



## **MINUTES**

### **Open Session**

**Hiddenbrooke Property Owners Association, Inc.**

**Board of Directors Meeting**

**Wednesday, September 25, 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** – Kevin Smith, President, called the session to order at 7:42pm

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

- Board Members present: Kevin Smith, Heather Cooper, Maria Andrews
- Service Providers present: Desiree Conley, Elizabeth Mathern
- Invited Guests: Jan Elms -HARC, Joyce Estes, Chair - HMD Advisory Committee;

#### **IV. Report from Closed Session** — Maria Andrews

##### **a. Member Discipline—Hearings & Fines**

- i. Meet & Confer hearings conducted: 0
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 14
- iv. Homes in Collection discussed: 18 on the list, but no changes were made – no discussion
- v. Problem Homes Discussed: 0

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

- Board of Directors Meeting on Aug 28, 2013: a motion to approve the minutes, with corrections, was moved, seconded and carried.

#### **VI. Community Forum**

- none

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

- a. Changes/additions to Agenda or order of Agenda items
- b. Bills to be approved for payment --the list was amended to include some additional checks for items needing immediate payment. The additional checks are listed on the revised report.

A motion to approve the consent calendar was moved, seconded and carried.

**VIII. CC&Rs —Bret Andrews, Maria Andrews**

**i. CC&R Violation Summary**

Number of Letters Sent	106
Number of Violations on Hold	26
Number of Violations which were resolved	51
Recommended for Fine (Closed Session Hearing):	75
Emails answered/sent:	121
Phone calls:	36
Next Verification Drive:	10/8 & 10/9

**ii. Foreclosed Home Program**

Number of homes tagged with violation notice:	1
Number of homes not in compliance-scheduled for hearing	0
Number of realtors/banks called:	3
Number of homes that had landscape work performed:	0

**IX. President’s Report** – Kevin Smith reported that Desiree Conley has given notice and will no longer serve as Valley Management for the HPOA. Kevin thanked her for her service and dedication to the board. There was some discussion about looking for a replacement for Desiree. The board agreed that it would be better to go with an independent person rather than hiring a company.

Kevin reported that he has confirmed that Jim Maher will serve on the HPOA board. He made a motion to approve the appointment – it was seconded and carried.

**X. Treasurer’s Report** -- Ian Forsyth was absent. Please refer to the financial report for the information

**XI. Committee Reports**

- a. **Welcome Center\*** – no report
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Joyce Estes – see attached report.
- c. **Hiddenbrooke Improvement District Advisory Committee\***– no report
- d. **HARC** –Jan Elms provided samples of the artificial turf options that HARC is considering.
  - a. **Social Committee** – the next house party is October 12

**XII. Old Business**

- a. **Establish Safety committee** – no report
- b. **Golf tournament update** – Kevin reported that there are 9 foursomes signed up so far and that the planning continues.
- c. **Artificial turf standards** – addressed in Jan Elms’ report from HARC

**XIII. New Business**

- a. **Discussion about Palm Trees** – the board discussed the issue of palm trees being requested for back yard landscaping. The board agreed to consider revising the Design Guidelines to allow for palm trees in certain circumstances.

**XIV. Upcoming Board Items/Other Events** – n/a

**XV. Next Meeting Date:** October 23, 2013 at 6:30 p.m. at the Library

**XVI. Adjournment:** 9:35pm

**Attachments to Minutes:**

- HMDAC Report by Joyce Estes

**Hiddenbrooke Maintenance District Advisory Committee  
Report to HPOA Board of Directors by Joyce Estes, HMDAC Chair  
Monthly Board Meeting -Wednesday, September 25, 2013**

**HMDAC meeting** was held Sept. 9, 2013 and minutes are on the web site.

**Resident Inspector** has changed. Joyce is working with Marcelline Mahern to take it over next summer as inspector. All complaints on HMD maintenance should go to Joyce for now.

