

**Hiddenbrook Homeowners Association  
Board Of Directors Meeting  
February 21,2023 7:00pm  
Location - Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

**Attendance:**

Clive Bayliss  
Eric Cangemi  
Matt King  
Chris Gray  
Judd Schulke

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

**Call to order:**

Clive Bayliss called the meeting to order at 7:03PM.

**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 December 20,2022 meeting minutes.

Clive Bayliss motioned to approve the December 20,2022 meeting minutes. Matt King seconded. All were in favor. Motion passed.

The Board reviewed the action items from last month for updates as needed. Follow up actions noted below:

**(M)Management will look into costs for getting a license to add the Board to the one drive.**

**(M)Management to make sure all committee meetings are on the website calendar.**

**(M)Management will reach out to Marcel V. to discuss the pool committee to see when the meeting will be held.**

**Appointment of Officers:**

Clive Bayliss motioned to appoint the positions as below:

Clive Bayliss - President  
Matt King - Vice President  
Eric Cangemi - Treasurer  
Secretary - Chris Gray  
Member-at-Large - Judd Schulke

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

Clive Bayliss motioned to appoint the below committee liaisons as listed:

ARC Committee- Clive Bayliss

Clubhouse Committee: Eric Cangemi

Activities Committee - Eric Cangemi

Pool Committee - Matt King

Communication Committee - Chris Gray

Tennis Committee - Matt King

**Resident Forum:**

One resident was present to inquire about the swim team donation and the declaration amendment being removed from the website. Clive Bayliss advised that the pool donation is included in the meeting minutes from the December 20,2023 meeting and that the Board decided to remove the previous amendment due to updates needed and future consideration.

One resident was present to inquire about how the color palette was founded and how to have them removed as admin from the Facebook page. Clive Bayliss advised that the draft color palette was founded based on the current colors of homes and a recent board evaluation of homes. Chris Gray will have the resident removed from being an admin on the Facebook page.

One resident was present to inquire about what will happen after the feedback period for the draft architectural guidelines ends. Clive Bayliss advised that they will compile it and have a townhall meeting for final feedback and updates.

One resident inquired about the residential parking district. Management and Clive Bayliss informed the owner of the original request details.

One resident was present to inquire about the leaf pick up and if the HOA would reach out to the Board of Supervisors with concerns. The resident will have a draft letter for the Board to consider.

One resident was present to express concerns about the donation that was given to the swim team as well as express concerns over the way the members are parking. Matt King advised that he will get with the swim team to discuss the parking concerns

The Board reviewed a homeowner email regarding adult water aerobics.

**(B)Matt King will reach out to Marcel regarding 2023 adult water aerobics options.**

**Insurance Presentation:**

Rebekah Martin from Sahouri presented a power point breaking down the insurance coverage to the Board of Directors.

**Committee Reports:**

**Activities Committee:**

Eric Cangemi advised the first meeting is scheduled for March 14,2023 at 7:30pm.

Chris Gray recommended having a pool opening party.

**(C) Eric Cangemi will get something together with the activities committee for the Board to consider.**

**Pool/Swim Team Committee:**

The Board discussed the project planning for a possible pool deck expansion. Matt King advised he does not have an update. Tabled and removed from the agenda until actionable.

The Board discussed the Swim & Tennis Club Picnic Reservation Form along with the feedback that the events should continue to be one event per day, scheduled at least 5 days in advance and that no fee should be required, other than guest pass fees.

The Board reviewed the updates to the Parent Permission Form.

The Board reviewed the updates to the Hiddenbrook Swim and Pool Rules.

The Board reviewed the Rules, Regulations and Procedures for the Hiddenbrook Swim and Tennis Club. The Board agreed to remove the tennis only memberships.

**(B)Eric Cangemi will send feedback for the updated documents to be considered at the next meeting.**

Clive Bayliss motion to approve the documents above as amended. Matt King seconded. All were in favor. Motion passed.

**(M)Management to update all forms, notify membership, and post them to the website.**

The Board reviewed the draft memo to be sent with the Swim and Tennis Club.

**(M/B) Chris Gray and Management will work together to amend the memo to be sent with the 2023 S&T invoices.**

The Board discussed the guard meeting to be scheduled in May.

The Board discussed the current people enrolled on Mokopass and processes for updates throughout the season as well as a verification process for owners/users.

The Board discussed the Swim Team Agreement for 2023.

**(B) Clive Bayliss will get with Bob to review and submit the Swim Team Agreement.**

**Architectural Committee:**

The Board reviewed the ARC Meeting minutes from the January 10,2023 meeting.

The Board reviewed the ARC Volunteer application, noted this volunteer is a tenant within the HOA

Clive Bayliss motioned to appoint Cheryl White to the ARC Committee. Matt King seconded. All were in favor. Motion passed.

**(M)Management will add Cheryl White to the distro list and send a welcome email to the committee.**

The Board tabled the ARC Guideline/Standard update for discussion until next month as feedback period ends March 18,2023.

