



**Hiddenbrooke Property Owners Association, Inc.**  
**Open Session Meeting Minutes**  
**July 28, 2021 at 7:30pm**

Meeting held electronically via Zoom due to Stay at Home Health Orders

- I. **Call Meeting to Order:** The meeting was called to order at 7:31 pm.
  - a. **Verification of Meeting notice/Agenda**
  - b. **Establish a quorum - Attendance/Introductions:**
    - i. **Present Board Members:** Jagdip Singh, Laurie Foster, Andre Crisp, Robert Schussel, James Campagna
    - ii. **Absent Board Members:** None
    - iii. **OMNI Community Management:** Noelle Richards, Community Manager
    - iv. **Invited Committee Chairs and Guests:** Marcelline Mahern (HARC Chairperson), Byrne Conley (HMD Chair), Chuck Cochongco (Welcome Center), Rozzana Verder-Aliga (District 1 City of Vallejo)
  - c. **Announcements:** The Hiddenbrooke Website saw a re-design in tandem with a migration from the previous hosting service which became obsolete for the Association's needs. The new design at hiddenbrookeonline.org is live!
  
- II. **Open Forum:** No members approached the Board with comments not listed on the agenda.
  
- III. **Meeting Minutes Approval:**
  - a. **June 2, 2021 and June 30, 2021 Board Meeting Minutes-** Director Foster noted edits and additions that should be made to the minutes from both meetings. Director Singh motioned to approve of the minutes with Director Foster's edits and additions applied. Director Foster seconded the motion, which was approved unanimously.
  
- IV. **Board Organization:**
  - a. Management introduced the newly elected Board of Directors members and gave an overview of officer positions available. The following officers were appointed:
    - i. **President:** Director Singh motioned to appoint Director Foster to the President position. Director Crisp seconded the motion and it carried.
    - ii. **Vice President:** Director Foster motioned to appoint Director Singh to the Vice President position. Director Crisp seconded the motion and it carried.
    - iii. **Secretary:** Director Foster motioned to appoint Director Crisp as Secretary. Director Singh seconded the motion and it carried.
    - iv. **Treasurer:** Director Crisp nominated Director Schussel as Treasurer. Director Singh seconded the motion and it carried.
    - v. **Member at Large:** Director Campagna was unanimously appointed as Member at Large.
  
- V. **Guest Presentation:**
  - a. Rozzana Verder-Aliga introduced herself as Vice Mayor and City Council member for the City of Vallejo. Director Singh welcomed Ms. Verder-Aliga and discussed issues the Association is having with unpaid invoices, decaying street signs, lack of landscaping services, and renovations needed at City-maintained structures. Ms. Verder-Aliga requested that the complaints be provided to her in writing so she can follow up with her staff and begin the official process to address all concerns. Additionally, she notified the community that the roundabout installation at the entrance to the community is in progress.
  
- VI. **Committee Reports**
  - a. **Committee Member Reports: Welcome Center** – Mr. Cochongco communicated that

few crimes were discovered in the area, but that increased security measures are being implemented to ensure a show of force from security officers and to make their presence known in the community to prevent further crimes.

- b. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – HMD Chair, Byrne Conley, discussed the landscaping contract with LandCare that was terminated, resulting in lack of landscaping services. Mr. Conley notified the Association that the City is in the final stages of selected a new landscaping contract.
- c. **Hiddenbrooke Architectural Review Committee (HARC)** – Director Crisp provided an overview of the HARC report as the Chair, Marcelline Mahern, was absent.
- d. **Welcome Committee-** Director Foster notified the community that the Welcome Committee continues to mail communications to new Owners due to ongoing pandemic concerns. For the 2021 calendar year, there are 47 new Owners. There are some cases of changes in escrow where Management was not notified. As this seems to be in cases involving sub-associations, Management has contacted the managers of the four sub-associations to ensure that HPOA's information is disclosed during the escrow process.

## VII. Financials

- a. The Board reviewed and accepted the May and June 2021 Interim Financial Reports as presented by OMNI Community Management.
  - i. Operating accounts had a total balance of \$132,522.33 as of June 30, 2021
  - ii. Accounts Receivable totals \$57,024.88
  - iii. Total YTD Net Income \$24,317.72
- b. There were no comments on any large non-recurring expenditures or unusual bills.
- c. Summary of Accounts Receivable- There is a total of 110 accounts over 30 days delinquent.

## VIII. Report from June 2, 2021 Executive Session

- a. Member Discipline: OMNI Report
  - i. Hearings conducted: 31
  - ii. New Fines Assessed: 27
  - iii. Collection Actions: 4 Small Claims

## IX. OMNI Community Management: Report

- a. Compliance Site Inspection – June 2021
  - i. Courtesy Notices: 197
  - ii. Resolved Violations: 51
  - iii. Violations on Hold: 3

## X. Old Business:

- a. **Paint & Dry Rot Repairs – Enforcement Process:** The Board discussed the enforcement of the needed painting and dry rot repairs across the Association. Management was directed to continue enforcement of the Paint and Dry Rot Repairs that are needed by focusing on development age and beginning with oldest/most needed repairs in Spring 2022.
- b. **Members in Good Standing:** Director Foster motioned to table this for the next meeting. The motion was seconded by Director Singh and carried.
- c. **New Board Member Training:** Noelle Richards to train new Directors on using the Board Portal on August 2<sup>nd</sup>. Management to schedule training with Rolf Crocker, CEO, OMNI Community Management, on August 30, 2021.
- d. **Superior Court Refund Process:** Management reported that it appears the form was sent into the County, but no response was received. Management to seek further information from the County regarding this.

- e. **Bennington Crosswalk:** Management reported that a report was provided by Chris Brittle, former Board Member, that the City of Vallejo is finalizing the contract for this work, and it should be in progress in 2022.
- f. **Repair of Hiddenbrooke Street Signs:** Director Singh reported that an inspection of community street signs and safety signs was performed, and a report is to be provided to Ms. Verder-Aliga per her request so that the issues may be addressed by the City.
- g. **Quarterly Statements:** This discussion was tabled for the August meeting.

**XI. New Business:**

- a. **HPOA Mailbox:** The Board reviewed a proposal for a new, secure mailbox. Director Foster motioned to approve of the proposed mailbox. The motion was seconded by Director Schussel and unanimously approved.
- b. **Hiddenbrooke Community Yard Sale:** Director Foster reported that the Community Yard Sale will take place on Saturday, October 2, 2021. Sales activities will take place at individual homes. Buyers will be encouraged to use the park to take breaks and to use the public restrooms. The sale will be announced to Hiddenbrooke residents in August and advertising will expand to other areas in September.
- c. **Proposed Rule to Establish HMD Committee:** The Board reviewed the proposed Rule to Establish HMD Committee. Director Singh motioned to approve of adopting the rule, which was seconded by Director Schussel and unanimously approved.
- d. **Committee Appointments:**
  - i. **HMD** – Director Foster motioned to appoint Byrne Conley as chair and Chuck Cochongco as member of the HMD. Director Schussel seconded the motion, which carried.
  - ii. **HARC** – Director Singh motioned to appoint Joseph Joslin to the HARC. The motion was seconded by Director Schussel, and the motion carried.
- e. **Meeting Calendar – Proposed Changes:** Director Foster motioned for the September meeting date to be moved to September 22, 2021. This was seconded by Director Schussel and unanimously approved.

**XII. Adjourn Meeting:** The meeting was adjourned at 8:32 PM to continue Executive Session.



08 / 20 / 2021

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Ratified by HPOA Board Member

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Date