

**Hiddenbrook Homeowners Association
Board Of Directors Meeting
May 24,2023 7:00pm
Location - Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

Attendance:

Clive Bayliss
Chris Gray
Eric Cangemi

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

Absent:

Matt King
Judd Schulke

Homeowners/Members Present:

Joan Koss, Everludis Lopez, Donna Cachine, Bart Bennett, Cheryl White, Vincent Xu, Melissa Frasier, Bob Yost, Kimberly Hartsoe, Aramis Lopez.

Call to order:

Clive Bayliss called the meeting to order at 7:05PM.

Approval of Agenda:

Clive Bayliss motioned to accept the agenda with the addition of the one-drive discussion being added to old business. Chris Gray seconded. All were in favor. Motion passed.

Approval Of Minutes:

The Board reviewed the May 4,2023 special meeting minutes and April 26,2023 Board meeting minutes.

Clive Bayliss motioned to approve the May 4,2023 special meeting minutes and April 26,2023 Board meeting minutes as amended. Eric Cangemi seconded. All were in favor. Motion passed.

The Board reviewed the action items from last month.

Resident Forum:

One resident was present to discuss concerns with what will happen with overages paid by the water aerobics group, the edits made to the Supervisor Foust letter, and the pool deck potentially being used during the pool/social events.

Multiple residents were present to discuss concerns with a special assessment to fund the baselines. Clive Bayliss assured those present that this topic has not been discussed and decided upon as it was a suggestion from a member of the Board but no action has been taken at this time.

One resident was present to inquire about the increase in assessments which appear to be related to an increase in managements contract as well as to request additional details on the baseline inspections and to submit a committee volunteer form.

One resident was present to discuss their appeal for a disapproved architectural application.

One resident was present to ask the Board about water aerobics and requested the association consider donating \$300 to the program.

One resident was present to discuss their concerns with the pool kickoff event only being for swim and tennis members only as previously these were opened to the HOA members as well.

One resident was present to discuss concerns with the draft architectural guidelines and resident feedback.

One resident was present to inquire about the swim team donation.

One resident was present to discuss concerns over a lack of environmental guidelines in the architectural guidelines.

Committee Reports:

Clive Bayliss discussed concerns submitted related to current committee procedures and reminded those present that proper process and procedures must be followed when it comes to committee structures and reminded those present that the charters for each committee must be followed and committees must ensure that meeting minutes for committees are appropriately submitted as well as all members of the committee are included in committee recommendations/meetings. It was discussed that duties of the committee members should be shared and a chair and secretary at a minimum should be appointed and minutes submitted following committee meetings.

Activities Committee:

Management informed the Board that a member of the activities committee has requested to be removed which leaves two remaining volunteers.

Clive Bayliss motioned to accept Barbara Sidotis resignation from the Activities Committee. Chris Gray seconded. Eric Cangemi opposed. Motion passed. (2-1-0)

Clive Bayliss suggested to disband the activities committee until more volunteers join the committee. Eric Cangemi noted he was working on obtaining more volunteers. Tabled until June meeting.

Pool/Swim Team Committee:

The Board reviewed a request for the swim team to reserve the picnic area on June 23,2023. The Board approved the date requested for use.

The Board reviewed the swim teams request to add a 9 foot concrete pad extension for bleachers.

Clive Bayliss motioned to approve the swim teams request to add the 9 foot concrete pad extension for bleachers. Chris Gray seconded. All in favor. Motion passed.

Marcel Van Vierssen reviewed the meeting minutes from the May 10,2023 pool committee meeting.

The Board discussed the water aerobics program.

Clive Bayliss inquired with all residents present for water aerobics to confirm if they would like the Board to move forward without having certain answers at this time. Members present expressed they would like to wait for clarification on the remaining questions.

(C/B) Marcel Van Vierssen and Eric Cangemi will work together to refine the proposal for water aerobics to be reviewed via email.

The Board reviewed the minimum wage increase from NV Pool for the 2023 season.

Architectural Committee:

The Board reviewed the May 9,2023 ARC meeting minutes.

The Board reviewed the draft mission statement. Tabled until next meeting.

Clive Bayliss informed the Board that he is still finishing the final amendments to the Architectural Guidelines.

The Board reviewed a committee volunteer application and a resignation from an existing member.

Clive Bayliss motioned to appoint Bart Bennett to the architectural committee and accept Matt Kings resignation from the committee. Eric Cangemi seconded. All were in favor. Motion passed.

The Board discussed the annual architectural inspections.

Eric Cangemi motioned to have management conduct inspections and submit violations to the ARC committee for review before sending out notices. There was no second to the motion, motion died.

Tennis Committee:

The Board of Directors reviewed a committee volunteer application.

Clive Bayliss motioned to appoint Ali Smith to the tennis committee. Chris Gray seconded. Eric Cangemi abstained. Motion passed. (2-0-1)

Communications Committee:

Chris Gray informed the Board that no meeting was held in May 2023 and that the committee will be discussing articles with Eric.

Chris Gray will also discuss the proposed budget and confirm the committee chair and secretary at the June 2023 meeting.

