

Hiller Highlands Four Association

Quarterly Newsletter

First Quarter 2007

30 Schooner Hill
Oakland, CA 94618

The Hiller Highlands Four Bulletin is published quarterly. If you have an item to be included, please leave the information in the mailbox at 30 Schooner Hill.

Hiller Highlands Four Annual Meeting

April 4, 2007

Social Hour and Refreshments
6:30 PM

Business Meeting 7:30 PM

2007 Board Meetings Dates

March 21
May 16
July 18
September 19
November 21

All meetings are scheduled
for 7 PM
at Hiller Country Club

Contact David Spellmeyer for
questions about BOD meetings.
The Board of Directors meetings are
open to all residents

Welcome to our new neighbors

Raphael Kasper &
Angelika Anderson
20 Schooner Hill

Kevin Dawson
25 Captains Cove

Letter from the President - March 2007

We Want You!

We are currently looking for Association members to fill various volunteer roles. New volunteers can learn about the management of the Association either by joining a committee or standing for election to the Board of Directors. Newer Board Directors usually start out as Vice-Presidents whose primary responsibility is to attend Board meetings every other month and vote on proposals, procedures, and rules. Although if someone has existing skills such as accounting or record keeping, the role of Treasurer or Secretary could be assigned to a new volunteer. The assignment of a duly elected Board Director to the specific positions of President, Treasurer, and Secretary is decided internally by the Board. Committee members do not have to stand for election; they simply attend committee meetings in order to organize or perform specific functions. Committee Chair positions are determined by the Board. According to the By-laws, the authorized number of voting Directors is five. A minimum of three Directors is required. It is preferable to have new volunteers join committees and attend Board meetings, so that people can learn the ropes and then move up in responsibilities as Director Positions become open and elections result in changes to the composition of the Board. The Association may also have, at the discretion of the Board of Directors, one or more additional Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such officers as may be appointed by the Board. One person may hold two or more offices except that of President and Secretary. Each Director must be an Owner and a Member of the Association and may serve a maximum of three consecutive two-year terms.

All members of the Board of Directors must be elected by the Association members. At the annual meeting on April 4th, we will be taking any additional nominations from the floor for the two open Board of Directors positions. These two Director positions are currently held by Bob Kuzma and Pauly Langguth who have agreed to stand for reelection. This year, state law requires a new secret mail-in ballot process instead of the usual voice acclamation process used in past years. After all candidates are accepted into the nomination process, a mail-in balloting procedure will determine who is elected, with the candidates who have the two highest vote counts winning the two open Director positions. The vote counting will occur at the May 16th Board meeting.

If you are considering taking on a volunteer position, please let one of the existing officers know beforehand by sending an email or dropping a note in our mailboxes. We are asking new volunteers to attend the next Board meeting at 7 P.M., March 21, in the Hiller Country Club. Also, if you can't make the meeting but still want to volunteer, please call me (981-1445) within the next week.

**Please visit the HHIV
website at:
<http://www.hhiv.org>**

The various Hiller Highlands Four Association Committees are:

Standing Committees:

- Architectural Control Committee
- Parking Enforcement Committee
- Landscape Committee
- Streets and Lights Committee
- Newsletter Committee

Ad-hoc Committees:

- Event Planning (Annual April meeting and Fall Social events)
- Welcome Committee for new neighbors
- Any other committee decided by the Board to address a specific issue

Voting and Election Rules Changes

Changes in state law concerning Common Interest Developments (CIDs) were put into effect on July 1, 2006. These legal changes have necessitated changes in the Associations By-laws, CC&Rs, and voting procedures. Certain matters, such as the election of the Board of Directors or proposed By-law changes, etc., are voted upon by the membership of the Association. The normal voting cycle occurs annually for the election of Board members. Historically, voting has been conducted at the Annual Membership meeting in April.

However, changes in the law effective July 1, 2006 will affect the method and timing of the voting process, in effect “de-coupling” it from the Annual Meeting. Voting will now be conducted via a “mail in” secret ballot, somewhat similar to the absentee voting process available in government elections. The voting process will be implemented and overseen by one or three election inspectors appointed by the Board.

- The names of Board nominees will be presented to the membership at the annual meeting (first Wednesday in April each year) and nominees who wish to make statements to the members may do so at that time.
- Within a few days following the annual meeting, members will be provided necessary voting materials (ballot and envelopes) for submission of their respective votes.
- Members must submit sealed ballots within 30 days following receipt (i.e. drop in the HHIV mailbox or send in via U.S. Mail)
- The ballots will be counted by the election inspectors at the May Board meeting, following the close of the 30 day voting period.
- The membership will be officially notified of the results within 15 days following the count.

It is important for those homeowners who do not reside within Hiller Four year-round to always notify us of your current mailing address. Voting by proxy is still permitted. However the “mail in” secret ballot process should eliminate the need for proxies in most cases, as long as we have your currently active mailing address.

We are currently working with the Association’s attorney to finalize our new procedures. Since the existing By-laws and CC&Rs are affected and must be changed, the Association is legally required to utilize this new procedure to approve the change in By-laws and CC&Rs authorizing this same procedure. ***A copy of the Proposed Voting and Election Rules are included in the appendix for your review.***

General Business Items from the Committees

Financial Information

Pauly Langguth - Treasurer

The 2006 financial statement is attached for your review.

Parking Committee

Dick Saalfeld - Chair

If you notice a violation of the Parking rules and regulations, please notify Dick Saalfeld by phone or by e-mail. All complaints must identify the car and car owner and must include dates, times, location, and specific violation(s) of the rules.



Towed Vehicles:

For towed vehicles, please contact Act Towing at 4800 East 12th St., Oakland, CA 94601; phone: 510-534-3788 Fax:510-534-3839



A reminder: the **maximum speed limit** on our private streets is 15 miles per hour. There have been several near misses on the Schooner Hill curves.



Drivers should drive on the right-hand side of the street. Please drive more slowly when conditions dictate, such as fog, in the rain, or at night.

Garbage & recycle containers

Thank you to all of our neighbors who set recycling and garbage bins outside no earlier than Sunday evening or early Monday morning.



This helps keep our neighborhood clean and attractive and keeps us in compliance with the City ordinance.

Attachments, Enclosures, and Filing

The Income/Expense and Balance sheets should be filed in Section 8 of your Hiller Four Information binder, this bulletin in Section 7, and the Rules in Section 6

Contributions to the Newsletter

Please contact David Spellmeyer if you would like us to consider material for the quarterly newsletter.

Hiller Highlands Four Association Board of Directors

President - to 2007

Bob Kuzma
robbil32@pacbell.net
510-981-1445

Treasurer - to 2007

Pauly Langguth
pl2gs@sbcglobal.net
510-549-9081

Vice President - to 2008

Tom Kremen
tkremen@yahoo.com
510-666-8899

Vice President - to 2008

Dick Saalfeld
dsaalfeld@sbcglobal.net
510-843-1088

Secretary - to 2008

David Spellmeyer
dspellmeyer@mac.com
510-883-1951

Hiller Highlands Four Association is a Planned Unit Development ("PUD"), which operates under the provisions of California's Davis Stirling Act. An elected Board of Directors is responsible for operation of the Association, including enforcement of the various rules and regulations that are part of a PUD. Each owner and resident has been provided a "Hiller Four Info" binder with the current rules and regulations, if you are missing the binder or are not sure if the contents are current, contact the Secretary.

After the Annual Meeting, you will receive a ballot in your mailbox or via U.S. Mail with complete information asking for your approval of this change in the By-laws as well as your vote for Board Directors.

Condolences

The Board and Members of the Association extend our condolences and sympathies to Melitta and the Rosen Family on the passing of Victor Rosen. A memorial will be held at the Claremont Hotel on March 25 at 3:00 PM

Other Neighborhood Items

Barking Dogs

Association rules state that no animal shall be left unattended on exterior decks or patios. For a complete list of the pet rules, please see the rules attached in the Appendix of this Newsletter.

Laundry on Balconies, Decks, and Patios

Please do not use the balconies or patios to dry laundry. Our Association CC&Rs state that "No outside clotheslines or other outside clothes drying or airing facilities shall be maintained on any Lot unless the Architectural Control Committee finds such facilities to be adequately concealed so as not to be seen from any adjacent property." For a complete list of this and other related Rights, Easements, and Restrictions of Residential Area, please review Article 3 of the CC&Rs (available on the HHIV website - www.hhiv.org).

