

Hiller Highlands Four Association
Minutes of the Board of Directors, March 16, 2011, Highlands Country Club

Board Meeting

The meeting was called to order at 7:05 PM by President Cheryl Brodsky. Board members present: Bob Farwell, Herb Holman, Mary Ellen Smee and Gordon Seligson. Committee Chairs present: Pauly Langguth, Janet Saalfeld, George Innes and Barbara Schindler.

The minutes for January 19, 2011 were approved.

Correspondence

7 Clipper Hill sold to Helen Fisher, a resident in HH Phase I up to now.

Old Business

Cathy Anderson has volunteered to be a board member. It was suggested we might change the number of directors. However, this requires a change in the Articles of Incorporation. Bob Farwell has agreed to serve an additional two year term subject to needs of the board. Herb Holman has declined to continue serving.

Landscape RFQ

Barbara Schindler requested that a major expense for board approval purposes be changed from a proposed \$100 in the draft contract to \$500. President Cheryl Brodsky suggested that it might be best to leave out a figure in the contract and instead include it elsewhere in our operating procedures. Various other items regarding the contract language, such as regular 'monthly' meeting with the provider rather than regularly scheduled meetings.

On the issue of contract annual increases Bob Farwell agreed to provide a 10 year history of CPI increases nationally and locally.

Martin Cleary discussed the partnership his company and HH 4 have had over the years and that the landscaping is doing well. Cleary appreciates the work and would like to continue.

Cheryl Brodsky pointed out that the major issues are labor cost and amount of hours, and price increases in the future.

Cleary can meet a lower budget but this will mean less workers on board. The labor is \$18.50 per hour without drive time. Requiring a set amount of labor (3 gardeners in the winter and 4 in the growing season) versus completing the job could be less efficient than the current method. In fact the labor requirement changes significantly throughout the year and therefore Cleary bids based on the annual requirement and provides landscaping that looks good and provide value.

To deliver what is provided today would be \$4,200 per month; however, to do for \$3,600 per month would mean some decline in service. Cleary believes that the company provides high value due to the amount of experience on our property. The idea of measuring the hours versus a standard of service is not typical.

It is the boards concern that in the past the amount of labor was reduced unilaterally by Cleary without contacting the Association.

Labor represents half of the cost and Cleary allocates cost through labor. Travel time is considered in the bid. It equates to 1.5 hours per week per person. Travel time equates to 10% of the budget.

We would like to get to 12 hours on property and this should not include travel. By reducing the number of gardeners on site, our current contract has increased by 25% per Gordon Seligson.

Palmer Hill indicated \$4,200 per month in January. Martin Cleary indicated that HH-4 is not a typical landscaping job and therefore the knowledge of the property is important.

Blowers could save a substantial amount of time and therefore cost. If Cleary can use blowers then can maintain it in the same manner as historically for \$4,000.

Treasurer's Report – Gordon Seligson

We are on budget and do not anticipate budget issues.

Welcome Committee – Janet Saalfeld

The April 6th annual membership meeting is in planning.

ACC – George Innes

EBMUD is still considering the sewer inspection requirements. The ordinance is drafted and will be considered March 22 and then have a 30 day public comment period. In the current version HOAs would have up to 10 years to complete inspections and then get certified within 180 days. The certification would then be for a 7 year period.

45 Schooner Hill remains delinquent on ACC items required to be completed in the 2010 report. A letter was sent notifying of the delinquency. Further action will be taken up by the Board at the May meeting.

46 Schooner Hill has asked to install an HVAC compressor to the unit. ACC will provide guidelines.

Landscape – Barbara Schindler

Mulching was completed. Barbara Schindler is meeting with the Cleary supervisor regularly.

Streets and Lighting – Gordon Seligson

No items.

Parking

No items.

CORE – Pauly Langguth

There will be a city-wide exercise on April 30th. All are encouraged to take part.

We have only one set of radios now and it would be better to have 2 or 3 more sets at \$70 per set. The board approved the purchase of 3 new radio sets. It was reiterated that everybody should have current emergency family forms.

The neighborhood watch signs should arrive soon. We are in 13Y watch area which is overseen by Officer Thompson.

Bulletin –

We are in need of a newsletter editor as Bob Kuzma desires to stop being editor in the near term. In light of the cost of hard copies, we will email the newsletter to all members with email addresses as well as a hard copy and then take a poll on which one is preferred in light of the cost of the hard copy.

Announcements: None.

The meeting was adjourned at 9:37 PM.

The next meeting of the Board is Wednesday, May 18, 2011 at 7:00 PM at the Highlands Country Club.

Respectfully submitted,

Bob Farwell, Secretary