Park.

f. **HCA** – Chris Brittle -Nothing to report.

XII. Old Business

a. **Committee Vacancies** -Park committee

XIII. New Business

a. **Suggestions for High School Cross Country runs in HB** -Chris Brittle presented list of suggestions. Board members suggested runners wear colors that increase visibility for drivers. Board agreed with all.

XIV. Upcoming Board Items/Other Events

- a. September HB-TIMES published
- b. Approve Resolutions to send Delinquent Accounts to Collection (September meeting)
- c. Filing of income taxes (by September 15)

XV. Next Meeting Date: Next meeting will be Thursday, September 27, 2012 at 6:30 p.m. at the Library

XVI. Adjournment 9:20pm

***Attachments for Board members:**

- Draft July 26, 2012 Board of Directors Meeting Minutes
 - August Financial Management Report (sent separately by VMS)
 - Letter to Vallejo City Manager
 - Response Letter from All Phase
 - Suggestions for use of HB public streets by High School runners*
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Hiddenbrooke Property Owners Association, Inc.

Financial Management Report July 2012

Board Meeting August 30, 2012

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for July, 2012	\$27,297.62
Checking Balance 7/31/12	\$63,510.17
Current Checking Balance (As of August 22, 2012)	\$76,014.78
Current Certificates of Deposit	
130 #4415 @ .40% Matures 4/12/13	\$17,304.23
114 #4481 @ .25% Matures 8/09/13	\$15,410.12
116 #4577 @ .4% Matures 1/23/13	\$15,067.01
131 #4874 @.45% Matures 12/20/12	\$20,071.00
132 #4875 @ .4% Matures 3/20/13	\$20,052.54
Total CD Value	<u>\$87,904.00</u>
Total Hiddenbrooke Cash/CD's (As of 8/22/12)	\$163,919.68

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Bills to be Approved	
VMS Financial Management Services (see invoice)	\$1,932.10
Calif. Highway Adoption – monthly	\$ 130.00
Calif. Highway Adoption – Weed abatement	\$450.00
Dave Caldwell	\$177.50
Elizabeth Mathern	\$609.15
Maria Andrews – CC&R Letters	\$130.82
Hughes and Gill – Legal Services	\$1,874.20
The UPS Store – HB PO Box 11 months	\$216.00
Joyce Estes – Preparation of Taxes	\$150.00
Franchise Tax Board	\$10.00
Franchise Tax Board – Estimated for 2012	\$60.00
Rackspace Cloud Online – Server	\$119.25
<i>Regular Expenses</i>	\$5,859.02
<u>Welcome Center Reimbursable Bills</u>	
Richard Tirrell	\$268.09
Welcome Center Phone Bill	\$52.51
<i>Total Reimbursable</i>	\$320.60
Total Expenses	\$6,179.62