

## HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

**Board Meeting Date: March 16, 2022**

Meeting called to order at 7:01pm

**Location: Hiddenbrook Clubhouse**

**Attending:**

HOA Board Members	HOA Members	S&T Members
President – Clive Bayliss	Kimberly Hartsoe	Bob Yost
Vice President – Kristin Leveto*	Joan Koss	Marcel Van Vierssen
Treasurer – Eric Cangemi*	Pam Spencer*	Neal Jarvis
Secretary - Matt King*	Beverly Marsters	
Member at Large – Chris Gray*	Brian MacMonigle	
Prop. Manager – Shannon Cook		
Prop. Manager – Chelsea Miller		

\* -HOA and S&T Members

**Motion to approve the agenda:** Unanimously approved with changes.

**Motion to approve the February 2020 HOA Meeting minutes:** Unanimously approved.

### HOA Member Open Forum

Hartsoe asked if a donation by S&T to the swim team would be discussed in the meeting and indicated that she did not approve of this appropriation of funds

### S&T Open Forum

Nothing to report.

### Committee Reports

#### **General –**

- 1) The Board discussed how to improve community engagement in the committees.
- 2) Sequoia will send out a “call” for committee members, to the HOA community via email.
- 3) The Board discussed the minimum number of members required to establish a committee; currently the minimum is set to 3 members. A motion was made by Bayliss to reduce the minimum requirement to 1 person. This was seconded by Leveto and unanimously approved.
- 4) The Board discussed setting “goals” for each committee, if a committee exists. This was agreed in-principle and each committee will present ideas at the next meeting.

#### **Activities –**

- 1) No committee chair appointed.

## **Pool & Swim Team –**

- 1) Van Vierssen asked to determine if any of the previous committee members from 2021 are staying on.
- 2) Van Vierssen asked to consider the creation of a lap swim policy
- 3) Van Vierssen asked to provide details of the 2022 morning fitness swim program
- 4) Van Vierssen asked to explore future pool events.
- 5) Sequoia to set up a lifeguard meeting prior to the opening of the pool, to review policies
- 6) Lifeguard Coverage during swim meets:
  - a. NV Pools confirmed that two lifeguards are not required to monitor the swimmers.
  - b. The Board discussed the need to have a second lifeguard on site. The Board agreed that there should be no change to the current policy of requiring two lifeguards at swim meets; one to monitor the swimmers and the other to service the facilities.
- 7) Swim Team Agreement:
  - a. It was identified that the agreement needs to be updated to include a swim practice on June 4.
  - b. Bayliss made a motion to approve the agreement with the discussed edits. The motion was seconded by Leveto and unanimously approve.
- 8) Donation request:
  - a. The Board discussed the request of a donation to the Swim Team for the 2022 season.
  - b. The Board stated that they were unable to make a donation and the budget didn't support it.
  - c. The Board will look to add it to the budget next year (CY2023).
- 9) Yard Sale:
  - a. The Board discussed a proposal submitted by the Swim Team to hold a yard sale in the Club House parking lot.
  - b. The activity would be held on April 23, 2022, with an alternative day (rain day) of April 24.
  - c. A motion was made by Bayliss to approve the event. This was seconded by Leveto and unanimously approved.
- 10) Water aerobics option.
  - a. Koss discussed two options available for water aerobics classes.
  - b. Koss will gauge interest amongst S&T members before pursuing any options.
- 11) Morning Fitness Swim.
  - a. Van Viersen presented a morning swim proposal.
  - b. Cost would be \$50/person
  - c. Event would be Monday/Wednesday/Friday from 7-8am.
  - d. Van Vierssen will write an article for the newsletter to publicize the activity.
  - e. Bayliss made a motion to approve the activity. Leveto seconded and the motion was unanimously approved.

- 12) Kingston Chase Reciprocal Use Agreement.
  - a. The Board discuss the desire to reinstate the reciprocal use agreement during swim team meets.
  - b. The Board asked Sequoia to begin a discussing with Kinston Chase.
- 13) Pool App.
  - a. MOKO still working on app and looking to complete within the next few week.
- 14) Pool Start-Up Costs.
  - a. The Board discussed the need to perform regular electrical inspections at the pool and clubhouse.
  - b. The Board asked Sequoia seek bids for an electrical inspection.
  - c. The Board asked Sequoia to determine when then last electrical inspection was performed.
- 15) Door locks.
  - a. Van Viersen notified the Board that the lifeguard door lock is faulty.
  - b. The Board instructed Sequoia to replace the lock and seek bids to standardize all the locks (master lock with sub sections for pool area and clubhouse area).
  - c. Van Viersen notified the Board that the pump room doors had been left unsecured. Sequoia will bring this to the attention of NV Pools.
  - d. The Board discussed the condition of the main pool gate lock and asked Sequoia to determine if it need to be replaced.
- 16) The Board discussed the condition of the swim lanes and ask Van Viersen to determine the cost of replacement.
- 17) The Board discussed removal of the heating unit in the swim closet and asked Sequoia seek bids for its removal.
- 18) S&T Late Fee Assessment.
  - a. The Board discussed payment of due and assessment of late fees.
  - b. Sequoia will create a newsletter article regarding payments of dues noting that payment should be send the 1<sup>st</sup> week in April and late fees will be assessed from April 15.

