

HILLER HIGHLANDS II HOMEOWNER'S ASSOCIATION

Regular Session Meeting Minutes

110 Hiller Drive, Oakland, CA

Hiller Highlands Club

June 3, 2019 | 6:30 PM

Title	Name	Term Expires	Status
President	Rich Banks		P
Treasurer	Ed Loss		P
Vice President	Scott Gale		P
Secretary	Jeanette Wong		E
Landscape Chairperson	Tracey Perkins		P
Special Projects Chairperson	Rao Kammula		P
Community Director CCAM	Brent Uridge		P
Community Manager	Farita Toney		P
Board Meeting Quorum Established:		YES	
P= Present, E=Excused, A=Absent, T=Tardy, LE=Left Early, V=Vacant			

CALL TO ORDER – 6:33 P.M.

- **HOMEOWNERS OPEN FORUM:**
 - Common Area Landscaping: Edie Kaplan (1874 GV) called attention to the condition of the common area west of her home and requested that it be improved with plantings, mulch, etc.
 - Action: Tracey Perkins, Landscape Chairperson, agreed to add this area to the project list pending future funding.
- **BOARD TOPICS**
 - **CONSENT CALENDAR** - Board adopted use of consent calendar moving forward to expedite review of recurring Board topics.
 - **MINUTES** - Board of Directors approved minutes from the Regular Session Board Meeting held on January 7, 2019 as presented.
 - **ANNUAL CALENDAR** - Board approved annual calendar contingent per the following changes:
 - State Federal Taxes Due May 2020
 - Annual Site Inspection & BOD Meeting Due July 2019
 - BOD Meeting Due October 2019
 - Back Flow Prevention Inspection due December 2019
 - Confirmed deadline of nominations for 2020 annual meeting in November 2019 per bylaws

- **TREASURER'S REPORT**
 - Board acknowledged receipt, but withheld full acceptance of the financial statements for the period of January 1/1/2019 – 1/31/2019; February 2/1/2019 – 2/29/2019; March 3/1/2019-3/31/2019 and April 4/1/2019 – 4/30/2019.
 - Rich Banks, Board president made the property manager aware of and reiterated his request for corrections to be made of discrepancies between bank statements, Balance Sheet and Cash Flow report - especially related to EBMUD payments.
- **COMMITTEE REPORTS - LANDSCAPE COMMITTEE**
 - Current budget does not allow for necessary work to be funded.
 - Current water usage is running below projections and may allow for re-allocation of funds from water payments to landscaping projects if current trends hold.
- **NEW BUSINESS**
 - Single Family Residential Use:
 - Action: The Board reminded all homeowners that Hiller Highlands HOA-2 CC&R's allow only single-family residential use. "In-law" and sub-dividing units are not allowed.
 - Assessment Delinquencies:
 - Ed Loss pointed out the continuing delinquency error calculation (1% rather than 10%) to the property manager and reiterated the Board's request for corrections to be made. Note: this was called out in the January 7th meeting.
 - Action: Board of Directors approved grandfathering of assessments to date. Correct penalties (10% surcharge will incur up to 30 days increasing to 12% after 30 days) will be applied beginning July 1st.
 - www.TownSq.com:
 - Property Manager discussed the goal of using www.townsq.com as the official and only communication channel to Homeowners.
 - Action: Board instructed the property manager to continue to utilize the email list of homeowners provided to her for communications until all homeowners have an active account.
 - Action: The Board requested that the property manager conduct an active outreach campaign to increase the number of homeowners with accounts from the current 11 to all 42 homeowners. Immediate Email and snail mailings were approved. Property manager agreed to undertake this effort at no additional cost.
 - As of 6/23/19 21 Homeowners have created www.townsq.com accounts.

Alexandre Iannello	
Andrew John Caborn	
Ann Woo	
Barbara Whalen	
David Massi Arzo	Terme Moayed Arzo
Edie Kaplan	
Edward Loss	
Fred Lee	Helen Lee
Fred Perkins	Tracey Perkins
Jeanette Wong, Trustee	
John Walsh	
Katherine Cramer	
Margaret Connor	
Neal & Judith Barmack	
Rao Kammula	
Reg Gomes	
Reggie Jackson	
Rich Banks	Annette Baron
Robert Clinton Miller III	
Scott Gale	
Wally King	

- EBMUD's PSL requirements update:
 - Board discussed recent update to EBMUD's PSL deadline replacement requirements - potentially pushing deadline for completion out to 2029.
 - **Action:** The Board deferred action on revising the current project planning until the Reserve Study update later this year.
 - **Action:** Property manager will provide update at the 7/22/2019 Regular Session Meeting
- Revised projected PSL cost:
 - Property manager presented revised projected PSL cost from \$475,767 to \$297,766.
 - **Action:** The Board deferred action on requesting additional bids on the project until the actual project date.
- Site inspection/walk-through:
 - **Action:** Board tentatively scheduled within 90 days - will include property manager and all Board members.

• **PROPERTY MANAGER BUSINESS ITEMS**

- **RESERVE STUDY DISCLOSURE SUMMARY** - Board of Directors M/S/C acknowledge receipt of Reserve Study Disclosure Summary as presented.
- **2019 RESERVE STUDY FINANCIAL UPDATE CONTRACT** - Board of Directors M/S/C approval of and sign 2019 Reserve Study Financial Update Contract.
- **PRESIDENT'S UPDATE**- President's update added to action items as needed per contract.

- **SITE INSPECTIONS** - Board of Directors M/S/C approval of Annual Site Inspection & BOD Meeting Due July 2019. Site inspections will reconvene monthly per contract.
- **CD RATES** - Board of Directors M/S/C to approve & set up \$100k Union Bank CD account contingent upon term of account.
- **PG&E – PROPERTY MANAGEMENT AUTHORIZATION AGREEMENT** - Board of Directors M/S/C approve, acknowledge receipt, and sign PG&E Property Management Authorization Agreement.
- **AUTHORIZED EXPENDITURE RESOLUTION CA. CIVIL CODE SECTION 5380** - Board of Directors M/S/C sign, adopt and acknowledge receipt of the Authorized Expenditure Resolution CA. Civil Code Section 5380.
- **ETHICS POLICY/CODE OF CONDUCT FOR DIRECTORS & COMMITTEE MEMBERS** - Board of Directors M/S/C sign, adopt and acknowledge receipt of the Ethics Policy/Code of Conduct for Directors & Committee Members.
- **SPECIAL ASSESSMENTS** - Board of Directors M/S/C approval Managing Agent send notice to HOA regarding 5% special assessment increase effective July 1.

5. SPECIAL PROJECTS

- Alternate Irrigation Project Update:
 - Rao Kammula was asked to give a short presentation (e.g. PowerPoint) at the next meeting including benefits, costs, potential issues and timing.

6. ADJOURN REGULAR SESSION – 8:29 P.M.

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