Clubhouse Committee:

The Board reviewed the meeting minutes from the May 7, 2023 meeting minutes along with feedback from Joan Koss requesting the minutes be stricken from the record as they are not reflective of the committees decision/recommendations.

The Board discussed Phase 1 of the tot lot repairs & recommendations in the meeting minutes (treating for pests, power washing equipment, re-mulching, and replacing the picnic table.

Clive Bayliss made a motion to approve Phase 1 actions. Chris Gray seconded. All were in favor. Motion passed.

(B) Eric Cangemi will power wash the tot lot equipment.

(M) Management will get proposals for replacing the tot lot mulch and obtaining a new wood picnic table.

Old Business:

The Board discussed directives being sent to management outside of meetings from board members without board discussion/approval, The Board confirmed that management should not take direction outside of meetings unless instructed by the Board liaison/President.

Management informed the Board that the roof work has been completed by Katchmark.

(B) Eric Cangemi will send concerns related to the the completed roof work to Management.

Management informed the Board that Jenkins will be finishing all pool house repair work by Friday May 26, 2023 and that the gutters have been cleaned per the service contract with Maple Leaf. Maple Leaf also confirmed that all edge caps are installed correctly.

Management informed the Board that the power washing & repairs of the tennis courts will be in June and that notice will be sent out to Swim and Tennis members once a final date has been confirmed.

The Board reviewed the pool company RFP. Tabled for pool committee feedback.

(C) Pool Committee to provide feedback on the RFP.

The Board reviewed the amended letter to Supervisor Foust regarding leaf removal.

Clive Bayliss motioned to approve the Supervisor Foust letter as amended. Chris Gray seconded. Eric Cangemi abstained. Motion passed. (2-0-1)

The Board discussed the one-drive for the Board and Management and recommendation for the association to obtain their own account. Tabled until next month.

New Business:

The Board reviewed the April 2023 financials.

Clive Bayliss inquired about the gains and losses section on the financial report.

(M)Management to confirm with CPA and inform the Board.

The Board discussed the current investments. Revisit at July meeting.

The Board discussed member communications as required per VAPOA. Tabled for Management to discuss with Legal.

(M)Management to get feedback from Legal.

The Board reviewed the operational calendar.

Management inquired about the pool umbrellas and was informed that there are new ones that have not been put out yet.

Management informed the Board that they will be making a warning sign for cutting through the pool fence.

The Board discussed the cleanings after social events. The Board confirmed that social events should be cleaned by volunteers and additional cleaning from the cleaning company should not be requested or used unless paid from the social budget.

The Board discussed the swim tests and agreed to make all retake the test on a yearly basis as best practice recommended by NV Pools.

(M)Management to send an email blast informing of the new swim test requirements.

The Board discussed the back up laptop and Management inquired to see if the Board wants to get a tablet to replace the back up laptop. Chris Gray motioned to purchase a back up tablet. Clive Bayliss seconded. All were in favor. Motion passed.

(M)Management to get a tablet as a back up device for the lifeguards.

Management provided Eric Cangemi with a \$300 check for the Pool Kickoff event occurring on June 16-17, 2023 and noted that all receipts must be submitted to management as proof of purchases.

Executive Session:

Clive Bayliss motioned to go into executive session to discuss appeals, violations, aging reports, etc. at 9:54pm. Chris Gray seconded. All were in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 10:16pm. Eric Cangemi seconded. All were in favor. Motion passed.

Clive Bayliss motioned to accept all decisions as listed below:

1539 Hiddenbrook - Architectural Appeal - Approved with the stipulation that the modification is considered a front patio and the shrub/garden bed is not removed and is maintained.

Chris Gray seconded. All were in favor. Motion passed.

Adjournment:

Clive Bayliss made a motion to adjourn the meeting at 10:20pm. Eric Cangemi seconded. All were in favor. Motion passed.

ACTION ITEMS	Date Assigned	Assigned To	Status
Update ARC Guidelines	November 15,2022	Board (Clive)	IN PROCESS
Sent a list of current committee members in Mainstream	April 26,2023	Communications Committee (Chris Gray)	OPEN
Get a full proposal for the tennis court reservation system for May meeting	April 26,2023	Board (Matt King)	OPEN
Refine proposal for water aerobics program for email review	May 24,2023	Committee/Board (Marcel Van Vierssen & Eric Cangemi)	OPEN

ACTION ITEMS	Date Assigned	Assigned To	Status
Power wash the tot lot equipment	May 24,2023	Board (Eric Cangemi)	OPEN
Get proposals for replacing tot lot mulch	May 24,2023	Management	OPEN
Get replacement picnic table (wood)	May 24,2023	Management	OPEN
Send concerns with completed roof work to management	May 24,2023	Board (Eric)	OPEN
Provide feedback on RFP	May 24,2023	Pool Committee	OPEN
Confirm with CPA the gains and losses in financials	May 24,2023	Management	OPEN
Get feedback from legal on member communications needed for website	May 24,2023	Management	OPEN
Send email blast informing of new swim test requirements	May 24,2023	Management	OPEN
Get a tablet as the backup device for lifeguards	May 24,2023	Management	OPEN