



**Hiddenbrooke Property Owners Association, Inc.**  
**Open Session Meeting Minutes**  
**November 16<sup>th</sup>, 2022, at 7:30pm**  
Meeting held electronically via Zoom

- 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:** Laurie Foster, Robert Schussel, Joseph Joslin, James Cmpagna, and Troy Killorn
    - ii. **Absent Board Members:** None
    - iii. **RealManage Present:** Jessica Guerrero
    - iv. **Committee Chairs Present:** Marcelline Mahern (HARC Chair), Chuck Cochongco (Welcome Center), and Byrne Conley (HMD Chair)
    - v. **Absent Committee Chairs:** None
  - b. **Announcements:**
    - i. HARC Announcement- Reminder - don't do projects without HARC approval. HARC approval is needed for changes, improvements or enhancements to your house, fencing or yard. The Guidelines, CC&R's & HARC applications are on hiddenbrookeonline.org.
    - 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 4.2)
    - iii. Please provide your email address to RealManage so that we can communicate with you in the easiest and least expensive manner.
    - iv. Holiday Home Decorating Contest- Judging will be Dec 17 from 5:30 to 9. There are sign-ups for this contest. A flyer with a link to sign up is on our website.
    - v. The Golf Course will be doing another Community Dinner on December 1<sup>st</sup>. Flyer to come.
- II. Meeting Minutes Approval:**
- a. The Board reviewed the Open Meeting Minutes from October 19<sup>th</sup>, 2022. Director Schussel made a motion to approve the Minutes. Motion was seconded and approved 5-0
- III. Committee & Guest Reports**
- a. **Welcome Center Report** – Chuck Cochongco reported a park n ride business, and Byrne will report this to Vallejo PD.
  - b. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** –Byrne Conley, Committee Chair gave the HMD report.
    - Parkway Project Update - to City Council 12/20
    - Fence Repair - South Hill Ct - HMD will handle
    - Trees Work Contract signed by City - will start work now

- Working with Traffic Engineer re: slowing traffic near Welcome Center
- Will work with Golf Club re: areas being neglected near Parkway

- c. **Hiddenbrooke Architectural Review Committee (HARC)** – Marcelline Mahern, HARC Committee Chair, shared that eight projects were reviewed at the last HARC meeting. The next HARC meeting will be January 11<sup>th</sup>, 2023. Marcelline informed the Board that HARC Approved 2 solar installs, 2 revised landscapes, guideline modifications will be sent to the Board for approval.
- d. **Welcome Committee-** Director Foster informed the members that there was only 1 new owners in October, and the committee will go and welcome them.
- e. **Social Committee-** Director Foster reported that she spoke with the Village in possible hopes of having their gates open for the Holiday Contest. 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**

The Board did not review the October financial report, as it has not been completed by RealManage. Jessica stated that accounting will automatically send the financial report to the Board monthly. Below is the September numbers. Operating account had a total of \$152,824.46 as of September 30, 2022  
 Assessments Receivable totals \$74,572.57  
 Total YTD Net Income \$118,495.20

- a. 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 October 26<sup>th</sup>, 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. Board Meeting Schedule 2023: President Foster made a motion to approve the number of Board Meetings will change in the new year for open Board Meetings, and they will go from 11 Meetings a year to 7 Meetings a year in the odd number months, on the third Wednesday of those months. The Executive Meetings will remain the same of 11 Meetings a year on the fourth Wednesday of each Month (Excluding no meeting in December).  
 Motion was seconded and approved 5-0

- b. Update to HARC Guidelines: Marcelline presented the Board with two requested HARC Guideline changes for Approval.

-Chapter 5 L - 20. Antenna/Satellite Dish/Solar Panels/Electric Car Chargers.

“Electric Car Chargers are allowed in Hiddenbrooke. If possible, the charger should be located out of sight in the garage and will not be subject to HARC review. Any chargers located outside are to be installed in an enclosure either attached to the house or a free standing fixture. A diagram indicating the design and location of the enclosure must be included with a HARC Application. Review will be conducted by the Chair and no fee is required.”

Motion was seconded and approved 5-0

-A-9a. Accessory Structures

Marcelline to send verbiage for minutes.

Motion was seconded and approved 5-0

## **VII. Old Business:**

A. RealManage Transition Updates: Jessica Guerrero provided a brief update on the status of transition activities. The call volume has been moderate, there is very few homeowners set up on ACH for the Annual Assessments, and the documents are still being uploaded gradually into the portal. Jessica will attend the next violation inspection on December 15<sup>th</sup>.

B. Statement Schedule: HPOA has asked RealManage to send statements this Fall for accounts with a balance due, and Jessica confirmed that the Fall statements were sent on November 5<sup>th</sup> to all past due homeowners. RealManage will then send statements in February, and then the next cycle will resume in June of 2023.

## **VIII. Open Forum:**

This Open Forum was held.

During this Open Forum, there were other comments including:

- The shared ride business that was reported includes homeowners using the ride share who live within the community.
- Trash bins are not being emptied near the guard shack, and there seems to be a lot of trash.

## **IX. Adjourn Meeting:** The meeting was adjourned at 8:36 p.m.

*Shay Kellam*

03 / 03 / 2023

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Ratified by HPOA Board Member    Date