



Hiddenbrooke Property Owners Association, Inc.
Open Board Meeting Minutes

Tuesday, April 16, 2019— 7:30 PM
Hiddenbrooke Golf Club – Room

- I. **Open Session:** Call to Order 7:30 PM by Chris Brittle
- II. **Attendance/Introductions**
 - A. **Present Board Members:** Desiree Conley, James Campagna, Chris Brittle, Paul Norberg, Jagdip Singh, Allan Yeap and Tim Moore
 - B. **Absent Board Members:** none
 - C. **Service Providers:** OMNI Community Management – Tonya Kalvass and Pamela Halseth
 - D. **Committee Chairs and guests:** Marcelline Mahern (HARC Chairperson)
 - E. **Invited Guests:** Edith Murphy, attorney with Hughes Gill Cochrane Tinetti, P.C.
- III. **Open Forum:** Owners commented on Golf Course grass maintenance and upcoming fire season. Owners requested that the Golf Course trim trees at property lines. Owners should contact the Golf Course first but may trim branches hanging over their property if the Golf Course is unable to do the work. Comments were made regarding the City street trees in the front yards of many homes in Hiddenbrooke. The City is no longer pruning or maintaining the trees as they previously did and no longer requires a permit to trim or remove street trees. The Owners are responsible to request approval from HARC prior to all external changes including street tree removals and replacements.
- IV. **Presidents Report:** Chris Brittle introduced Edith Murphy and stated that Edith had attended the Closed Session portion of the meeting and was available to answer questions from owners about the proposed changes to the CC&Rs, Bylaws and Articles of Incorporation before leaving the meeting early. Chris also announced that the Board is looking for new members, and that Self-Nomination forms were sent to all owners.
- V. **Open Meeting Minutes:** Director Norberg motioned to approve the Meeting Minutes for the Board of Directors Meeting held on March 19, 2019 as submitted. Director Moore seconded the motion and the motion carried unanimously.
- VI. **Committee Reports:**
 - A. **Hiddenbrooke Architectural Review Committee (HARC)** – Marcelline had no report to provide since the committee meeting for April is planned for April 17th.
 - B. **Welcome Center** – Ed Medina was not available and had no news to report regarding the Welcome Center. Director Brittle reported that three bids were provided to the Board for repairs to the Welcome Center; however, one bid was incomplete and thus there is no recommendation for selection of a contractor at this time.
 - C. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Birgit Rickert was

not available, Chris Brittle gave report. He reported the Committee is continuing to work with the City to obtain bids for the Shade Tree Circle project.

- D. **Disaster Preparedness Committee** – Ed Medina submitted the final Disaster Preparedness Plan to the Board. The draft Plan was sent to the City of Vallejo Fire Department for review and their comments have been incorporated in the Plan. The City will be providing a protocol for the use of St John's Mine Rd in an emergency by the end of April. The Plan will be posted on the Hiddenbrooke website, and the community will be informed as to its availability

VII. Old Business

- A. Director Brittle motioned to appoint Tonya Kalvass, John Hopton, and Marcelline Mahern as the Inspectors of Elections for 2019. Director Norberg seconded the motion and the motion carried.
- B. The Board discussed the need for a special assessment (SA) due to the unanticipated legal expenses incurred (not related to the update of the governing documents) and the deficit that the Association is running at. The current CC&Rs allow the Board to approve a 10% SA without a vote of the membership. Director Moore motioned to approve the \$7.00 per year Special Assessment to be due July 1st, 2019 along with the regular Assessment of \$73.00 per owner per year. Director Campagna seconded the motion and the motion carried unanimously.
- C. The Board discussed the upcoming Board meeting Calendar. The Board agreed to hold Meetings on the Third Thursday of each month to accommodate OMNI Management's schedule.

VIII. New Business

- A. The Board reviewed the revised and consolidated Design Guidelines as recommend by HARC, including recent additions pertaining to basketball backboards as discussed by HARC. Director Brittle motioned to send changes to the membership for a 28-day comment period with changes. Director Singh seconded the motion and the motion carried.
- B. The Board reviewed the CC&R enforcement policies and fines. Topic was tabled for further review.
- C. The Board opened the discussion for questions regarding the Governing Documents Revision. Edith Murphy was in attendance to help answer questions. The comment period was extended for another week to allow members to provide feedback regarding the latest draft and summary. A final proposed draft will be available for review by the Board before the next meeting on May 16th, 2019. After this review, the drafts would be ready to send to membership with ballots for voting.

IX. Financial Report

- A. The Board Reviewed Financials for HPOA presented by OMNI. Director Moore motioned to accept the financials for the month ending March 31, 2019 as presented in the following summary. Motion was seconded by Director Singh and motion carried unanimously.

Financial Statements for March 2019 Summary:

- a. Total Operating Accounts Balance \$106,369.74
- b. Money Market Account at Seacoast \$25,554.94
- c. CD with Alliance Bank \$75,765.67
- d. Year to Date net loss is \$6,576.30
- e. Board Commented on large non-recurring expenditures related to legal

issues

X. Report from Closed Session meeting adjourned due to time constraints

B. Member Discipline: Hearings & Fines from 3/19/19– Tonya Kalvass

Meet & Confer hearings conducted	4
Reimbursable assessments levied	None
Fines assessed	30
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions	7
Judgments received since last Board Meeting	0

XI. CC&Rs Violation Summary 2/20/19 – 3/19/19 OMNI

Number of Fine letters sent	39
Number of violations on hold (New/Old)	4
Number of violations which were resolved	52
Recommended for fine (Closed Session Hearing)	29
Courtesy Notices sent	188
Next Verification Drive	5/1/19

XII. Upcoming events and Future Agenda Items

The HPOA annual membership meeting is June 20, 2019 and four Board positions are up for election. Annual Disclosure with budget and Special Assessment letters to be sent in May.

XIII. Next Open Board Meeting: Thursday, May 16, 2019 at 7:30 PM at the Brookeside Room at Hiddenbrooke Golf Club

XIV. Adjournment: Board adjourned meeting at 8:55 PM.

 5-16-19
Ratified by HPOA Board Member Date