

Hiller Highlands Four Association

Board of Directors Meeting

Thursday, July 18, 2019

Highlands Country Club

The meeting was called to order at 7 p.m. by President Alan Reader. Board members present were Treasurer Walter Schindler, Max Kozlov, and Secretary Will Mies. Committee chairs present were Janet Saalfeld—Welcome; Barbara Schindler—Landscape; Max Kozlov—Architectural (ACC); Dick Saalfeld—Parking; and Pauly Langguth, CORE & Neighborhood Watch.

The minutes of the May 15, 2019 Board Meeting were accepted and approved.

Old Business

Professional Management Proposal—The board unanimously APPROVED retaining Collins Management to take over professional management of HH4. The firm would provide support to the association board in handling such functions as collecting HOA dues preparing budgets, and supervising landscaping and improvement projects.

President Alan Reader said two factors driving the decision to hire a professional management company were the retirement of several board members/committee chairs and Union Bank's decision to no longer handle collection of HOA fees due to the size of HH4's revenues.

Founded in 1989 and headquartered in Hercules, CA, Collins Management currently manages 103 associations with 17,000 units in the Bay Area, CEO Paul Collins said in a brief presentation to the board. The developments include neighboring HH5 and Parkwood condominiums. Michael Lee, Collins manager for HH5 for the past twelve years, will take over management for HH4, in what should be a smooth transition process, Paul Collins added.

Under the management agreement, HH4 would pay Collins Management a base fee of \$1,440/month (\$17,000/year). Additional services could be purchased on an ala carte basis as needed. Treasurer Walter Schindler said that monthly fees of homeowners would have to be adjusted to cover the incremental cost of the professional management service.

Alan Reader said he will send homeowners a notice about Collins Management taking over management of the association. The transition is expected to be completed by Sept. 1.

Fine Schedule/Parking Regulations—The Board APPROVED a new Fine Schedule for parking and pet infractions, following a 28-day comment period for homeowners. No comments were received on the new schedule. The new rules formalize the procedures for imposing fines for noncompliance with CC&R rules and regulations and the procedures for hearings. The fines for homeowners, and their tenants, guests and family members are \$40-100 for the first violation, \$100 for the second violation and \$100-300 for third and each subsequent violation, based on discretion of the board.

New Parking Rules took effect on July 15 following a similar comment period. The new rules are designed to keep streets in HH4 as open and unobstructed as possible, providing access for emergency vehicles. With the new Parking Rules in place, the association will begin reaching

out to “chronic offenders” to discuss parking and pet violations as the first step before beginning the legal procedure to impose fines, President Alan Reader said.

Board and Committee Openings—The board is continuing to search for new board members and committee chairs. Sam James will be taking over responsibility for the Landscaping with the retirement of Barbara Schindler this fall.

New Business

Renter/owner balance—The board discussed sending a ballot to HH4 homeowners asking them to vote on a 20% rental cap. The proposed amendment to CC&R bylaws would limit the number of rentals in HH4 to 16 units out of a total of 80 residences. All owners at the date the rental cap takes effect would not be subject to the rental cap of 16 residences. New owners, however, would be placed on a waiting list and cannot rent until less than 16 residences are rented at any one time.

The board is considering the measure because more investors are buying HH4 residences for income properties to rent to tenants. The limit of 20% on rentals is designed to preserve property values, keep insurance premiums low and protect flexible financing and sales options, according to the solicitation letter for the ballot, according to President Alan Reader. The ratio of renters/home owners is a factor considered by insurers and mortgage lenders in writing insurance policies and approving loans.

HH5 has had a rental cap in its CC&Rs for the past 10 year, one board member noted. Hiller currently has approximately 11 units out of 80 which are rentals—or 14% of total units. Current HH4 CC&Rs (Section 3.1.2) allows owners to rent residences as long as the term of the rental is not less than 60 days.

Committee Reports

Welcome—Janet Saalfeld mentioned adding more information to the “Welcome Packet” for new residents to include some information on Parking Rules and Fines.

Landscaping—Barbara Schindler said one more project to rejuvenate older landscape will be undertaken. She plans to begin transitioning responsibilities to Sam James before retiring this fall. Various board members mentioned issues with homeowners adding tree lighting and pots by their front doors and unauthorized signage (in one case regarding walkers not cleaning up after their dogs).

ACC—Max Kozlov mentioned a couple of homes on Schooner applying to install or replace for solar installations, but neither involved line of sight issues. He also mentioned two garage doors that had not been painted and were in non-compliance.

CORE & Neighborhood Watch—Pauly Langguth proposed changing the name of her committee to “Emergency Preparedness” since Oakland has not hired staff for its CORE program. She said the next neighborhood roster was ready to be sent in late July to the association’s 80 resident and nonresident owners.

She noted that the handles of five fire sprinklers have not been changed yet to make them easier to operate.

The committee will also be sending out a notice encouraging homeowners to install new emergency gas shutoff valves if they haven’t already installed one or if they have the older shutoff valves. The newer ones are in compliance for PG&E to turn back on. The old gas shutoff valves will not be turned back on by PG&E. The main issue with the valves is that every HH4 home should have one to prevent neighborhood fires in an earthquake, she explained.

Treasurer—Walter Schindler discussed the April 2019 Treasurer’s Report with the board, which then unanimously RATIFIED the report after reviewing all sections of it.

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The board meeting was adjourned at 10:30 p.m.

The next HH4 board meeting will be held at 7 p.m. Wednesday July 18 2019 at the Highland Country Club.

Respectfully submitted,

Will Mies

Secretary