**Tennis Committee:**

The Board discussed and reviewed the Hiddenbrook Tennis Court Rules & Regulations.

**(B) Matt King will make the amendment to add language for pickle ball in the Tennis Court Rules & Regulations.**

**(C) Matt King will get with Marcel to add both Tennis and Pool committee meetings to the same evening.**

**Communications Committee:**

The Board reviewed the volunteer applications for the communication committee.

Clive Bayliss made a motion to appoint David Boldt and Paul Begerson to the communication committee. Matt King seconded. All were in favor. Motion passed.

**(M)Management will add the new volunteers to the distro and send out a welcome email.**

**(B)Matt King will send Chris Gray an article for making owners aware of the swim team donation.**

**Clubhouse Committee:**

Eric Cangemi advised the first meeting is scheduled for March 14,2023 at 7:00pm.

Eric Cangemi informed the Board that the clubhouse has had a few rentals with one scheduled for the upcoming weekend.

**Old Business:**

The Board reviewed the proposals for the mold remediation on the clubhouse ceiling.

Eric Cangemi made a motion to discuss changing the materials on ceiling in the great room. No second. Motion failed.

Clive Bayliss made a motion to approve ServPro's proposal for the clubhouse remediation and repairs in the amount of \$30,843.39 to be paid from replacement reserves. Matt King seconded. Eric Cangemi abstained. Motion passed. (4-0-1)

**New Business:**

The Board reviewed the December 2022 and January 2023 financials.

The Board reviewed a notice related to an increase of 13% for the Hiddenbrook Clubhouse dumpsters trash services w/ American Disposal.

The Board reviewed proposal for replacing tables at the pool deck.

Matt King motioned to approve the proposal from Criterion for 10 new tables 42"/white at the rate of \$3,167.11. Eric Cangemi seconded. All were in favor. Motion passed.

The Board reviewed the operational calendar.

The Board discussed the playground repairs needed and project planning as well if an updated inspection should be done.

**(M)Management will get proposals for the safety repairs noted on last years playground inspection.**

The Board discussed one of the pet waste station lids being damaged and requested clarity on prior work/replacements done.

**(M)Management to research and update board as needed on repair options/prior work.**

**Executive Session:**

Clive Bayliss motioned to go into executive session to discuss appeals, violations, aging reports, etc. at 10:07pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 10:27pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to accept all decisions as listed below:

HBH231546 – Collection Attempt/Legal Response - Proceed with suit.

HBH1112605 - Violation Appeal – County confirmed driveway is currently as originally installed.

Violation closed/no action.

The Board discussed the previous hearings held and the after hearing letter sent.

**(M)Management to send the after hearing letter to the Board for review and feedback.**

**(M)Management will send the after hearing notice to the Board.**

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

**Adjournment:**

Clive Bayliss made a motion to adjourn the meeting at 10:29pm. Eric Cangemi seconded. All were in favor. Motion passed.

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Put together a scope of work for the clubhouse repairs	November 15,2022	Management and Board (Matt, Eric)	<b>Pending Date TBD</b>
Attempt to fix the pickleball lockbox	November 15,2022	Board (Matt)	<b>OPEN</b>
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	<b>Pending w/Spring Project Bids</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>
Check into option of one drive with IT	February 21,2023	Management	<b>OPEN</b>
Confirm all committee meetings are on website calendar	February 21,2023	Management	<b>OPEN</b>
Reach out to Marcel to discuss pool committee meetings.	February 21,2023	Management	<b>OPEN</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>OPEN</b>

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Reach out to Marcel regarding adult water aerobics	February 21,2023	Board (Matt)	<b>OPEN</b>
Put something together for a “pool opening party” or “summer event”	February 21,2023	Committee (Eric/ Activities)	<b>OPEN</b>
Send feedback on updated/amendments made to documents for board consideration at March meeting	February 21,2023	Board (Eric)	<b>OPEN</b>
Make amendments to memo to be sent with S&T Annual invoices	February 21,2023	Management/Board (Chris)	<b>OPEN</b>
Review Swim Team agreement.	February 21,2023	Board (Clive)	<b>OPEN</b>
Add Cheryl White, David Boldt, and Paul Bergeron to appropriate Distros and send welcome email	February 21,2023	Management	<b>OPEN</b>
Make amendments to tennis court rules & regulations to add language for pickle ball	February 21,2023	Board (Matt)	<b>OPEN</b>
Send Chris Gray article for Swim Team Donation	February 21,2023	Board (Matt)	<b>OPEN</b>
Obtain proposals for necessary safety repairs on tot lot	February 21,2023	Management	<b>OPEN</b>
Send after hearing notice to the Board for review and amendments as needed	February 21,2023	Management	<b>OPEN</b>
Amend S&T documents (Picnic Reservation Form, Parent Permission Form, Hiddenbrook Swim and Tennis Rules, and the Rules, Regulations, and Procedures) notify membership and post to website	February 21,2023	Management	<b>OPEN</b>
Research and update board on repair options and prior work done for pet waste stations	February 21,2023	Management	<b>OPEN</b>