



Approved Meeting Minutes

Board of Directors Meeting Open Session
Hiddenbrooke Property Owners Association, Inc.
Monday, April 19, 2017— 7:30 PM

Hiddenbrooke Golf Club – Brookstone Room

1) **Open Session:** Call to Order 7:35 PM by Jennifer Pollard, President

2) **Attendance/Introductions**

- A. **Present Board Members:** Jennifer Pollard, Kara Crockett, Allen Wildermuth and Ian Forsyth
- B. **Absent Board Members:** none
- C. **Service Providers:** OMNI – Tonya Kalvass Community Manager
- D. **Committee Chairs and guests:** HMD Chair – Birgit Rickert,

3) **Report from Closed Session—Summary Only**

A. **Member Discipline:** Hearings & Fines – Tonya Kalvass

Meet & Confer hearings conducted	3
Reimbursable assessments levied	None
Fines assessed	27
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions	10
Judgments received since last Board Meeting	0

4) **CC&Rs Violation Summary:** Tonya Kalvass

A. **CC&Rs Violation Summary:** 3/14/17 – 4/15/17

Number of Fine letters sent	12
Number of violations on hold	5
Number of violations which were resolved	40
Recommended for fine (Closed Session Hearing)	8
Courtesy Notices sent	55
Phone calls/emails	
Next Verification Drive	05/02/17

5) **Open meeting Minutes:** Director Wildermuth motioned to approve the meeting minutes of Board of Directors Meeting on March 13, 2017 as submitted. Director Crockett seconded the motion and the motion carried unanimously.

- 6) **Financial Report-** Board reviewed Financials for HPOA presented by OMNI. Director Forsyth motioned to accept the financials for month ending March 31, 2017 and presented the following summary. Motion was seconded by Director Wildermuth and motion carried.
- A. Financial Statements for March 31, 2017
 - a. Checking Account Balance \$143,661.77
 - b. Money Market Accounts and Certificates of Deposit \$0.00 – Board requested to open MM account with Roseville Bank of Commerce and move MM funds back to separate account.
 - c. No Comments on any large non-recurring expenditures or unusual bills were noted

7) **Committee Reports:**

- A. **Welcome Center:** Ed Medina was not present. He sent his report to Jennifer Pollard. She read report to members present. Missing person was reported and several hours were spent to attempt to help family locate information from CCTV recording. As of meeting date no identification was made. Community identified some vandalism. Daytime theft was experienced and partial license plate number was identified and provided to victim.
- B. **Hiddenbrooke Maintenance District Advisory Committee:** Birgit Rickert reported to members present. Plants doing well. Fences need to be power washed. Weed abatement started at the Orchards.
- C. **Hiddenbrooke Architectural Review Committee:** Ian Forsyth reported on behalf of HARC. Minutes from meeting were provided to the board. Board asked committee to revisit mailbox guidelines. Fee structure changes considered for HARC process. Director Pollard motioned to increase application fee to \$100 and grant HARC discretion to waive fee or partial fee depending on owner compliance with full procedure.
- D. **Hiddenbrooke Improvement District Advisory Committee:** Director Pollard reported on paving 20 streets with HID funds allocated to Hiddenbrooke. Director Forsyth motioned to approve \$156,934 of spending to the HPOA Streets reseal project. Director Crockett seconded the motion and the motion carried.
- E. **Resident Access Program:** Contract is fully executed with Golf club. Pool expected to open in May. Fitness Center hours of operation at to be 5AM to 9PM. Golf Club to reach out to HPOA members regarding pool and amenities. Members who are current on HPOA assessments are considered in good standing and may use club amenities.

8) **New Business**

- A. Statewide drought emergency lifted as of April 7th 2017. Water restrictions were lifted and owners are required to maintain lawns and landscaping. Enforcement will resume.
- B. Annual membership meeting schedule for June 21st, 2017. Chairpersons will have opportunity to present and board members will speak to the last year's accomplishments. Annual Membership meeting will be held in larger Golf Club room – Palmer Room.
- C. Director Forsyth agreed to be appointed to approve operating budget with no annual increase over 2016/2017 operating budget. Budget to be prepared by OMNI and sent by May 17th to membership with annual disclosures.

9) **Old Business:**

- A. Social activates – Movie nights scheduled for June, July and August. Kara Crochett is planning events and would like to send postcards to membership as invitation. Insurance may be needed for events. Board will consider selling popcorn or other snacks and beverages. More information is requested on process and cost.
- B. HPOA Newsletter was discussed and table due to lack of interest in writing articles.
- C. HPOA Website and domain name was discussed. Birgit Rickert volunteered to assist in design and maintenance of website.
- D. Board reviewed new guidelines recommended by HARC regarding artificial turf, Xeriscape, and completion date requirements. Board agreed to guidelines as presented. Changes are in accordance with civil code and HPOA governing documents.
- E. New Board Positions Open (3) – OMNI to draft letter regarding ballots and annual membership meeting.

- 10) **Community Open Forum:** Todd Shulman requested that the board form an exploratory committee and appoint him as a chairperson to gather options and explore fitness trail plans at Hiddenbrooke. Board agreed that Todd should send Jennifer Pollard more information on committee members and proposed committee plans. Committee is instructed to respect relationships between HPOA and City of Vallejo staff members.

- 11) **Next Meeting:** May 22, 2017

- 12) **Adjournment:** Board adjourned meeting at 9:16 P.M.