**Hiller Highlands Phase I Board Meeting**

**Monday, June 9, 2014 – 7:00 pm/Highlands Country Club**

**Minutes of that Meeting**

**Present:** Chuck Scurich, Treasurer; Carole Anderson; Secretary; Steve Willoughby, President; and

Hanna Levenson, Member-at-Large

**Call to Order:** The meeting was called to order at 7:00 pm

**Approval of March HOA Minutes:** The minutes of the April HOA board meeting were reviewed. There was a motion to accept the minutes as written and a second to the motion. The motion carried and the minutes were approved.

**Call for Additions/Modifications to the Agenda:**  There being no modifications to the June agenda, it was accepted as proposed.

**Homeowner’s Forum:** New ownerMarlow Schlindler reported ground cover was up against her house and there was brown and dry brush on the hill above her home. She requested Trimacs clear the area. The board agreed to work with Trimacs to clear away all brush from the home and hillside.

**NEW DIRECT DEPOSIT PROGRAM STARTS IMMEDIATELY:** The board has voted to begin a new monthly dues payment program. At no cost to the homeowner, each monthly payment will be electronically transferred directly from the homeowner’s bank to the Association’s bank. The process, also known as Electronic Fund Transfer (ETF) is being used by other HOA’s and makes the job of the Treasurer much easier. In order to begin this process, our Treasurer, Chuck Scurich, will be in touch with the homeowners to provide them with the necessary form to be filled out and to answer any questions.

**Treasurer’s Report:** Chuck reported on the current revenue of the HOA and reviewed with the board on the year-to-date expenses. It was reported two homeowners are late with monthly payments.

Below is the report on revenues. There was a motion and it was seconded to accept the Treasurer’s report. The motion was unanimously carried.

**Treasurer's Report as of June 9, 2014**

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| --- | --- | --- | --- |
| **Treasurer's Report for June 9, 2014** | | | |
| **Account Description** | **Operating Account** | **Reserve Account** | **Totals** |
| Operating Account, Union Bank | 17,534.99 |  | 17,534.99 |
| Reserve Account, Union Bank |  | 191,113.13 | 191,113.13 |
| Reserve Account, Certificate of Deposit |  | 65,603.62 | 65,603.62 |
| **Totals:** | **$17,534.99** | **$256,716.75** | **$274,251.74** |
| **Late Dues as of June 9, 2014** | | | |
| **Number of late homeowners** |  | **2** |  |

**Landscape and Personal Water Use:** Attached is the water use report as of end of May for the neighborhood to review. California is experiencing a serious drought and we ask each homeowner to conserve personal water use as much as possible. Visit the East Bay MUD website for water conservation suggestions. Steve Willoughby suggested the HOA purchase and distribute from East Bay MUD toilet tablets homeowners can drop in their toilets to detect any possible leaks. He has offered to obtain the tablets and distribute them. So be on the lookout.

About 50% of our water is used for landscape purposes. Steve will speak with Trimacs to reduce the water usage as much as possible without risking dying plants and potential dead brush which could cause alternate problems.

**Sewer Laterals:**  Video camera inspections have been completed. The written report was received. Steve Willoughby will contact Ortiz Construction, Inc. for further clarification and determine next steps, including estimates from other companies. The HOA has until 2020 to be in compliance with the State requirements.

**Landscape:** The board reviewed two bids to remove the overgrown bushes between units # 1 and # 3.

After discussion and deliberation, a bid was selected by majority vote. The board authorized the work to be done immediately.

**National Night Out:** Tuesday, August 5 is National Night Out. Evan and Carole are organizing the evening of savory and sweet appetizers, drinks and a raffle to be held on the rim. Please put the date on your calendar and plan to attend. It’s an annual event to bring all of our neighbors together for fun and good cheer.

**New Roster:**  Please note the revised roster which includes some corrections from the former roster and includes our new neighbor Marlow Schlindler. Please toss/delete the older versions.

**Next board meeting:** Is scheduled for Monday, July 14 at 7:00 pmat the Highlands Country Club.

Meeting adjourned.

Respectfully submitted,

Carole Anderson, Secretary