

**Hiddenbrook Homeowners Association**  
**Board of Directors Meeting**  
**April 26,2023 7:00pm**  
**Location - Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

**Attendance:**

Clive Bayliss	Shannon Cook, Sequoia Management Company
Matt King (joined at 7:14pm)	Chelsea Miller, Sequoia Management Company
Chris Gray (joined at 7:30pm)	
Eric Cangemi	
Judd Schulke	

**Members Present:**

Kimberly Hartsoe, Pamela Spencer, Marcel Van Vierseen, Mark Canale, Neal Jarvis

**Call to order:**

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

**Approval of Agenda:**

Eric Cangemi asked for grill recommendations, and two activities committee events be added to the agenda.

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

**Approval Of Minutes:**

The Board reviewed the March 21,2023 meeting minutes.

Clive Bayliss motioned to approve the March 21,2023 meeting minutes. Eric Cangemi seconded. All were in favor. Motion passed.

**Resident Forum:**

One resident was present to inquire about homeowners present at meetings being included in the meeting minutes. The Board agreed to add the homeowners to the meeting minutes.

One resident was present to inquire if it is possible to include all committee members names in at least one Mainstream a year.

**(C)Communications Committee to send out a list of committee members in the Mainstream.**

**Committee Reports:**

**Activities Committee:**

The Board reviewed and discussed two event proposals for a pool opening event and a Fathers Day brunch by the activities committee.

Matt King motioned to approve the June pool party event on June 16-17,2023 at the rate of \$300. Clive Bayliss seconded. All were in favor. Motion passed.

**(C) Eric Cangemi to get a Maintstream article to the Chris Gray no later than Friday at 5:00p.m.**

Eric Cangemi motioned to approve the Father's Day brunch event without association funds and only providing use of the clubhouse. Matt King seconded. All were in favor. Motion passed.

**Pool/Swim Team Committee:**

The Board reviewed the amended Swim Team agreement.

Clive Bayliss motioned to approve the Swim Team agreement. Matt King seconded. Eric Cangemi abstained. Motion passed. (4-0-1)

**(C) Marcel Van Vierseen Will get the committee meeting schedule to management to send out to the community.**

The Board reviewed feedback on Water Aerobics.

All motions died. No action taken.

Management informed the Board that during the facility walk there were a few things that needed to be fixed including a fence cap, and a door to be resecured. Management will have maintenance come out to address these items.

Management informed the Board that the pool deck steps need to be power washed.

**(C)Marcel Van Vierseen and Neal Jarvis to powerwash the pool deck steps.**

Management informed the Board that the lights in the mens restroom are not work and that an electrician may need to be sent out.

Management informed the Board that all Swim Team events impacting the pool have been posted on the website and MOKO app calendar.

The Board reviewed the recommendations for the grill and decided to vote online.

**(B) Matt King to send Board grill information for an online vote.**

**Architectural Committee:**

Clive Bayliss reviewed the meeting minutes from the April 11,2023 ARC Committee meeting.

The Board discussed homeowner inquired for a final review. The Board decided to not hold a final review.

**(C)Clive Bayliss to make final amendments for ARC review at the May meeting and final approval by the Board at the May meeting as well.**

**Tennis Committee:**

Matt King informed the Board of the Cinc Web reservation system demo that Ryan from Sequoia presented.

**(C) Matt King will get a full proposal for consideration at the May meeting.**

**Communications Committee:**

Chris Gray reviewed the April Communications Committee meeting minutes and informed the Board that the deadline for submissions is Friday April 28,2023 at 5:00pm.

**(C)Chris Gray to get a Communications Committee meeting schedule prepared for the Board to review at the May meeting and for Management to send out.**

The Board reviewed a homeowners email concerning local businesses being included in the newly formatted Mainstream.

**(C)Chris Gray will discuss putting a disclaimer in the Mainstream.**

**Clubhouse Committee:**

No Updated at this time.

**(C)Eric Cangemi will discuss the playground repair/replacement with the committee at the next scheduled meeting.**

**Old Business:**

Management informed the Board that the ceiling mold remediation and repairs have been completed.

The Board reviewed proposals for attic insulation, attic fans, and a ridge vent.

Clive Bayliss motioned to approve Katchmarks proposal for the ridge vent and insulation at the rate of \$9,180. Matt King seconded. Eric Cangemi abstained. Motion passed. (4-0-1)

Management informed that the tennis court work will be done prior to pool season.

**(B) Matt King to send Chris Gray a blurb about the scheduled tennis court work to be included in May Mainstream.**

Management informed the Board that proposals for the outstanding clubhouse repairs were recently received.

**(M)Management to send received proposals via email for Board consideration and email voting.**

The Board reviewed proposals for concrete work by the pool.