Appendix Items

The following Association documents are attached for your review. These should be included in your Association Binder for future reference.

Document	Effective Date	Binder Section
Financial Statement	December 2006	8 - other
Voting/Elections	Proposed	N/A
Statement of Insurance Coverages	November 5, 2006	8 - other
Schedule of Monetary Fines	September 8, 2004	6 - Rules
Delinquent Assessment Collection Policy Statement	September 8, 2004	6 - Rules
Architectural Rules and Regulations	September 8, 2004	6 - Rules
Landscape Rules and Regulations	September 8, 2004	6 - Rules
Parking Rules and Regulations	September 8, 2004	6 - Rules
Pet Rules and Regulations	September 8, 2004	6 - Rules
Association Directory	March 2007	2 - Roster

HILLER HIGHLANDS FOUR ASSOCIATION
30 Schooner Hill
Oakland, CA 94618-2335

APPENDIX

Document	Effective Date
Financial Statement	December 2006
Voting/Elections	Proposed
Statement of Insurance Coverages	November 5, 2006
Schedule of Monetary Fines	September 8, 2004
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Architectural Rules and Regulations	September 8, 2004
Landscape Rules and Regulations	September 8, 2004
Parking Rules and Regulations	September 8, 2004
Pet Rules and Regulations	September 8, 2004
Association Directory/Roster	March 2007

Electronic versions of these documents can be found on the Hiller Highlands Four Association website (at <http://www.hhiv.org>) along with these governing documents:

Document	Effective Date
Articles of Incorporation	May 19, 1972
Delinquent Assessment Collection Policy Statement	September 8, 2004
Bylaws	July 13, 2001
Declaration of Covenants, Conditions, and Restrictions (CC&Rs)	July 13, 2001
CPA Report	2004 - 2005
CPA Report	2005 - 2006
Reserve Analysis, Reserve Summary	2004
Board of Directors Meeting Minutes	1996 – 2006
Quarterly Bulletins	2004 - present
Paint Schemes	Adopted in 2004

Hiller Highlands Four Association

** December 2006 **

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INCOME/EXPENSE STATEMENT

Line	Description	Month	Year-to-date	Budget	YTD %	Variance
OPERATING ACCOUNT #4461006830						
Income						
11	assessments	935.83	111,185.83	112,000.00	0.99	(814.17)
12	prior year assesments	0.00	350.00	0.00		350.00
13	prepaid assessments	3,969.04	3,999.04	0.00		3,999.04
31	transfer fees	50.00	250.00	100.00	2.50	150.00
32	late charges	145.13	215.13	0.00	#DIV/0!	215.13
33	fines: parking, etc	0.00	80.00	0.00	#DIV/0!	80.00
34	other income & carry-forward	0.00	9,571.99	9,193.39	1.04	378.60
42	operating account interest (4461006830)	8.13	148.56	110.00	1.35	38.56
99	transfers from reserves	0.00	2,447.00	0.00	#DIV/0!	2,447.00
	total operating income	5,108.13	128,247.55	121,403.39	1.06	6,844.16
Expense						
125	general (incl website)	174.50	692.68	500.00	1.39	192.68
126	events (annual dinner, barbeque, etc)	0.00	1,167.67	1,400.00	0.83	(232.33)
127	copies and postage	0.00	46.57	250.00	0.19	(203.43)
128	memberships (CORE, ECHO, etc)	0.00	400.00	1,020.00	0.39	(620.00)
135	insurance	16.87	15,129.94	16,300.00	0.93	(1,170.06)
145	legal	325.60	325.60	300.00	1.09	25.60
149	accounting & reserve study update	0.00	2,160.00	2,400.00	0.90	(240.00)
150	taxes/filing fees	460.00	1,865.00	1,500.00	1.24	365.00
161	infrastructure: streets/drains/walls	0.00	505.00	2,500.00	0.20	(1,995.00)
162	landscape maint (Cleary)	4,650.00	50,300.00	50,200.00	1.00	100.00
163	landscape improvements	2,811.00	10,820.00	13,940.00	0.78	(3,120.00)
164	irrigation system repair	0.00	4,575.52	2,500.00	1.83	2,075.52
165	mulch	0.00	9,000.00	8,000.00	1.13	1,000.00
166	street lighting (PG&E/Gills Electric)	155.64	3,173.29	2,000.00	1.59	1,173.29
167	irrigation/water (EBMUD/backflow)	1,909.00	10,277.96	9,000.00	1.14	1,277.96
175	ACC	93.98	1,004.76	400.00	2.51	604.76
199	transfers to reserves	0.00	9,193.39	0.00	#DIV/0!	9,193.39
	total operating expense	10,596.59	120,637.38	112,210.00	1.08	8,427.38
	net change - operating account		(5,488.46)	7,610.17		9,193.39
RESERVE ACCOUNTS						
Income						
992	HOA Interest Bearing (1461484701)	64.00	769.76	400.00	1.92	369.76
993	Reserve Investment Account (1461484701)	6.23	305.50	85.00	3.59	220.50
994	CDs (credited to HOA Int Bearing)	532.71	9,253.22	7,500.00	1.23	1,753.22
995	transfers from operating (line 199)	0.00	9,193.39	0.00	#DIV/0!	9,193.39
	total reserve income	602.94	19,521.87	7,985.00	2.44	11,536.87
Expense						
999	transfers to operating (line 99)	0.00	2,447.00	0.00	#DIV/0!	2,447.00
	total reserve expense	0.00	2,447.00	0.00	#DIV/0!	2,447.00
	net change - reserve accounts	602.94	17,074.87	7,985.00		
	net change		(4,885.52)	24,685.04		17,178.39

BALANCE SHEET

Month Year-to-date

OPERATING ACCOUNT

First Bank stmt ending balance	\$14,867.12	
outstanding checks	7,256.95	
First Bank adjusted balance	7,610.17	
	<i>verification</i>	
prior month ending chkbook balance	13,098.63	\$0.00
+ net change	(5,488.46)	7,610.17
adjusted checkbook balance	7,610.17	7,610.17
Ending operating balance	7,610.17	7,610.17

RESERVE ACCOUNTS

HOA Interest Bearing #1461484701

* calculated entry

	beginning	82,229.89	\$70,564.74
	transfers in from operating (line 199)	0.00	\$9,193.39 *
AAA	transfers in from RIF/TOF	6,230.30	\$67,926.50
	maturing Certificate of Deposit	99,000.00	\$198,000.00
	interest (line 992)	64.00	\$769.76 *
	interest from CDs (line 994)	532.71	\$9,253.22 *
BBB	transfers out to RIF/TOF	1,423.52	\$67,627.23
	transfers out to operating (line 99)	0.00	\$2,447.00 *
	Certificate of Deposit purchase	134,000.00	\$233,000.00
	ending	52,633.38	\$52,633.38

RIF/Treasury Obligations #1461484701

	beginning	4,806.78	\$0.00
BBB	transfers in from HOA Reserves	1,423.52	\$67,627.23 *
	interest (line 993)	6.23	\$305.50 *
AAA	transfers out to HOA Reserves	6,230.30	\$67,926.50 *
	ending	6.23	\$6.23

Certificates of Deposit (2)

	beginning	\$198,000.00	\$198,000.00
	transfers in (purchase)	134,000.00	\$233,000.00
	transfers out (redemption)	99,000.00	\$198,000.00
	ending	233,000.00	\$233,000.00
	Ending reserve balance	285,639.61	\$285,639.61

Total ending balances 293,249.78 \$293,249.78 0.00

RESERVE ALLOCATION

current cost allocation assigned

"required" as of 1/1/2006

	total reserves			\$285,639.61	156.85%
	less 3% contingency			\$8,569.19	
	subtotal			\$277,070.42	
R1	Irrigation - repl controllers & upgrade	3994	0.021931197	\$6,076.49	
R2	Traffic signs - replacement	1440	0.007907092	\$2,190.82	
R3	Wood retaining walls - replacement	7847	0.043088159	\$11,938.45	
R4	Lighting fixtures - replacement	36483	0.200329462	\$55,505.37	
R5	Asphalt (streets) - sealing/overlay	82852	0.454943305	\$126,051.33	
R6	Concrete (curbs/walks) - repairs	13565	0.074485902	\$20,637.84	
R7	Stair railings - replacement	12184	0.066902781	\$18,536.78	
R8	Concrete retaining walls - repairs	23750	0.130412102	\$36,133.34	
	TOTAL	182115	1	\$277,070.42	