**ARC –**

- 1) ARC meeting occurred on 8 March 2022. 10 applications were processed.
- 2) Lot File Access.
  - a. ARC members noted that they didn't have access to lot files.
  - b. Sequoia committed to digitize and load the lot files into the "CINC" system. Sequoia stated that they would attempt to complete the task by the next Board meeting
  - c. Sequoia committed to making electronic or paper copies of the lot files relevant to open applications available to the ARC committed, until the files are loaded into CINC
- 3) ARC application processing:
  - a. The Board discussed the need for an electronic solution to assist with processing of applications.

- b. Sequoia will determine the timeline for enabling additional functionality in CINC to assist the ARC in processing applications. They will present the capabilities of the system to the ARC to determine if can meet their needs.
- c. The Board discussed renewing the SmartWeb contract and asked Sequoia to determine the associated costs.

**Communication –**

- 1) Articles due by March 25.

**Tennis –**

- 1) King in acting role until committee chair appointed.
- 2) King to provide article in newsletter regarding interest in tennis and pickle ball activities.

**Clubhouse –**

- 1) Board member Cangemi volunteered to be the clubhouse committee chair person until an alternative can be found.
- 2) The Board reviewed applications for rental of the clubhouse on 19 March and 5 June. A motion was made by Cangemi to resume clubhouse rentals. This was seconded by Gray and unanimously approved.
- 3) The board discussed the need a cleaning service for the clubhouse and asked Sequoia to seek bids. The Board members will clean the clubhouse until a cleaning service is secured.
- 4) The Board discussed clubhouse maintenance items and asked Sequoia to have property maintenance to the door message board, fix the lending library and set the correct time on the clock.
- 5) The Board discussed the use of the clubhouse for exercise classes. The board asked Sequoia to determine if this type of use is allowed.

**Property Management Report**

**Old Business –**

- 1) The Board discussed options to reduce the cost of the Verizon phone and internet access plan. A motion was made by Bayliss to remove caller ID from the contract. This was seconded by Leveto and unanimously approved.
- 2) The Board discussed installing leaf gutter covers and gutter cleaning. The Board asked Sequoia to seek proposals for both items.
- 3) The Board discussed current bids to resolve the water ingress and mold in the lower level of the club house (Swim Closet). The Board asked Sequoia to seek additional bids.

- 4) A motion was made by Bayliss to approve the bid by NV Pools to resurface the Wading Pool. Leveto seconded and the motion was unanimously approved.

**New Business –**

- 1) February financials were not available for the meeting. They will be reviewed at the next Board meeting
- 2) The current signatures for the Investment accounts are linked to two retired Board members. Two current Board members need to take over this role. A motion was made by Bayliss to make the Board President and Treasurer the new signers of the investment account. The motion was seconded by Leveto and unanimously approved.
- 3) Playground Inspection (aka: Tot Lot)
  - a. Discussed the need to perform annual inspections of the Tot Lot to reduce risk of potential injuries due to poorly maintained equipment.
  - b. A single bid was reviewed
  - c. A motion was made by Bayliss to perform yearly inspections of the Tot Lot. Motion was seconded by Leveto and unanimously approved.
  - d. A motion was made by Bayliss to move forward with the bid for inspection of the Tot Lot. This was seconded by Leveto and unanimously approved.
- 4) Landscaping.
  - a. The need to special mulch for the Tot Lot was discussed.
  - b. Mulching will be delayed until the Tot Lot is inspected and mulch requirements are validated.
- 5) Discuss the need to have an operational calendar. Sequoia will create a draft for the next Board meeting.

**Closed Session – 9:30pm**

A motion was made by Bayliss to enter into closed session to discuss aging reports and ARC topics. Motion was seconded by Leveto and unanimously approved

**Meeting back in session – 9:52pm**

A motion was made by Bayliss to approve modifications for lot HBH151530. Motion was seconded Leveto and unanimously approved.

**Meeting Adjourned – 9:54pm**