



MINUTES

Open Session

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Wednesday, October 15, 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, litigation, member discipline, personnel matters, or to meet with a member regarding fines and assessments.

The following topics are scheduled for closed session.

- Meet and confer with owners re Violation Notices
- Latest report on verification drive, fines and homes coming into compliance, etc.
- Discussion of ongoing Small Claims Actions and cases assigned to Pro Solutions
- Hiddenbrooke Improvement District Bond – Member request for legal opinion

II. Open Session: Call to Order 7:31 PM – Jen Pollard, Vice President

III. Attendance/Introductions

A. Board Members: VP Jen Pollard, Secretary Nancy Berke (absent), Treasurer Ian Forsyth, Director-CC&Rs Maria Andrews, Director-Contracts Allen Wildermuth and two OPEN DIRECTORS

B. Service Providers: Pacific Union Property Management—Jody Burton, Elizabeth Mathern (administrative assistant)-absent, Steven Lane (HARC Manager) and/or Marcelline Mahern (HARC Administrator)-both absent, Bret Andrews (CC&Rs Manager)

C. Invited Committee Chairs and Guests: Richard Tirrell (Welcome Center Manager), Chris Brittle (Governmental Affairs) – absent

D. Members:

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 | 0 |
| Homes in collection – Pro Solutions | 8 |
| Homes in collection – Small Claims Court | 2 |
| Judgments received since last Board Meeting | 0 |
| Judgments paid off | 0 |
| Problem homes discussed | 1 |

B. Other Closed Business: Jen Pollard

- Ongoing Small Claims Actions and cases assigned to Pro Solutions-Pending additional follow-up
- Hiddenbrooke Improvement District Bond – Member request for legal opinion- Held over to 12/03 meeting

V. **Minutes:** Motion: Approve minutes of Board of Directors Meeting on September 17, 2014 as submitted. Approved

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 and is limited to three (3) minutes. Secretary will track time.*

Robert Schussel, Ted Davis, Carrie Lane, Aya Ali, Edward Mahean

Ted Davis expressed concerns over a distressed property at 2316 Bennington

Robert Schussel expressed concerns regarding HPOA Board and city relations

Ed was inquiring as to yearly HOA fees and asked if they are mandatory for all owners

VII. **Consent Calendar: Approval of Agenda, Bills for Payment and Business Conducted Since Last Meeting:**

Motion: Approve Open Agenda as submitted – Approved

Motion: Approve bills for payment as submitted by Financial Manager totaling \$exact amount not known (Attach list to agenda when available.) Approved all except the invoice from attorney for fee's – Needed clarification on what services were provided

Motion: Ratify the following Business conducted since our last Board meeting:

- Accepted resignation of Joyce Estes as President and Director effective October 14, 2014
- Vote for New President – Jen Pollard accepted position (Approved)

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

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

| | |
|---|----------|
| Number of letters sent | 17 |
| Number of violations on hold | 12 |
| Number of violations which were resolved | 2 |
| Recommended for fine (Closed Session Hearing) | 20 |
| Emails answered/sent | 110 |
| Phone calls | 30 |
| Next Verification Drive | 11/04/14 |

B. **Foreclosed Home Program**

| | |
|---|---|
| Number of homes tagged with violation notice | 2 |
| 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. **Vice President's Report:** Jen Pollard

A. HPOA Monthly Board Duties for August and Sept. Please review for your responsibility and the Secretary is to notify anyone who is not at the meeting.

Cal Trans to be doing mowing

| Month | Description of Job | Responsible Person | Others/Support |
|-------|---|--------------------|---------------------|
| Oct | Regular Meeting - Agenda w/minutes and attachments | President/VP | Admin Asst |
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| Oct | Have I-80 off ramp weeds cleared (Adopt a Highway Company) | DIR--HMDAC | HMD Chair |
| Nov | CC&R Drive, Use email for major violations only | Dir - CCRs/Pres | |
| Nov | No HPOA Board Meeting | | |
| Nov | Bills approved via email vote | Treasurer | Board Vote |
| Dec | Regular Meeting - Agenda w/minutes and attachments (1st Wed.) | President/VP | Admin Asst |
| Dec | Closed Session Meeting - Agenda (1st Wed.) | Dir - CCRs/Pres | Dir-Small Claims |
| Dec | Review Draft of Rules & Regulations (first reading) | President | Dir-CC&R; Dir--HARC |
| Dec | Verify Nominating Committee working | VP | Chair Nominating |
| Dec | File SI 100 w/Sec. of State by Dec. of odd years. | Financial Manager | Treasurer |
| Dec | Collection--List of accounts over \$800--Certified Ltrs | Treasurer | Financial Manager |

B. **Welcome Center Mail:** New mail box has arrived and all parts are here. Given to Coast to install. Will need Change of Mail Serve filed with post office when installation is complete. Agreed that HPOA mail box needs a sign - Allen will come up with wording for plaque/sign to be posted on the box (HPOA use only no outgoing US PS mail)

C. **Mail Forwarding:** Terminated 9/30/14.

X. **Financial Report**

A. **Pacific Union Property Management:** Jody Burton

1. Financial Statements for August 31, 2014,
 - a. Checking Account Balance \$48,849.49
 - b. Checking Account Balance and Certificates of Deposit \$172,448.64
 - c. Comments on any large non recurring expenditures or unusual bills
2. General comments on phone calls/problems
3. Procedure changes

B. **Treasurer – Ian Forsyth**

1. Tax Returns – Address corrected mailed and invoice for preparation has been paid
2. Status of credit card and debit card – Company has requested more information from our application before it can be processed – Ian to follow up
3. Other

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

- Several new officers
- Problem with phone recharging is being addressed
- Concern on possible problem home on Carlingford –Maria advises owners have been contacted and situation is being monitored
- Requested an updated homeowner file report from TOPS
- Meeting with cities (Vallejo/Napa) regarding casual car pool, truck parking (cal-trans), right turn lane into HB from freeway exit
- Working to get bumps near welcome center ground down and covert to 2 lanes
- 4 Flashing LED light to be installed to enforce stop signs that are frequently ran

Allen to draft letter from HPOA to City of Vallejo and traffic engineer (David Tatbe) endorsing the flashing LED lights and removal of rumble strips.

