



Hiddenbrooke Property Owners Association, Inc.
Open Board Meeting Minutes

Wednesday, February 19, 2020 — 7:30 PM
 Hiddenbrooke Golf Club – Brookside Room

- I. **Open Session:** Call to Order 7:38 PM by Board President, Jagdip Singh
- II. **Attendance/Introductions**
- A. **Present Board Members:** Jagdip Singh – President, Chris Brittle – Vice President, Dustin Bertolucci – Treasurer, James Campagna, Tim Moore and Allan Yeap – Members at Large
 - B. **Absent Board Members:** Mike A. Nisperos Jr – Secretary
 - C. **OMNI Community Management:** Tonya Kalvass – Community Manager
 - D. **Committee Chairs and Guests:** Ed Medina – Welcome Center Chair and Marcelline Mahern – HARC Chair
- III. **Open Forum:** Members present commented on the ongoing parking issues on Willow Creek and the City's response. There has been some improvement in the parking situation and the City has towed vehicles without current tags. Director Brittle reported he had been in contact with the City about installation of No Parking signs on one side of the street, but that didn't look promising. Owners were asked to provide updates of the homes creating the problem so HPOA could continue to send violation letters.
- IV. **Board President's Report:** Director Singh reported that there seems to be an increase in trash left along the parkway entering the community. The members suggested that the security company add a patrol down and back on the parkway a few times per shift as a deterrent for dumping trash.
- V. **Open Meeting Minutes:** Director Brittle motioned to approve the meeting Minutes for the Board of Directors Meetings on January 15, 2020 as presented. Director Singh seconded the motion and the motion carried.
- VI. **Committee Reports:**
- A. **Hiddenbrooke Architectural Review Committee (HARC)** – Chairperson, Marcelline Mahern was present and gave a report. She HARC has been working with Kelly Moore to develop a pallet of new, more modern paint colors for Hiddenbrooke. The pallet is intended to give owners some ideas if they wish to repaint their homes. She showed the Board a pallet of the different color schemes which were favorably received. Marcelline also stated that the Committee had discussed that in order for HARC to review an application by an owner for a project, the Committee considered a member to be in "good standing" if they are current on their dues and have no CC&R violations. The

Board concurred with this requirement.

- B. **Welcome Center** – Chairperson, Ed Medina, was present and reported that there was a recent robbery of a vehicle owned by the market in the Retail Center. Ed also reported that a couple of community members had volunteered to review camera footage after an incident which is time consuming, and the Board agreed to allow him to train others at his discretion. Director Brittle advised the Board that he is working on updating the Request for Proposal for the community security guards as the contract with the current security firm will expire at the end of June. He is coordinating with the City of Vallejo as HPOA must follow their protocols for hiring the new security company. Four firms have expressed an interest in receiving the RFP and a committee of three Board members will review the proposals when they come in at the end of March.
- C. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Birgit Rickert was not present and provided a written report to the Board.

VII. Old Business:

- A. The Board tabled the topic regarding the street signs to be replaced in Hiddenbrooke. Director Singh is working on a list to send to the City to be considered.

VIII. Financial Report:

- A. Review the financial statements for January 31, 2020 as prepared by OMNI Community Management. Director Brittle motioned to accept the financials as summarized below; Director Singh seconded the motion and the motion carried unanimously.
- Operating accounts had a total balance of \$69,791.23,
 - Accounts Receivable totals \$113,794.28
 - Total YTD net income is \$13,843.96
- B. Comments on any large non-recurring expenditures or unusual bills. The Board reported there were no current large non-recurring expenditures.
- C. Summary of Accounts Receivable – There are 150 accounts that are over 90 days delinquent. The Board approved all account over \$500 delinquent be sent a notice to inform members that the account will be sent to collections for small claims processing with a 30-day deadline.

IX. Report from Closed Session –

- A. The Board approved the minutes from the previous Executive Session Meeting.
- B. The Board reviewed the fine consideration log, assessed fines for non-compliance as summarized below:
- C. **Member Discipline: Hearings & Fines from 02/19/20– Tonya Kalvass**

Meet & Confer hearings conducted	0
Fines assessed at meeting	7
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions – Allied Trustee	6
Judgments received since last Board Meeting	1

- D. **A. CC&Rs Violation Summary 01/16/20 – 02/19/20 - OMNI**

Number of Fine letters sent	14
Number of violations on hold (New/Old)	5

Number of violations which were resolved	7
Recommended for fine (Closed Session Hearing)	10
Courtesy Notices sent	107
Next Site inspection drive for compliance	3/2/20

X. Upcoming Events and Future Agenda Items:

Next Open Board Meeting is scheduled for Wednesday, March 18, 2020 at 7:30 PM in the Brookeside Room at Hiddenbrooke Golf Club

XI. Adjournment: The Board unanimously agreed to adjourn the meeting. at 8:53 PM.

Mike A. Wispivog 5/31/20
Ratified by HPOA Board Member Date