

**Hiller Highlands Four Association
Minutes of the Board of Directors Meeting
July 18, 2007 7 PM - Hiller Clubhouse**

The meeting was called to order at 7:00p.m. Board Members Present: David Spellmeyer, Bob Kuzma, Dick Saalfeld, Tom Kremen, Pauly Langguth. Others in attendance: Gary Dougan, Helen Marshall, Cheryl Brodsky ,Barbara Schindler, George Innes

Old Business:

- Review May minutes. Approval tabled due to missing second page.
- Election documentation. Document received from Gordon Seligson. We need Gordon's signature on this document.

New Business:

- Electronic Communications and Document Retention: Cheryl Brodsky will contact Anne Rankin regarding the length of time we are required to retain documents.
- Documenting Executive Sessions: Discussion regarding requirements that are mandated for documenting Executive Sessions and ensuring homeowners access to an Executive Session. Moved/seconded/unanimously approved that our written policies include the information that lawyers may not attend Executive Sessions. Committee formed to review for policies needed for doing business. Committee Members: Bob Kuzma, David Spellmeyer, Cheryl Brodsky
- Echo Update: Cheryl, Bob, George, and David reported on sessions attended at annual ECHO meeting. Noted that this meeting and these sessions are extremely helpful to the Board.
- Compliance: David to check on City of Oakland regulations regarding parking violations and towing. Reminder that enforcement of all rules and regulations must be consistent.
- Board Calendar: September and November meeting dates will need to be rescheduled. Pauly will email Board regarding alternative dates. Post on Web when date/place confirmed. The Board agreed to an additional meeting in October regarding the 2008 budget.
- Fall Social: Pauly reported on Committee meeting and suggestions for event. Board preference for brunch on Sept. 30 if club is available. Pauly to check on date. Committee will meet to decide on food/beverages/etc.
- Newsletter/Bulletin: Please get all material to be included in the next issue to David by the end of August. It was requested that Barbara provide partial lists of HHIV plants to include in some of the newsletters.

Treasurer's Report

- Report on Current Financial status.
- Update on the Reserve analysis. Walk around took place and report will be available soon.
- Assessments and Liens. Two homeowners are delinquent with second quarter payments and one homeowner faces a possible lien.
- M/S/UA expenditure of up to \$500 for assistance/consultation on new computer program for bookkeeping.
- Motion entertained to require only one signature on the monthly maintenance check to Cleary Bros. (Currently \$4,500). Moved/seconded/unanimously approved.

Standing Committees

- **ACC Committee:** George reported that the "Walk Around" is complete. Notices will be sent. Mostly very minor repairs needed. Thanks to Bob Kuzma for past/present ACC

- leadership. Discussion regarding Solar Energy. ACC subcommittee will investigate current California law concerning installation of solar panels within HOAs.
- **Landscape Committee:** Barbara reported that the mulch was delivered and covered better than half of our grounds. The Board requests that, in the future, Palmer (Cleary Bros.) notify Barbara when/where mulch is to be delivered. In turn the homeowners will be notified. Barbara requests that all Fire Department Notices, if they indicate needed work, be forwarded to her.
 - **Parking Committee:** Dick asked for help in reporting violations. He has been away a lot. There has been some improvement in the number of parking related problems.
 - **Streets and Lights:** No report.
 - **Welcoming Committee:** Gary reported that he had contacted new owners. It was noted that 47 SH has sold. Gary will attempt to greet new renters, as well as new owners, when he receives the information regarding names, etc.
 - **CORE:** Helen is learning about this organization and about our emergency boxes. Thanks to Helen for agreeing to be our CORE representative.

Meeting adjourned at 8:50pm

Respectfully submitted,

Paulette Langguth, Secretary

Approved electronically 10/9/07