PROPOSED RULE

**Hiller Highlands Four Association
30 Schooner Hill
Oakland, California 94618**

Voting/Election Rules & Procedures

Whereas various sections of the Articles of Incorporation, By-laws and CC&Rs of Hiller Highlands Four Association (“HHIV Association” or “Association”) contain provisions related to voting and elections; and

Whereas changes in the California Civil Code (effective in July 2006) require Home Owner Associations, including HHIV Association, to revise their election and voting procedures as may be necessary to comply with such changes, and to adopt rules containing the updated procedures; and

Whereas the HHIV Association Board of Directors (“Board”) believes it would be beneficial to the membership to set forth and clarify the voting and election rules and procedures in one document;

Now, *therefore*, the HHIV Association Board does hereby establish the following Rule regarding the Association’s voting and election procedures

General

Certain matters, including the election of Board members, proposed changes in governing documents, assessments (in certain circumstances, as provided in the Declaration of Covenants, Conditions, and Restrictions), and grant of exclusive use of common area property (under certain circumstances as provided in the Civil Code) are voted upon by the HHIV Association membership. Voting for the election of Board members is scheduled annually. Voting on other matters may occur concurrently with the annual Board election if feasible, or separately on an ad-hoc basis, when deemed necessary by the Board.

Voting Qualifications/Rights

Article III, Section 7 of the HHIV Association By-laws provides:

Voting rights of members are as follows: Members shall be entitled to one vote per residence lot. When more than one person holds an interest in any residence lot, the vote for such residence lot shall be exercised as they among themselves determine, but in no event shall more than one vote be cast with respect to any such lot.

Voting Method and Timing

For matters requiring the vote of the Association membership, voting is conducted via a “mail in” secret ballot process. Specific procedures are outlined below under the section headed “Secret Ballot Process”. The voting process is implemented and overseen by election inspectors appointed by the Board.

The voting process for both Board elections and ad-hoc votes is designed to include ample advance notice and information to members as to purpose/subject of the matter(s) to be voted upon. After ballots and voting information are distributed, members will have thirty (30) days to return the secret ballot. Since the procedure is a mail-in method, there is not a specific polling place and time for voting.

Annual Voting for Board Elections -

The voting process for Board elections is scheduled annually, beginning with the announcement of Board nominees at the annual Membership meeting, held each year on the first Wednesday in April. Within one week following the date of the meeting, election materials (ballots, return

envelopes and instructions) will be delivered to members. Members then complete their ballots and return them within 30 days in accordance with the secret ballot process. The ballots will be counted at the May Board meeting and the membership notified of the results within 15 days following the count.

Ad-Hoc Voting –

When matters other than the annual Board election arise, which require the vote of the membership, the Board may call for an ad-hoc vote at a time it deems necessary. At least 30 days prior to the distribution of ballots, the Board will advise the membership of the impending vote, the matter(s) to be voted upon, and other relevant information. Following this advance notice period, voting materials will be provided to members, after which they will have 30 days to return their ballot, in accordance with the Secret Ballot Process. The ballots will be counted at the next regular Board meeting following the close of the 30-day voting period, or at a special Board meeting called for this purpose. The membership will be advised of the results within 15 days following the count.

Proxies

Section 12 of the HHIV Association By-laws provides: "Voting can be done by valid proxies. Such proxies shall be in writing, signed and dated by the member or his duly authorized representative and delivered to the Secretary of the Corporation."

Under the mail-in voting process the need for proxies should be rare, since members merely have to complete their ballot at their convenience and drop it off or mail it during the 30-day voting period, rather than voting at a specific time and place.

However, there may be situations, such as extended travel, in which a member may not be available to receive the voting materials when delivered and unable to return the ballot within the requisite time. In such a circumstance the member may execute a proxy designating another member or representative to vote on his/her behalf, using the secret ballot process. The form of proxy shall provide for two separate pages or detachable sections: one which authorizes the proxy-holder to vote on behalf of the member, and another instructing the proxy-holder how to cast the member's vote. Proxy forms and procedures will be provided by the Board to members who request them.

Election Inspectors

The Board will appoint one (1) or three (3) independent third party individuals to serve as election inspectors whose responsibility will be to implement and oversee the voting process. An independent third party may or may not be a member of the Association, but may not be:

- a member of the Board or a candidate for the Board; or
- related to a member of the Board or a candidate for the Board; or
- a co-resident of a member of the Board or a candidate for the Board

The duties of the election inspectors include:

- Determine the number of memberships entitled to vote and the voting power of each.
- Determine the authenticity, validity, and effect of proxies, if any.
- Receive ballots.
- Process requests for delivery receipts
- Count and tabulate all votes.
- Determine the result of the election.
- Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote.
- Perform any acts as may be proper to conduct the election with fairness to all members in accordance with applicable state law and all applicable rules of the Association regarding the conduct of the election.
- The inspectors may appoint and oversee additional persons to verify signatures and to

count and tabulate votes, provided that such persons are independent third parties.

The election inspector(s) shall perform their duties impartially, in good faith, to the best of their ability, and as expeditiously as is practical. The decision or act of a majority of the inspectors shall be effective in all respects as the decision or act of all. Any report made by the election inspectors is prima facie evidence of the facts stated in the report.

Secret Ballot Process

Ballots and two preaddressed envelopes with instructions on how to return ballots shall be mailed by first-class mail or delivered by the Association to every member not less than 30 days prior to the deadline for voting. In order to preserve confidentiality, the voter is not identified by name, address, or lot, parcel, or unit number on the ballot. The Association uses as a model those procedures used by California counties for ensuring confidentiality of voter absentee ballots, including the following:

- The ballot itself is not signed by the voter, but is inserted into an envelope that is sealed. This envelope is inserted into a second envelope that is sealed. In the upper left hand corner of the second envelope, the voter prints and signs his or her name, and the address of the residence lot in which he/she has a fee interest that entitles him or her to vote.
- The second envelope is addressed to the election inspectors, who will be tallying the votes. The envelope may be mailed or delivered by hand to the HHIV Association Mail Box at 30 Schooner Hill, Oakland, CA 94618. The member may request a receipt for delivery.

Counting of Votes & Notification to Members

All votes shall be counted and tabulated by the election inspectors in public at a properly noticed open meeting of the Board, or members. For annual Board elections, the count will normally be conducted at the May Board meeting, following the close of the 30-day voting period. For ad hoc elections the count will be conducted at the next regular Board meeting following the close of the 30-day voting period, or at a special noticed Board meeting called for this purpose

Any candidate or other member of the Association may witness the counting and tabulation of the votes. No person, including a member of the Association shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.

The election inspectors shall promptly advise the Board of the results of the vote, which shall be recorded in the minutes of the Board meeting at which the vote is counted. Such minutes are available for review by members of the Association. Within 15 days following the vote count, the Board shall publicize the results of the vote in a communication directed to all Association members.

Custody and Maintenance of Ballots

The sealed ballots at all times shall be in the custody of the election inspectors or at a location designated by them until after the tabulation of the vote. The inspectors shall retain the ballots for nine months following the voting, at which time custody shall be transferred to the association. The ballots shall then be retained by the Association for at least twelve months following the voting.

After tabulation, ballots shall be stored in a secure place for no less than one year after the date

of the vote count. In the event of a recount or other challenge to the voting process, the inspectors or the Association shall, upon written request, make the ballots available for inspection and review by Association members or their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote

Board Candidate Qualifications

A candidate for election to the Board of Directors must be a member of the HHIV Association. Membership is defined in Article VI of the HHIV Association Articles of Incorporation, as follows: "Each person who is shown by a duly acknowledged instrument recorded in the Office of the Recorder of Alameda County, California, to be an owner of a fee interest in one or more of Residence Lots 1 through 80, Tract 3358, Oakland, California shall be a member of this corporation."

