



**Annual General Membership Meeting**  
**Hiddenbrooke Property Owners Association, Inc.**  
**Wednesday, June 15, 2022, at 7:30 pm**  
**Location: Hiddenbrooke Golf Club, Brookside Room, and on Zoom**

**Meeting Minutes**

- I. Annual Membership Meeting Call to Order:** President Foster called official meeting to order at 7:31 p.m. The current Board Members introduced themselves to the membership. President Foster requested that the Board move into Old Business so she could introduce the Board Members that will be serving this year.
- a. **Present Current Board Members:** Laurie Foster, Jagdip Singh, Bob Schussel, James Campagna, and Troy Killorn
  - b. **Absent Board Members:** None
  - c. **OMNI Community Management:** Jenn Crocker – Community Manager
  - d. **Committee Chairs and Guests:** Chuck Cochongco – Welcome Center Chair, Byrne Conley – HMD Chair and Marcelline Mahern – HARC Chair
- II. Open Forum:** There were 14 members present in the Brookside Room and 13 members present via Zoom for the Annual Meeting. One member asked the Board about how to report vehicles that are parked on the wrong side of the street. The same member also asked when the Walnut Trees within The Orchard will be pruned back. President Foster informed the member that she will follow up with the people responsible for trimming the Walnut trees. Another member asked who is responsible for emptying the trash bins in the Community. President Foster informed the member that HMD and the Golf Club are responsible for these items. She will put a list of the bins together and share that list with the appropriate groups.
- III. Approval of Minutes:** The Board reviewed the June 30, 2021, Annual Meeting Minutes and the May 18, 2022, Open Board Meeting Minutes. Director Singh motioned to approve of the minutes, which was seconded by Director Foster. The motion unanimously carried.
- IV. Committee Reports:** (will be covered in the presentation of the Annual Report)
- a. Hiddenbrooke Welcome Center – Chuck Cochongco
  - b. Hiddenbrooke Maintenance District (HMD) Committee – Byrne Conley
  - c. Hiddenbrooke Architectural Review Committee – Marcelline Mahern
  - d. Welcome Committee – Laurie Foster
  - e. Social Committee – Laurie Foster
- V. Old Business:**
- a. **2022 Election- Board Appointments-** President Foster informed the membership that Director James Campagna will remain on the Board to serve a two-year term and introduced Director Joseph Joslin as a new Board Member who will also serve a two-year term. The election was considered uncontested as only two Nomination Forms were received for the two open seats. The Board will discuss the Director positions at the July Open Meeting.
  - b. **Annual Report- (Power Point Presentation)-** President Foster created a Power Point Presentation for the membership in which she shared the accomplishments of the Board and Committee Members over the past year. Jenn Crocker, with OMNI Community Management, thanked each volunteer Board Member and Committee Members

individually for their hard work in the past year. The details of the Power Point can be reviewed on the Hiddenbrooke website and are included as an attachment to the Annual Meeting Minutes.

**VI. New Business:**

- a. **HARC Appointments-** HARC Chair, Marcelline Mahern, introduced the volunteers that would like to be appointed to serve on the HARC Committee in the upcoming year. President Foster made a motion to appointment the following members to the HARC Committee, which was seconded by Director Joslin. The motion was unanimously approved by the Board.
- Nadine Spingola-Hutton - Term #1, ending 8/31/23
  - Gilbert Solorio - Term #2, ending 8/31/24
  - Ken Bowers - Term #3, ending 8/31/24
- b. **Guest Speaker- Steve Meckfessel, McGrath Properties (Golf Club)-** Steve Meckfessel introduced himself to the membership as a representative for Terry McGrath, the owner of the Golf Course. Mr. Meckfessel provided his background to the present members and explained that he and Mr. McGrath are still learning about the Golf Course that they purchased. Previously, a request was sent out to the membership asking for owners to sign up for a Golf Club membership that would include access to the pool and gym. The members were asked to mail in a deposit to Mr. McGrath and if they received enough sign ups, they would move forward with the necessary repairs that are needed to open the pool and gym. Mr. Meckfessel informed the membership that only 41 signups were received for the membership, therefore, they are not able to make the necessary repairs to the pool and the gym. Everyone that sent a deposit for the potential membership fee will be refunded their money immediately. Mr. Meckfessel continued to take questions from the present members and stated that he would like to meet with some of the members onsite to discuss areas of concern around the Golf Course. Mr. Meckfessel also reminded everyone that they would like to consider themselves as “neighbors” to the Hiddenbrooke Community and are still brain storming idea for what they plan to do with the property they purchased.