**Monthly Inspection** was done on Sept. 19, 2013 with Don Burton (City of Vallejo), Sergio (Coast), and Joyce Estes. Next inspection will be Oct. 17<sup>th</sup> or 21<sup>st</sup>. Repairs coming: Roses are being fertilized, Irrigation check by Welcome Center, Spruce up at Welcome Center with Bark, St. Andrews monument getting some plants, and suckers at Walnut Grove will get 8 hours of attention.

**Hiddenbrooke Parkway Design Committee** has changed to: Charlotte Krastof, Kathy Wildermuth, Marcelline Mahern, Mike Baldwin, and Joyce Estes. We will discuss the general design at the next HMDAC meeting at my home on November 4<sup>th</sup>. We expect Don Burton, Vallejo Senior Landscape Inspector to attend. Have meetings scheduled with Don Burton, and Brian Kilian, Architect for Jan. 13, Feb. 10 2014 at City Hall, 4<sup>th</sup> Floor conference room.

**Entrance Way Project** still needs City signoffs.

**Dog Box Manager**, Jason Hamilton has asked to be relieved of his duties. John Estes will take over filling the dog boxes and will be assisted by Randy Foo. We now have 15 boxes. Dog Box on Deerfield moved to Ravenswood at request of resident.

**Garbage Cans:** Committee to consider placing another can on Hiddenbrooke Parkway near New Haven entrance at HB Parkway.

**Holiday Tree Lights:** Cost to light the tree in front of the Welcome Center could approach \$3,000 per year so we decided to add electrical outlet in front of Welcome Center and will plan to put white holiday blanket lights on it using volunteers.

**I-80 Interchange:** HMDAC will be discussing how much HMD should plan to spend on annual landscape maintenance on the I-80 interchange portion in front of our entrance.

**HMDAC Procedures:** Working on getting them summarized for the HPOA Procedure Manual.

**HPOA Board Actions Requested:** HMDAC requests approval/support to start the re-design of Hiddenbrooke Parkway at an estimated cost of up to \$1 million with the design work starting Nov. 4<sup>th</sup> and construction in 2015. The HPOA Board should also approve the writing of a letter to City of Vallejo if that is needed at a later date. The initial funding of \$500,000 is to come from Hiddenbrooke Reserves. There appears to be excess funds in both the I-80 Interchange Fund and Hiddenbrooke Improvement District Bond Fund but they are not available at this time. The HMDAC unanimously supports this project and the selected funding and Paul Norberg, our financial advisor, supports this position.

We recently learned that it may be recommended by the City to remove the 182 Sycamore Trees on the parkway or perhaps most of the trees as the cost to protect them exceed their value, especially if they then die. The committee will be looking at this closely.



Hiddenbrooke Property Owners Assoc. BOD Meeting 9/25/ 2013

<b>Regular Invoices Due</b>	
VMS Financial Management Services (see invoice)	\$1,870.00
VMS (Reimbursable)	\$25.65
Calif. Highway Adoption - Monthly	\$130.00
Tops Software - Monthly - Auto Draw	\$141.81
Elizabeth Mathern	\$554.38
Hughes, Gill & Cochrane - Attorney Services	\$0.00
Bret Andrews	\$875.00
Maria Andrews (Reimbursable) - Postage	\$29.90
Rackspace - Server - Sept. Auto-pay	\$294.57
Digital Copy - News Letter	\$1,164.97
Comware - Anti-virus program for Server 2013/2014. Pd. Online	\$62.00
Taxes	\$10.00
Jan Elms - HARC Reviews	
<b><i>Regular Expenses Sub Total</i></b>	<b><u>\$5,158.28</u></b>
<b>HCA Reimbursable Bills</b>	
Nancy Berke - 7/20/13 Social reimbursement	\$293.35
<b><i>Total HCA Reimbursable</i></b>	<b><u>\$293.35</u></b>
<b>Welcome Center HMD Reimbursable Bills</b>	
Welcome Center Phone Bill	\$81.09
Richard Tirrell - Welcome Center Supplies	96.43
<b><i>Total HMD Reimbursable</i></b>	<b><u>\$177.52</u></b>
<b>Total Expenses</b>	<b>\$5,629.15</b>