Nominations for Board Service

Nominations may come about in the following ways:

- The Board will, from time to time, request members to consider serving on the Board. Those interested will advise the Board, so that their names can be placed in nomination
- An Association member may nominate himself or herself as a candidate to serve on the Board
- A member may nominate a fellow Association member as a candidate for the Board, provided the proposed candidate has consented to have his/her name placed in nomination

Nominations should be submitted to the Secretary of the Board prior to the annual meeting. The names of Board nominees will be presented to the Association membership at the annual meeting and nominees who wish to make statements to the members may do so at that time. Candidates who wish to submit a brief statement to be included with the voting materials must submit such statement to the Secretary of the Board no later than 48 hours following the annual meeting.

**Hiller Highlands Four Association
30 Schooner Hill
Oakland, CA 94618-2335**

Statement of Insurance Coverages

California Civil Code Section 1365.9 requires that your Association provide notice of the amount and type of insurance carried by the Association. The Association carries the levels of insurance specified by Civil Code Section 1365.9, and pursuant to that section, owners may be individually liable to pay the amount of any judgment which may be rendered in favor of a plaintiff bringing an action in tort arising solely by reason of an ownership interest in the common area which exceeds the limits of the Association's insurance. Contact the Treasurer if you have questions about this summary.

Please note that none of the Association's policies provide coverage for individual units.

Policy/carrier/period/notes	Limit	Deductible
Policy: Commercial Crime/Fidelity Bond Carrier: Hartford Fire Insurance Company #57BDDAI9402 Period: 7/11/2006 to 7/11/2007 Notes:	\$400,000	\$1,000
Policy: Commercial General Liability Carrier: Philadelphia Insurance #PHPK173309 Period: 7/11/2006 to 7/11/2007 Notes: Limit is for each occurrence, aggregate is \$2,000,000. Includes Non-Owned Auto coverage. See Excess/Umbrella below	\$1,000,000	None
Policy: Commercial Property (common area) Carrier: Philadelphia Insurance #PHPK173309 Period: 7/11/2006 to 7/11/2007 Notes: Excludes windstorm (trees & shrubs), earthquake and flood	\$1,400,000	\$1,000
Policy: Directors and Officers Liability Carrier: National Union Fire Ins. Co. #6729521 Period: 7/11/2006 to 7/11/2007 Notes: See Excess/Umbrella below.	\$2,000,000	\$5,000
Policy: Umbrella (excess) Liability Carrier: Philadelphia Insurance #PHUB063938 Period: 7/11/2006 to 7/11/2007 Notes: Excess over the limits of the Common Area Liability (but excluding Non-owned Auto).	\$2,000,000	None
Policy: Workman's Compensation Carrier: State Compensation Insurance Fund Period: 12/01/2006 to 12/01/2007 Notes: Policy # 000153388920060	1,000,000	None

NOTE: the association strongly recommends that each owner include "Loss Assessment Coverage" as part of their Property Insurance policy – this coverage pays for an assessment from an association of property owners under specific circumstances. In the event of the a major catastrophe (as was the case with the 1991 Oakland Firestorm), it is possible that the Hiller Highlands Four Association may find it necessary to levy such an assessment despite coverage provided by the various insurance policies indicated above.

Last Update: November 5,, 2006

HILLER HIGHLANDS FOUR ASSOCIATION
30 Schooner Hill
Oakland, CA 94618-2335

Schedule of Monetary Fines

By resolution of the Board of Directors dated September 8, 2004, the Hiller Highlands Four Association hereby adopts the following fining schedule.

Owners shall provide their tenants and guests with notice of all Association Rules and Regulations and Penalties and shall be responsible for payment of fines and penalties assessed for violations by their tenants or guests.

1. **Violation of Rules and Regulations:** Each violation of any of restriction under the Declaration or any other duly adopted rule or regulation of the Association shall result in a fine of forty dollars (\$40.00) for each such violation. If the violation is of a continuing nature, an additional fine of forty dollars (\$40.00) shall be imposed for each calendar day, and continuing thereafter, until the violation has been cured, except as otherwise provided by this fining schedule.
2. **Architecture:** Each failure to comply with a notice of corrective action within 180 days after notice from the ACC shall subject homeowner of a fine of up to \$5,000.
3. **Landscaping:** Each violation of Landscaping Rules and Regulations shall result in a monetary penalty of forty dollars (\$40.00) and owner shall be liable for actual cost of any landscape replacement and any needed irrigation system repairs.
4. **Parking:** Each violation of Parking Rules and Regulations shall result in a monetary penalty of forty dollars (\$40.00).
5. **Pets:** Each violation of Pets Rules and Regulations shall result in a monetary penalty of forty dollars (\$40.00).
6. **Assessments:** In accordance with Article VII, Section 7.2.3 of the Declaration of Covenants, Conditions and Restrictions as amended and recorded on July 30, 1996, the Association may charge a late fee in the amount of ten percent (10%), or the maximum amount allowed by California Civil Code Section 1366, or any superseding statute, on any delinquent assessment.
7. **Failure to reconstruct damaged or destroyed improvement:** Any owner that fails to commence rebuilding of a damaged or destroyed improvement on his or her Lot or to bring any damaged or destroyed improvement on his or her Lot to a watertight shell and/or to a finished state in accordance applicable provisions of the Declaration of Covenants, Conditions and Restrictions, shall be fined one hundred dollars (\$100) for each calendar day, and continuing thereafter, until the matter(s) of non-compliance cited by the Board have been cured.

**HILLER HIGHLANDS FOUR ASSOCIATION
30 Schooner Hill
Oakland, CA 94618-2335**

Delinquent Assessment Collection Policy Statement

By resolution of the Board of Directors dated September 8, 2004, the Hiller Highlands Four Association hereby adopts the following Delinquent Assessment Collection Policy:

Regular assessments are due, in advance, on the first (1st) day of each quarter and delinquent if not received at the Association's address within thirty (30) days after the due date thereof. Special and Special Individual Assessments are due on the date(s) specified upon imposition and each installment thereof shall be delinquent if not received at the Association's address within thirty (30) days after it is due. A late charge of ten percent (10 %) of the amount due, or the maximum amount allowed by California Civil Code Section 1366, or any superseding statute, shall be due on any such delinquent assessment.

If any portion of such assessment or late charge remains unpaid forty-five (45) days after the original due date thereof, a Pre-Lien Notice may be prepared and sent, by certified mail, to the delinquent record owner(s) at the owner's last mailing address provided to the Association. Such notice will include a detail of the total amounts delinquent, including but not limited to assessments, late charges, interest and cost of collection, if any.

If all such amounts have not been paid sixty (60) days after the original due date thereof, a Notice of Delinquent Assessment ("Lien") may be prepared and recorded as to the delinquent lot and the owner(s) thereof, and all resulting collection fees and costs will be added to the total delinquent amount as the Association reserves the right to recover cost of collection. A copy of the Lien will be sent by regular and certified mail to the address described above.

All such amounts, and all other assessments and related charges for such lot thereafter due to the Association until all such amounts are paid, must be paid in full as a condition to curing and releasing such Lien, and the Association shall not be required to accept any partial or installment payments from the Lien date to the time that all such amounts are paid in full.

If all such amounts have not been paid, in full, within thirty (30) days after the recordation of such Lien, the Association may, without further advance notice, proceed to take any and all additional enforcement remedies as the Association, in its sole discretion, deems appropriate, including, without limitation, non-judicial foreclosure of such Lien, judicial foreclosure, or suit for money damages, all at the expense of such lot and the owner(s) thereof.

At the option of the Association, interest shall be due on all such amounts, once due and unpaid for thirty (30) days, at the rate of ten percent (10 %) per annum.

The Association shall charge a "returned check charge" of twenty-five dollars (\$25.00) for all checks returned as "non-negotiable", "insufficient funds" or any other reason.

HILLER HIGHLANDS FOUR ASSOCIATION
30 Schooner Hill
Oakland, CA 94618-2335

Rules and Regulations – Architectural

Whereas the Declaration of Covenants, Conditions and Restrictions (“CC&Rs”) require Hiller Highlands Four Association (“Association”) to enforce the provisions of the CC&Rs; and

Whereas the CC&Rs gives the Association the power to adopt reasonable rules, and

Whereas various provisions of CC&Rs relate directly to architectural issues,

Now, therefore, the Board of Directors of the Association does hereby establish the following Rules and Regulations which apply to rebuilding, and maintenance or alteration of residences.

