



**Hiddenbrooke Property Owners Association, Inc.
Open Session Meeting Minutes
September 22, 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:** Byrne Conley (HMD Chair), Chuck Cochongco (Welcome Center)
 - v. **Absent Committee Chairs and Guests:** Marcelline Mahern (HARC Chair) – out of town and unable to attend
 - c. **Announcements:**
 - i. 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.
 - ii. **Streets in Hiddenbrooke:** To see lists of all the streets in Hiddenbrooke, go to our Home Page and use the tab on the right for "HB Developments and Their Streets". The lists are easy to download. They include the streets in the HPOA Only neighborhoods and the streets that are in both HPOA and in the Sub HOA's.
 - iii. **Maps of Hiddenbrooke:** To see maps on our website, select the HMDAC page. The first green tab on the right side of the page is for "Hiddenbrooke Landscape Maintenance Maps". Two types of maps are provided:
 - 1. Maps of Streets of Hiddenbrooke (2 black & white street maps)
 - 2. Maps of Hiddenbrooke Maintenance District (20 colorful maps of neighborhoods, shows who is responsible to maintain areas)
- II. Open Forum:** A community member inquired about positioning a fire station in Hiddenbrooke following a house fire that she thought the fire department might have been slow to respond to. Director Schussel noted that fire protection services are provided by Vallejo and American Canyon and appear to be sufficient for the community. He noted that a few years ago Vallejo agreed to position an EMT station on the Parkway to improve medical response in Hiddenbrooke since we don't have our own fire station. Another member asked questions about the fountain repairs, which have been delayed for some time. Mr. Conley of the HMD reported that the wrong parts were ordered, but that the City is still working toward restoring the fountain's function.
- III. Meeting Minutes Approval:**
- a. **August 18, 2021 Board Meeting Minutes-** Director Schussel motioned to approve of the drafted minutes as presented. Director Campagna seconded the motion and it carried.
- IV. Committee Reports**
- a. **Committee Member Reports: Welcome Center** – Mr. Cochongco reported that the

camera system was repaired and is in order, but that additional upgrades needed to be made to the system. In addition, there are personnel changes with the security company as one of Hiddenbrooke's guards unfortunately passed away. The Board unanimously agreed to send flowers to the family with condolences. It was additionally reported that the cleaning services are to begin soon and that renovations to the Welcome Center are still pending vendor compliance with insurance requirements.

- b. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Mr. Conley reported that the new landscaping company contracted with the City of Vallejo, New Image Landscaping, has begun working in the community to restore the landscaping to a more presentable view.
- c. **Hiddenbrooke Architectural Review Committee (HARC)** – Ms. Richards, Community Manager, relayed Marcelline Mahern's (HARC Chair) report that the HARC approved four applications for painting, two tree removals/replacements, and two landscaping renovations in addition to a minor repair application and a solar application. HARC is additionally still working to review the design guidelines for fence stain colors. Director Crisp added that the dry rot repair and painting CC&R violations are being sent out on behalf of the Board as the Association is approximately twenty years old and updating these is required to maintain and increase property values.
- d. **Welcome Committee**- Director Foster notified the community that the Committee is continuing distanced first connections to new Owners. Additionally, 61 new changes of escrow were processed in 2021, including ten in August and one so far in September.

V. **Financials**

- a. The Board reviewed and accepted the August 2021 Interim Financial Reports as presented by OMNI Community Management.
 - i. Operating accounts had a total balance of \$135,354.73 as of August 31, 2021
 - ii. Assessments Receivable totals \$76,144.49
 - iii. Total YTD Net Income \$101,504.28
- b. There were no comments on large non-recurring expenses or unusual bills.
- c. Summary of Accounts Receivable- There is a total of 254 accounts over 30 days delinquent.

VI. **Report from August 18, 2021 Closed Executive Session**

- a. Member Discipline: OMNI Report
 - i. Hearings conducted: 33
 - ii. New Fines Assessed: 29
 - iii. Collection Actions: 5 Small Claims

VII. **OMNI Community Management: Report**

- a. Compliance Site Inspection – August 2021
 - i. Courtesy Notices: 98
 - ii. Resolved Violations: 62
 - iii. Violations on Hold: 13

VIII. **Old Business:**

- a. **Additional Account Statements** – The Board discussed potentially sending out additional statements in October and potentially February of each year to remind Owners of past due balances. Director Foster motioned to approve of OMNI Community Management sending account statements on regular paper in October, and February if the October statements are successful in recovering unpaid assessments. Director Schussel seconded the motion and it carried.
- b. **Hiddenbrooke Community Yard Sale:** Director Foster invited community member

Renee Go to speak on the organization of the Community Yard Sale. Ms. Go reported that there are around 80 neighbors participating in the yard sale and that a map will be created to help participants locate their homes. Flyers will be going out that include the restroom location in the park and the neighborhood watch information. The Community Yard Sale will take place on Saturday, October 2, 2021 from 9am to 2pm.

- c. **Repair of Hiddenbrooke Street Signs:** Director Foster reported temporary signs in black and white have been posted in replace of the damaged street signs. New permanent blue signs have been ordered and will be installed in their places in late October. Director Singh also noted that some community “STOP” signs are also faded. Director Foster offered to communicate this with City of Vallejo representative Rozzana Verder-Aliga. Director Singh will provide a list of the “STOP” signs that need to be replaced.
- d. **Fall Newsletter:** The Board discussed possible pricing for the newsletter to be mailed out through OMNI Community Management. Director Foster reported that in recent years, the newsletter was emailed and posted only per prior Board member Chris Brittle. The Board unanimously decided to table the Fall Newsletter topic until next month.

IX. New Business:

- a. **Financial Review – Ratify:** The Annual CPA Financial Review was performed and a draft of the document was approved by the Board President and Treasurer between meetings. Director Schussel motioned to ratify the approval of the financial review. The motion was seconded by Director Singh and it carried.

- X. Adjourn Meeting:** The meeting was adjourned at 8:33 PM to continue Executive Session.

Andre Crisp

10 / 28 / 2021

Ratified by HPOA Board Member

Date