



Hiddenbrooke Property Owners Association, Inc.
Open Session Board Meeting Minutes
January 24th, 2024 at 7:00 pm
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. **Board Members Present:** Laurie Foster, Robert Schussel, Joseph Joslin, Troy Killorn, and Marco Moroyoqui
 - ii. **RealManage Staff Present:** Jessica Guerrero
 - iii. **Committee Chairs Present:** Marcelline Mahern (HARC Chair), Byrne Conley (HMD Chair), Jennifer Pollard (Social Chair)
 - iv. **Committee Chairs Absent:**
 - b. **Announcements:**
 - i. HPOA correspondence is mailed from our manager, RealManage, in Dallas Texas
 - 1. Please read all correspondence from HPOA that comes to you in your mail.
 - 2. For most issues, please contact RealManage at HIDDENBR@CiraMail.com rather than using the HPOABOARD@protonmail.com. The protonmail.com email site is only monitored 2 to 3 times a week and should NOT be used for questions about violations and fines.
 - ii. 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.
 - iii. Please provide your email address to RealManage so that we can communicate with you in the easiest and least expensive manner.
 - iv. 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.
 - v. Please keep your fences in good repair and keep them stained. Please see the "Fence Stain Guidelines" on the HARC page on hiddenbrookeonline.org.

II. Meeting Minutes Approval:

The Board reviewed the November 29th, 2023, Open Board Minutes. The Board made a motion to approve the Minutes as presented by RealManage, with the change of adding the specifics of the meeting date and inspection dates changes that were voted on. Motion was seconded and approved 3-0-2 abstained as they were not Board members in November.

Laurie stated she never saw any cost information that was presented to the Board for the Winter Wonderland.

III. Committee & Guest Reports

- a. **Hiddenbrooke Maintenance District (HMD) Advisory Committee** -- report by Chuck Cochongco. There has been several incidents of mail theft incidents. The vehicle has been spotted stealing mail in other areas of Vallejo. VPD stated it is not in their jurisdiction as it falls under USPS. There is a new guard on duty, and he has been very helpful so far.
- b. **Hiddenbrooke Architectural Review Committee** -- report by Marcelline Mahern. The HARC Committee met on January 10th, 2024. HARC reviewed 5 projects, approved 4, and denied 1. The Committee has been working on a new set of rules for HARC. The February HARC meeting is moved to the 15th.
- c. **Social Committee** – report by Jennifer Pollard
The Social Committee thanked the Board and HARC for coming out and supporting the Winter Wonderland event. There was 150 attendees. The photos were shared with the community on the HPOA website. The Committee will meet on April 1st. There are two new volunteers.

IV. Financials

- a. The Board reviewed the December 2023 Financial Report, as presented by RealManage. The Board is awaiting further information from Suzette Beck regarding RealManage invoice reimbursements as soon as possible.

V. Report from November 15th, 2023 Closed Executive Session

- a. Member Discipline:
 - i. Hearing Conducted: 9 (only 4 attended)
 - ii. New Fines Assessed: 6
- b. Collection Actions: 2
- c. Collection Summary: Laurie reviewed the current accounts to date that have been referred to Allied Trustee for collections. 11 accounts were sent in October, 7 in November, and 2 in January.

VI. New Business:

- a. HPOA Endorsement/ Support of Outside Groups: The Board discussed the potential liability of endorsing and supporting of outside groups. The Board made a motion to have the Board President make an announcement in "President Tips" and put the announcement under Vallejo Events on the Hiddenbrooke website only. Seconded, carried, approved 5-0
- b. Developing Directory of Local Bussinesses, Specifically Those of Hiddenbrooke Residents. The Board made a motion to not continue with this directory, as it is opening the HOA up to possible liability. Seconded, carried, and approved 5-0
- c. Increasing number of email addresses submitted to RealManage. Bob presented his ideas for collecting email addresses from homeowners who do not have one on file currently.
- d. Code of Conduct & Ethics- Board & Committees: Tabled until attorney responds with documents.

VII. Old Bussiness:

a . Roundabout Updates:

Chris Brittle spoke about the round about project, which has a \$8.8 million dollar HMD budget for two roundabouts. The Board would like the city to discuss this matter with Hiddenbrooke for February 28th, prior to any decisions made. The meeting should be via zoom for better attendance. Chris will speak to the project manager to schedule this meeting and confirmation on the Caltrans sign off. The funds would go back to the city if not used for this project, rather than being returned to HMD. The Board and Homeowners want to see the overlay of what the roundabout will look like, as it is hard for people to visualize what it will look like.

VIII. Open Forum:

The Open Forum was held. Topics included:

- a. A home on Avacent lane has a broken window. Management is to follow up on violation.

IX. Adjourn Meeting: The meeting was adjourned at 8:59 p.m.

Ratified by HPOA Board Secretary Date