



**Minutes
Open Session**

**Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, September 17, 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 7:30 PM – Joyce Estes, President

III. Attendance/Introductions

- A. **Board Members:** President Joyce Estes, VP Jen Pollard, Secretary Nancy Berke, Treasurer Ian Forsyth, Director-CC&Rs Maria Andrews, Director-Contracts Allen Wildermuth (absent) and one OPEN DIRECTOR
- B. **Service Providers:** Pacific Union Property Management—Jody Burton, Elizabeth Mathern, (administrative assistant), Steven Lane (HARC Manager), Bret Andrews (CC&Rs Manager)
- C. **Invited Committee Chairs and Guests:** Richard Tirrell (Welcome Center Manager), (Chris Brittle was absent).
- D. **Members:** Ted Davis, Aya Aly, Kurt Heckmann, Robert and Nancy Schussel

IV. Report from Closed Session—Summary Only

A. Member Discipline: Hearings & Fines – Maria Andrews

Meet & Confer hearings conducted	0
Reimbursable assessments levied	0
New fines assessed	2 @\$50
Homes in collection – Pro Solutions	8
Small Claims Court Cases – Upcoming	2
Judgments received since last Board Meeting	0
Judgments paid off	0
Problem homes discussed	6

B. Other Closed Business: Joyce Estes

- V. **Minutes:** Approved minutes of Board of Directors Meeting on August 20, 2014 as submitted.
- VI. **Community Forum:** *Robert Schussel spoke about the HID bond issue that was discussed in closed session.*
- VII. **Consent Calendar: Approval of Agenda, Bills for Payment and Business Conducted Since Last Meeting:**

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

- Approved August bills for payment via email

7/31/14	62514 (M)42	TOPS SOFTWARE	99.95	Tops support and updates
8/22/14	820 1	VALLEY MANAGEMENT SERVICES	1,125.63	Consult & strtnt fees
8/22/14	821 10	JOHN IDLOR	69.29	Wine & flowers
8/22/14	822 19	JENNIFER POLLARD	597.63	Welcome comm - wine
8/22/14	823 27	MARIA ANDREWS	42.14	Postage
8/22/14	824 28	ELIZABETH MATHERN	487.50	Admin Assistant
8/22/14	825 32	RICHARD TIRRELL	28.32	Welcome centersupplies
8/22/14	826 33	AT&T	92.57	Welcome center phone
8/22/14	827 57	CALIFORNIA HIGHWAY ADOPTION CO	130.00	Litter removal
8/22/14	828 69	BRET ANDREWS	970.35	CC&R Management
8/22/14	829 73	NANCY BERKE	255.78	Wine
8/22/14	830 82	JAN ELMS	967.99	February 2014
8/22/14	831 95	CARRIE LANE	113.46	Welcome bag supplies
8/22/14	832 104	PACIFIC UNION PROPERTY MGMT	4,660.17	Financial Management

- Accepted resignation of Jim Libien as Chair of Hiddenbrooke Park Committee
- Approved annual financial statements for year ended June 30, 2014

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

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

Number of letters sent	53
Number of violations on hold	11
Number of violations which were resolved	28
Recommended for fine (Closed Session Hearing)	2 New, 20 Existing
Emails answered/sent	97
Phone calls	32
Next Verification Drive	10/1/14

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	3
Number of homes that had landscape maintenance work	0

IX. **President's Report:** Joyce Estes presented a report including reviewing duties of board members and paid administrators for September and October, and an update on the status of HPOA mail.

X. **Financial Report**

A. **Pacific Union Property Management:** Jody Burton gave a report which included the following balances as well as general comments.

1. Financial Statements for August 31, 2014,
 - a. Checking Account Balance \$18,394.40
 - b. Checking Account Balance and Certificates of Deposit \$141,700.63
 - c. Comments on any large non recurring expenditures - None

B: The following motion was passed:

Pacific Union is given the authority to write off up to \$6.00 in Dues, Fine and Interest.

B. **Treasurer – Ian Forsyth reported on the following:**

1. Financial Statements FYE 6/30/14 posted to web.
2. Tax Return on extension but now ready for filing after minor clerical corrections.

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

A. **Welcome Center:** Richard Tirrell provided a report to the board.

B. **Governmental Affairs:** Chris Brittle (Absent, no report)

C. **Adopt a Highway:** Joyce Estes gave a report

D. **Hiddenbrooke Maintenance District Advisory Committee:** Joyce Estes reported on the HMDAC meeting of Sept. 16th.

E. **Hiddenbrooke Improvement District Advisory Committee (HID)—Pavement Projects:** No report in Open Session. Request from Bob Schussel re HID Funds is on the closed session agenda.

