

Rule to Establish the HMD Committee

Approved July 28, 2021

The HPOA (Hiddenbrooke Property Owners Association) board hereby establishes the HMD (Hiddenbrooke Maintenance District) Committee (HPOA Bylaws, Article 10, Committees)

Purpose of HMD Committee:

The HMD Committee will handle contacts with the City of Vallejo regarding the Hiddenbrooke Maintenance District (HMD), the Hiddenbrooke Improvement District (HID), and the Hiddenbrooke Welcome Center. The committee is an advisory group. The City of Vallejo controls the funds and makes the decisions in all instances.

HMD -- The committee works closely with the City's Engineering Division/Landscape Maintenance District to take care of landscaped areas that are part of the HMD including the parkway, open spaces, fire breaks, trails and scattered landscape areas in Hiddenbrooke. The HMD is responsible for maintaining the St. John's Mine Road, the utility corridor between Columbus Parkway and Hiddenbrooke. Common lands in Hiddenbrooke are owned by the City of Vallejo. The HMD is funded by a property tax assessment levied on Hiddenbrooke owners.

HID -- The HID was created by the City in 1998 to fund municipal capital infrastructure improvements in Hiddenbrooke. These improvements were financed by bonds issued by the City. The bonds are being paid through a property tax levied on Hiddenbrooke owners. The bonds were refinanced for lower interest rates and this resulted in a surplus of HID funds. The surplus is to be spent on capital projects within Hiddenbrooke.

Welcome Center – The Welcome Center is a City building used by unarmed security guards. HPOA has a long-term agreement with the City to hire and manage the security guards. The Welcome Center Manager is a volunteer who oversees daily operations. Part of the HMD budget is used to pay for the security guard service as well as for the upkeep and maintenance of the Welcome Center building.

Committee Members:

There will be 5 members of the HMD Committee including the Chair, the Welcome Center Manager and 3 additional members. The Chair, the Welcome Center Manager and the other committee members will be appointed by the HPOA board. Members serve at the pleasure of the board.

Application for HMD Committee:

HPOA members in good standing who are interested in joining the committee are requested to send a written request to the HPOA board. That request should include: name, address, phone #, email address, reasons why the member is interested in being on the committee and any helpful work or volunteer experience. The request to be appointed to the committee can be:

- (a) mailed to HPOA, 850 Hiddenbrooke Parkway, Vallejo CA 94591, or
- (b) emailed to the HPOA board at hpoaboard@hiddenbrookehpoa.org.

Member Terms:

Each member will have a 2-year term that can be renewed by the board. The terms for committee members will be established so that only part of the committee will change at any one time. The current Chair and two members will have a term from 8/1/21 to 7/31/23. The current Welcome Center Manager and one additional member will have a term 8/1/21 to 7/31/22. The terms designated for the 3 additional members will be decided by the board when they make the first appointments to the committee. Then the terms will be continued from that point forward. If there is a resignation from the committee, the board will appoint a replacement to finish out the term of the member who resigned.

Board Liaison:

The HPOA board will designate one board member to serve as the Board Liaison to the HMD Committee. That liaison has an advisory, non-voting, position to the committee. The liaison will be invited to every committee meeting. The Board Liaison will be present any time the committee Chair (or the committee Chair's designee) meets in person with a representative of the City. The Board Liaison will keep the board informed of important committee activities.

HMD Written Reports to the HPOA Board

An HMD Committee Report will be submitted at every Board Meeting either by the committee Chair or by the HMD Board Liaison.

Committee Meetings

Meetings are held with the City of Vallejo on an 'as needed' basis. Additional committee meetings are held on an 'as needed' basis. Meetings are not held on a regular schedule.

Meeting Minutes

Minutes of the meetings will be written by the committee Chair, or by another committee member designated by the Chair. The minutes will be reviewed by committee members for informal approval. Minutes that are reviewed and approved by the committee will be posted on the HPOA website

Contacts with the City of Vallejo

Effective communication with the city of Vallejo is essential to the proper functioning of the HMD Committee. The committee Chair is the primary person authorized by the board to contact City representatives by phone, by email or in person. The committee Chair may designate another committee member to handle communication on an as needed basis, including for work on a special committee project. Meetings with the City that are held in person must include the Committee Chair (or the Chair's designee) and the Board Liaison.