**VII. Adjourn meeting at 8:58 p.m. - Next Open Board Meeting Date: July 13, 2022**

Ratified -

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

# **Hiddenbrooke Property Owners Assn.**

## **Annual Report**

**June 2022**

The Annual Meeting will be held June 15 at the Golf Club and on Zoom. Our guest will be Steve Meckfessel, representing the Golf Course owner, McGrath Properties.

**Elections** We had two Board positions open for election this year. We received only two nominations so the election was uncontested. As of June 15, Joseph Joslin joins the board and James Campagna continues on the board.

### **“Thank You” to Our Volunteers**

HPOA Board: Laurie Foster, President -- Jag Singh, Vice President – Robert Schussel, Treasurer – Troy Killorn, Secretary -- James Campagna, Member at Large.

HARC Committee: Marcelline Mahern, Chair and Members: Joseph Joslin, Ernest Stockinger, Chris Brittle.

HMD Committee: Byrne Conley, Chair – Ian Forsythe, Member

Welcome Center: Chuck Cochongo, Manager

Welcome Committee: Chris Anthony and Barbara Schwenk

Pet Waste Program: Denise Moore and Randy Foo

Social Committee: Jen Pollard and Renee Go

Tech Support: Birgit Rickert and Gilbert Solorio

Retired Volunteers: Patrick Issacs (HARC), Troy Killorn (HARC) Andre Crisp (Board), John Estes (Pet Waste Program), Kathy Wildermuth (HMD)

## **Hiddenbrooke Architectural Review Committee (HARC)**

Marcelline Mahern, Chair

The Committee reviews any changes to the exterior of a home or yard for consistency with the Hiddenbrooke CC&Rs and Design Guidelines. Owners submit applications. And pay a nominal fee. HARC will issue approval letters or request additional information. Solar installations and satellite dishes are subject to HARC review, but no application fee is required.

Summary of Committee's activity over the last year.

- Total Applications Reviewed: 130
- Number of projects approved: 125
- Denied or pending: 5
- Number of solar projects approved: 22
- New Custom Homes approved: 2

Types of projects reviewed: House paint, landscaping, tree removal/replacement, pools, walkways, patios, add/replace gazebo/trellis, window/door replacement

This year we had a request to subdivide a Custom Lot (based on new SB 9). The board got a legal opinion and the Board denied that request.

Total HARC applications increased over the prior year. As the community ages, HARC requests are increasing especially in the number of applications for house painting.

See the Hiddenbrooke website for CC&R's, suggested color palette for repainting homes, approved fence stains, etc.

## **Hiddenbrooke Maintenance District Advisory Committee**

Byrne Conley, Chair

HMD is a maintenance district of the City of Vallejo. HMD manages City property in Hiddenbrooke, including landscaping along the Parkway, the Welcome Center, and two park areas along Bennington. HMD also funds periodic road resurfacing, radar speed signs, sidewalk repairs.

HMD meets with the City to discuss projects, inspections, budget, etc. We conduct monthly inspection drives with a City inspector. We address complaints with the City as needed.

The HMD Budget this year was \$721K including the security guard contract, landscape maintenance contract, utilities, miscellaneous repairs, and overhead to the City. The budget has been running with an annual surplus.

Next year the budget will be at actual cost, no annual surplus. As a result, the HMD tax levy will decrease from \$695 to \$611 per home; \$84 decrease per home. HMD is well-funded with a \$3.6M surplus.

Some of the projects this year included:

- new landscape contractor, with greatly improved service
- Welcome Center being refurbished at \$90K cost
- New Flock camera at Welcome Center.
- Accelerated attention to HMD fire breaks, trees
- planning for major Parkway upgrade
- worked on improved water conservation

## **Hiddenbrooke Improvement District (HID)**

The HID fund was created in 1998 for roads, water, sewer, electric, cable services, and other improvements. The fund is financed by taxes paid to the City of Vallejo.

The HID tax levy varies by neighborhood because some developers paid all/part of the levy for the homes they built. Homeowners also have the option to pay down their share.

