



**Hiddenbrooke Property Owners Association, Inc.**  
**Board of Directors – Minutes**  
**Thursday, October 22, 2009 Time: 6:30 PM**  
**Location: Library – Hiddenbrooke Golf Club**

- I. **Call to order:** The meeting was called to order by Joyce Estes, President at 6:40 pm. A quorum was not present. Due to no quorum meeting moved to item III, the Hiddenbrooke Park presentation by Jim Libien. At 7:30 pm meeting proceeded with a quorum present.
- II. **Attendance/Introductions:**
  - a. Board Members present: Joyce Estes, Ian Forsyth, Chris Brittle, Kevin Dement, and Doug Eeten
  - b. Board Members Absent: Ed Pryal and Kathy Wildermuth
  - c. Service Providers Invited:
    - Desiree Conley, Valley Management Services – Financial Management - Present
    - Dave Caldwell, CC&R Manager - Absent
  - d. Guests: Jim Libien, Marti Brown, Maria and Brett Andrews, Byrne Conley, and Nicole of the Solano Land Trust.
- III. **Hiddenbrooke Park**—Presentation by Jim Libien, President of the Hiddenbrooke Community Association concerning the status and location of the Hiddenbrooke Park and what needs to happen before the park can be built. The Park Committee is Jim Libien, Chair, Kevin Elliot, Paul Norberg and Rick Joslin. The HPOA Board asked that the committee while working on getting the park developed also work on getting budget/funds to maintain park. Because of an increase in the cost to manage HMD by the City of Vallejo, the Board felt that their might not be sufficient funds to maintain the park.
- IV. **Approve Minutes:** Board Meeting Minutes of September 24, 2009. **Approved**
- V. **Community Forum** – No one asked to speak.
- VI. **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:**
  - b. **Correspondence Received: None**
  - c. **Votes Conducted by Email: None**
  - d. **Bills to be approved for payment** –See Management Report from Valley Management Services with listing of invoices for payment.

- VII. **Financial Management Company** – Desiree Conley – See Management Report
  - a. Collection Update – 1 homeowner paid out of first set of 10 pre-collection letters sent. Second group of 10 pre-collection letters sent 10/19/09
  - b. HPOA Computer Files Transferred/Organized – in process.

VIII. **President’s Report-Joyce**

- a. **Attended recent all day conference for CPAs on HOAs.** Speakers recommended:
  - 1. If no equity, use 24 month payment plan as most will not complete it because home will be foreclosed.
  - 2. Get liens filed as short sales can’t take place without the release of lien in which case we can probably collect on the lien and/or get a Personal Obligation Note for the balance which makes collection by the collection agency easier.
- b. Tax return is ready for signing

IX. **Committee Reports**

- a. **HARC** –Chris Brittle  
October Meeting – HARC did not meet. Postponed until 10/27/09. Chris noted that there are several big backyard projects to be discussed.
- b. **CC&RS Manager/Verification Committee**—Dave Caldwell (vacation)/Doug Eeten
 

Total Letters Sent	49
Number of Courtesy Letters Sent – Regular	40
Number of Final Letters	8
Number of Violations on Hold	12
Number of New Fines To be Voted Tonight	1
Number of homes who have complied (X-complete)	43
Cease and Desist	1
Next Verification Date: October 14, 2009	
- c. **Vacant & Foreclosed Program**—Kim Dowdall/Ed Pryal  
Number of homes tagged with violation notice 3
- d. **Review latest list of foreclosures – Joyce**
- e. **It’s Time To Paint – Any responses? Next Neighborhood to get letters?**  
**Tabled until April, 2010**
- f. **HCA Liaison Report**-Chris - Handed Out Minutes of Meeting

**Background:** HCA and HPOA have formed a Liaison Committee to enhance cooperation and coordination between the two Boards and to help each Board better support the functions of the other. At its meeting on Tuesday, October 20 the Liaison Committee will discuss the possible transfer of the HMD Advisory Committee and management of the Welcome Center from HCA to HPOA. Because the operation of the Welcome Center and recommendations made by the HMD Advisory Committee affect all Hiddenbrooke residents, and all Hiddenbrooke residents belong to HPOA, it would be logical for HPOA to oversee these two functions, similar to HPOA’s role for enforcing CC&R’s for the benefit of all residents. HCA, through its members, will continue to support the community in all other areas HCA has traditionally been involved in.

