



Minutes

Open Session

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Thursday, October 24th 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

The meeting was called to order at 7:08pm.

III. Attendance/Introductions

- Board Members present: Kevin Smith, Jen Pollard, Maria Andrews, Heather Cooper, Ian Forsyth
- Service Providers present: Elizabeth Mathern, Bret Andrews
- Invited Guests: Richard Tirrell (Welcome Center Manager), Jan Elms (HARC), Joyce Estes & Mike Baldwin Chair HMD Advisory Committee;

IV. Report from Closed Session — Maria Andrews

a. Member Discipline—Hearings & Fines

- i. Meet & Confer hearings conducted: 1
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 11
- iv. Homes in Collection discussed: 18
- v. Problem Homes Discussed: 17

V. Approve Minutes*

- Board of Directors Meeting on Sept 25, 2013 – the minutes were approved.

VI. Community Forum – none

VII. Consent Calendar and Approval of Agenda – a motion was made to approve the consent calendar and agenda. The motion was seconded and carried.

VIII. CC&Rs —Bret Andrews, Maria Andrews

i. CC&R Violation Summary

Number of Letters Sent	148
Number of Violations on Hold	23
Number of Violations which were resolved	216 (136 burned out lights & 71 others)
Recommended for Fine (Closed Session Hearing):	11 new, 63 ongoing
Emails answered/sent:	201
Phone calls:	76
Next Verification Drive:	Nov 5 & 6

ii. Foreclosed Home Program

Number of homes tagged with violation notice:	1
Number of homes not in compliance-scheduled for hearing	2
Number of realtors/banks called:	10
Number of homes that had landscape work performed:	0

IX. President’s Report – Kevin Smith reported

- a. At the recent charity golf tournament there were 62 golfers, and the tournament raised more money than expected for the non-profit.
- b. There is an I-80 interchange meeting on 10/31 – there was a successful resolution to the trash problem around the interchange area.
- c. Kevin welcomed new board member, Jim Mahern

X. Treasurer’s Report -- Ian Forsyth

- a. Checking Account and CD balances \$49,130.93 & 123k
- b. Fines Report—Valley Management Services- See Desiree Report
- c. Other items concerning the Financial Report - n/a

XI. Committee Reports

- a. **Welcome Center*** – Richard Tirrell – discussion around adding some extra staff for Halloween. There was a motion to approve adding additional security for Halloween. The motion was seconded and passed. Richard also reported that he is working on some billing issues with representatives from UPS.
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Joyce Estes- still continuing working with Coast and D&H regarding watering/irrigation issues
- c. **Hiddenbrooke Improvement District Advisory Committee***-- n/a
- d. **HARC** –Jan Elms, HARC chair, reviewed applications brought to HARC. Regarding the artificial turf guidelines, Jan will prepare Standards by November.
- a. **Social Committee** – Jen Pollard reported that the last social party in October was a success. She also reported that they delivered one Welcome Basket. In addition, the group is working on the Holiday Lighting Contest details.

XII. Old Business

- a. Establish Safety committee** – Richard Tirrell reported that there are 20 names on old list and 9 new people who have expressed interest in joining. He will set a meeting date in November at the club to gather them and any more that might be interested. The date is not yet set.
- b. Golf tournament update** – see President’s report
- c. HMDAC request for funds approval** – Kevin Smith opened discussion on the committee’s request for approval to spend \$500K for the city of Vallejo to begin planning Phase I of the parkway renovation (see attached memo dated 10.11.13). There was discussion and questions/answers. Concerns expressed by the board included the need to improve relations with the city; question about whether the city will be able to support the maintenance of any new landscaping, the fact that there was no community discussion, and concerns regarding the timing of this project in relation to the I-80 Interchange Project. Refer to attached memo for the committee’s position.

