



**Minutes**  
**OPEN SESSION**  
**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors Meeting**  
**Thursday, October 25 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 – 7:50pm

**III. Attendance/Introductions**

- Board Members present: Kevin Smith, Chris Brittle, Maria Andrews
- Service Providers present: Desiree, Elizabeth

**IV. Invited Guests:** Richard Tirrell (Welcome Center Manager), Jamie Clark (HARC), - None present

**V. Report from Closed Session** (to be included in Open Session minutes in summary form, no names or addresses)—Kevin Smith

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

- i. Meet & Confer hearings conducted: 0
- ii. Reimbursable Assessments levied: 1
- iii. New Fines Assessed: 1 new, 43
- iv. Homes in Collection discussed: 4
- v. Problem Homes discussed: 4

**VI. Approve Minutes\***

- Board of Directors Meeting of September 26, 2012 – Approved via email

**VII. Community Forum – N/A**

**VIII. Consent Calendar and Approval of Agenda – Approved via email**

- a. Changes/additions to Agenda or order of Agenda items
- b. October Bills to be approved for payment\* --See Financial Management Report from Valley Management Services with listing of invoices for payment.

**IX. CC&Rs —Brett 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	35
Number of Violations which were resolved	83
Recommended for Fine (Closed Session Hearing):	44
Emails answered/sent:	88
Phone calls:	75
Next Verification Drive:	Dec 4 & 5

**ii. Foreclosed Home Program**

Number of homes tagged with new 15 Day Notice to Correct	0
Number of realtors/banks called:	0
Number of homes that had landscape work performed:	2

**X. President’s Report**

-Slurry Seal update – Will start in November

-Nov 1 Vallejo Participatory Budget Process meeting (access \$3mm Measure B funds): Paul Norberg following up; city wants resident input at upcoming community meeting

-PGE backhaul project update – City will not negotiate; PG&E will drop funding; K Smith will follow up

-Halloween security added – approved via email vote

**XI. Treasurer’s Report – Desiree provided update; see Valley Management report**

**a. Checking Account and CD Balances**

**b.. Update on Delinquent Accounts Receiving Pre-Collection Letters – Approved via email vote**

**c. Fine Report - Valley Management Services – see management report; also, will cut check to homeowner for re-painting blue shutters**

**XII. Committee Reports**

**a. Welcome Center - n/a**

**b. Hiddenbrooke Maintenance District Advisory Committee\* - minutes from 10/15/12 meeting sent under separate cover**

**c. Hiddenbrooke Improvement District Advisory Committee – n/a**

**d. HARC - n/a**

- Jamie unable to attend meetings –require written report? – there was some discussion on this; as C Brittle is the HPOA rep on HARC, he will provide reports

**e. HCA**

- Follow-up on website – Ian is tabling discussion for now until further research is done
- HCA integration plan discussion – HCA is still working on this; though they have a plan to spend down their remaining funds
- Security committee discussion – n/a
- Financial arrangements n/a

**f. Park Committee Report**

- Update on design progress n/a

**XIII. Old Business**

**XIV. New Business**

- a. Support for paving of cart crossing near 18<sup>th</sup> hole – Chris Brittle provided an update – this is in discussion w/ HMDAC – they are working to find a way to make it look like the rest of the path
- b. Appointment of Trevor Macenski as the Board’s representative in future discussions with the regulatory agencies and the City on erosion repairs to St John Mines’ Rd – approved via email
- c. Develop process for requiring homeowners to add landscaping to their yards when there are yard maintenance issues – discussion on this topic included putting an article in the next HB News as well as working w/ Ace to provide suggested planting & perhaps offer special pricing on such plants.
- d. -Possible contribution of HPOA funds to a landscape beautification project at the end of Landmark (related to our budget line item for “Hiddenbrooke Improvements, with additional funds coming from HCA and homeowner donations) – C Brittle presented a concept for consideration; he will be presenting to HMDAC

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

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

**XVI. Next Meeting Date:** Thursday, Dec 6, 2012 at 6:30 p.m. Kevin commented that he may be away on business for the December meeting.

**XVII. Adjournment**

**\*Attachments for Board members:**

- Draft Sept 26, 2012 Board of Directors Meeting Minutes
- October Financial Management Report (sent separately by VMS)

# Hiddenbrooke Property Owners Association, Inc.

## Financial Management Report

October 2012

No Board Meeting

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

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

<b>Owner Deposits for October, 2012</b>	<b>\$7,721.48</b>
<b>Checking Balance 10/31/12</b>	<b>\$36,750.20</b>
<b>Current Checking Balance (As of November 29, 2012)</b>	<b>\$38,695.01</b>
<b>Current Certificates of Deposit as of 11/29/12</b>	
130 #4415 @ .40% Matures 4/12/13	\$17,321.64
114 #4481 @ .25% Matures 8/09/13	\$15,419.81
116 #4577 @ .4% Matures 1/23/13	\$15,089.81
131 #4874 @.45% Matures 12/20/12	\$20,093.72
132 #4875 @ .4% Matures 3/20/13	\$20,072.71
133 #5205 @ .3% Matures 5/04/13	\$35,008.89
<b>Total CD Value</b>	<b><u>\$123,006.58</u></b>
<b>Total Hiddenbrooke Cash/CD's (As of 11/29/12)</b>	<b>\$161,701.59</b>

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<b>Bills to be Approved</b>	
VMS Financial Management Services (see invoice)	\$1950.00
VMS Reimbursable Expenses (see invoice)	\$391.54
Calif. Highway Adoption – monthly	\$ 130.00
Tops Software - Monthly	\$74.95
Elizabeth Mathern	\$337.50
Maria Andrews – CC&R Letters	\$134.18
Bret Andrews – CC&R Manager	\$650.00
Digital Copy- Sept. Statements	\$220.68
Digital Copy – 1000 Copies (Elizabeth Order)	\$63.94
Ian Forsyth – Foreclosure Radar 3 <sup>rd</sup> Quarter	\$134.95
Chris & Denise Terry, 1655 Landmark (Reimburse for paid fine that was waived per 9/12 meeting)	\$50.00
<b><i>Regular Expenses</i></b>	<b>\$4,137.34</b>
<b><u>Welcome Center Reimbursable Bills</u></b>	
Richard Tirrell	\$23.61
Welcome Center Phone Bill	\$53.53
<b><i>Total Reimbursable</i></b>	<b>\$77.14</b>
<b>Total Expenses</b>	<b>\$4,214.48</b>