The CC&Rs provide for establishment of an Architectural Control Committee (“ACC”) to, among other things, consider and advise the Board of Directors (“Board”) regarding exterior changes requested by homeowners and to monitor the units in the Association for compliance with the Architectural Rules and minimum standards for residence maintenance.

RULES, REGULATIONS, and PROCEDURES

1. These rules, regulations, and procedures supercede inconsistent language set out in CC&R 7.5.
2. Owners shall provide their tenants and guests with notice of these architectural rules and regulations and shall be responsible for payment of fines and penalties assessed for violations by their tenants or guests.
3. These rules describe standards and general conditions governing the structure of HHIV units as well as accessories, colors, etc.
4. The ACC, in conjunction with the Board, conducts periodic “walk-arounds” to inspect the exteriors of the units and to note any corrective measures that are necessary to achieve compliance.
5. Owners of units requiring corrective action will be so advised and are expected to undertake the corrective measures in a timely manner. **Failure to comply within 180 days after notice from the ACC shall subject homeowner of a fine of up to five thousand dollars (\$5,000).**
6. Requests for architectural changes must be made in writing to the ACC well in advance of the proposed commencement of installation, to allow time for review by the ACC.
7. Any requested change to the exterior of the home must be reviewed and approved by the ACC before the proposed change is implemented. This includes any change or addition that is visible to the exterior of the home, including, but not limited to:
 - a. exterior light fixtures
 - b. address placards
 - c. awnings
 - d. garage or other doors
 - e. change in entry door color
 - f. air conditioner units
 - g. satellite TV dishes of 18” or less in diameter are permitted under the CC&Rs, with prior ACC/Board approval with the following requirements:
 - i. The written request for approval must include a drawing/sketch showing the proposed location of the device.
 - ii. The priority in placing the device must be to minimize visibility, consistent with obtaining satisfactory reception due to the unsightly nature of these devices.
 - iii. Homeowners must assume responsibility in communicating with the installer regarding the requirement to minimize visibility of the device, in their own best

interest and that of their neighbors. Installers tend to want to do what is easiest and simplest for their own purposes but their preferences are not necessarily consistent with the requirement to minimize visibility.

- iv. Visibility of any wiring must also be minimized.
 - v. Connecting wires should enter the interior of the house at a location as near as possible to the dish.
 - vi. Any wiring that runs on the exterior should be neatly and securely fastened, and installed to follow natural lines in the structure, such as placement next to vertical trim pieces or next to the lap in horizontal siding.
 - vii. Any visible exterior wiring should be painted to match the surface to which it is attached.
8. Requests must be accompanied by a drawing showing the proposed change and location on the building.
 9. Changes or addition of fixtures must include an excerpt from catalogue or brochure showing and describing the item (e.g. size, finish, etc.).
 10. Requests that involve alteration/rebuilding of the structure itself must be accompanied by two copies of detailed professional drawings for ACC use. Construction must not begin before ACC approval is obtained. Depending on complexity, the ACC may engage an independent professional to assist in reviewing the plan, at homeowner's expense.
 11. Any proposal that involves limited use of common area requires an application to the Board for a "Licensing Agreement." Approval of such applications requires action by the Board before any work is initiated.
 12. Requests for any exterior change affecting neighbors' property, view, etc. requires written concurrence from the affected neighbors before final approval can be considered.
 13. If any damage occurring to the common area landscape and streetscapes is the result of work done to an individual unit such as painting, roofing, or construction, all costs related to the repair of the plantings will be responsibility of the homeowner. Payments are due upon receipt of billing by the Association.
 14. Requests to repaint the exterior of the unit in the assigned colors are considered approved. The homeowner should advise the ACC that he/she will be repainting, via a note in the HHIV mail box. As a courtesy, nearby neighbors should also be advised as to when such work will take place and care should be taken to protect adjoining residences from paint spray.
 15. No exterior speakers, horns, whistles, bells wind chimes, or other sound devices, except for security devices used exclusively for security purposes, shall be located, used or placed on a Lot.

GENERAL CONDITIONS

1. Exception to any provision of these general conditions require review by the ACC and approval by the Board of Directors.
2. All construction must conform to provisions of the 1992 Bryan and Murphy sight line study, which was compiled at the Board's request. This provides a 5'7" person (assuming an eye level at 5'4") standing at the primary view windows of a residence an unobstructed view over the 30-degree primary view cone with a 4 degree declination. Standard chimneys are not considered obstructions.
3. A design and master plan to assure adequate drainage of surface and ground water has been established. Drainage systems for all units must be integrated properly with this plan. Specifications are available through the ACC.

4. The Association maintains sewer laterals from the edge of foundation to street main. The owner is responsible for portion of the lateral under the foundation of the unit.
5. Driveways and entry walks of all units will have two 4" PVC sleeves buried 18" deep beneath them for running tubes and wiring.
6. Soundproofing between contiguous units must meet code requirements, and in addition are required to meet these HHIV additional standards.
7. Between the shared walls of all units, there will be a 1" minimum clearance between outside face of studs to property line.
8. In each of the two walls is insulation of R-13 fiberglass batt.
9. Drywall thickness is one layer 5/8" gypsum board, Type X, at each face of studs to run through ceiling/floor cavity for one-hour construction, plus 1/2" gypsum board interior wall finish.
10. To provide rafter space ventilation, eave vents and continuous ridge vents, which must terminate 5' from property lines, are required by Hiller IV. Hiller IV has been granted a variance from the City of Oakland that allows use of eave vents. Each builder must apply to the City for this variance on an individual unit basis.
11. Rafter spaces within 5' of property lines should have cross-ventilation to adjacent spaces for adequate ventilation.
12. The ACC can provide a set of basic information, including specifications and drawings of exterior design and building details which apply to all units.

STANDARDS

1. Any new building must observe the foundation footprint, bulk and elevations as existed prior to 10-19-91.
2. Documented exterior changes and additions approved by the Board may be incorporated in the new building without additional approvals, subject to building permits and codes.
3. The approved exterior design, which combines wood and stucco, must be observed. See the following EXTERIOR PAINT section for paint brands and color schemes.
4. The siding is 5/4" horizontal, overlapping, re-sawn clear cedar and has a 6.5" exposure. It is rough finished and factory primed front and back. Siding is painted using approved colors (see below).
5. Roofing for pitched roofs is Celotex, Presidential, Shadow Grey. For tar and gravel flat roof sections, the gravel must be tinted to replicate the Shadow Grey color.
6. Windows are anodized bronze aluminum, thermal break, or wood with exterior metal cladding of dark bronze color. Mirror coatings or dark tinted glass will not be approved.
7. Glass sky lights are flat. Mirror coatings are not acceptable.
8. Balcony railings are curved, metal, either 36" or 42" high and painted with the approved color (see below). Specifications for the railings are available from the ACC.
9. Decking and exterior stairs are 2x6 redwood, natural finish. Entrance and view balconies are curved.
10. The front door can be of wood, fiberglass, or metal facing. It can be painted or stained. It is raised panel, of one color and is 36" to 42" wide.

