

**Hiddenbrooke Property Owners Association, Inc.**  
**Open Board Meeting Minutes**

Thursday, September 19, 2019 – 7:30 PM  
Hiddenbrooke Golf Club – Palmer Room

- I. **Open Session:** Call to Order 7:30 PM by Vice President Chris Brittle
- II. **Attendance/Introductions**
  - A. **Present Board Members:** Chris Brittle – Vice President, Mike A. Nisperos Jr – Secretary, Dustin Bertolucci - Treasurer, Allan Yeap, Tim Moore and James Campagna – Members at Large
  - B. **Absent Board Members:** Jagdip Singh - President
  - C. **OMNI Community Management:** Tonya Kalvass – Community Manager and Lori Hannah – Administrative Assistant
  - D. **Invited Committee Chairs and Guests:** Ed Medina (Welcome Center Manager)
- III. **Old Business**
  - A. **Governing Documents Vote** (Restated Articles of Incorporation, Bylaws and CC&Rs) was moved up on the agenda to allow time to count ballots – Tonya Kalvass (OMNI) reported that there were 420 valid ballots submitted, so a quorum was achieved and the ballots could be opened. Director Brittle reported that a Member of the community had contacted the Board about extending the election so that residents who decided to vote “No” by not voting and preventing a quorum could be given an opportunity to register their “No” vote. The Member was not able to make the meeting. Director Yeap motioned to vote on the extension so there would be an official action on the Member’s request; the motion was seconded by Director Bertolucci. The motion failed with 5 votes Against and one vote For. The inspector of Election and 3 helpers began to open the ballots.
- IV. **Open Forum:** Members present had no comments.
- V. **Open Meeting Minutes:** Director Moore motioned to approve the meeting Minutes for the Board of Directors Meetings on July 18, 2019 as presented. Director Bertolucci seconded the motion and the motion carried.
- VI. **Presidents report:** Vice President Brittle presented the report: 1) September 24 Neighborhood Watch meeting with Vallejo Police Department at the Hiddenbrooke Golf Club. Director Yeap reported several previous attempts have been unsuccessful with creating Neighborhood Watch groups. Ed Medina stated he would be attending as a resource, but that this effort is more appropriately implemented by community volunteers from various Hiddenbrooke neighborhoods versus being led by HPOA.
- VII. **Committee Reports:**
  - A. **Hiddenbrooke Architectural Review Committee (HARC)** – Chairperson, Marcelline

Mahern was not present but Committee Minutes from the last meeting were included in the meeting packet. The Committee discussed typical items involving re-painting of several homes, landscape plans, and a project to be performed by the Summit HOA to remove and replace several unhealthy street trees.

- B. **Welcome Center** – Ed Medina reported that the City of Vallejo will provide the inside facelift to the Welcome Center using City building maintenance staff, which will cost less, but there is no timeline yet for the work to be done.
- C. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Birgit Rickert was not available to attend the meeting. Director Brittle updated the Board on progress with the Phase 1 installation of new plants on the Parkway, to be completed by the end of October.

### **VIII. New Business:**

- 1. CPA Financial Review 2018-2019 - Director Moore motioned to approve the Financial Review for FY 2019, seconded by Director Brittle, and the motioned passed unanimously.
- 2. Appoint current HARC members Chris Brittle, Kurt Eleam, Christine Fitzgerald, and Ernest Stockinger (Alternate) to HARC for new 2-year terms. Director Campagna motioned to appoint the above committee members to new 2-year terms, seconded by Director Yeap, and the motion passed unanimously.
- 3. Secondary address and Electronic mailing authorization forms. The Board reviewed the letters to be sent to Members. The electronic mailing authorization allows Members to sign up to receive certain documents electronically and would help reduce Association costs.
- 4. HPOA Newsletter – request for volunteer. Director Brittle reported that it's time to consider publishing another community Newsletter as the last one was issued in January 2019. Birgit Rickert is interested in helping put the new Newsletter together. The Board discussed distribution methods, Electronic vs Hard Copy. There was a general consensus that mailing to every home would be unduly costly and that an online version (as was done with the January newsletter) is preferred with hard copies available for those who would like one at J&O's.
- 5. Comments from City Traffic Engineer regarding traffic and security ideas.
  - a. slowing traffic down approaching Welcome Center (too many people don't stop)
  - b. merging down to one lane at night at the Welcome Center for better guard observation (suggestion from a resident).

