



Hiddenbrooke Property Owners Association, Inc.
Open Session Meeting Minutes
November 17, 2021 at 7:30pm

Meeting held electronically via Zoom due to Public Health Concerns

- I. Call Meeting to Order:** The meeting was called to order at 7:32 pm.
- a. **Establish a quorum - Attendance/Introductions:**
 - i. **Present Board Members:** Jagdip Singh, Laurie Foster, Andre Crisp, Robert Schussel
 - ii. **Absent Board Members:** James Campagna
 - iii. **OMNI Community Management:** Noelle Richards, Community Manager
 - iv. **Invited Committee Chairs and Guests:** Byrne Conley (HMD Chair), Marcelline Mahern (HARC Chair)
 - v. **Absent Committee Chairs and Guests:** Chuck Cochongco (Welcome Center) – out of town and unable to attend; Rozzana Aliga-Verder (City of Vallejo)
 - b. **Announcements:**
 - i. The HPOA Board of Directors is please to announce the 2021 Hiddenbrooke Community Holiday Home Decorating Contest. Sign up to participate for a chance to win a cash prize for the homes that are decorated the best! Judging will take place on December 17, 2021, between 6-10pm. Information can be found on the community website at hiddenbrookeonline.org!
 - ii. The installation of permanent blue street signs has begun in the community.
- II. Open Forum:** No members addressed the Board during Open Forum.
- III. Meeting Minutes Approval:**
- a. **October 20, 2021 Board Meeting Minutes-** Director Schussel motioned to approve of the drafted minutes as presented. Director Singh seconded the motion and it carried.
- IV. Committee & Guest Reports**
- a. **Committee Member Reports: Welcome Center** – It was reported that there continues to be no current start date scheduled for the Welcome Center repairs as each selected vendor has not yet met the insurance requirements. Efforts to secure a vendor that meets such requirements continue.
 - b. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Mr. Conley reported that there is a surplus in funds that may be used to offset and decrease tax bills. There is also a budget surplus with the Hiddenbrooke Improvement District (HID) that is intended to be used to make improvements on Hiddenbrooke Parkway by way of landscaping renovations. Additionally, Flock Safety cameras were approved and are pending installation.
 - c. **Hiddenbrooke Architectural Review Committee (HARC)** – Ms. Mahern notified the Membership of pending and recently approved applications and that the Fence Stain Guideline updates were provided to the Board. Director Singh motioned to approve of the updates to the Design Guidelines for Fence Stains. Director Schussel seconded the motion and it carried.
 - d. **Welcome Committee-** Director Foster notified the community that the Committee is continuing distanced first connections to new Owners. There were 3 new escrows in October and a total of 67 escrow changes so far in 2021.

V. Financials

- a. The Board reviewed and accepted the October 2021 Interim Financial Reports as presented by OMNI Community Management.
 - i. Operating accounts had a total balance of \$134,199.77 as of October 31, 2021
 - ii. Assessments Receivable totals \$71,246.49
 - iii. Total YTD Net Income \$73,495.37
- b. There were no comments on large non-recurring expenses or unusual bills.
- c. Summary of Accounts Receivable- There is a total of 223 accounts over 30 days delinquent.

VI. Report from October 20, 2021 Closed Executive Session

- a. Member Discipline: OMNI Report
 - i. Hearings conducted: 43
 - ii. New Fines Assessed: 30
 - iii. Collection Actions: 4 Small Claims

VII. OMNI Community Management: Report

- a. Compliance Site Inspection – October 2021
 - i. Courtesy Notices: 28
 - ii. Resolved Violations: 39
 - iii. Violations on Hold: 42

VIII. Old Business:

- a. **Newsletter Update:** The Board reported that the newsletter is in the final stages and is expected to be distributed to the membership during the first week of December.

IX. New Business:

- a. **2022 Management Calendar** – Management presented two options for Board Meetings for the 2022 calendar year. It was proposed to split the Open Session Board meetings and Executive Session meetings into two separate meeting dates. The Open Session meeting will be held on the third Wednesday of the month as is customary and the Executive Session meeting is moved to the fourth Wednesday of the month. It was also proposed that we resume in-person Board meetings some time in 2022, possibly in April, dependent on public health concerns but that Executive Session meetings continue to be held via Zoom. These changes would make it easier for Management and the Board as the meeting days are lengthy in nature and upon return to in-person meetings, Management would be travelling in late night hours. Director Schussel motioned to separate meetings as proposed. The motion was seconded by Director Foster and it carried.
- b. **Bylaws Revision** – This matter was tabled.
- c. **Welcome Center Decorations** – Director Foster requested funding for holiday decorations to be purchased for the Welcome Center building, which would be decorated tastefully for major holidays. Discussion opened regarding the decorating of nearby trees and the security gate. Director Schussel motioned to approve of decorating all of these structures with a budget of \$75 per major holiday. The motion was seconded by Director Crisp and it carried.
- d. **Dog Waste Bags** – John Estes, who was the lead for the Pet Waste Program for many years has resigned from the position. Denise Moore has offered to lead the program as of January 2022 and was appointed to lead the Pet Waste Program. Denise will work on the program with Randy Foo, the other community volunteer who has worked on this program for many years.

X. **Adjourn Meeting:** The meeting was adjourned at 8:18 PM to continue Executive Session.

Andre Crisp

02 / 08 / 2022

Ratified by HPOA Board Member Date