

**Hiller Highlands Association Board Meeting Minutes
Highland Country Club: 11/19/2019**

Board members present:

Carole Anderson, President
Ann Mulligan, Vice President
Steven Cobbledick, Treasurer
Gary Firestone, Secretary
Rosanna Poret, Landscaping Chair

Spyglass Hill residents attending the meeting:

Rosalind Ono

Meeting called to order: 7:01 pm

Welcome and Opening Remarks: Carole welcomed everyone to the board meeting.

Approval of Minutes from Oct 21, 2019

Approval of the minutes from the Oct 21, 2019 board meeting was delayed until a consensus could be reached concerning the description of the closed session held at the end of the Oct 21, 2019 board meeting to discuss a survey about the CC&Rs. (Post meeting note: There was agreement by the board members about how to describe the closed session and the minutes of the Oct 21, 2019 board meeting were approved by an email vote.)

Homeowner's forum:

Steven and Rosanna had their unit (with a stucco exterior) painted in 2013 for a cost of \$8,400. At that time they did not know that the HOA was formally responsible for paying a portion of the cost for the work. Similar to was done for the recent painting of the exterior of units #53/#51, the established formula to determine the HOA portion of the painting costs is as follows: 25% of the cost is first subtracted from the total cost of the painting to determine the amount that represents the stucco portion of the work. The HOA is responsible for 10% this the calculated cost of the stucco painting. Based on this formula and the \$8,400 total cost of the work in 2013, Steven and Rosanna are asking for a \$630 reimbursement from the HOA. The final vote was 3-0 in favor of allotting a \$630 reimbursement (from the reserve account) to the homeowners (Steven and Rosanna recused themselves from voting). During the discussion, Ann commented that there needs to be a defined time limit for future claims by homeowners, which will be a topic at a future board meeting.

Ann commented that the company that sold the parking space plaques for the guest and unit parking spaces that were placed on the street did not want to give a bid for the purchase of only one “No Parking” plaque (which Ann wanted to place on the curb leading to the entry of the six units adjacent to and including her unit). She asked about the possibility stenciling in a painted “No Parking” on the curb. Before moving forward on this, the board decided to determine if other areas of the street need a “No Parking” designation and if there are other companies that could sell a pre-made curb sign.

Carole commented that several other homeowners want signs placed either on the curb or the fence in their carport areas where they park their cars to designate their parking space. Gary and Rosanna will assess the carports (covered and uncovered) for the feasibility of designating individual parking spaces.

Rosanna and Steven commented that because of the stringent City of Oakland zoning laws and costs, that it would be prohibitively expensive to build a stairlift at their units, and therefore this project was formally cancelled.

Agenda Review: Agenda was approved

Treasurer’s Report (Steve): Approved

Operating Account (Union Bank): \$33,451.77
Reserve Account (Union Bank): \$176,518.67
Reserve Account (Certificate of Deposit): 0.00
Total: \$209,970.44

Update on Financials:

Review of 2020 Budget Preparation (Steve, Carole): Progress was made by Chuck, Steve and Carole on the preparation of the 2020 Budget. To date, a quote for the earthquake portion of insurance (anticipate raise in costs) has not been received. The overall costs in 2019 stayed under last year’s proposed budget, and we were able to increase the amount of funds going into the reserve fund from \$20K to \$40K. The plan is to continue to contribute \$40K (same the amount as last year) into the reserve fund in 2020.

Update on Water Meters /Fred Booker meeting: Steven scanned the water plans, and he made an electronic copy that will be stored in the HOA safely deposit box. Steven will discuss the water plans with Fred Booker (who knows the intricacies of the plan) to elucidate the complexities of the water system.

Review California SB 323 and next steps: (Carole).

Because of changes in the state law about voting for board members in HOAs, there is now a new timeline of requirements that will be implemented for our HOA. The Dec 11th 2019 board meeting needs to be posted on the website at which time we will discuss in open session the adaption of new election rules. In addition, at the Dec 11th meeting, the board will approve the call for the nomination form. The packet of information for nominations to elect the board members will be assembled, and then a 30-day period will ensue to call for nominations for potential board members to serve in the upcoming year. The deadline for a homeowner to be nominated to serve as a board member is Jan 13th 2020. At that time, the qualifications of each individual to serve on the board will be verified, and the final ballot will be sent out to all homeowners in our HOA. February 25th 2020 is the deadline to receive the ballots. March 5th 2020 is the proposed date of the annual meeting at which time the elected board members will be recognized.

Street Repairs/Replacements

Carole briefly reported that the sidewalk adjacent to the Scurich and Ono residences (units #55 and #59) was fixed. It was also mentioned that sign postings concerning parking will eventually be needed at each end of the street.

Landscape Update:

Rosanna continued with her vigilant oversight of the landscaping on HOA property. Rosalind thanked the board for their management of the landscaping and for fixing the sidewalk.

Review of Homeowner Survey: (Gary, Ann). The board had an extensive discussion concerning revisions for the next iteration of the homeowner survey. Gary will send to the board the next draft of the survey for their comments so that the final changes to the survey can be decided before being sent out to the homeowners. Once the survey results have been completed, Carole will contact Hanh about potential changes in the CC&Rs.

Meeting adjournment: 9:16 pm

The Spyglass Hill website address/link is <http://hillerhighlandsonone.net> and spyglassresident is the login-in phrase. The board encourages everyone to use the website and provide feedback about how it might be improved.

Next board meeting is scheduled for Wednesday, December 11, 2019 at 7:00 pm

Respectfully submitted by Gary Firestone