



**Hiddenbrooke Property Owners Association, Inc.**  
**Open Session Meeting Minutes**  
**August 18, 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 7:33 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)
  - c. **Announcements:** If you have not already, please sign up for digital communications from the association. This saves on valuable resources and allows for faster communication. You should also reach out to OMNI to obtain your log in information for the association web portal.

The Bennington Crosswalk and the replacement mailbox installation at the community entry were completed prior to this meeting.

- II. Open Forum:** Community members expressed gratitude for the installation of the Crosswalk on Bennington and discussed proposed mini-libraries to be installed in the community, concerns regarding a redwood tree marked for removal by the City of Vallejo, and pending fountain repairs. Additionally, a map of subdivisions was requested to be added to the Hiddenbrooke website. A Member mentioned the Nextdoor app and the prevalence of comments about the community posted on there, in addition to a request that members who use the social media app begin to limit their posts to Hiddenbrooke only.

**III. Meeting Minutes Approval:**

- a. **July 28, 2021 Board Meeting Minutes-** Director Foster motioned to approve of the drafted minutes as presented. Director Schussel seconded the motion and it carried.

**IV. Committee Reports**

- a. **Committee Member Reports: Welcome Center** – Director Foster presented the Welcome Center updates on behalf of Chuck Cochongco. The pending invoices for the security cameras were paid by the City and the system is undergoing repairs to return the cameras to functionality. The City has approved renovations to the Welcome Center. Proposals were obtained and a contract is being finalized. The Board anticipated the work to begin in July, but delays in the contract process caused the project to be pushed back. The Association has requested an update from Rick Navarro, the City contact for the renovation project.
- b. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Director Schussel presented the HMD updates on behalf of the committee. It was announced that a temporary agreement is in place with a new landscaping company, who should begin servicing Hiddenbrooke on Tuesday, August 24, 2021.
- c. **Hiddenbrooke Architectural Review Committee (HARC)** – Committee Chair Marcelline Mahern announced that seven items were reviewed and five were approved. Additionally, it was noted that a HARC application is not required if a resident stains their fence with pre-approved colors, but that the HARC is considering modifying its

policy and updating the list to become more current.

- d. **Welcome Committee-** Director Foster notified the community that the Association saw twelve escrow closes in July and four so far in August, making 52 total in 2021. The Committee continues making contacts by mail due to ongoing public health concerns.

**V. Financials**

- a. The Board reviewed and accepted the July 2021 Interim Financial Reports as presented by OMNI Community Management.
  - i. Operating accounts had a total balance of \$130,832.62 as of July 31, 2021
  - ii. Assessments Receivable totals \$87,470.29
  - iii. Total YTD Net Income \$103,106.66
- b. Management notified the community that a large non-recurring expense resulted from the insurance renewal, which increased in cost.
- c. Summary of Accounts Receivable- There is a total of 311 accounts over 30 days delinquent.

**VI. Report from July 28, 2021 Executive Session**

- a. Member Discipline: OMNI Report
  - i. Hearings conducted: 42
  - ii. New Fines Assessed: 32
  - iii. Collection Actions: 5 Small Claims

**VII. OMNI Community Management: Report**

- a. Compliance Site Inspection – July 2021
  - i. Courtesy Notices: 107
  - ii. Resolved Violations: 77
  - iii. Violations on Hold: 6

**VIII. Old Business:**

- a. **Members in Good Standing:** The Board unanimously agreed to table this matter for the January 2022 meeting.
- b. **Quarterly Statements** – The Board discussed potentially sending out additional statements in November and February of each year to remind Owners of past due balances. Director Singh requested statistics on past due accounts at the close of each fiscal year between 2016 and 2021. Management to research. The Board agreed to table the item for the next meeting.
- c. **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.
- d. **Repair of Hiddenbrooke Street Signs:** Director Foster reported that an inspection of community street signs and safety signs was performed, and a report was provided to Ms. Verder-Aliga per her request so that the issues may be addressed by the City. It was confirmed that HID funds will pay for the replacement street signs.
- e. **New Board Member Training:** The Board is scheduled to undergo training with Rolf Crocker, CEO, of OMNI Community Management on August 30, 2021.

**IX. New Business:**

- a. **Committee Appointments & Renewals**
  - i. **HMD** – Director Schussel motioned to appoint Kathy Wildermuth and Ian Forsyth to the HMD Committee. The motion was seconded by Director Foster

and unanimously approved.

ii. **HARC** – Director Crisp motioned to appoint Ernest Stockinger and Chris Brittle to the HARC for two-year terms. The motion was seconded by Director Schussel and unanimously approved. Director Foster motioned to renew Marcelline Mahern’s contract as HARC Administrator. The motion was seconded by Director Campagna and unanimously approved.

b. **CPA Engagement Letter** – Director Crisp motioned to approve of the engagement with Levy, Erlanger & Company to perform the annual financial review. The motion was seconded by Director Foster and unanimously approved.

c. **Fall Newsletter** – It is proposed that the Fall edition of the newsletter be sent out in November. After discussion on distribution and advertising options, the Board agreed to table the matter for the September meeting.

X. **Adjourn Meeting:** The meeting was adjourned at 8:37 PM to continue Executive Session.

*Andre Crisp*

10 / 28 / 2021

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Ratified by HPOA Board Member

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Date