



Hiddenbrooke Property Owners Association, Inc.
Open Board Meeting Minutes

Thursday, October 17, 2019 – 7:30 PM
Hiddenbrooke Golf Club – Palmer Room

- I. **Open Session:** Call to Order 7:31 PM by Board President Jagdip Singh
- II. **Attendance/Introductions**
 - A. **Present Board Members:** Jagdip Singh – President, Chris Brittle – Vice President, Mike A. Nisperos Jr – Secretary, Dustin Bertolucci - Treasurer
 - B. **Absent Board Members:** Allan Yeap, Tim Moore and James Campagna – Members at Large
 - C. **OMNI Community Management:** Tonya Kalvass – Community Manager
 - D. **Committee Chairs and Guests:** Ed Medina (Welcome Center Manager), Marcelline Mahern, (HARC Chair) and Birgit Rickert (HMD Chair)
- III. **Open Forum:** Members present commented on speeding issues, and street signs that need to be replaced.
- IV. **Open Meeting Minutes:** Director Brittle motioned to approve the meeting Minutes for the Board of Directors Meetings on September 17, 2019 as presented. Director Bertolucci seconded the motion and the motion carried.
- V. **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 for review. The Administrative HARC contract was reviewed and the Board agreed that the payment terms should be changed to pay the Administrative fee of \$8500 as agreed in the annual budget. Monthly payments will be sent in the amount of \$708.33. Marcelline will not need to submit an invoice each month as was done previously.
 - B. **Welcome Center** – Chairperson, Ed Medina, was not present.
 - 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.
- VI. **New Business:**
 - A. General Notice distribution options were discussed. An email and electronic authorization can be sent to allow members the option to opt in to the electronic method of distributing general notices. The Corporations Code requirements will need to be reviewed once the revised governing documents are finalized.

VII. Old Business

- A. HPOA Newsletter – Request for article suggestions. Director Brittle provided the Board with a list of article topics that included committee updates, updates regarding the new governing documents, Golf Club message and City of Vallejo information.

VIII. Financial Report:

- A. Review Treasures Report provided by OMNI Community Management as of September 30, 2019: Presented by Director Bertolucci – Treasurer
- Operating accounts had a total balance of \$93,749.29, of which \$76,552.03 is in the Alliance Bank CDs
 - Accounts Receivable totals \$145,163.81
 - Total YTD net income is \$45,117.21
1. Comments on any large non-recurring expenditures or unusual bills. Treasurer Bertolucci reported there were no current large non-recurring expenditures. The ongoing Bad Debt amounts are high due to non-payment of assessments and fines.
2. Summary of Accounts Receivable – There were slightly less than 300 accounts that are over 90 days delinquent.

- IX. Report from Closed Session** - The Board discussed legal costs and agreed on the final payment to be sent to Hughes Gill for the Governing Document revisions. The Board reviewed the fine consideration log, assessed fines for non-compliance and approved the minutes from the previous meeting.

A. Member Discipline: Hearings & Fines from 10/17/19– Tonya Kalvass

Meet & Confer hearings conducted	1
Reimbursable assessments levied	None
Fines assessed at 9/18/19 meeting	39
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions – Allied Trustee	8
Judgments received since last Board Meeting	0

B. CC&Rs Violation Summary 9/20/19 – 10/17/19 OMNI

Number of Fine letters sent	17
Number of violations on hold (New/Old)	4
Number of violations which were resolved	25
Recommended for fine (Closed Session Hearing)	41
Courtesy Notices sent	41
Next Verification Drive	11/1/19

X. Upcoming Events and Future Agenda Items:

Next Open Board Meeting is scheduled for Thursday, November 21, 2019 at 7:30 PM in the Brookeside Room at Hiddenbrooke Golf Club

- XI. Adjournment:** The Board unanimously agreed to adjourn the meeting. at 8:45 PM.


Ratified by HPOA Board Member 11/21/19 Date