Director Brittle reported that several traffic and safety suggestions were made at previous meetings and there has been follow up on several of these with the City Traffic Engineer. Putting cones out to close one lane at night would allow guards to better observe vehicles entering the community. The cones and signage would need to be taken down in the morning. There continue to be many cars that do not stop at the Welcome Center stop signs, and the City Traffic Engineer suggested adding distance markings to the pavement and a new Stop Ahead sign in the median. After discussion the sense of the Board was that neither of the ideas would be worth pursuing further. Ed Medina has received comments that the guards often do not seem to be present at night, and he said he was addressing this issue with our security company. There was also a suggestion that a solar

powered flashing Stop Ahead sign might help slow down traffic before the stop signs at the Welcome Center and this could be investigated further.

**IX. Financial Report:**

1. Review and accept August 2019 Financials – Director Moore motioned approval of the August 2019 Financials, seconded by Director Campagna, and the motion passed unanimously.
2. Comments on any large non-recurring expenditures or unusual bills. Treasurer Bertolucci reported there were no large non-recurring expenditures. As discussed in Executive Session, the Board is disputing some of the past legal fees for the work to update the Governing Documents.
3. Summary of Accounts Receivable – Owners over 30 days delinquent. There were slightly more than 300 accounts receivable. \$10 Late Fees will be charged at the end of September if the accounts are not brought current. The Dues notices were sent out early this year, and it is possible that some Members have forgotten the deadline. Therefore, the Board agreed to send the unpaid accounts a new Statement of what they owe as a reminder.

**X. Report from Closed Session** - The Board discussed legal costs and additional invoices from Hughes Gill for the Governing Document revisions. The Board reviewed the fine consideration log and approved the minutes from the previous meeting.

**A. Member Discipline: Hearings & Fines from 8/15/19– Tonya Kalvass**

Meet & Confer hearings conducted	0
Reimbursable assessments levied	None
Fines assessed at 9/18/19 meeting	18
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions – Allied Trustee	6
Judgments received since last Board Meeting	0

**CC&Rs Violation Summary 8/15/19 – 9/19/19 OMNI**

Number of Fine letters sent	59
Number of violations on hold (New/Old)	8
Number of violations which were resolved	90
Recommended for fine (Closed Session Hearing)	18
Courtesy Notices sent	44
Next Verification Drive	10/2/19

**XI. Old Business continuation**

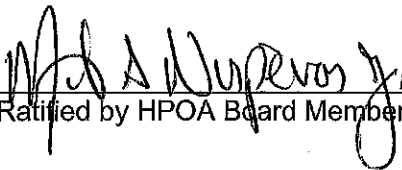
**Governing Documents Vote** (Restated Articles of Incorporation, Bylaws and CC&Rs. Tonya Kalvass (OMNI), the Inspector of Elections, reported the results of the vote count. There were 286 votes For the new Governing Documents and 134 Against. The new Governing Documents were therefore approved.

**XII. Upcoming Events and Future Agenda Items:**

Community-wide Garage Sale on September 28 organized by community volunteers (not an HPOA event). Next Open Board Meeting is scheduled for Thursday, October 17, 2019 at 7:30 PM in the Brookside Room at Hiddenbrooke Golf Club

**XIII. Adjournment:** A motion was made by Director Campagna, seconded by Director Yeap, to

adjourn the meeting and the motion passed unanimously.  
Board adjourned meeting at 9:30 PM.

 10/17/19  
Ratified by HPOA Board Member      Date