The HID fund has a surplus of \$3.6M. That surplus must be spent in Hiddenbrooke. This is above the \$2.35M put in a capital project fund for the Parkway in 21/22.

We have been lobbying since 2010 for relief from the levy. Since 2010 the City has reduced the levy every year (except for 2012) for total tax savings of \$3,850,000. For 2022-23 there will be a \$300K reduced tax and a \$300K early bond redemption. Currently bond payments run through 2034.

## **Roundabout project**

A 'Developer Fee Fund' of \$7.8 million, with interest accrued, was established in order to build a roundabout at the entrance to Hiddenbrooke.

- The fountain will not be affected.
- Plans are under submission to CalTRANS
- EIR was completed
- Funds not spent, if any, will go back to the general fund (or to the developer)

## **Security/Welcome Center - Chuck Cochongo, Manager**

We continue to contract with Allied Universal Security Services for our 24/7 security guard services.

In January we added a new Flock camera, license plate reader, on the exit lanes at the Welcome Center. We expect the City will add another Flock camera on the incoming lanes.

The City hired a contractor to make repairs to the interior of Welcome Center. The work will be done in June. During the repairs, guards are on duty 24/7 and available by phone.

After a recent traffic accident, we are looking into adding safety features at Songwood Road and the Parkway

All expenses for the Welcome Center and the guard service are covered by HMD funds.

### Important Telephone Numbers

#### **Emergencies of any kind**

911 (Police, Fire, EMS)

#### **Hiddenbrooke Security**

(707) 694-1530

#### **Trash related issues**

(707) 552-3110 – Recology

#### **Leaks, or other water related issues**

(707) 648-5235 - Water Department

#### **Animal related issues**

(707) 784-4733 - Solano County Sheriff's Office Animal Control

(707) 552-3110 - Recology for deceased Animals

#### **Abandoned Vehicles**

(707) 648-4682 - VPD Vehicle Abatement

[https://www.vallejopd.net/get\\_services/abandoned\\_vehicles](https://www.vallejopd.net/get_services/abandoned_vehicles) - Online reporting tool

#### **Quality of Life Issues (Streetlight, pothole, etc.)**

ClickFix (go to <https://seeclickfix.com/vallejo> and submit a “New Request”)

## **Communications**

The Hiddenbrooke website ([www.hiddenbrookeonline.org](http://www.hiddenbrookeonline.org)) is updated regularly to provide current information about meetings, events, and other HPOA activities. This includes Board Meeting agendas and minutes, HARC minutes, etc. The website also provides easy access to important documents, budgets, disclosures, forms, maps, etc.

We maintain email addresses for the Board and for HARC.

We send regular email bulletins about meetings, community activities, and information of general interest. The owners who have provided an email address to HPOA have the advantage of this very effective method of communication.

We use the Message Board at the entry for important notices

## **Social/Community**

The Welcome Committee delivered 78 welcome packets to new owners since June 2021. In-person contacts and deliveries were suspended during Covid but were resumed in early 2022.

The Social Committee hosted many fun activities this year. We had a Community Yard Sale in October and a Holiday Home Decorating Contest in December. We will host an Ice Cream Social at the HB Park June 18. We are working with the Golf Club for National Night Out activities to be held at the club on August 2. (no National Night Out activity in 2021 due to Covid)

The Board worked with the City Public Works Dept. to have all the street signs in Hiddenbrooke updated to new blue signs.



That project was completed in May.

### **Legal Counsel**

Our legal counsel is Andrea L. O'Toole, PC. In Lafayette, CA.

### **Financial**

The Board adopted the budget for 2022-23. Dues continue at \$85 per year. This year, we will send out frequent statements to remind owners about overdue assessments and fines.

The following is a Financial Summary as of May 31, 2022

- Operating Account: \$125,397
- YTD Net Income: \$41,341
- Delinquent Assessments: 131
- Total Accounts Receivable: \$117,734
- Accounts in Collection: 26
- Court Judgments Obtained: 3

### **CC&R Compliance Program**

Summary of actions taken:

- Number of OMNI Community Inspection Drives: 12
- Number of CC&R violation letters sent: 1,143
- Number of Hearing Notices sent: 358
- Number of Fines imposed after a Hearing: 238
- Number of violations corrected: 554