B. **Governmental Affairs:** Chris Brittle Absent and no update provided

C. **Highway 80 Trash Pick Up:** Chris Brittle is still working with CalTrans to mow the area. Joyce Estes is working with Adopt A Highway Maintenance Corporation to get monthly price for trash pickup.

D. **Hiddenbrooke Maintenance District Advisory Committee:** Joyce Estes Absent

Bennington Park Upgrade is in progress. 100 yards of bark has been placed at the end of Rush Creek Place on HMD land. Selection of pavers, plants and picnic bench have been made. Bubbler capping on parkway and removal of dead plants will continue as funds permit. Next inspection scheduled for October 16th.

E. **Hiddenbrooke Improvement District Advisory Committee (HID)—Pavement Projects:** Chris Brittle/Byrne Conley/ Allen Wildermuth (Bond Issue) Allen passed out attachment. Elizabeth to follow up.

F. **Hiddenbrooke Architectural Review Committee (HARC):** Steven Lane (Absent) HPOA Board has requested the we receive monthly recap and that either Steve or Marcelline attend HPOA board meeting every other month – Elizabeth to follow up on this with them
Scheduled a committee meeting for October 8th. Next meeting is Tuesday, November 12, 2014. No meeting in December

G. **Hiddenbrooke Park Advisory Committee –** Fred Warren (absent). Apparently, there is a letter Fred drafted and he was asked to share it with HPOA Board as we have not received or seen it. Elizabeth to follow up.

First committee meeting was held Tuesday, October 7th at the Estes home. Shane McAfee, General Manager, Greater Vallejo Recreation District to attend.

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

I. **Social Committee:** Jen Pollard

- Golf Tournament (Chris Brittle, Chair) – Sept. 28th Approx. \$6,200 was raised for Alternate Family Services (AFS)
- Cocktail Party – Sat. October 4th 48 people attended
- Holiday Lighting Contest – Need date December 20th- Signs to be made for 1st, 2nd & 3rd place winners – Will use HB Neighbors, Yahoo group and welcome center board to promote
- Little Library – Request for a small library \$287.85 Plus building material \$40. Board approved to spend up to \$350 for an additional little library to be installed next to the existing one specifically for children's books and lower for so the children can easily reach it – ACE hardware has approved location/installation – We will also have plaques made to identify these boxes

H. **HB-TIMES:** Elizabeth Mathern, Administrator

Next issue is March. Deadline is February 12th. (Comment from Joyce: If advertisers are billed monthly, Pacific Union will have three times the amount of checks to deposit.)

XII. **Old Business**

XIII. **New Business**

A. **Two board positions open**

B. **Notice of Change of Address** to be recorded with Solano County Assessor/Recorder.

C. **Standing Rules:** Proposed new standing rules: (note: numbering was off and I've corrected it)

1. **Credit Card Liability** on cards issued to Board Members will terminate when they turn in their card and leave the board.
2. **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.
3. **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.)

4. **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.
5. **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 Administrator 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.
6. **Email Motion Policy** is to be confirmed by the board annually at the July Board meeting. At that meeting Board members can sign up to request a telephone call by the maker of the motion asking them to read and respond to the email motion. Voters should use RESPOND ALL with the Secretary or Maker reporting the actual vote after 24 hours and making sure that the motion is placed on the next agenda to be ratified at the next board meeting. Motions spending more than \$1,000 require a unanimous vote or the vote is held over to the next board meeting.- TABLED
7. **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 and needs to include interest, statement fees and dues. – TABLED

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)
8. **Golf Course Lighting not working:** Elizabeth to follow up and send an e-mail to Marcus – it's from the time you turn off HB parkway up to the golf course making it very dark in that area
9. **HPOA Board meeting Sign** – Approved to have new sign made up to \$75 Maria will work with Pastor ted in making updates as discussed and place order
10. **TOPS Homeowner Updates:** Pacific Union will provide cost estimate on what it would take to scrub the list of homeowner information in TOPS verses the MLS and/or tax records

11. **Communications for HPOA Board meetings:** Elizabeth to update the HB Website with our next meeting after each meeting and to also send out a reminder to homeowners (post) to the HB Yahoo group and HB Neighbors the Sunday before each meeting.

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

HARC Meeting – Wed. November 12, 2014, 7 PM, Garden Room

Future Agenda Items: Brown Act/~~Davis Stirling Discussion~~, Board appointments, CC&R, 10. Summary of CC&R Complaint Procedures, Notices, Procedures, Notices and Fines to be updated

- XV. **Next Meeting:** December 3, 2014 at 6:30 pm (Closed) 7:30 pm (Open) at in the Garden Room.

- XVI. **Adjournment @ 8:50pm**