

**Hiller Highlands Four Association  
Board of Director's Meeting  
Wednesday, November 20, 2013  
Highlands Country Club**

1. The meeting was called to order at 7:10 p.m. by Robert Farwell, President. Board members present were Julie Petrini, Vice President, Kathy Anderson, Secretary, and Walter Schindler, Treasurer. Committee chairs present were Pauly Langguth, CORE and Neighborhood Watch, and Barbara Schindler, Landscape.
2. The minutes of the September 18, 2013 meeting were approved.
3. Old business:
  - a. There are no updates regarding the Sewer Laterals.
  - b. President Farwell will contact Harold Teasdale and/or Richard Stephenson to see if they will assist the board with the CC&R updates.
4. Correspondence
  - a. There has been no further correspondence from the Malms regarding the removal of redwood trees.
  - b. Walter Schindler attended the first meeting of the Hiller Highlands Presidents' Council. Representative of all phases of Hiller Highlands will meet every six months to discuss issues of mutual concern.
5. Treasurer's report: Walter distributed copies of the October 2013 financial statement and reconciliation, and the proposed 2014 budget. He noted the importance of building up the reserves which have been depleted more than anticipated at the beginning of the year, due to the repaving of the streets and the sewer lateral inspections. Bob Farwell reminded the board that California law requires an independent reserve analysis every three years. Walter stated that, while some of the estimates used as the basis for the current reserve analysis are either based on actual costs or vendor quotes or budget estimates, others, especially the landscaping related costs are still rough estimates; more meaningful budget estimates for those items have been requested from Cleary Brothers. The reserve analysis will be updated after receipt of the Cleary Brothers input. Because of the need to make larger contributions to the reserve account, but also because there are other known (EBMUD water rates) or anticipated cost increases forecast for next year, he recommends an increase in the quarterly assessment next year to \$450. The board approved this action. Walter will send a letter to the membership explaining why this is necessary.

Walter indicated that beginning next year he will not have as much time to spend as Treasurer. He spoke with Gordon Seligson and Bob Kuzma, previous treasurers of the board, and they have agreed to fill in when he is unable to do so. With that in mind, Walter suggested purchasing a dedicated lap top that can be used by whomever is filling in as treasurer. Bob Farwell suggested using the Cloud or Drop Box as alternatives. Walter will look into the options.

6. New business: President Farwell and all the board members and committee chairs present agreed that Gordon Seligson did a wonderful job in hosting the Potomac cruise party. The invitation went to other phases of Hiller as well and a good time was had by all. Many thanks, Gordon!

7. Committee reports:

- a. ACC: Nothing to report at this time.
- b. Parking: In Dick Saalfeld's absence, Julie Petrini reported on the usual problems with use of the visitors' parking lot.
- c. CORE and Neighborhood Watch: Pauly Langguth intends to call a meeting in early January with all CORE and North Hills Watch people to make plans for 2014 and arrange participation in the April city-wide CORE meeting. Pauly also talked to Bob Kuzma about e-mailing the emergency forms so that they can be filled out and sent back on line. Pauly also mentioned the new Hiller Highlands sign at the south entrance. The sign was put up and paid for by HHV; they had suggested that other HH phases share some of the cost; based on the ratio of HHIV units to all HH units, our prorated share of the suggested contribution comes to \$1200; this amount was approved by the Board, and the Treasurer was instructed to pay this amount.
- d. Welcome: Pauly will let Janet Saalfeld know about the new owners at 31 Schooner Hill.
- e. Landscaping: Barbara Schindler reported on new plants and landscaping as well as her continuing belief that an increase in the number of maintenance personnel or hours worked is necessary to maintain the quality of our landscape. Walter Schindler noted that he has requested an update of the landscape infrastructure (irrigation system, retaining walls, etc.) replacement cost from Cleary. The Board asked Barbara to remind Cleary of requirements of the contract that are not being met at the present time.
- f. Streets and Lights: Nothing to report at this time.

8. The meeting was adjourned at 8:45 p.m. The next meeting of the Board of Directors is Wednesday, January 15, 2014.

Respectfully Submitted,

Kathy Anderson  
Secretary