



MINUTES
Open Session
Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Wednesday, December 3, 2014 – 7:30 PM
Garden Room – Hiddenbrooke Golf Club

I. **Open Session:** Call to Order 7:27 PM – Jen Pollard, President

II. **Attendance/Introductions**

- A. **Board Members:** Jen Pollard, Secretary Nancy Berke, Treasurer Ian Forsyth (absent), Director-CC&Rs Maria Andrews (absent), Director-Contracts Allen Wildermuth and two OPEN DIRECTOR POSITIONS
- B. **Service Providers:** Elizabeth Mathern (administrative assistant), Steven Lane (HARC Manager) and Marcelline Mahern (HARC Administrator),
- C. **Invited Committee Chairs and Guests:** Richard Tirrell (Welcome Center Manager), Fred Warren, Park Committee Chair
- D. **Members:**

III. **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	1
Homes in collection – Pro Solutions	8
Homes with Small Claims Court Actions	1
Judgments received since last Board Meeting	0
Judgments paid off	\$1050
Problem homes discussed	0

IV. **Minutes:** Motion: Approve minutes of Board of Directors Meeting on October 15, 2014 as submitted. Approved

V. **Community Forum:** Ted Davis presented a letter about problems with the locks at the pool. Referred to Marcus Patterson, Golf Club Manager. Also resident Gary Falls spoke about Welcome baskets and problems with leaves being blown onto open space near his home. HPOA will put out email reminder that residents should take care that leaves are disposed in green bins.

VI. **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 \$7359.75 (Attach list to agenda when available.)

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

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

Number of letters sent	65
Number of violations on hold	11
Number of violations which were resolved	38
Recommended for fine (Closed Session Hearing)	21
Emails answered/sent	120
Phone calls	38
Next Verification Drive	12/10/14

B. **Foreclosed Home Program**

Number of homes tagged with violation notice	3
Number of homes not in compliance-scheduled for hearing	0
Number of realtors/banks called	6
Number of homes that had landscape maintenance work	0

C. **Welcome Center Mail: Mailbox is installed and notices to be posted on HB News and Next Door Hiddenbrooke.**

VIII. **Financial Report**

A. **Pacific Union Property Management:** Jody Burton (absent, see attached financial report)

1. Financial Statements for November 30, 2014,
 - a. Checking Account Balance \$ 11,358.97
 - b. Checking Account Balance and Certificates of Deposit \$ 176,502.33
 - c. Comments on any large non recurring expenditures or unusual bills
2. General comments on phone calls/problems
3. Procedure changes (no report on c, 2, or 3, since Jody and Ian were not here)

B. **Treasurer – Ian Forsyth (No report)**

1. Tax Returns – Address corrected
2. Status of credit card and debit card

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.*

- C. **Welcome Center:** Richard Tirrell (gave report)
- D. **Governmental Affairs:** Chris Brittle (written report, attached)
- C. **Highway 80 Trash Pick Up:** (Agreement to be reviewed and signed)
- D. **Hiddenbrooke Maintenance District Advisory Committee: (Written report attached)**
- E. **Hiddenbrooke Improvement District Advisory Committee (HID)** no report
- F. **Hiddenbrooke Architectural Review Committee (HARC) Steven Lane, chair and Marcelline Mahern, HARC administrator, gave a report. The next HARC meeting is Jan. 14th at 7:00.**
- G. **Hiddenbrooke Park Advisory Committee –** Fred Warren gave a report. Construction expected to be mostly finished by the end of the year and park open to the public in May
- H. **Social Committee:** Jen Pollard Holiday Lighting contest will be on December 21. Prize money in the amount of \$100.00 for first place, \$75.00 for second place, and \$50.00 for third place has been approved. Also approved, three lawn signs to be displayed on the winner's lawns.
- I. **HB-TIMES:** Elizabeth Mathern, Administrator
Next issue is March. Deadline is February 12th.
- IX. **Old Business HID Bond. Allen Wildermuth, Director of contracts, will be requesting that the HID committee study the Improvement Bond and report back to the Board at the February meeting.**
- X. **New Business**
 - A. **Two board positions open**
 - B. **Notice of Change of Address** to be recorded with Solano County Assessor/Recorder. In progress, tabled
 - C. **Standing Rules:** Proposed new standing rules:
 - 1. **Credit Card Liability** on cards issued to Board Members will terminate when they turn in their card and leave the board. Passed

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 the Monday before the the meeting. They will also be published in HB-TIMES. Passed

2. **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.) Passed

3. **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. Passed

4. **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 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. Tabled for further discussion. Budget and Year end Financials may have to sent by first class mail.

XII. **Upcoming Events and Future Agenda Items:** February agenda: Report from HID Committee

XIII. **Next Meeting:** January 21, 2015 at 6:30 pm (Closed) 7:30 pm (Open) at in the Garden Room.

XIV. **Adjournment 8:47**