



Hiddenbrooke Property Owners Association, Inc.
Open Session Meeting Minutes
October 19th, 2022, at 7:30pm
Meeting held electronically via Zoom

- I. Call Meeting to Order:** The meeting was called to order at 7:31 pm.
- a. **Establish a quorum - Attendance/Introductions:**
 - i. **Present Board Members:** Laurie Foster, Robert Schussel, Joseph Joslin, and Troy Killorn
 - ii. **Absent Board Members:** James Campagna
 - iii. **RealManage Present:** Jessica Guerrero, Suzette Beck, Joe Guzman
 - iv. **Committee Chairs Present:** Marcelline Mahern (HARC Chair), and Chuck Cochongco (Welcome Center)
 - v. **Absent Committee Chairs:** Byrne Conley (HMD Chair)
 - b. **Announcements:**
 - i. RealManage is our new community management company effective October 1st, 2022.
 - ii. Reminder: Signs are not allowed in Hiddenbrooke. Only one real estate sign is allowed at the property for a house that is “for sale”. (CC&R’s Section 4.20)
 - iii. The board was asked to announce that the gates for The Village HOA will not be open this year for Halloween activities this year. This request was from a member of The Village Board.
- II. Meeting Minutes Approval:**
- a. The Board reviewed the Open Meeting Minutes from September 21st, 2022. Director Schussel made a motion to approve the Minutes. Motion was seconded and approved 4-0
- III. Committee & Guest Reports**
- a. **Welcome Center Report** – Chuck Cochongco reported that a car was stolen over the weekend, but has since been recovered. He also reported that an additional Flock camera is being installed near the Welcome Center
 - b. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** –Byrne Conley, Committee Chair was absent. The HMD report was given by Bob Schussel, Board Liaison for HMD. That report included: The Parkway Project (bids have been delayed; work may not start until next Spring), Improved Traffic Controls at the Welcome Center (Bob and Byrne met with the COV Traffic Engineer to request additional traffic controls at the Welcome Center), Flock update (Flock camera installed on outbound lanes last January and we expect another camera installed soon on the inbound lanes).

- c. **Hiddenbrooke Architectural Review Committee (HARC)** – Marcelline Mahern, HARC Committee Chair, shared that five projects were reviewed at the last HARC meeting. The next HARC meeting will be Nov 9th. Marcelline informed the Board that HARC will be looking into guidelines for storage of electric vehicle chargers. It is a violation if owners start projects without HARC approval. The board will try to get this warning to owners.
- d. **Welcome Committee-** Director Foster informed the members that there were 5 new owners in Aug., 6 in Sept. and 49 so far in 2022. The committee has been greeting new owners with an information packet and a bottle of wine. The committee hopes to be able to get a gift certificate to J&O's instead of the wine gift. That way new owners can select their own wine or can get another gift they may prefer. And this will help introduce new owners to J&O's.
- e. **Social Committee-** Director Foster reported that the Yard Sale on Oct 1 was a big success. The next activity for the Social Committee will be the Home Decorating Contest in December. There will be cash prizes for the best decorations, like last year. The judging date and other details about the contest will be given to the community in mid-November.

IV. Financials

- a. The Board reviewed and accepted the September 30, 2022, Financial Reports as given by the prior management company OMNI Community Management. Operating accounts had a total balance of \$152,824.46 as of September 30, 2022
Assessments Receivable totals \$74,572.57
Total YTD Net Income \$118,495.20
- b. Collections Summary
Current Number of Delinquent Accounts: 23
Current Delinquency Balance: \$74,572.57
The Grove Delinquencies: 83
Current Grove Delinquency Balance: \$62,225.00
Accounts Sent to Collections in October: None

V. Report from September 21st, 2022, Closed Executive Session

- a. Member Discipline: Prior Management Company OMNI Report
 - i. Hearings conducted: None
 - ii. New Fines Assessed: None
 - iii. Collection Actions: None

VI. New Business:

- a. **New Ridge Trail Project:** This project will be held on Highgate Road on Sat. Nov 5th. Volunteers from the Ridge Trail Group will build a switchback trail from Highgate Road to the top of the hill, to connect with the trail. The Ridge Trail group will provide a porta-potty and a van with tools for volunteers to use. A letter from the board will be mailed to the four homeowners on Highgate Road to give them advance notice of the plans for Nov 5.

VII. Old Business:

A. RealManage Transition Updates: Suzette Beck introduced herself and the team, Joe Guzman and Jessica Guerrero. They provided a brief update on transition activities. The first RealManage inspection will be done Oct 28. The Resident Portal is active now. The board is being trained to use the Board Portal. The transition will continue through November.

B. Statement Schedule: HPOA has asked RealManage to send statements this Fall for accounts with a balance due. Suzette Beck explained that, due to the transition delays, RealManage will not be able to send statements in October. She said RealManage will be able to send statements in November. After that statements will be sent in February. The next statement cycle will resume in June.

Open Forum:

This Open Forum was held at the end of the meeting agenda at the request of Director Foster. In prior meetings with Omni the Open Forum was done at the start of the meeting. At this meeting there were some different opinions voiced about where the Open Forum should be on the agenda. It was agreed that we will continue with Open Forum at the end of the meeting for another 2-3 meetings and then decide if we prefer it at the start or the end of the agenda.

During this Open Forum, there were other comments including:

- if the Village HOA is participating in the Holiday Light contest, please leave the gates open for the community to view the homes that are participating.
- someone commented a thank you to Laurie Foster for picking up litter at the parkway
- damaged fence on Parkway not repaired yet; board will contact Vallejo reps about this
- can we add labels for power poles on the Parkway to help describe where things happen

VIII. Adjourn Meeting: The meeting was adjourned at 8:25 p.m.








12 / 13 / 2022

Ratified by HPOA Board Member Date

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