11. The garage door is sectioned overhead in wood or metal. The door may consist of either four or five sections, each section consisting of four raised or recessed panels across. Glass panels are not allowed. The door must be painted as described in the EXTERIOR PAINT section below.
12. The posts of privacy fences must be pressure treated Douglas fir. Boards and rails are to be redwood. Standard fence height is six feet. A detail drawing is available from the ACC.
13. The address light (house number) is manufactured by Sparkle Plenty, Inc., Chicago, I1 (10-24 volts, Model "Ranch", black).
14. The letterbox plate (mail slot) is Baldwin, oiled bronze finish, No. 0012-102 and is to be placed at street entrance.
15. Any request to add light fixtures or change existing ones must be pre-approved by the ACC. Any exterior fixture should:
 - a. have a muted finish, such as oiled bronze (no bright brass fixtures)
 - b. should be understated to be consistent with the general exterior "look" of HHIV
 - c. should not exceed 6" X 12" when viewed head on, and not project more than 8" from the surface on which it is mounted
 - d. exterior light fixture is to have no more than a 60-watt light or equivalent in fluorescent
 - e. shades are translucent/obscure material
 - f. clear glass is prohibited
 - g. indirect lighting is an acceptable alternative light source and circular apertures are recommended.
 - h. the standard exterior light fixture adopted in 1993 for the street entrance and for all exterior fixtures which can be viewed by other units (Progress, No P5678-20, with bronze finish) is no longer in production
16. The chimney cap is metal, with spark arrestor exposed above. It is to be painted the same as the stucco color. Specifications are available from ACC.
17. Exterior awnings are Sunbrella fabric and the colors are:
 - a. Paint Scheme A - #4628 – Toast
 - b. Paint Scheme B - #4633 – Linen
 - c. Paint Scheme C - #4630 - Cadet Grey
18. Awning hardware should be anodized bronze. A recommended source is ACME Awning Company, San Leandro. Owners may work directly with them to plan for individual needs. Any other exterior sun protection device needs ACC/Board approval.
19. Wooden planter boxes placed on decks/balconies must be inside and not hung on the railing.
20. Downspouts must match unit's siding color (see below).
21. Placement of air-conditioning compressor pads requires ACC/Board Approval. Written request must include a drawing/sketch showing the proposed location of the A/C unit. A lattice surround is required to hide the equipment. The surround is to be of high-grade lattice and trimmed so that edges of the lattice are not visible.
22. All items protruding above roofs, such as plumbing vents, flues, etc., shall be painted to match the standard roofing color (Shadow Grey). This includes flat tar/gravel roofs.

STANDARDS OPTIONS (which require ACC review and Board approval)

1. There is an approved design for a crossing (opposing) gable roof element. Clerestory windows within these gables are encouraged.
2. The roof pitch shall be 4" -in- 12" except for flat roof units. A 6" -in- 12" pitch is acceptable only for opposing gables and dormer conditions.

3. Bay windows are trapezoidal in front (living room).
4. Bay windows on the side (dining room) of D2 units are rectangular. The sides can be either glass or solid. If neighbors are affected, their concurrence is necessary.
5. Entry for D2 units may be open, covered or enclosed. Designs for covered or enclosed entries must have ACC/Board approval.
6. The atrium (solarium) can be enclosed on D1 and D2 units.

EXTERIOR PAINTING RULES AND INFORMATION

The 80 units in the association are in groups of two, three or four. Each group of units is referred to as a POD. The exterior painting guidelines are:

1. each POD is assigned a color scheme; A, B or C
2. adjacent PODs are assigned different schemes
3. all units in a POD use the same stucco color
4. adjacent units in a POD shall not use the same siding color

Exterior color schemes:

The Board has approved the following color schemes. Color chips are available from the ACC upon request.

- Scheme A
 - Stucco Color A: Boulevard, G-87
 - Siding Color A-1a: Oak Bark, G-99
 - Siding Color A-1b: Oxford Twill, 2W17-5
 - Siding Color A-2a: Quadrille, G-100
 - Siding Color A-2b: Sedona Beige, 2W18-3

Units assigned the A-1 scheme may choose between siding colors A-1a and A-1b and those assigned the A-2 scheme may choose between siding colors A-2a and A-2b. They may use any of the A-Scheme colors for trim, except the one they choose for the siding.

- Scheme B
 - Stucco Color B: Dune Beige, G-102
 - Siding Color B-1a: Maltese, H-32
 - Siding Color B-1b: Pebblestone Beige, 3W24-3
 - Siding Color B-2a: Maison, H-33
 - Siding Color B-2b: Haze Green, 3W24-4

Units assigned the B-1 scheme may choose between siding colors B-1a and B-1b and those assigned the B-2 scheme may choose between siding colors B-2a and B-2b. They may use any of the B-Scheme colors for trim, except the one they choose for the siding.

- Scheme C
 - Stucco Color C: Sand Springs, H-42
 - Siding Color C-1a: Lone Prairie, H-39
 - Siding Color C-1b: Thornwood, 3W21-3
 - Siding Color C-2a: Ancient Stone
 - Siding Color C-2b: Belmont Brown, 3W24-5

Units assigned the C-1 scheme may choose between siding colors C-1a and C-1b and those assigned the C-2 scheme may choose between siding colors C-2a and C-2b. They may use any of the C-Scheme colors for trim, except the one they choose for the siding.

Railings: The blue railing color is standard throughout HHIV. This color can be requested by the name, "Ink" (no number) and is on file at Pursel Paints (see below) with the other HHIV colors.

Front Entry Doors: The approved standard for front entry doors is to use the stucco, siding or trim color assigned to the unit, or the blue railing color. If the unit has a different color or finish that was previously approved by the ACC it may be continued. If the homeowner is considering changing the front door color/finish to something other than the approved standard colors, he/she must obtain prior approval from the ACC. Address a note, including a color chip to, the ACC and drop in the HHIV mailbox at 30 Schooner Hill.

Other Exterior Doors: The main garage door, garage side entry door, utility closet door and any other exterior door should be painted the siding color assigned to the unit.

Paint Resource - Pursel Quality Paints (2161 University Ave in Berkeley) has a file for HHIV referencing the exterior paint selections indicated above. When the homeowner or his/her painter goes to Pursel Paints, provide the paint color names and numbers to the salesperson, making sure to tell the salesperson that the home is part of Hiller Highlands Four Homeowners' Association (HHIV) and remind them that the HHIV colors are on file. Paint samples are available from the association; contact the ACC Chair when appropriate.

HILLER HIGHLANDS FOUR ASSOCIATION
30 Schooner Hill
Oakland, CA 94618-2335
Rules and Regulations – Landscape

Whereas the Declaration of Covenants, Conditions and Restrictions ("CC&Rs") require Hiller Highlands Four Association ("Association") to enforce the provisions of the CC&Rs; and

Whereas various provisions of the CC&Rs gives the Association the power to adopt reasonable rules for landscaping; and

Whereas it is the desire of the Board of Directors to ensure a common, high standard for landscaping to enhance property values; and

Whereas the Landscape Control Committee ("LCC") is appointed by the Board of Directors to deal with, and make decisions on landscape related issues, as provided by various provisions of the CC&Rs,

Now, therefore, the Board of Directors of the Association does hereby establish the following Rules and Regulations:

RULES AND REGULATIONS

1. Owners shall provide their tenants and guests with notice of these landscape rules and regulations and shall be responsible for payment of fines and penalties assessed for violations by their tenants or guests.
2. The planting, irrigation, maintenance and repair of the common areas and streetscapes are the responsibility of the Association, and the work will only be done at the direction of the LCC.
3. Homeowners may request modifications of plantings in the immediate vicinity of their homes. In which cases the following apply:
 - A detailed written request for change (including sketch) is submitted to the LCC
 - The LCC will review the request for change and advise the homeowner of its decision.
 - Costs of homeowner-initiated changes, including related irrigation, are the responsibility of the homeowner. The homeowner will be provided with a written cost estimate by the LCC which must be accepted in writing before work starts. Bills are payable and due to the Association when submitted by the LCC.
 - Purchase and installation of special request planting materials will be arranged by the LCC and the Association's Landscape Contractor will execute the work.
 - Approval will not be given for invasive plants or other plants which are generally incompatible with the master landscape plan.
4. Planted containers in and near entrances, and on decks and patios of individuals units must be maintained by the home owner in a manner consistent with the surroundings.
5. If any damage occurring to the common area landscape and streetscapes is the result of work done to an individual unit (such as painting, roofing, other construction), all costs related to the repair of the plantings will be responsibility of the homeowner. Payments are due and payable 48 hours after mailing of the notification by the Association.
6. Homeowners shall contact the LCC for desired alterations, removal, or pruning of existing plantings in the streetscapes or common area landscapes.
7. Walking across planted areas and hillsides is forbidden.

PENALTIES

Any member who violates or permits a violation of these Rules shall be fined and pay the Association a penalty of forty dollars (\$40.00) upon written notification to said member for each violation and owner shall be liable for actual cost of any landscape replacement and any needed irrigation system repairs.

Notice shall be delivered by U.S. Mail.

Payment of penalty is due and payable 48 hours after mailing of the notification of the penalty.

