



Minutes
OPEN SESSION

Hiddenbrooke Property Owners Association, Inc.
Board of Directors Meeting
Monday December 10 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—7:40pm

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: Chris Brittle, Vicky Medina, Maria Andrews, Ian Forsyth, Trevor Macenski, Heather Cooper
- Service Providers present: Elizabeth Mathern, Desiree Conley

IV. Invited Guests: Richard Tirrell (Welcome Center Manager), Jamie Clark (HARC), Brett Andrews (CC&R Manager)

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: 2
- ii. Reimbursable Assessments levied: 0
- iii. New Fines Assessed: 9
- iv. Homes in Collection discussed: 3
- v. Problem Homes discussed: 11

VI. Approve Minutes*

- Board of Directors Meeting of Oct 25th, 2012 - Approved

VII. 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. Each speaker is limited to three (3) minutes. Valley Management will track the time.*

VIII. Consent Calendar and Approval of Agenda

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
- b. November/December 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	83
Number of Final Letters Sent	53
Number of Violations on Hold	47
Number of Violations which were resolved	145
Recommended for Fine (Closed Session Hearing):	9
Emails answered/sent:	136
Phone calls:	63
Next Verification Drive:	wk of 1/1/13

ii. Foreclosed Home Program

Number of homes tagged with new 15 Day Notice to Correct	0
Number of realtors/banks called:	3
Number of homes that had landscape work performed:	0

X. President's Report

- Slurry Seal update - Indefinitely postponed
- Appointment of Chris Brittle to manage intergovernmental affairs
- Website changes – Chris to work with Elizabeth and Ian
- PGE backhaul project update - Suggested for summer 2013
- HARC, request to Jamie to delegate attendee

XI. Treasurer's Report - Ian Forsyth

- a. **Checking Account and CD Balances**
- b.. **Update on Delinquent Accounts Receiving Pre-Collection Letters** - Valley Management Services - Accounts are paid in full or are paying as agreed. 2 accounts are in collections.
- c. **Fine Report** - Valley Management Services - 44 letters sent. 4 fines were reversed.

XII. Committee Reports

- a. **Welcome Center** - Richard Tirrell
- b. **Hiddenbrooke Maintenance District Advisory Committee*** - No committee meeting date set. Cost estimated by city to improve Hiddenbrooke entrance has tripled from \$50k to \$150k.
- c. **Hiddenbrooke Improvement District Advisory Committee**
- d. **HARC** - Jamie Clark - 1 letter sent declining a request to widen a driveway.
- e. **HCA** - 12/14/12 meeting discussing dispersing of remaining HCA funds
 - Follow-up on website
 - HCA integration plan discussion
 - Security committee discussion

- Social Committee
- Jason Hamilton - Doggie potty bags

f. Park Committee Report

-Update on design presentation - Suggestions by board members included: security camera, permit use only for parties/gatherings, park closes dusk to dawn with security locking access gates, horses for personal use only - no classes allowed.

XIII. Old Business

XIV. New Business

- a. Develop process for requiring homeowners to add landscaping to their yards when there are yard maintenance issues - No bare dirt is allowed in front yards within Hiddenbrooke community.
- b. -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) - Will the city of Vallejo accept maintenance as HMD?

XV. Upcoming Board Items/Other Events

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

XVI. Next Meeting Date: Next meeting will be Thursday, Jan 24 2013 at 6:30 p.m. at the Library

XVII. Adjournment - Not noted at end of December meeting. Approximately 8:40pm.

***Attachments for Board members:**

- Draft Oct 25, 2012 Board of Directors Meeting Minutes
 - November Financial Management Report (sent separately by VMS)
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Hiddenbrooke Property Owners Association, Inc.

Financial Management Report

November 2012

No Board Meeting

Valley Management Services

Phone 707 644-0922

Fax 707 638-0464

Email valleymanager@hiddenbrookehpoa.org

Owner Deposits for November, 2012	\$3,373.02
Checking Balance 11/30/12	\$38,750.01
Current Checking Balance (As of December 20, 2012)	\$32,097.36
Current Certificates of Deposit as of 12/20/12	
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	\$35,017.50
Total CD Value	<u>\$123,020.87</u>
Total Hiddenbrooke Cash/CD's (As of 12/20/12)	\$155,118.23

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Invoices Due	
Approved and Paid at December 10, 2012 Board Meeting	
VMS Financial Management Services (see invoice)	\$1887.50
Calif. Highway Adoption – Monthly	\$ 130.00
Tops Software - Monthly	\$74.95
Elizabeth Mathern – Through 12/10/12	\$112.50
Bret Andrews – CC&R Manager for Nov. 2012	\$500.00
Ian Forsyth – Rackspace Cloud - Server	\$220.14
Hughes, Gill & Cochrane – Attorney Services	\$267.00
Regular Expenses	\$3,192.09
<u>Welcome Center Reimbursable Bills</u>	
Richard Tirrell	\$163.73
Welcome Center Phone Bill	\$58.55
Total Reimbursable	\$222.28
Total Expenses	\$3,414.37