



**Hiddenbrooke Property Owners Association, Inc.**  
**Open Session Meeting Minutes**  
**March 15<sup>th</sup>, 2023, at 7:30pm**  
Meeting held electronically via Zoom

- I. Call Meeting to Order:** The meeting was called to order at 7:34 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 Cmpagna
    - iii. **RealManage Present:** Jessica Guerrero
    - iv. **Committee Chairs Present:** Marcelline Mahern (HARC Chair), Chuck Cochongco (Welcome Center), Byrne Conley (HMD Chair)
    - v. **Absent Committee Chairs:**None
  - b. **Announcements:**
    - i. We will have an Easter Event at the park on April 9. Mark your calendar!
    - ii. The Hiddenbrooke Parkway project started Jan 30. The anticipated completion date is June 1. Full project details are on our website.
    - iii. HARC - 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](http://hiddenbrookeonline.org).
    - iv. Please provide your email address to RealManage so that we can communicate with you in the easiest and least expensive manner.
- II. Meeting Minutes Approval:**
- a. The Board reviewed the 1/18/23 minutes. The Board made a motion to approve the January 18<sup>th</sup>, 2023 Open Board meeting minutes as presented by RealManage. Moved, seconded, carried.
- III. Committee & Guest Reports**
- a. **Welcome Center Report** – report by Laurie Foster  
We have had 9 new escrows in 2023. The committee greets new owners with a wine gift and a folder of helpful community information.
  - b. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** –Robert Schussel , gave the HMD report including:report by Byrne Conley  
Byrne gave an update on the Parkway Project. It started Jan 30th and will be done in June. Byrne also discussed the HMD budget for next year that will include an increase to the security contract with Allied Universal.
  - c. **Hiddenbrooke Architectural Review Committee (HARC)** – report by Marcelline Mahern. HARC met on March 8. They approved 5 applications including a custom home with an ADU. The HARC Chair also approved 3 minor projects and one solar application. HARC denied one application. The next HARC meeting will be April 12.

- d. **Welcome Committee-** report by Chuck  
Chuck reported an incident where Allied came to the rescue of a confused resident. Connie, our night guard found a confused resident who was unsure how to get home. Connie helped her get home and contacted family to assist her. In addition, Chuck reported that the Board is working closely with Allied Universal to improve our security. This includes a proposed increase to the Allied contract.
- e. **Social Committee-** report by Laurie Foster  
The committee is planning an event at Hiddenbrooke Park on 4/9, 2 to 4. There will be music, games, a Taco Truck, and egg hunts for 3 different age groups. The first 50 people who signed up received free refreshments. As of now we have about 75 who have signed up. Please email the Board if you can volunteer to help on 4/9.
- f. **Food Bank-** Food Bank Program -- report by Laurie Foster  
We launched a new Food Bank Program in February. We donated over a ton of food to the Solano County Food Bank. We will continue the program on the second Saturday of even months. The next donation day is on April 11. A big 'Thank You' to Nancy Foo and her volunteers. Contact Nancy Foo to sign up to participate.

#### **IV. Financials**

- A. The Board reviewed the December 2022 and January 2023 Financial Reports. A Motion was made to approve the December 2022 and January 2023 Financial reports as presented by RealManage. Motion was seconded and approved 4-0

Operating account had a total of \$ 167,971.00 as of January 31<sup>st</sup>, 2023  
Assessments Receivable totals \$103,785.00  
Total YTD Net Income \$121,981.00

- a. Collections Summary  
Current Number of Delinquent Accounts: 18 in collections  
Current Delinquency Balance: \$118,829.10  
The Grove Delinquencies: 83  
Current Grove Delinquency Balance: \$64,091.75  
Accounts Sent to Collections in January: 2

#### **V. Report from February 22<sup>nd</sup>, 2023 Closed Executive Session**

- a. Member Discipline: RealManage Report
  - i. Violations: 80
  - ii. Hearings Conducted: 1
  - iii. New Fines Assessed: 1
  - iv. Collection Actions: None

#### **VI. New Business:**

- a. **2023-2024 Budget:** RealManage provided a timeline of their budget process, and is preparing a draft budget for the board to review next week.

- b. **Sub-Division Request:** 2238 Bennington Drive is requesting to subdivide his home. The lot is steep and fire access is a concern. A motion was made to deny the sub-division request due to the fire access problems. Motion was seconded and approved 4-0. Laurie will work on a letter to the owner.
- c. **Allied- Request For Notice Change:** Allied's Request for Notice has the previous management company, Omni on it. The filing to correct this comes with a cost, but Allied is reducing this cost to \$200. The Board made a motion to approve the cost to file the Request for Notice by Allied. Motion was seconded and approved 4-0.
- d. **Mid Term Contract Change for Allied Security:** The last time the contract was increased was in 2021 by 2%. The Board made a motion to increase the total cost of the contract 271.08, effective July 1<sup>st</sup>, 2023. The increase will pay the daytime security employees \$18 an hour, and night shift employees \$19 an hour. Motion was seconded and approved 4-0.

**VII. Old Business:**

A. RealManage Updates: Jessica Guerrero provided a brief update on the status of transition activities. There has been a handful of inaccurate information that was imputed in the Resident/Board Portal, and RealManage is making the corrections.

**VIII. Open Forum:**

The Open Forum was held.

**IX. Adjourn Meeting:** The meeting was adjourned at 8:39 p.m.

*Robert Schussel PhD.*      10 / 18 / 2023

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Ratified by HPOA Board Member      Date