



Hiddenbrooke Property Owners Association, Inc.
Open Session Meeting Minutes
May 17th, 2023, at 7:00pm
Meeting held electronically via Zoom

- I. Call Meeting to Order:** The meeting was called to order at 7:03 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. Hiddenbrooke Board Meetings will now start at 7pm (except the Annual Meeting)
- 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.
- iv. Please provide your email address to RealManage so that we can communicate with you in the easiest and least expensive manner.
- v. There are 4 sub HOA's in Hiddenbrooke - The Village, Reflections, Fairway Villas and The Summit. If you are in a sub HOA you are also in HPOA with annual dues. .
- vi. Please keep your fences in good repair and keep them stained, Please see the "Fence Stain Guidelines" on the HARC page on hiddenbrookeonline.org
- vii. HPOA correspondence is mailed from our manager, RealManage, in Dallas Texas. Please read all correspondence from HPOA that comes to you in your mail.

II. Meeting Minutes Approval:

- a. The Board reviewed the 3/15/23 minutes. The Board made a motion to approve the March 15th, 2023 Open Board meeting minutes as presented by RealManage. Motion was seconded and approved 4-0

III. Committee & Guest Reports

- a) **Welcome Center** - report by Chuck
There was a theft incident where Flock cameras helped to quickly locate the vehicle involved. Chuck is working closely with Allied Universal to improve our security,

including regular reports sent to Chuck. The Allied contract will increase in July.

b) **HMD** -- report by Byrne Conley

The Parkway Project started Jan 30th and will be done in June. Heavy rains only caused a few days delay. Please drive slowly & keep workers safe. Byrne is working with the City on requested street safety improvements. The HMD fund has a surplus; Byrne is requesting a tax decrease. There was a suggestion to add a 'No Parking' sign and a chain barrier at the concrete section by the entry to the Parkway. It appears that a resident uses that area to park overnight while she carools to work.

c) **HARC** -- report by Marcelline Mahern

HARC met on May 3 with a very light agenda. A few projects were approved or additional information requested. There have been some xeriscape projects that didn't turn out as expected and have to be redone. Sub HOA's need to approve projects before the application is sent to HARC. HARC is considering how it will be best to handle solar applications from sub HOA's in future. The next HARC meeting will be June 14. Troy Killorn will chair that meeting in Marcelline's absence.

d) **Welcome Committee** -- report by Laurie Foster

We have an average of 3 new escrows a month over the last year. The committee greets new owners with a wine gift and a folder of helpful community information.

e) **Social Committee** -- report by Laurie Foster

The Easter event planned at the Park was cancelled due to flooding in the Park. We handed out Easter treats at the Welcome Center. We hope to have 2-3 events at the Park this summer. This will include a Food Truck event and an Ice Cream Party. We had a new volunteers for the committee today & welcome volunteers.

f) **Food Bank Program** -- (report by Laurie Foster)

This program started in February with a ton of food donated to the Solano County Food Bank. The program continues on the second Saturday of even months. The next donation day is June 10. Thank You to Nancy Foo & her team of volunteers.

IV. Financials

A. The Board reviewed the March and April 2023 Financial Reports.

A Motion was made to approve the March and April 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 March 31st, 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 March: 3

V. **Report from April 26th, 2023 Closed Executive Session**

- a. Member Discipline: RealManage Report
 - i. Violations:
 - ii. Hearings Called: 7
 - iii. Hearing Conducted: 1
 - iv. New Fines Assessed: 0
 - v. Collection Actions: 3

VI. **New Business:**

- a. Annual Meeting Plans- Gill will help the Board with creating an Annual Meeting Report. The Meeting will start at 7:30pm, and the room will have a large screen that drops down. Laurie stated she would be interested in inviting the city council member Rosana to be a guest speaker, and the rest of the Board agreed that that would be a great speaker. Laurie will get started on those invitations.

VII. **Old Business:**

- a) 2023-2024 Annual Budget Approval- The Board reviewed the Budget that was presented by RealManage, and after reviewing all the cost increases, they have agreed on a \$90.50 Annual Assessment rate. Motion was made to approve the 2023-2024 Budget. Motion was seconded and approved 4-0
- b) Board Election- Laurie will meet with Management to go over the details on the volunteers and their availability for counting the ballots at the meeting. The Board made a motion to have all the ballots opened at the Annual Meeting. Motion was seconded and approved 4-0

VIII. **Open Forum:**

The Open Forum was held.
June 1st, from 5-7pm a candidates meet and greet for the Annual Meeting
Election will be held at the pub patio. Ed Thomas is hosting this, and it is not an official Board event.

IX. **Adjourn Meeting:** The meeting was adjourned at 8:08 p.m.

Robert Schussel PhD. 10 / 18 / 2023

Ratified by HPOA Board Member Date