



Hiddenbrooke Property Owners Association, Inc. Open Board Meeting Minutes

Wednesday, June 17, 2020 – 7:30 PM

Meeting held via GoToMeeting.com Video Conference call

- I. **Open Session:** Call to Order 7:34 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 and Tim Moore – Member at Large
 - B. **Absent Board Members:** Allan Yeap, and James Campagna – Members at Large
 - C. **OMNI Community Management:** Tonya Kalvass – Community Manager
 - D. **Committee Chairs and Guests:** Ed Medina – Welcome Center Chair, Birgit Rickert – HMD Chair and Marcelline Mahern – HARC Chair
- III. **Open Forum:** Members commented on weed abatement responsibility, Mail thefts, and the sale of the Golf course
- IV. **Presidents Report:** Director Singh commented on the graduation event held for those 2020 graduates in the community. He thanked all those who helped and announced that about 13 graduates participated, and it was a nice event.
- V. **Open Meeting Minutes:** Director Brittle motioned to approve the meeting Minutes for the Board of Directors Meetings on May 20, 2020 as presented. Director Nisperos 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 explained that due to the pandemic HARC met via Zoom June 10, 2020. A report was sent for the Board to review. HARC approved 4 projects. The next HARC meeting is scheduled for July 8, 2020.
 - B. **Welcome Center** – Chairperson, Ed Medina, was not present, Director Brittle noted that the repairs to the welcome center have been further delayed due to the pandemic.
 - C. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Chairperson, Birgit Rickert stepped down and will not be the chairperson for HMD. Director Brittle reported that the HMD budget did not have a change for the property taxes for the upcoming year. The City of Vallejo is working with the Committee to make the Parkway Re-landscaping project a Capital Improvement Project in the City Budget which can be done more efficiently and faster. As previously noted, the Sycamore trees will not be removed, and the main work will be to fill in the bare areas where there are no plants. Byrne Conley is writing a letter to the City requesting that there be no overhead charged in next year's budget for work that was supposed to take place this year, but was delayed by the pandemic. Douglas Link has agreed to take over Birgit's job of coordinating with the City on various landscape maintenance issues.
 - D. **Golf Course** – Director Brittle reported that the Golf Course is for sale for \$3.8 million and it is hoped that there will be a new private buyer. So far 32 entities had signed Confidentiality Agreements to view detailed information on the CBRE (Broker) website.

There have been no site visits yet, partly due to the pandemic and travel. Director Brittle expressed his concern about a situation in which there are no bids and what that would mean for the community if the Golf Course were to close. He stated that both the Owner's representative and the CBRE Broker had encouraged HPOA to talk to the City of Vallejo about owning the Golf Course if there is no private buyer. The Board also discussed the possibility of a future survey.

E. Old Business

- A. The Board reviewed the collection policy sent to the membership for comments with the Annual Notice. No comments were received. Director Singh motioned to approve the collection as distributed; Director Bertolucci seconded the motion and the motion carried.
- B. The Board reviewed the Schedule of Fees and Monetary Fines Policy as sent to the membership for comments with the Annual Notice. No comments were received. Director Singh motioned to approve the new Schedule as distributed; Director Bertolucci seconded the motion and the motion carried.
- C. The Board reviewed the Standing Rules and guideline for the Board that included a \$30,000 reserve fund recommended to be set aside. Director Nisperos motioned to accept the rules with a \$50,000 reserve goal to be established. Director Bertolucci seconded the motion and the motion carried unanimously.
- D. The Board discussed the director election and the deadline for the candidate nomination forms on May 26, 2020. The new Bylaws have a provision that the Board may elect Board members by acclamation and a provision that reduces the number of directors from 7 to 5. Since only the incumbent directors submitted nomination forms by the deadline and two directors were not interested in continuing to serve on the Board, Director Nisperos motioned to elect Jagdip Singh and James Campagna to the Board for an additional 2 year term with the term ending 2022. Director Brittle seconded the motion and the motion carried. Directors Bertolucci, Nisperos and Brittle will continue their current terms with the terms ending 2021; Director Yeap indicated he would send in his resignation letter. Director Moore's term has expired, and he has chosen not to run for another term. With these decisions, the Board is reduced to 5 directors as of this date.

VII. New Business:

- A. The Board reviewed the Insurance proposal sent for the renewal date of 7/20/20. The topic was tabled for additional information to be reviewed at the next meeting.

VIII. Financial Report:

- A. The Board reviewed the financial statements for May 31, 2020 as presented by T. Kalvass – OMNI. Director Singh motioned to accept the financials as summarized below; Director Nisperos seconded the motion and the motion carried unanimously.
 - Operating accounts had a total balance of \$68,170.57
 - Accounts Receivable totals \$101,286.35
 - Total YTD net income is -\$8,066.85
- A. Comments on any large non-recurring expenditures or unusual bills. The Board reported there were no current large non-recurring expenditures.
- B. Summary of Accounts Receivable – There are 122 accounts that are over 90 days delinquent.

IX. Report from Closed Session –

- A. The Board approved the minutes from the previous Executive Session Meetings, assessed fines and reviewed collections and compliance reports.

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

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

A. **CC&Rs Violation Summary– As of 06/15/20 – OMNI**

Number of Fine letters sent	0
Number of violations on hold (New/Old)	25
Number of violations which were resolved	37
Recommended for fine (Closed Session Hearing)	4
Courtesy Notices sent	106
Next Site inspection drive for compliance	6/29/20

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

Next Open Board Meeting is scheduled for Wednesday, July 15, 2020 at 7:30 PM Via GoToMeeting, online video and phone call. The Annual Membership meeting is scheduled for the same date.

XI. **Adjournment:** The Board unanimously agreed to adjourn the meeting at 8:47 PM.

Mike A. Nupier 7/23/20
Ratified by HPOA Board Member Date