Ian Forsyth made motion to approve the \$500K and allow HMDAC to go to the city and move forward with the project. Jim Mahern seconded. A roll-call vote was held:

Heather Cooper – yes
Jen Pollard – yes
Maria Andrews – yes
Ian Forsyth - yes
Jim Mahern – yes
Kevin Smith – no

The motion passed 5-1.

- d. Service Provider contracts** - in progress
- e. Update from Valley Management on job sharing proposal** – Elizabeth reported that she and Desiree are going to share the responsibilities of the Financial Manager. They are working on a plan and will be meeting with Kevin to discuss.

XIII. New Business

- a. **Board Appointments - how do we want to handle** – not discussed.
- b. **E-communication plan update** –we have fewer than 150 subscribers at this time. Kevin suggested doing a push on the Yahoo and Nextdoor neighborhood listservs to encourage folks to opt-in.
- c. **All Candidates meeting** - the board decided against hosting.

XIV. Upcoming Board Items/Other Events - Holiday Lighting Contest in December. No board Meeting in November due to the Holiday.

XV. Next Meeting Date: Dec 4 at 6:30 p.m. at the Library

XVI. Adjournment – 9pm

Attachments to Minutes:

- HMDAC Request dated 10/11/13
-



Date: October 11, 2013
To: HPOA Board of Directors
Subject: HMDAC – Hiddenbrooke Parkway Project

At the last Board meeting, the Board tabled the decision to approve/support the HMDAC decision to recommend to the City of Vallejo that we spend \$500,000 from our \$1.7 million in reserve funds to design new landscaping for the Parkway and start phase I of the project. This was partly because only three HPOA Board members were present, but it was also because the Board wanted to figure out some way to limit the budget for the Parkway and/or to some degree control the design. Since I cannot attend the October meeting, Mike Baldwin has agreed to attend the meeting and answer questions. However Mike has asked that if the committee cannot vote to support the project that it be tabled until December when more HMDAC members can attend..

Most of the committee members of HMDAC have been on the committee for many years, some since its inception, and have always tried to make decisions which were in the best interest of the community. Last year we held ten meetings and some members spent even more time doing monthly inspections and interfacing with our HMD City Inspector. You will not find a more informed group of residents about the complexities of our landscape district or more willing to take a stand with the City when it is appropriate.

As the HPOA Board is relatively new, you may not be aware of everything that this committee has accomplished. We are proud of what we have done and the results obtained, such as:

1. Recommending no Vallejo administrative fee be added to the Welcome Center budget since it is self-managed. Savings about \$48,000 per year. And recommending no increase in the annual homeowner assessment fee that pays the costs of the Hiddenbrooke Maintenance District so that this has remained constant at \$610.80 per household for 4 years, currently saving approximately \$30 per household per year.
2. Recommending a complete HMD revote on the language in our landscape maintenance district documents to correct errors made by the Developer/City of Vallejo which resulted in billing to correct prior errors on when a lot was subject to the full HMD assessment. Actual increased income of about \$40,000 and a document that is now much easier to use.
3. Obtained approval for both garbage cans and dog boxes/blue bags to be maintained by our HMD. No other LMD had these benefits when these programs were added.
4. Whenever needed, we question the City's allocation of overhead to our district. While we didn't get exactly what we wanted, we have been able to get some relief in this area...although it continues to be a moving target. But now there is a report by an outside

consultant to help make the calculation and it isn't left to one person to obtain/estimate the numbers.

