

Hiller Highlands Four Association
Minutes of the Board of Directors, May 18, 2011, Highlands Country Club

Board Meeting

The meeting was called to order at 7:00 PM by President Cheryl Brodsky. Board members present: Bob Farwell, Herb Holman (out-going), Mary Ellen Smee, Gordon Seligson and Kathy Anderson. Committee Chairs present: Janet Saalfeld, George Innes, Bob Kuzma and Barbara Schindler.

The minutes for March 16, 2011 were approved.

Correspondence

Resident of 19 Captains Cove sent complaint of noise from the adjacent unit. President Brodsky sent a letter on April 28th to the occupant of 17 Captains Cove pointing out the CC&Rs and the requirement for quiet enjoyment. On May 3rd, a further complaint was received. The Board discussed the issue and indicated that the unit owners of 17 Captains Cove should be notified and informed of their responsibility and the ability to be fined if occupants are not in compliance.

Treasurer's Report – Gordon Seligson

We have a CD coming due in June 2011. Although we would like to create a 5 year ladder of CD's, the Board decided to purchase one 3-year CD rather than one 3-year and one 5-year in light of the current (low) interest rate environment and the likelihood of high rates going forward.

We have two units in arrears with HOA dues. One is 5-quarters and another is 1 quarter.

New signature cards were signed as a result of the changes in the board membership.

The HOA CPA indicated that we have pre-funded reserves in our accounting records which needs to be corrected. Although the funds are in the reserve account physically, there was never a formal journal entry indicating this fact. In order to correct this discrepancy, the Board made a motion, which was seconded and passed unanimously, to declare an extra contribution to the reserve fund from the operating fund surplus of \$23,385. balance transfer from the operating account to the reserve account of \$23,385 to correct this

Old Business

The Board had a short discussion regarding the landscape contract and the current status of the draft and the difference of opinion between Cleary Brothers and the Board regarding documentation of a set number of hours on property versus a more nebulous "sufficient to accommodate the work load and meet expectations of the agreement". Further discussion of the contract language was to be considered in Executive Session.

New Business

The Board officers for the coming year will be Gordon Seligson as President and Treasurer, Cheryl Brodsky as Vice President, Mary Ellen Smee as Secretary and Kathy Anderson and Bob Farwell as members at large.

George Innes and Bob Kuzma of ACC are proposing a rule change to cover holiday lighting installation and removal. A rule was proposed. After a short discussion it was decided that

the Board members should send changes to George Innes for consideration and a Board vote will be taken at the next meeting.

2011 Board priorities are:

Recruit new residents to be involved with the HOA and serve on the board.

Encourage board members to participate in the Echo Conference on June 18th.

A discussion of the need for a newsletter editor indicated that the next newsletter will be the last one. After which, a bulletin board will be created on the website.

ACC George Innes

Discussion of a paint issue with 1 Clipper Hill , which was given to the prior owner and should have been forwarded to the new owner in the course of escrow closing. Letter from new owner suggests she did not see this documentation. Innes is in contact with the title company on this and will respond to the homeowner..

Five unit owners have indicated plans to repaint – 57 & 70 Schooner Hill and 1,3 &5 Captains Cove.

EBMUD sewer lateral inspection regulations update – no new news as to final language.

A list of service providers is now on the website. Although not endorsed, they have come from recommendations of satisfied customers in Hiller Four.

Landscape – Barbara Schindler

A water issue at 7 Schooner Hill was discussed. It is Barbara's recollection that the HOA did add a french drain and indicated at that time (early 2000) it was a one time item and would from then on be a homeowner issue. The issue appears to be that the drain is overwhelmed during heavy rains which saturates the hill and there is no resolution.

Two retaining walls outside 18 and 19 Schooner Hill have failed. Cleary has provided an estimate of \$900 to replace the walls and prime. A different material was suggested by Cleary to avoid rotting on the wall. Subject to this being included in the bid, the expense was approved by the Board.

It was noted by Mary Ellen Smee that three people have volunteered to serve on the landscape committee –Julia Burch, Jean Martin and Julia Petrini. Kathy Anderson has agreed to be the Board liaison with the committee..

Streets and Lighting – Gordon Seligson

No items.

Parking – Janet Saalfeld for Dick Saalfeld

Julia Petrini has volunteered to help with parking. Several issues are being worked on via letters and email and appear to be close to resolution.

We will send a letter to Tom Kremen reminding him of parking regulations.

CORE – Janet Saalfeld for Pauly Langguth

The city-wide exercise on April 30th was very informative and successful with 21 units represented.

There will be a CORE meeting on May 24th.

34 emergency forms were returned. All owners need to return these as a safety item.

There is strong interest in CPR/First Aid classes and there will likely be a class or classes scheduled. Stay tuned.

The Neighborhood watch met with other neighborhood watch neighborhoods, which indicated we have few problems in our neighborhood compared to other neighborhood watch groups.

There will be a fire hose training session this summer with the date to be announced.

Welcome Committee – Janet Saalfeld

The April 6th annual membership meeting was highly successful with 30 units represented and 51 owners in attendance.

Two new residents have moved into the neighborhood at 25 Schooner Hill and 15 Captains Cove, including a family with 2 children. Seven Clipper Hill has sold to a new owner.

Janet Saalfeld, with help from Gordon Seligson, has created new resident packets, which will be distributed to new owners and new residents, as appropriate.

Janet Saalfeld will work on forming a Social Committee which will include the Welcome Committee. New new committee members will be recruited. Janet Saalfeld agreed to be committee head.

Announcements: None.

The meeting was adjourned at 8:50 PM.

Executive Session

The board met in executive session to discuss finalization of the landscape contract and to indicate that the president was informed of a potential law suite by one of the homeowners.

The next meeting of the Board is Wednesday, July 20, 2011 at 7:00 PM at the Highlands Country Club.

Respectfully submitted,

Bob Farwell, Secretary