



**Hiddenbrooke Property Owners Association  
Open Session Board Meeting Minutes  
Wednesday, March 27<sup>th</sup>, 2024 at 7:00pm  
Meeting held by Zoom**

**Call Meeting to Order – President** The meeting was called to order at 7:02pm

**Verification of Meeting Notice/Agenda:** A motion was made, second and approved to add “President Providing Information” under new business.

**Establish a quorum - Attendance/Introductions:**

**2024 Board Members:** Robert Schussel, Joseph Joslin, Laurie Foster, Troy Killorn, Marco Moroyoqui

**Service Providers:** Michelle Randolph – RealManage

**Invited Committee Chairs:** Marcelline Mahern (HARC Chair), Byrne Conley (HMD Chair), and Chuck Cochongco (Welcome Center)

**Announcements:**

HPOA correspondence is mailed from our manager, RealManage, in Dallas Texas Please read all correspondence from HPOA that comes to you in your mail .

**For most issues, please contact RealManage at [HIDDENBR@CiraMail.com](mailto:HIDDENBR@CiraMail.com) rather than using the [HPOABOARD@protonmail.com](mailto: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.**

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).

Please provide your email address to RealManage so that we can communicate with you in the easiest and least expensive manner.

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.

Please keep your fences in good repair and keep them stained, Please see the "Fence Stain Guidelines" on the HARC page on [hiddenbrookeonline.org](http://hiddenbrookeonline.org)

Your HPOA is seeking community volunteers for the Social Committee. Jennifer Pollard, Renee Go, and Pati Iovani have recently resigned, and the Board of Directors would like to thank them for their hard work and service to our community.

The Board is looking for creative people with initiative and a desire to help plan and organize events, are great communicators able to appeal to the full diversity and inclusivity of the community and believe in creating positive experiences for all our members. If interested, the Board would like to hear from you. Email us at [hpoaboard@protonmail.com](mailto:hpoaboard@protonmail.com).

**Focus Topic:**

Focus Topic--Experts input about the proposed Roundabout: Fred Warren (former project manager for large industrial projects) and Byrne Conley (lawyer) will discuss question that need to be addressed and next steps.

**Meeting Minutes Approval:**

Review & Approve the January 24<sup>th</sup>, 2023 Open Board Minute: It was motioned, second and approved with 5-0 vote

## **Committee Reports**

Hiddenbrooke Welcome Center – Chuck Cochongco- Nothing reported at this time

Hiddenbrooke Maintenance District (HMD) Committee – Byrne Conley- An update was provided to include:

- 4/9 has a call with the engineer
- speed bumps
- Welcome Center new landscape
- Next year replanting along 18<sup>th</sup> hole
- Striping Park/Bennington
- Possible dog park

Hiddenbrooke Architectural Review Committee – Marcelline Mahern- An update was provided as follows:

- February Meeting 3 approved applications
  - Discussed fence stains-no new stains
  - Custom Home was approved last year-under construction
  - 2238 Bennington-Ct said okay to bill
  - still researching to store files
- March Meeting 6 applications 5 were approved 1 needs additional information
  - pool
  - re-paint
  - front yard rehab
  - gate

It was also reported:

- there are 8 items solar items, windows, paint trim same color. Kelly Moore out of business and they provided the paint samples. Met with Sherwin Williams for color schemes.
- a room is available at golf club as needed.
- in the notices from RM the language needs to be cleaned up. The directions are not very clear.

Director Foster is working with RealManage

- 4/10 next meeting: \$500 if you incorrectly chop your trees

Welcome Committee – Joseph Joslin: Director Schussel reported 3 members have resigned. Board is looking for people to join the Committee.

- National Night out is August 6<sup>th</sup>
- Annual Garage Sale in October
- Events may be canceled if no Committee

## **Financials**

Review and accept February 2024 Financials: It was mentioned there was a reimbursement from the City of Vallejo. YTD balance is 0.

Treasurers Report: An update was provided as follows:

- 37 accounts in collections
- 20 accounts owe over \$100
- 110 accounts owes \$96-\$2400 to the association. Board to ensure late fees and interest are being assessed to the accounts.

Collection & Delinquency Summary

## **Disclosure from March 20<sup>th</sup> , 2024, Closed Executive Session**

Member Discipline:

Hearings Called: 10

Hearings Attended: 2

New Fines Assessed: 10

Collection Actions:0

## **New Business:**

Annual Meeting Details: There are 2 positions up this year. The meeting will be held June 26<sup>th</sup> at the golf club

Code of Conduct & Ethics- Board voted in executive session legal will create document of Board Fiduciary Responsibilities.

Board President communication to membership: President Schussel asked the Board their opinion regarding the President's Tips:

- Concerns of this not being standard practice; should not be providing advice
- discussion to be held in executive session
- not unusual for tips to be provided

### **Old Business**

Reminder of Fine Schedule  
Roundabout Updates

### **President's Tips**

#### **a . Reseeding Bare spots**

Fall and Spring are the best times to try to reseed bare spots in your lawn. Below are the steps you should follow.

#### **Prepare the planting area**

- 1) Aerate the soil by using a rake. For larger areas machines are available to break up the soil.
- 2) Buy cool weather grass seed. Do some research as maintenance and watering requirements vary.

Be aware that some varieties of grass such as Bermuda grass are considered invasive.

#### **Pre-germinate grass seed**

1. Soak your seed in a burlap bag or cheese cloth for 24 hours in water.
2. Spread the seed out on a clean, dry surface after draining it.
3. Leave the seed to dry for 48 hours in a warm area around 60° to 65°F.
4. When little white sprouts begin to emerge from the seed coat, the grass seed is ready to be planted.

#### **Spread the Grass Seed**

Place the seeds in a spreader or scatter them by hand. Once the grass seed has been distributed, lightly rake the soil with topsoil to cover the seeds and then spray the area with water. A new lawn should be watered every day until the seedlings are about 1 inch tall. Then, you can water every other day for another three weeks to help the grass become established.

#### **b. A Vallejo Institution**

Liled's Candy Kitchen, located at 1318 Tennessee Street in Vallejo has been making its candy on site since

1938. Sugarless confections are also available. Yes there is a difference between freshly made candy and the one that sits for months in a warehouse. It's well worth the trip.

### **I.**

**Open Forum** – *Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of HPOA may speak now. Each speaker should state his/her name and address for the record and is limited to three (3) minutes. Secretary will track time. **Please use the raise your hand feature under the Reactions menu to be called on or send a direct message to Jessica to ensure you are called on.***

**Adjourn** The meeting adjourned at 8:27pm