

**Hiller Highlands Four Association
Board of Directors Meeting
Wednesday, May 15, 2013, 7:00PM
Highlands Country Club**

1. The meeting was called to order at 7:02pm by Robert Farwell, President. Board members present were Julie Petrini, Vice President, Kathy Anderson, At Large, Walter Schindler, Treasurer and new Board member, Steve Coiteux. Committee chairs present were Gordon Seligson, Streets and Lights/ACC, Janet Saalfeld, Welcome/Hospitality also representing CORE for Pauly Langguth, Barbara Schindler, Landscape, and ACC member, Phil Thompson. Guests present were Hal and Cam Teasdale, both Association members.
2. Minutes of the March 20, 2013 meeting were approved. And slate of officers approved: Robert Farwell, President; Julie Petrini, Vice President; Walter Schindler, Treasurer; Kathy Anderson, Secretary; Steve Coiteux, At Large.
3. Old Business:
 - a. Sewer Lateral Update: Compliance Certificate Notifications distributed to all residents. Walter distributed copies of the compliance statistics and a copy of the change in ownership pro forma demand statement. Walter recommended and the Board supports putting them on the website. The cost to complete the work was \$38,000. The Board agreed that the transfer fee would remain at \$2,500 for any new sale, as approved at the March meeting.
 - b. Scheduling of street re-paving: Revised bid document reviewed and Board approved proceeding with American Asphalt. It was noted that there is a layer of material, Petromat, that must be removed and trucked away and disposed of appropriately, which the company will be responsible for. Board approved proceeding with the work on two consecutive Saturdays, June 1 and June 8, 2013, with roughly one-half the street area completed on each Saturday. Portions of the streets will be closed on those Saturdays from 7am-7pm. Residents fronting the street areas affected will need to move their cars out and off of the street before 7am on the date of the work. Maps noting the units effected will be distributed
 - c. CC&R Update Status: Deferred until Robert can consult with Cheryl Brodsky.
 - d. Comcast Servicing Agreement: Board is awaiting response.
4. Correspondence—Exterior Painting Notices: All three deficient homeowners have responded positively to the final notices to comply with painting demands. Board will direct the homeowners to specify all surfaces and the colors they wish to choose prior to initiating the work. The Board will discuss the fine proposal at the July meeting.

5. Treasurer's Report: Walter distributed the April 2013 Financial Statements and Reconciliations. To clarify the Board's authorization for the work and cost at the March 20, 2013, the Board specifically authorizes moving the funds for the sewer lateral and street repaving work from the reserve account to the operating account. Walter also shared information from the ECHO seminar regarding HOA insurance. He has requested a quote from Socher Insurance, a firm that specializes in HOA insurance, which may provide a more competitive quote. The Board authorized the forming of an insurance committee to evaluate quotes prior to the expiration of our current policy.
6. New Business:
 - a. Google Docs/Mailing Lists: Gordon reported that Bob Kuzma is to present a recommendation to the Board regarding potential options regarding the utilization of mailing lists and sharing documents by the next Board meeting.
 - b. Reserve Fund Investment: Reserve fund investments were discussed because of poor returns due to the desire to have safety and liquidity of the funds. There was no decision to change at this time. The consultant from Young, Craig and Co./CPAs will be consulted for further guidance.
 - c. ACC—Appoint Chairperson: The Board appointed Steve Coiteux, Phil Thompson and Gordon Seligson to the ACC committee. The chair appointment is still pending.
 - d. Landscaping and House Address Visibility: There is concern that on some residences that vines are growing over the lit house numbers obstructing the visibility of identifying homes. The ACC will develop a list of houses to provide to Barbara Schindler so that she can instruct Cleary to trim the vines where this is occurring.
 - e. Smoking in common areas and skateBoarding on the streets was deferred to the next meeting due to lack of time.
7. Committee Reports:
 - a. CORE & Neighborhood Watch: Janet reported on the CORE event to be held Saturday, 5/18 from 9:30-11:30 am. There will be stations for Emergency Box/Two-Way Radio information, First-Aid, "To Go" bag supplies, home supplies, utilities, pet info, a hospitality station and a fire hose demonstration. The group will also be establishing two-way radio drills to be held approximately once a month. Committee members will be attending a Neighborhood Watch meeting for the North Hills Group on 5/19 to understand how to better coordinate activities and information.
 - b. Welcome: Janet reported on welcoming of new residents at 61 and 19 Schooner Hill.

- c. Landscape: Barbara reported on the new mulch work. She is short on the quantity and requested another 20 cubic yards for an additional \$2,000. The Board advised deferring further purchases until 2014.
- d. Streets and Lights: No new business other than the street repaving previously reported on.
- e. Parking: Julie reported out for Dick Saalfeld that there were no new issues. Dick sent a clarification regarding illegal parking that the members of the parking committee can actually have vehicles towed that have failed to heed citations and leave vehicles in unauthorized locations. The tow company listed on the signage near visitor parking is to be contacted in those situations. There was also a caution that there are a couple of residents who periodically abuse the visitor parking area, so the committee will monitor.

Meeting was adjourned at 9:00pm.

The next Board meeting will be held on Wednesday, July 17, 2013 at 7:00pm.

Respectfully submitted,

Julie Petrini
Vice President