HILLER HIGHLANDS FOUR ASSOCIATION
30 Schooner Hill
Oakland, CA 94618-2335
Rules and Regulations – Parking

The following parking rule is established pursuant to the Declaration of Covenants, Conditions and Restrictions ("CC&Rs") recorded on June 2, 1972, with the Recorder of Alameda County, California, on reel 3147, image 435:

Whereas the CC&Rs require Hiller Highlands Four Association ("Association") to enforce the provisions of the CC&Rs; and

Whereas various provisions of the Declaration of Covenants, Conditions and Restrictions ("CC&Rs") gives the Association the power to adopt reasonable rules for the regulation of the use of the project referred to in the CC&Rs; and

Whereas various provisions of the CC&Rs gives the Association the power to adopt reasonable penalties for violation of the CC&Rs and the rules and regulations adopted pursuant to the CC&Rs; and

Whereas it is the desire of the Board of Directors not to inconvenience the residents, but rather to maintain safety on the streets, access for emergency vehicles, and aesthetic surroundings; and

Now, therefore, the Board of Directors of the Association does hereby establish the following Rule and Regulation and Penalties:

RULES and REGULATIONS

1. Owners shall provide their tenants and guests with notice of these parking rules and regulations and shall be responsible for payment of fines and penalties assessed for violations by their tenants or guests.
2. Residents must park their first two vehicles in their garages. If they have a third vehicle, it must be parked on their driveway to the fullest extent possible, except that parking on the street is permitted for no more than 5 hours in any 24 hour period. In no case is parking on the sidewalk or curbs permitted, except where these are part of a driveway apron.
3. Residents with vehicles that cannot be parked in their garage or on their driveway must park those vehicles outside of Hiller Four. Resident parking in the Guest Parking area is not permitted at any time.
4. Resident and visitor trailers, motorcycles, campers, boats and other type of commercial and recreational vehicles may not be parked on driveways, private streets or Guest Parking at any time.
5. Resident pickups or other trucks, not in excess of 1/2 ton capacity, whether or not with a commercial license, may be parked as an automobile. Pickups or other trucks in excess of 1/2 ton capacity may not be parked on driveways, private streets or Guest Parking at any time.
6. Visitors may park on the private streets, but not to exceed 5 hours in any 24 hour period. Visitors may park in Guest Parking between 49 and 57 Schooner Hill up to 72 hours.
7. Residents and Visitors shall not park in zones with red curbs.
8. Any vehicle parked in violation of these rules and regulations is subject to being towed at the owner's expense.

PENALTIES

Any member who violates or permits a violation of these Rules shall be fined and pay the Association a penalty of forty dollars (\$40.00) upon written notification to said member for each violation.

Notice shall be delivered by U.S. Mail.

Payment of penalty is due and payable 48 hours after mailing of the notification of the penalty.

**HILLER HIGHLANDS FOUR ASSOCIATION
30 Schooner Hill
Oakland, CA 94618-2335**

Rules and Regulations – Pets

The following pet rule is established pursuant to the Declaration of Covenants, Conditions and Restrictions ("CC&Rs") recorded on June 2, 1972, with the Recorder of Alameda County, California, on reel 3147, image 435:

Whereas the CC&Rs require Hiller Highlands Four Association ("Association") to enforce the provisions of the CC&Rs; and

Whereas various provisions of the Declaration of Covenants, Conditions and Restrictions ("CC&Rs") gives the Association the power to adopt reasonable rules for the regulation of the use of the project referred to in the CC&Rs; and

Whereas various provisions of the CC&Rs gives the Association the power to adopt reasonable penalties for violation of the CC&Rs and the rules and regulations adopted pursuant to the CC&Rs; and

Now, therefore, the Board of Directors of the Association does hereby establish the following Rules and Regulations and Penalties:

RULES AND REGULATIONS

1. The provisions of these rules apply to owners, residents, tenants (renters) and guests.
2. Owners shall provide their tenants and guests with notice of these pet rules and regulations and shall be responsible for payment of fines and penalties assessed for violations by their tenants or guests.
3. No dogs, cats, birds or other animals of any kind shall be kept, maintained, raised or bred for commercial purposes.
4. The maximum number of animals per lot (residence) is two (2).
5. No exterior structure for the care, housing or confinement of any animal is allowed.
6. No person shall keep an animal that habitually howls, barks, or disturbs the peace.
7. No animal shall be left unattended on exterior decks or patios.
8. All dogs must be securely confined within the premises or be on a leash at all times and must be controlled by a responsible person, including when in common areas.
9. All premises where animals are kept must be clean and sanitary and not create an odor, insect or vermin problem.
10. The owner of each animal shall be responsible for immediately removing and properly disposing of any waste introduced to any portion of the Hiller Highlands Four Association by such pet. **Owners must pick up after their pets.**
11. Each owner, resident or any other person bringing or keeping an animal within Hiller Highlands Four Association shall be absolutely liable to the Association and all other persons for any injury or damage to persons or property caused by the animal.

PENALTIES

Any person who violates or permits a violation of these Rules shall pay the Association a penalty of forty dollars (\$40.00) after written notification to said member for each violation.

Notice shall be delivered by U.S. Mail.

Payment of penalty is due and payable 48 hours after mailing of the notification of the penalty.

Address Code	Owner	House Number	Street	Owner Phone Number	Email	Alternate Address
CC01	Vic and Melitta Rosen	1	Captains Cove	644-0162 206-0162	vmrosen@aol.com	180 Kaupea St. Makawao, HI 96768
CC03	Thomas and Paulette Langguth	3	Captains Cove	549-9081	pl2gs@sbcglobal.net	
CC05	Richard and Janet Saalfeld	5	Captains Cove	843-1088 599-8626 (c) 387-6188 (c)	dsaalfeld@sbcglobal.net	
CC07	William Hunt and Robert Kuzma	7	Captains Cove	981-1445	robbil32@pacbell.net	
CC09	York Chan	9	Captains Cove	649-1699	chan_york@yahoo.com	
CC11	Ed and Renee McKnight	11	Captains Cove	704-0404 326-3007 (c)		
CC15	Tim Perdian	15	Captains Cove	444-1235 760-772-8627	perdian@mac.com	8877 Red Arrow Trail
CC17	Gary Dougan and Charlie Priest	17	Captains Cove	841-1552 409-8813 (Charlie cell) 381-8182 (Gary cell) 925-363-6051 (w)	cpriest211@aol.com gleedougan@yahoo.com	
CC19	Paul and Peng Van Etten	19	Captains Cove	925-938-9133		1814 Rockspring Place Walnut Creek, CA 94596
CC19 - renter	Bruce Daugherty	19	Captains Cove	925-938-9133		
CC21	Theodore and Rita Huang	21	Captains Cove	848-4898	tamahuang@yahoo.com	
CC23	Penny Deleray and Gene Taylor	23	Captains Cove	666-0393 925-708-0662 (c)	drgenetaylor@aol.com	
CC25	Kevin Dawson	25	Captains Cove			
CH01	Helen and Dan Marshall	1	Clipper Hill	704-0500 414-5713 (c) 704-8100 (w)	helen.bayareahomes@gmail.com	
CH02	George and Sandy Innes	2	Clipper Hill	486-1902	svinnes@sbcglobal.net	
CH03	Hiroko Simmon	3	Clipper Hill	204-9222		

