



**Minutes**  
**OPEN SESSION**

**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors Meeting**  
**Thursday, September 26, 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 **7:56pm**

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, Ian Forsyth, Maria Andrews, Heather Scott**
- Service Providers present: **Desiree Conley, Elizabeth Mathern**

**IV. Invited Guests:** Richard Tirrell (Welcome Center Manager), Jamie Clark (HARC), - **Neither were present**

**V. Report from Closed Session**—Kevin Smith

**a. Member Discipline/Hearings & Fines**

- i. Meet & Confer hearings conducted: **2**
- ii. Reimbursable Assessments levied: **1**
- iii. New Fines Assessed: **9**
- iv. Homes in Collection discussed: **18**
- v. Problem Homes discussed: **13**

**VI. Approve Minutes - Approved**

- Board of Directors Meeting of August 30, 2012

**VII. Community Forum – n/a**

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

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

**i. CC&R Violation Summary**

Number of Courtesy Letters Sent	134
Number of Final Letters Sent	57
Number of Violations on Hold	16
Number of Violations which were resolved	83
Recommended for Fine (Closed Session Hearing):	51
Emails answered/sent:	79
Phone calls:	80
Next Verification Drive:	Oct 3&4

**ii. Foreclosed Home Program**

Number of homes tagged with new 15 Day Notice to Correct	2
Number of realtors/banks called:	3
Number of homes that had landscape work performed:	1

**X. President's Report**

-City Manager Meeting

-income taxes filed

**XI. Treasurer's Report - Ian Forsyth**

**a. Checking Account and CD Balances**

**b.. Update on Delinquent Accounts Receiving Pre-Collection Letters - Valley Management Services**

**c. Fine Report - Valley Management Services**

**XII. Committee Reports**

**a. Welcome Center - Maria Andrews.** Made new signs for welcome center, notifying public that guards are on patrol.

**b. Hiddenbrooke Maintenance District Advisory Committee\***

- Next HMDAC meeting scheduled for October 15, 2012

**c. Hiddenbrooke Improvement District Advisory Committee**

- Major Slurry Seal Project for Hiddenbrooke Streets in October (see attached list\*); will use \$234,000 in HID bond surplus. Orchard streets will be funded out of Measure B. Finding out if we can receive a list of streets to be repaired, from the City of Vallejo.

**d. HARC - Jamie Clark - Not present**

- Format for storing HARC letters in the future - Process in place with Desiree and Maria

**e. HCA**

- Start thinking about what we want the HPOA website to look like after HCA dissolves (may want to retain some features and discard others); HCA has requested that we consider a tab on the website to list businesses that have had positive referrals from Hiddenbrooke residents as a convenience (currently people have to search through HB NEWS). **Ian and Elizabeth will review, and present their ideas.**
- HCA integration plan discussion
  - **Welcome committee considered. Suggest Susan Smith as chairperson**
  - **Social committee**
  - **Animal waste bags in common areas**
  - **Website changes**

**f. Park Committee Report**

- Report on community Design Charette meeting held on September 26.
  - **Landscape architect will present plan NTE \$1.5m budgeted**
  - **Solano Land Trust considering funding equestrian parking project**

**XIII. Old Business**

**XIV. New Business**

- a. Support for paving of cart crossing near 18<sup>th</sup> hole. **Discussed applying slurry, while Hiddenbrooke streets are being repaired. Saves cost and inconvenience to community. - HPOA Approved consulting/arranging with city engineer.**

**XV. Upcoming Board Items/Other Events**

- Approve Resolutions to send Delinquent Accounts to Collection (October meeting)

**XVI. Next Meeting Date:** Next meeting will be Thursday, October 25, 2012 at 6:30 p.m. at the Library

**XVII. Adjournment 9:00pm**

**\*Attachments for Board members:**

- Draft August 30, 2012 Board of Directors Meeting Minutes
  - September Financial Management Report (sent separately by VMS)
  - Minutes of City Manager Meeting
  - List of Hiddenbrooke Streets to Get Slurry Sealed
  - Income Taxes
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# Hiddenbrooke Property Owners Association, Inc.

## Financial Management Report September 2012

Board Meeting October 25, 2012

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email [valleymanager@hiddenbrookehpoa.org](mailto:valleymanager@hiddenbrookehpoa.org)

<b>Owner Deposits for September, 2012</b>	<b>\$4,727.16</b>
<b>Checking Balance 9/30/12</b>	<b>\$72,991.91</b>
<b>Current Checking Balance (As of October 19, 2012)</b>	<b>\$37,846.86</b>
<b>Current Certificates of Deposit as of 10/19/12</b>	
130 #4415 @ .40% Matures 4/12/13	\$17,315.77
114 #4481 @ .25% Matures 8/09/13	\$15,410.12
116 #4577 @ .4% Matures 1/23/13	\$15,078.49
131 #4874 @.45% Matures 12/20/12	\$20,078.65
132 #4875 @ .4% Matures 3/20/13	\$20,059.34
<b>Total CD Value</b>	<b><u>\$87,942.37</u></b>
*Opened new CD for \$35,000 on 10/4/12 At .3%. Matures 5/4/13	
<b>Total Hiddenbrooke Cash/CD's (As of 10/19/12)</b>	<b>\$160,789.23</b>

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<b>Bills to be Approved</b>	
VMS Financial Management Services (see invoice)	\$1882.00
VMS Reimbursable Expenses (see invoice)	\$620.85
Calif. Highway Adoption – monthly	\$ 130.00
Tops Software - Monthly	\$74.95
Elizabeth Mathern	\$225.00
Maria Andrews – CC&R Letters	\$95.40
Bret Andrews – CC&R Manager	\$650.00
Hughes and Gill – Legal Services	\$318.75
Clean Cut - 1555 Landmark/2894 Dominion	\$100.00
Digital Copy- HPOA 2500 Envelopes	\$211.13
California Highway Adoption	\$130.00
Ian Forsyth – Domain Registration	\$135.75
Sherri Morris reimburse overpayment 8101 Carlisle	\$100.00
<b><i>Regular Expenses</i></b>	<b>\$4,673.83</b>
<b><u>Welcome Center Reimbursable Bills</u></b>	
Richard Tirrell	\$38.71
Welcome Center Phone Bill	\$55.20
<b><i>Total Reimbursable</i></b>	<b>\$93.91</b>
<b>Total Expenses</b>	<b>\$4,767.74</b>