



Hiddenbrooke Property Owners Association, Inc.
Open Session Meeting Minutes
September 21, 2022, at 7:30pm
Meeting held electronically via Zoom

- I. Call Meeting to Order:** The meeting was called to order at 7:33 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. **OMNI Community Management:** Jenn Crocker, Community Manager
 - iv. **Invited Committee Chairs:** Byrne Conley (HMD Chair), Marcelline Mahern (HARC Chair), and Chuck Cochongco (Welcome Center)
 - v. **Absent Committee Chairs:** Chuck Cochongco (Welcome Center Manager – excused)
 - b. **Announcements:**
 - i. Mark your calendars for the Community Yard Sale on October 1st 9-2
 - ii. Landscaping reminder- Quality landscaping is very important year-round to protect the appearance of the community and our property values.
 - iii. Please provide your email address to OMNI so that we can communicate with you in the easiest and least expensive manner.
 - iv. Reminder that the CC&R's (section 4.20) state that real estate signs can only be on the property for sale, not along the parkway, or community streets. There can only be one sign onsite
 - v. Special thank you and shout out to Denise Moore and Randy Foo for handling the Pet Waste Program. Many dog owners are making use of the doggy bags they keep stocked, thank you!
- II. Open Forum:** One Member that was present asked the Board about information posted on Nextdoor, an online neighborhood forum, regarding theft in the community. One of the HMD Committee Members stated that most of the information posted on Nextdoor isn't necessarily related to Hiddenbrooke and that Police are quick to come to the community for any emergency issues. The HMD Committee Member also reminded everyone that they are working on taking over the lease for the Flock cameras and will be able to track license plates coming in and out of the community. Another Member suggested emailing out the security guard phone number in case anyone needs their assistance in the future. (it was noted by a board member that the Welcome Center security phone number is provided on our website)
- III. Meeting Minutes Approval:**
- a. The Board reviewed the Open Meeting Minutes from August 17, 2022. Director Schussel made a motion to approve the Minutes. Director Joslin seconded the motion and it was unanimously approved by the Board.
- IV. Committee & Guest Reports**
- a. **Welcome Center Report** – Chuck Cochongco, Committee Chair, was not present for the meeting. Director Bob Schussel gave the report for the

Welcome Center and informed everyone that they held a meeting with Allied Security and they are installing new security features that will track the guard's activity. There is a new supervisor that recently took over the security guard team that the Committee hopes will bring more efficiency with the guards. There were reports that the previous security guards would often sleep on their breaks and not be available to the community members. Director Schussel took the time to thank Chuck Cochongco for all of his hard work and efforts as he does a lot of really helpful work for the Welcome Center Committee.

- b. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** –Byrne Conley, Committee Chair, reported that HMD has stayed involved in the Parkway Project and bids are due from the contractors by October 11th. The City Counsel may need to get involved in approving the costs of the irrigation laterals depending on what the costs end up being. The hope is that the project will start in January of 2023. There is a 60-day deadline to start work once a contractor has been selected. Byrne requested that the Board of Directors approve of the HMD Committee to take over the lease agreement for the Flock cameras as a second one will be installed soon. The annual cost for this can be charged back to the City and will grant the association more access to monitor people entering and leaving the community. The Board unanimously approved of HMD taking over the lease agreement for the cameras. Additionally, Byrne reported that pre-emergent spraying will take place along the trails to provide better access for workers. The City plans to assess all of the trees around the community and HMD will try to work with them on a wish list for items that need to be trimmed or removed. Lastly, Byrne discussed that HMD is working with the City about possibly adding 'bump strips' and/or more visible cross walks at the Welcome Center as many vehicles tend to speed and not slow down for pedestrians.
- c. **Hiddenbrooke Architectural Review Committee (HARC)** – Marcelline Mahern, HARC Committee Chair, shared that eight projects were reviewed at the last HARC meeting. Marcelline informed the Board that HARC would like to add language to the Design Review Guidelines regarding the custom lots so that it's clearer for people who are applying for approval. The recommendation is that any vacant lot would be considered a custom lot. HARC plans to include the street names on the clarification and will remind everyone that the HPOA Board has final approval for any subdivision requests on custom lots. Director Schussel made a motion to approve this language be added to the Guidelines for clarification purposes, Director Foster seconded the motion. The motion was unanimously approved by the Board.
- d. **Welcome Committee-** Director Foster informed the members that there were 48 Escrows in 2022 so far. There were no purchases in July, 5 in August and 5 so far in September. Committee members, Chris Anthony and Barbara Schwenk, are greeting new homeowners with a wine gift and a very helpful information packet after they have moved in.
- e. **Social Committee-** Director Foster reminded everyone about the upcoming

Community Yard Sale and mentioned that flyers will be distributed in Hiddenbrooke and in other nearby areas by the Social Committee soon.

V. Financials

- a. The Board reviewed and accepted the August 31, 2022, Interim Financial Reports as presented by OMNI Community Management.
 - i. Operating accounts had a total balance of \$174,966.45 as of August 31, 2022
 - ii. Assessments Receivable totals \$78,566.096
 - iii. Total YTD Net Income \$101,514.15
- b. Collections Summary
 - i. Current Number of Delinquent Accounts: 221
 - ii. Current Delinquency Balance: \$78,566.09
 - iii. The Grove Delinquencies: 83
 - iv. Current Grove Delinquency Balance: \$62,225.00
 - v. Accounts Sent to Collections in August: None

VI. Report from August 24, 2022, Closed Executive Session

- a. Member Discipline: OMNI Report
 - i. Hearings conducted: 11
 - ii. New Fines Assessed: 10
 - iii. Collection Actions: None

VII. New Business:

- a. **Management Company Announcement:** Director Foster informed the membership that the Board has selected Real Management as their new management company. Welcome Letters were mailed out this week from Texas. The letters will provide a phone number and email address to use when contacting the new company. The letters will also provide the link for the new company's portal. OMNI will manage the association until September 30th.
- b. **HARC Annual Contract for 2022/2023:** In the August Executive Session Board meeting the Board had discussed the annual HARC Admin contract for Marcelline Mahern. The Board approved the HARC Admin contract from August 31, 2022 -September 1, 2023, in the amount of \$708.00 each month. Secondly, the Board had voted to renew Marcelline as a member of the HARC Committee for two years, from September 1, 2022 - August 31, 2024.
- c. **Fine Schedule Discussion:** The Board reviewed information regarding the current fine schedule. That schedule has been used for many years, with some fairly recent changes to increase fines for ADU's and short-term rentals. The board plans to increase all fines in the near future in order to take a stronger approach to violations. There was also a discussion of the practice of sending two warning letters before calling an owner to a hearing for a regular violation. Director Schussel made a motion to only send one Courtesy Notice (warning letter) before calling an owner to a hearing. This change applies to all regular violations (HARC and non HARC violations). Director Joslin seconded the motion; it was unanimously approved by the Board.

VIII. Adjourn Meeting: The meeting was adjourned at 8:27 p.m.

Shroy K. Mason

12 / 12 / 2022

Ratified by HPOA Board Member Date

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