Address Code	Owner	House Number	Street	Owner Phone Number	Email	Alternate Address
CH04	Carl and Susan Tianen	4	Clipper Hill	548-4771 684-5039 (Susan cell) 684-6209 (Carl cell) 261-7300 x25 (Susan cell)	susantianen@yahoo.com	
CH05	John and Suzanne Barr	5	Clipper Hill	548-0877	jshcbarr@earthlink.net	
CH06	Gordon Seligson and David White	6	Clipper Hill	845-1216	sixch@ix.netcom.com	
CH07	Vaughan and Solange Shalson	7	Clipper Hill	843-1720	vshalson@hotmail.com	
CH08	Florence Wong	8	Clipper Hill	651-275-0218		15038 113th Street North Stillwater, MN 55082
CH08 - renter	Robert & Diane Wyatt	8	Clipper Hill			
CH09	Shek and Cindy Yu	9	Clipper Hill	848-8498 612-0415 (c)	shekyu1@comcast.net	
CH10	Bob and Linda Peltz	10	Clipper Hill	849-2159 410-0721 (c)	lgbpeltz@aol.com	
CH12	Alma Pinska	12	Clipper Hill	548-7855		
CH14	Karen Cavanaugh	14	Clipper Hill	848-1103 912-1916 (c) 650-739-2957 (w)	kcavanaugh@connetics.com	
CX6675	Carol Brizzolara	6675	Charing Cross	883-0128		
CX6677	Charles and Christine Gehring	6677	Charing Cross	841-8376		
CX6679	Dinesh Mistry and Deborah Webb	6679	Charing Cross	704-0668 543-5122 (Dinesh cell) 846-5206 (Deborah cell)	deborahweb@sbcglobal.net dineshmistry@sbcglobal.net	
CX6681	June Liskamm	6681	Charing Cross	848-1423		
SH01	Walter and Barbara Schindler	1	Schooner Hill	841-7753 874-7421 (w)	wschindl@bechtel.com	
SH03	Stanley and Cecilia Mehlhoff	3	Schooner Hill	540-1955		

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SH05	Acy and Helen Moore	5	Schooner Hill	845-6032 388-8119 (c) 326-7732 (c) 430-8664 (w)	acy.moore@sbcglobal.net hmo112@sbcglobal.net	
SH07	Julia Burch	7	Schooner Hill	540-6857	artiques.gallery@gmail.com	
SH09	Larry and Frances Karp	9	Schooner Hill	650-638-9945 650-773-9900 (Larry cell) 650-773-9903 (Frances cell) 415-777-4400 (Larry work)	karpfurniture@hotmail.com	14 Tollridge Ct. San Mateo, CA 94402
SH09 - renter	Richard & Susie Rahl	9	Schooner Hill	205-9464	dickrahl@comcast.net susanrahl@comcast.net	
SH11	Robert and Margaret Kreider	11	Schooner Hill	649-0608	mmrkreider@comcast.net	
SH12	Betty Young	12	Schooner Hill	748-0690		348 West Juana #59 San Leandro, CA 94577
SH14	Keith Beckwith	14	Schooner Hill	548-5914 (925) 330-2188 (c)	kbeckwit@ebmud.com	
SH15	Richard Bohner and Nancy Vaughan	15	Schooner Hill	204-9654 816-9960 (c)	rick.s.bohner626@comcast.net	
SH16	Elroy and Deanna Kursh	16	Schooner Hill	216-921-1080	kursh@sbcglobal.net	21075 Almar Drive Cleveland, OH 44122
SH17	Irene Kan	17	Schooner Hill	883-9104 925-457-6897 (c) 643-5766 (w)	iwukan@mac.com	
SH18	Robert Castle	18	Schooner Hill	665-8888 867-6628 (cell) 653-6700 (work)		
SH19	Chuck and Evelyn McMillan	19	Schooner Hill	848-7118		
SH20	Raphael Kasper and Angelika Anderson	20	Schooner Hill			
SH22	John and Mary Ellen Smee	22	Schooner Hill	845-4955 292-5401 (c)		
SH23	David Spellmeyer	23	Schooner Hill	883-1951	dspellmeyer@mac.com	
SH24	Shahrokh Behbahani	24	Schooner Hill	925-876-2540		P.O. Box 294 Walnut Creek, CA 94597

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SH34 - renter	Brian Stone	24	Schooner Hill	816-3300		
SH25	Chuck and Frangee Bailey	25	Schooner Hill	665-6052 410-1052 (c) 410-0200 (c) 642-5365 (w)	cbailey@berkeley.edu frangee@sbcglobal.net	
SH26	Carl and Mary Nell York	26	Schooner Hill	848-9362	yorkmnc@aol.com	
SH27	Alan and Barbara Reader	27	Schooner Hill	843-0384 333-9838 (c) (925) 254-0757 (w)	areader@orindatravel.com	
SH29	Jim and Liz Dickson	29	Schooner Hill	849-0801 701-5203 (Liz c) 409-1700 (Jim c & w) 339-0400 x248 (Liz w)	dickson@grubbco.com	
SH31	James and Teresa Lu	31	Schooner Hill	548-6343 332-9611 (c)	jswlu@comcast.net	
SH33	Edith Morledge	33	Schooner Hill	540-7495		
SH34	Gary Feiner and Alyona Marenchuck	34	Schooner Hill	704-0147 549-1719 (w)	gary@liveoakfund.net	
SH35	Renaldo Juanso	35	Schooner Hill		renaldojuanso@comcast.net	
SH36	Dennis and Margaret Goza	36	Schooner Hill	841-6098 760-899-8412 (c)	dengoza@aol.com	
SH38	Munroe Spivock	38	Schooner Hill	665-1419 (925) 788-6044 (c) (925) 253-1772 (w)		P. O. Box 828 Orinda, CA 94563
SH40	Katherine Fung	40	Schooner Hill	540-6188	kkfgeo@gmail.com	
SH42	Roswell (Bob) Monroe	42	Schooner Hill	548-7376	rsm428@aol.com	
SH43	Jim and Jean Martin	43	Schooner Hill	845-4654 (415) 407-0142 (Jim cell) (510) 407-1190 (Jean cell) (800) 468-7005 (Jim work)	jimm43@comcast.net	
SH44	David and Michelle Williamson	44	Schooner Hill			
SH45	Shahab and Dana Fotouhi	45	Schooner Hill	540-7081		

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SH46	Rosemary Paterson	46	Schooner Hill	848-2069 917-8132 (w)	rosemarypaterson@comcast.net	
SH47	Hoss Azimi	47	Schooner Hill	925-386-0700 812-5758 (c) 486-1280 (w)		P.O. Box 2334 Orinda, CA 94563-6734
SH47 - renter	David & Beate Ford	47	Schooner Hill	666-8837		
SH48	Herb Holman and Leslie Paine	48	Schooner Hill	644-2099 469-4616 (c) 851-7822 (w) 869-8823 (w)	holmanh@comcast.net	
SH49	Barijot and Meeta Chanana	49	Schooner Hill			
SH50	Michael and Cheryl Brodsky	50	Schooner Hill	548-8866 590-1709 (Mike cell) 590-1710 (Cheryl cell)		
SH52	Dennis and Karen O'Keefe	52	Schooner Hill	845-6294		
SH54	Phil and Jane Thompson	54	Schooner Hill	845-0444 915-0903 (c)	jmthompsn@aol.com	
SH56	Gay Joyce	56	Schooner Hill	845-9462	fgayjoyce@aol.com	
SH57	Atef and Faiza Mohamed	57	Schooner Hill	981-1364	aamfo@msn.com	
SH59	Marie Chandoha	59	Schooner Hill	549-0735	mchandoha@aol.com	
SH61	David and Shannon Cereghino	61	Schooner Hill	(925) 376-7073	scereghino@sbcglobal.net	1016 Carter Dr. Moraga, CA 94556
SH61 - renter	Anne Manning & Nick Wade	61	Schooner Hill			
SH62	Robert and Winnie Farwell	62	Schooner Hill	848-2818 388-6971 (Winnie cell) 325-5602 (Robert cell) 925-934-9500 (Winnie work) 415-658-3698 (Robert work)	winnie_farwell@yahoo.com	
SH63	Tom Kremen	63	Schooner Hill	666-8899 504-5105 (c)	tkremen@yahoo.com	
SH64	Dean and Helen Madsen	64	Schooner Hill	845-7800		

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SH65	Bill and Naomi Morris	65	Schooner Hill	549-0497 913-1111 (cell)	naominmorris@hotmail.com	
SH66	Anton and Birgit Leighton	66	Schooner Hill	704-0129 385-7273 (c) 912-3840 (c)	nilufar570@aol.com	
SH67	Aaron Brown	67	Schooner Hill	408-316-7335	aaron@ABCreativeMedia.com	
SH68	Larry and Lynda MacKenzie	68	Schooner Hill	849-2534 415-643-9900 (Lynda work)	lynmackenzie7@aol.com	
SH70	John and Marlene Eastman	70	Schooner Hill	841-9104	eastman70sh@comcast.net	
SH72	Mary Ann Cropper	72	Schooner Hill	704-0214		