



MINUTES

Open Session

Hiddenbrooke Property Owners Association, Inc.

Board of Directors Meeting

Wednesday, December 4th 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 7:55pm

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: Jennifer, Ian, Maria, Kevin, Jim, Heather
- Service Providers present: Bret, Jan, Desiree, Elizabeth
- Invited Guests: Jan Elms (HARC), Joyce Estes-Chair HMD Advisory Committee

IV. Report from Closed Session (to be included in Open Session minutes in summary form, no names or addresses) — Maria Andrews

a. Member Discipline—Hearings & Fines 19

- i. Meet & Confer hearings conducted: 5
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 21
- iv. Homes in Collection discussed: 0
- v. Problem Homes Discussed: 19

V. Approve Minutes*

- Board of Directors Meeting on Oct 24, 2013- Approved

VI. Community Forum – Maria Andrews- Home on Willow Creek has 7 complaints, 3 dogs and is trying to open a dog grooming business.

VII. Consent Calendar and Approval of Agenda -Approved

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 -None
- b. Bills to be approved for payment* --See Financial Management Report from Valley Management Services with listing of invoices for payment.

VIII. CC&Rs —Bret Andrews, Maria Andrews

i. CC&R Violation Summary

Number of Letters Sent	48
Number of Violations on Hold	32
Number of Violations which were resolved	47

Recommended for Fine (Closed Session Hearing):	87
Emails answered/sent:	199
Phone calls:	36
Next Verification Drive:	1/7 & 1/8

ii. Foreclosed Home Program

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

IX. President’s Report – Kevin Smith

- a. Back tie update- Moving Forward- Park, storage lockers and sunshade denied. They did vote on the floor of play equipment, earth-tone (brown/neutral colors) cameras and lighting to discuss at public meeting TBD.
- b. Begin consideration of projects-Ideas in Jan & Feb to fund for community
- c. Social activity communication- Need to do more activities in community

X. Treasurer’s Report -- Ian Forsyth

- a. Checking Account and CD balances \$43,267.00
- b. Fines Report—Valley Management Services- See report
- c. Other items concerning the Financial Report *-Valley Management Services – see report

XI. Committee Reports

- a. **Welcome Center*** – Richard Tirrell –Submitted report
- b. **Hiddenbrooke Maintenance District Advisory Committee** – Joyce Estes
- c. **Hiddenbrooke Improvement District Advisory Committee***– none
- d. **HARC** –Jan Elms 1 application for Solar Panels and Tree removal
- a. **Social Committee** – Jen Pollard- Holiday Lighting Contest drive on 12/22, winners to be announced on HB news 12/24- checks to be sent to homeowners. Welcome Committee- Still looking for volunteers, have 2 willing to serve not chair, have one willing to do drop off only.

XII. Old Business

- a. Establish Safety committee – Richard to update- None
- b. Golf tournament final report update – Chris Brittle- None
- c. Update from Valley Management on job sharing proposal- Desiree and Elizabeth have met with Kevin and all seems to be working out and training taking place over the course of the next few months.
- d. Discuss guidelines for account collection activity- Heather to meet with Ian and discuss and come up with a streamline plan.

XIII. New Business

- a. 1-800 number plan- 855-355-4762- HPOA Desiree, Ian and Maria to meet to discuss how to implement structure and voicemails, messages etc.
- b. City request for quarterly meetings with Board – Approved
- c. Establish process for major projects - Move to Jan & Feb agendas
- d. Scheduling of Board meetings- Desiree to check with Alisa and also request for HARC meetings
- e. Banking - Stay with Union Bank or explore options- Ian to look into lock boxes that are FREE

XIV. Upcoming Board Items/Other Events

XV. Next Meeting Date: January 22, 2014 at 7:30 p.m. at the Library

XVI. Adjournment 9:45pm

Regular Invoices Due	
VMS Financial Management Services (see invoice)	\$1,870.00
VMS (Reimbursable)	\$22.56
Calif. Highway Adoption – Monthly	\$130.00
Tops Software – Monthly	\$58.09
Elizabeth Mathern	\$618.98
Bret Andrews	\$1,252.50
Maria Andrews (Reimbursable)	\$115.96
Ian Forsyth Adapter for HPOA Laptop	20.69
Hiddenbrooke Golf Club Security Meeting 11/14/13	\$54.31
Rackspace Cloud Server - Oct.	\$295.71
Rackspace Cloud Server - Nov.	\$289.28
Jan Elms - HARC - Aug. 2013 & Sept. 2013	\$732.60
<i>Regular Expenses Sub Total</i>	<u>\$5,460.68</u>
Reimbursable to Homeowner - Pre Paid Accounts	
Dela Chew - 6231 Newhaven Lane	\$20.00
<i>Total pre-paid reimbursable</i>	<u>\$20.00</u>
HCA Reimbursable Bills	
Joyce Estes Holiday Lights & Dog Box Locks	\$155.94
<i>Total HCA Reimbursable</i>	<u>\$155.94</u>
<u>Welcome Center HMD Reimbursable Bills</u>	
Welcome Center Phone Bill	\$75.91
Richard Tirrell – Welcome Center Supplies	39.31
<i>Total HMD Reimbursable</i>	<u>\$115.22</u>
Total Expenses	\$5,751.84