**Motion Approved:** HPOA agrees to accept responsibility for managing the Welcome Center and for overseeing activities of the HMD Advisory Committee.

- g. **Significant Old CC&R Violations Not Corrected—Doug and Chris**  
Doug and Chris are still working on questions for attorney. We have a draft but need to meet as a committee.

X. **Old Business**

- a. **HARC Owner Records/Approvals:** This was not discussed. Joyce is working on getting the data base current.

XI. **New Business**

- a. **Retention of Ballots At Annual Meeting:** The Davis Stirling Newsletter recently pointed out that the election provision of the Davis-Stirling Act references the nine-month limitation provided for in the Corporations Code but also sets its own limit at twelve months for retaining election results. HPOA currently uses six months.

**Motion Approved:** Approve a change in standing rule re Procedures for Nominations and Annual Election, #10 to read "All election results to be destroyed 12 months after the election."

- XII. **Next Meeting Date:** Thursday, December 3, 2009 at 6:30 pm at the library. (No meeting in November. Will need to know names of Directors willing to be a candidate for the 2010-2012 Board at the December meeting.)

- XIII. **Adjournment to closed session.** Possible Topics for Closed Session: Hearings, Fines, Collection Issues, Homes with Continuing Problems, Complaints and Contracts.

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Members who have notified the President that they can't attend a future scheduled meeting: None

**The Minutes of the meeting were approved by the Board of Directors on** 12/3/09  
**Certified by** Sen Fanta, **Board Member** 12/3, 2009

# Hiddenbrooke Property Owners Association, Inc

## Financial Management Report September 2009 Board Meeting October 22, 2009

Valley Management Services

Phone 707 644-0922

Fax 707 644-0922

Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Owner Deposits Sept., 2009	\$6,873.80
Ad Revenue	\$ 195.00
<b>Total Deposits for Sept.</b>	<b>\$7,068.80</b>
<b>Checking Balance 9/30/09</b>	<b>\$26,263.99</b>
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Deposits thru 10/20/09	\$3,132.94
Current Checking Balance	\$27,524.43
(As of Oct. 20, 2009)	
Checking Balance after payables	<b>\$23,813.37</b>
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Current Certificates of Deposit	(As of Oct. 20, 2009)
FB Matures 1/20/10 5 - Month	\$17,000.00 @1.59%
FB Matures 6/4/10 9 - Month	\$20,000.00 @ 1.74%
FB Matures 10/10/09 52 - Week	\$15,000.00 @ 2.38%
Matures 8/5/10 52 - Week	\$15,000.00 @ .85%
<u>Matures 10/8/09 4 - Week</u>	<u>\$15,058.44 @ .15%</u>
<b>Total CD Value</b>	<b>\$82,054.44</b>
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<b>Bills to be Approved</b>	
<b>Valley Management Services</b>	\$2,417.00
<b>Dave Caldwell</b>	\$589.06
<b>Jamie Clark</b>	\$50.00
<b>Kim Dowdall</b>	\$125.00
<b>Secretary of State</b>	\$20.00
<b>Franchise Tax Board</b>	\$10.00
<b>James Ernst Accounting</b>	\$500.00
<b>Total Bills</b>	<b>\$3,711.06</b>

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Email [valley-manager@sbcglobal.net](mailto:valley-manager@sbcglobal.net)

Phone Calls Month to Date HARC = 3 Questions/Complaints /Clarification/Title/Appraiser info. only = 44	<b>TOTAL = 47</b>
Fines voted for Sept.	1 continuing
Deliquent Accounts Accruing Interest and Late Fees	326 as of 9/30/09

### **Valley Management Services – Services Paid by Requestor**

Homes with ownership changes due to sales, foreclosure, owner calls to notify, etc. Sept. 2009	3 Two sales and one bankruptcy – bank take over
Transfer Fees paid through escrow	2

Sent 14 new owner letters for Aug. and Sept.

Sent 10 more collection letters and checked on status of 10 collection letters that were sent last month. One homeowner paid in full. No response from the rest. Will send 9 collection accounts to Pro-Solutions.