

Hiller Highlands II Association

1860 Grandview Drive, Oakland, California 94618

Rich Banks-President • Edie Kaplan-Vice-President • Reg Gomes-Treasurer • Tracey Perkins-Secretary • Ed Loss-Landscape Chairman

Board Meeting Minutes
October 30, 2014

Present: Rich Banks, Reg Gomes, Edie Kaplan, Ed Loss, Tracey Perkins, Anne and Walt Bussey, Terry Lee

The meeting was called to order at 7:10 by Rich Banks.

New Homeowners

We welcomed Anne and Walt Bussey.

Third Quarter Financial Review – Reg Gomes

Reg reported that we are on track year-to-date with our budget. Reg paid out of his own pocket \$10 for the taxes. The Meeting Room/Administrative Services budget was for the Annual Meeting (including food), which was held in February. The Reserve includes the \$47,625 Union Bank Checking Account and \$99,912 CD.

September 30, 2014 Hiller Highlands II Quarterly Financial Review

	<u>Annual Budget</u>	<u>YTD</u>
<u>Income</u>	109,200	82,065
<u>Expense</u>		
Landscaping	30,116	26,402
Utilities		
Electric	1,200	722
Water	35,000	26,445
Professional Services	5,100	4,025
Insurance	5,600	5,817
Communications	550	892
Taxes	10	(10)
Meeting Room/ Administrative	850	298
SBA Loan P&I	17,592	13,194
Reserve Transfer	12,852	9,639
<u>Account Balances</u>		
Operating		23,801
Reserve		147,537
SBA Loan		80,619

2015 Budget & Quarterly Assessment – Rich & Reg

The 2015 Operational Budget will be the same as 2014. We will not have to increase quarterly assessments. The reserve for 2015 will include \$10,000 for security cameras. We are 14% below on our 2013 water usage but the rates will be higher in 2015. We will maintain \$35,000 budget for water. Rich recommended we place four extra meters to monitor the amount of water used for irrigation in the different areas of Phase II. This would come out of our reserve. The cost of water meters are nominal. Rich increased the 2015 reserve transfer in accordance with the reserve funding plan. Ed paid for the cost of the website for 2014, but for 2015 it will cost \$100 administrative expense. Edie made a motion to place the website on the budget. Tracey seconded.

Sewer Repair at 16 Treasurer Hill

The cost of the emergency sewer repair was \$2,000 and will come out of the reserve. The homeowners association is responsible for sewer laterals.

Annual Inspection Results & Communication to Homeowners – Rich, Reg, Ed

On October 22, 2014, Rich, Reg, and Ed did the annual home inspection. They were disappointed that there are still several homeowners who have not complied and have not had the requested work done. Some houses need significant work. A lively discussion ensued regarding how to get homeowners to repair their homes. It was suggested that we implement financial penalties if work has not been completed by the deadline date. If necessary, the Board can make repairs and charge homeowner for work done. There are approximately six homes in disrepair. Rich will make a list of contractors.

The inspection results will be sent out again to all homeowners. Deadline date to have all infractions fixed/repared is: **May 1, 2015.**

Replacing Massingham - Rich

Rich would like to fire Massingham. He has spoken with another other top company that Marty and Susan interviewed, the Helsing Group. Rich and Reg will meet with them and see what type of service they offer. It was agreed that we would change. We need to give Massingham a 60-day notice.

Security Cameras - Ed

Security Cameras will be placed in the reserve budget for \$10,000. At this time cameras are in a preliminary investigation phase. We will attempt to coordinate with other Hiller Phases. Phase IV is installing two cameras on the corners of Grand View/Schooner and Schooner/Charing Cross. Walt of Phase IV will send Rich an email regarding the cameras. Neighborhood Guard will provide the hardware and will help with the installation. Cameras will have to be installed at homes with internet connections. Camera will have a memory stick and will be discrete and hidden. The Board will determine how to manage the video images. There are strict rules on who can see the videos. Only the police department will view the images. Images are stored on a server for 30 days. There are still many questions. Ed recommended that we let Phase IV work out the bugs and we move forward once their cameras are up and running.

Revision of Architectural Change Request Form – Rich

Rich recommended that we amend the Architectural Change Request Form to delete neighbor's approval because it slows down the approval process. If the Board believes there is a potential problem for neighbors with an architectural change, the Board will advise neighbors and ask for their comments.

Nonconforming Roof Replacements - Rich

The former homeowners of 16 Treasure Hill did not replace their roof with approved roofing material. Through a misunderstanding with the Board, a similar roof was installed on 20 Treasure Hill. Rich had advised the homeowners what they needed to install. Rich contacted the homeowners, and they thought what they installed what was OK. It is suspected that the contractor may be at fault.

Requirements for Installation and Replacement of Awnings - Rich

Homeowners are required to submit an Architectural Change Request Form to the Board and obtain Board approval for any external change to the house, including awnings, changes to doors, windows, paint, solar panels, etc.

There have been complaints about a striped awning that was installed on 20 Yankee Hill that is visible on the Hiller side of the house. No ACR form was submitted to the Board and the homeowners are in violation of the CC&R's. Since there have been complaints from homeowners about the awning, therefore, Board is required by the CC&Rs to take action. The Board discussed what action to take. It was decided that:

- The awning should be removed.
- Homeowner must submit an ACR form to the Board for approval and provide a sample of the new material prior to being installed.

Also it was noted that the homeowner is in violation of using his garage as storage and parking cars on Yankee Hill. Homeowner has been advised of this violation in the past and has not corrected the violation.

It was recommended that we review the CC&R's and look at what penalties and fines that can be applied for such violations. It was suggested that the penalty be \$150 per occurrence, per week or month.

Because of the roof replacement and awning violations, architectural requirements will be revised and specific penalties developed.

The meeting was adjourned at 8:53 PM.

Minutes submitted by: Tracey Perkins, Secretary