F. **Hiddenbrooke Architectural Review Committee (HARC):** Steven Lane held a committee meeting Sept 10th at 7 pm but did not have a quorum as only two committee members attended (Steven and Chris Brittle). Next meeting is Tuesday, October 15, 2014.

Board ratified the following approvals because HARC did not have a quorum.

2821 Thornbury Ct - Mary Lou Salinas – House paint color change and Gazebo

2967 Carlingford -Kevin Stancombe – Pool and backyard remodeling

2728 Washburn Conley Solar project by Solar City

2381 Lansdowne – House paint color change

The following motion was removed from the agenda: HPOA approves HARC sending an email to the City of Vallejo and owners to approve additions and landscaping to their home except that an approval on letterhead will be sent for all Custom Homes. This process was approved by Marcus Adams, Assistant Planner, City of Vallejo, in charge of all things Hiddenbrooke via email 9/11/2014.

- G. **Hiddenbrooke Park Advisory Committee** – Fred Warren/Joyce Estes
First committee meeting scheduled for Tuesday, October 7th at the Estes home. Shane McAfee, General Manager, Greater Vallejo Recreation District plans to attend and the committee plans to have a written list of questions for him.

The Hiddenbrooke Park funding issue and lack of interest income is being researched by Chris Brittle, Joyce Estes, Paul Norberg and another resident.

- H. **Social Committee:** Jen Pollard gave a report on the Garage Sale, and the upcoming Golf Tournament (Sept 28th) and the upcoming Cocktail Party (Oct. 4th)

- I. **HB-TIMES:** Published last week of August. Working on updating incorrect phone numbers and email list for the next issue.

XI. **Old Business**

- A. **Realtor Signs: Joyce Estes gave the following report:** Violation notice updated and Richard has approved using the guard at the Welcome Center to lay down the violating signs between the waterfall and 500 feet past the intersection of Bennington Court/Bennington Drive. The only permitted signs in this area will be the directional signs at the intersection of Bennington Court/Drive. There has already been a major reduction of realtor signs hopefully because of the article in HB-TIMES. Bret Andrews has agreed to receive phone calls from people who receive the violation notice. Realtor signs are allowed on McGary road where the political signs are placed.

XIII. **New Business**

- A. **Standing Rules:** Proposed new standing rules: (Tabled for lack of time)
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. **Cal Trans Right of Way by On/Off Ramp** (Hiddenbrooke side) will have an annual budget of \$2,600 per year to be applied to monthly trash pick up of approximately \$130 per month and mowing up to twice a year (May and October). HPOA expense will be reduced by all "Trash" donations.
4. **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.

- B. **Committee Chair Appointments:** Still need members for HARC, HMDAC, Welcome Committee and Nominating Committee and a Director. Please help fill these openings. We are adding Marcelline Mahern as Administrative Chair of HARC.

The following motion passed: Board approves all appointments to committees per attached list of Committees (with Marcelline Mahern and Allen Yeap added to the HMDAC Committee) and authorizes Elizabeth to post to the web without the word draft.

- C. **Email Policy re Motions:** The board had a discussion about creating a standing rule for email motions. Carol Rogers had some helpful information about what is common practice in the other HOA's she works with and Joyce will work with her to create a standing rule that will then be voted on.
- D. The following was tabled due to lack of time: **Write Offs/Adjustments to A/R:** We need to update our policy as now only the CC&R Manager and Director-HARC are allowed to do write offs per the standing rules. What about the Financial Manager, President and Treasurer? Current rules relate to fines and needs updating.

Fine Reversal: Either CC&R Manager, Director—CC&Rs or Board Liaison is delegated the authority to reverse \$200 of fines per owner without obtaining board approval providing the violation has been corrected and dues are current. (Approved 2014)

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

Charity Golf Tournament – Sept. 28th

Cocktail Party – Sat. October 4th

HARC Meeting – Wed. October 8, 2014, 7 PM, Garden Room

Future Agenda Items: Brown Act/Davis Stirling Discussion, future Board appointment

XV. **Next Meeting:** October 15, 2014 (3rd Wednesday) at 6:30 pm (Closed) 7:30 pm (Open) at in the Garden Room. Nancy Berke will be absent.

XVI. **Adjournment: 9:22pm**