

**Hiddenbrook Homeowners Association
Board Of Directors Meeting
November 15, 2022
Location - Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

Attendance:

Clive Bayliss
Eric Cangemi
Matt King

Shannon Cook, Sequoia Management Company
Chelsea Miller, Sequoia Management Company

Absent:

Kristin Leveto
Chris Gray

Call to order:

Clive Bayliss called the meeting to order at 7:02PM.

Approval of Agenda:

Clive Bayliss motioned to accept the agenda as written. Eric Cangemi seconded. All were in favor. Motion passed.

Approval Of Minutes:

The Board reviewed the October 10,2022 meeting minutes.

Clive Bayliss motioned to approve the October 10,2022 meeting minutes. Eric Cangemi seconded. Motion passed.

Resident Forum:

One resident was present to discuss the 2023 budget and potential increase of dues.

One resident was present to discuss the meeting minute contract and inquired about the amendments to the clubhouse rental agreement.

Clive Bayliss closed resident forum at 7:09p.m.

Executive Session:

Clive Bayliss motioned to enter executive session at 7:14pm for present homeowners to discuss their executive items in front of the Board individually. Eric Cangemi seconded. All were in favor. Motion passed.

Clive Bayliss motioned to reconvene in open session at 7:48p.m.. Eric Cangemi seconded. All were in favor. Motion passed.

Committee Reports:

Activities Committee:

Eric Cangemi reviewed the meeting minutes from the most recent meeting.

The Board reviewed a proposal for a winter celebration. Tabled for email vote.

Management advised they are awaiting response from legal to confirm if a permit is required for rentals.

(M)Management to also get clarification from Legal on if a permit is needed if entry to an event is charged and alcohol is not being sold.

Clubhouse Committee:

No updates at this time.

(M/B) Eric Cangemi and Matt King will work with management after the holidays to get a scope of work for clubhouse repairs that are needed.

Pool/Swim Team Committee:

Bob Yost was present to inquire if the Board would be interested in donating to the swim team.

Matt King advised he is awaiting responses from vendors on the pool deck expansion.

(M) Management advised they will be reaching out to Marcel regarding pool furniture.

The Board reviewed NV's proposal for the season close out.

Eric Cangemi motioned to approve the NV Proposal for all items but the pool cleaner. Clive Bayliss seconded. All were in favor. Motion passed.

Architectural Committee:

Kimberly Hartsoe reviewed the meeting minutes and advised that all members of the ARC Committee will be resigning effectively November 15,2022.

Clive Bayliss advised that he is working on the finalizing the amendments to the ARC Guidelines.

Clive Bayliss inquired about adding a color palette to the ARC Guidelines. Added to December meeting agenda for discussion.

Tennis Committee:

(B) Matt King advised that he is going to try to fix the lockbox of pickleball equipment.

The Board reviewed and discussed the vendor feedback regarding power washing and cracks in the tennis court. Tabled until Spring.

(M)Management will update the scope of work to include fixing the cracks and obtain updated proposals in Spring 2023.

Communications Committee:

(B)Matt King will get with Kristin Leveto to get information regarding the Mainstream and take over as Board Liaison for the committee.

The Board reviewed a homeowner request for a hard copy directory to be sent out. No action.

(M)Management will follow up with the owner to advise them to sign up for the Sequoia Cinc WebAxis portal as well as adding a reminder in the annual meeting mailing for all owners.

The Board discussed the resolutions not being on the website.

Clive Bayliss motioned to add the resolutions to the website. Eric Cangemi seconded. All were in favor. Motion passed.

(M)Management to add the resolutions to the website.

Old Business:

The Board reviewed the 2023 draft budget line by line.

Matt King motioned to approve the 2023 budget with a \$23 increase for HOA and \$32 increase for Swim and Tennis assessments. Eric Cangemi seconded. All were in favor. Motion passed.

(M)Management will send the Board a draft budget mailing for review before distribution.

The Board discussed the clubhouse ceiling options. Tabled.

Management advised that the insurance agent will be present to join the February 2023 meeting.

The Board discussed the project and reserve planning spreadsheet. Tabled.

Management advised that they are working on the Board access portal and ARC uploads.

The Board reviewed the response from the snow vendor advising that the hourly rate will not impact pricing and that the sidewalk leading to the clubhouse is the only sidewalk shoveled.

Clive Bayliss motioned to approve the snow contract based upon the vendor response. Matt King seconded. All were in favor. Motion passed.

The Board reviewed vendor response regarding the large pet waste station with a small post. The Board voted to move forward with replacing the post with a larger one and adding a bag dispenser to the back.

New Business:

The Board reviewed the October financials.

The Board discussed the outstanding Declaration amendments on the website. Tabeld to be revisited in 2023.

(M)Management will remove the Declaration amendment voting from the website.

The Board reviewed the operational calendar.

Clive Bayliss motioned to appoint himself, Eric Cangemi, and Matt King to stand in as the ARC Committee until active. Matt King seconded. All were in favor. Motion passed

Executive Session:

Clive Bayliss motioned to go into executive session to discuss appeals, violations, aging reports, etc. at 9:58pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 10:53pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to accept all decisions as listed below:

HBH812727- Violation Appeal - Denied. Homeowner must relocate trash hide and/or submit for approval.

HBH11507- Violation Appeal - Confirm if the home was purchased as is or if the expansion was installed after purchased. Revisit at December meeting.

HBH11521- Violation Appeal - Approved due to lot configuration with the stipulation that a landscaping screen or trash hide is installed after obtaining approval from ARC Committee.

HBH1712701 - Appeal - Approved

HBH512713 - ARC Appeal - Denied. Reapply after ARC Amendments.

HBH312802 - Violation Follow Up - Must encase chimney or remove paint

HBH812827 - ARC Appeal - Denied. Must submit requested information to ARC.

HBH612863 - ARC Appeal - Denied. Given extension through May 2023 to remove and submit new application.

HBH2112869- Violation Appeal - Extension until April 15,2023

Matt King seconded. All were in favor. Motion passed.

Adjournment:

Clive Bayliss made a motion to adjourn the meeting at 10:58pm. Matt King seconded. All were in favor. Motion passed.

ACTION ITEMS	Date Assigned	Assigned To	Status
Gain clarification from Legal regarding if a permit is required if entry to an event is charged but alcohol is not being sold.	November 15,2022	Management	DONE
Put together a scope of work for the clubhouse repairs	November 15,2022	Management and Board (Matt, Eric)	Pending Date TBD
Reach out to Marcel for feedback on furniture	November 15,2022	Management	Emailed 2x
Attempt to fix the pickleball lockbox	November 15,2022	Board (Matt)	OPEN
Update scope of work for tennis court to include both fixing the cracks and power washing and get updated proposals. – Spring 2023	November 15,2022	Management	Pending w/Spring Project Bids
Add all approved Resolutions to the website	November 15,2022	Management	DONE
Send Board draft budget mailing prior to distribution	November 15,2022	Management	DONE
Remove Declaration Amendment voting from website	November 15,2022	Management	DONE
Update ARC Guidelines	November 15,2022	Board (Clive)	OPEN
Capture a color palette from a representative sample of homes.	November 15,2022	Board	OPEN