Clive Bayliss motioned to approve NV Pools proposal at the rate of \$11,144.19. Matt King seconded. All were in favor. Motion passed

**(M)Management to confirm if the first two items can be completed as soon as possible with the remaining being completed in fall if not able to be completed by opening weekend.**

Eric Cangemi motioned to approve Pro-Paves proposal for concrete parging at the rate of \$2,480.00. Clive Bayliss seconded. All were in favor. Motion passed.

**(M)Management to confirm if caulking is required with parging and advise the Board accordingly.**

The Board reviewed the pricing for the one-drive at the rate of \$12.50/month/per user. The Board decided to have one Board member sign up to provide feedback.

**(M/B) Management to get Clive Bayliss access to test out the one-drive and provide feedback at the next meeting.**

Management informed the Board that they have their Board orientation on May 4,2023 at 7:00pm with Legal.

**New Business:**

The Board reviewed the March Financials.

The Board discussed investments.

Clive Bayliss motioned to approve the investment of \$30,000 from the HOA's money market account, and \$45,000 from the Hiddenbrook Swim and Tennis Clubs money market account into two separate 3-month CD at the interest rate of 5.1%. Matt King seconded. Eric Cangemi opposed. Motion passed. (4-1-0)

The Board reviewed the RFP for the pool contract. Tabled for feedback.

**(M/B) Management to send the RFP via email for feedback from the Board at the May meeting.**

Management informed the Board that the taxes have been filed.

The Board reviewed the operational calendar.

The Board discussed the letter submitted by Pam to send to Supervisor Faust.

**(B)Board to review via email.**

**Executive Session:**

Clive Bayliss motioned to go into executive session to discuss appeals, violations, aging reports, etc. at 9:24pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 9:45pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to accept all decisions as listed below:

HST343 – Membership Pause Request – Approved

HBH312807 – Violation Hearing – No Action.

Eric Cangemi seconded. All were in favor. Motion passed.

**Adjournment:**

Clive Bayliss made a motion to adjourn the meeting at 9:45pm. Matt King seconded. All were in favor. Motion passed.

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Update ARC Guidelines	November 15,2022	Board (Clive)	<b>IN PROCESS</b>
Capture a color palette from a representative sample of homes.	November 15,2022	Board	<b>IN PROCESS</b>
Reach out to Marcel to discuss pool committee meetings.	February 21,2023	Management	<b>AWAITING RESPONSE</b>
Reach out to Marcel to coordinate the potential of having both Tennis and Pool committee meetings on one night.	February 21,2023	Board (Matt)	<b>AWAITING RESPONSE</b>
Obtain proposals for necessary safety repairs on tot lot	February 21,2023	Management	<b>PENDING</b>

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Get with Pam and Joan from the Clubhouse Committee for feedback on the playground	March 21,2023	Clubhouse Committee (Eric Cangemi)	<b>OPEN</b>
Get with Brian to discuss investment options for 25k for Hiddenbrook Swim and Tennis Club	March 21,2023	Management	<b>OPEN</b>
Sent a list of current committee members in Mainstream	April 26,2023	Communications Committee (Chris Gray)	<b>OPEN</b>
Send a save the date to Communications Committee for both approved event to be included in the May Mainstream	April 26,2023	Activities Committee (Eric Cangemi)	<b>OPEN</b>
Prepare meeting schedule for Pool Committee	April 26,2023	Pool/Swim Team Committee (Marcel V.)	<b>OPEN</b>
Send grill information to be considered via email	April 26,2023	Board (Matt King)	<b>OPEN</b>
Get a full proposal for the tennis court reservation system for May meeting	April 26,2023	Board (Matt King)	<b>OPEN</b>
Prepare a meeting schedule for Communications Committee	April 26,2023	Communications Committee (Chris Gray)	<b>OPEN</b>
Send a blurb to Chris Gray informing of the pending tennis court work to be included in May Mainstream	April 26,2023	Board (Matt King)	<b>OPEN</b>
Confirm if NV Pools can complete the work as soon as possible and if not leave the third proposed item to be completed in fall.	April 26,2023	Management	<b>OPEN</b>
Send clubhouse repair proposals for email review and vote	April 26,2023	Management/Board	<b>OPEN</b>
Confirm if caulking is required with the concrete parging	April 26,2023	Management	<b>OPEN</b>
Test out one-drive and provide feedback at May meeting.	April 26,2023	Board (Clive Bayliss)	<b>OPEN</b>
Review pool RFP and provide feedback at May meeting.	April 26,2023	Board	<b>OPEN</b>
Review letter to Supervisor Faust and provide feedback	April 26,2023	Board	<b>OPEN</b>