5. In past years, we have recommended rehabilitation projects costing \$50,000 or more. The following projects may never have been completed if HMDAC hadn't pushed for them:
 - a. Replacing decomposed granite with concrete walks in our parks
 - b. Creating the sand-pit and toddler play area at Bennington Park
 - c. Adding the gazebo and shade structures to the Reflections mini-park
 - d. Replacing aging wooden benches with more comfortable and durable metal benches
 - e. Adding benches to create a wilderness viewing area at the beaver pond and adding benches on Landmark and HB Parkway
 - f. Replacing rutted asphalt walkway along the 18th green with a new concrete path
 - g. Adding new plantings and irrigation improvements along the Parkway
 - h. Upgrading the irrigation controllers for the toddler lot to reduce water consumption.
 - i. Slurry-sealing the walkway from the Welcome Center to the entrance
 - j. Improving the landscaping around the monuments in the various neighborhoods
6. Spending countless hours making recommendations about our landscape maintenance work and getting work done that we feel improves our community. This includes getting language changed in the actual maintenance contract and attending contractor specification meetings and opening of bids.
7. In 2013, we spent many mornings in meeting with the City and our architect to design plans for our entrance. Yes, it is expensive, but you have to realize that Vallejo City contracts call for livable wages, city overhead and insured workers and include the cost of several reviews including legal. This all costs money and doubles or triples the cost of what the average homeowner might spend on a landscape job.

We are requesting your support for the planned improvements to our Parkway. We feel the \$500,000 will be well spent, but like you, our committee can only have input into the design, etc. The end result will be what the City will allow. But we really can't move forward without support from HPOA.

You may never have a more knowledgeable group of residents willing to make this happen. Our committee will take the time to evaluate the various suggestions including the costs to retain as many trees as can be saved without an undue increase in our costs. This project will be designed in at least 3 phases, but we are hopeful that funding will come through which will allow us to complete the project as quickly as possible. There are many economies of scale which we will benefit from if we can construct the project with the largest areas possible. This will also allow us to replace inexpensive landscape materials that were sometimes used to save the developer money, but cost as all more over time.

The cost of the project will not be known until it goes to bid. Right now we have heard that based upon a cost of \$8 per square foot, the cost might run as high as \$1 million. So the committee will be looking at ways to minimize our costs. One suggestion for the median has been to limit the planting to only trees so there will be little maintenance and it will be easy to remove the leaves...but there has been no decision on this.

Our first meeting to discuss the design will be Nov. 4, 2013 at my home. We would welcome attendance by any Board member. Don Burton, City of Vallejo, will be attending and providing overall guidance. Our meetings with the architect will be Jan. 13, and Feb. 10, 2014. Contract bidding may start in 2015. Any delay in design will push the construction date into 2016.

Hiddenbrooke Property Owners Assoc. BOD Meeting 10/23/ 2013

Regular Invoices Due	
VMS Financial Management Services (see invoice)	\$1,870.00
VMS (Reimbursable)	\$472.50
Calif. Highway Adoption - Monthly	\$130.00
Tops Software - Monthly - Auto Draw	\$58.09
Elizabeth Mathern	\$325.00
Hughes, Gill & Cochrane - Attorney Services	\$0.00
Bret Andrews	\$837.50
Maria Andrews (Reimbursable) - Postage	\$68.29
Rackspace - Server - Auto-pay	
Dynamic Systems - HPOA Checks - Small Order	\$70.86
Digital Copy - Third quarter billing/Fines/Annual Financial Info	\$1,282.07
Digital Copy - underpayment of Newsletter bill	\$12.64
S&R Services of Solano - Place Judgement from Small Claims Action	\$85.00
Joyce Estes, CPA - Tax Preparation	\$150.00
Jan Elms - HARC Reviews	
<i>Regular Expenses Sub Total</i>	<u>\$5,361.95</u>
HCA Reimbursable Bills	
HB Golf Club Charity Golf 10/27/13	\$3,850.00
Chris Brittle - Golf Charity event 10/27/13	\$315.00
Vickie Idlor 10/12/13 Social Reimbursement	\$20.54
Nancy Berke - 10/12/13 Social reimbursement	\$188.00
<i>Total HCA Reimbursable</i>	<u>\$4,373.54</u>
Welcome Center HMD Reimbursable Bills	
Welcome Center Phone Bill	\$72.47
Richard Tirrell - Welcome Center Supplies	
<i>Total HMD Reimbursable</i>	<u>\$72.47</u>
Total Expenses	\$9,807.96