

Spyglass Hill

HILLER HIGHLANDS, PHASE ONE ASSOCIATION
OAKLAND, CA 94618

BOARD OF DIRECTORS' MEETING
JANUARY 2, 1996

MINUTES

I. Call Meeting to Order.

Hiller Highlands Phase One Association President Bob Schiff called to order the meeting at 6:00 p.m. with the following persons in attendance:

Bob Schiff, President
Judy Geoghegan, Vice President
Fred Booker, Treasurer
Chuck Scurich, Secretary

II. Approval of Previous Minutes.

It was M/S/P (Moved, Seconded, and Passed) to approve the minutes of the November 28, 1995 Board of Directors' Meeting as submitted.

Copies of the November 28, 1995 minutes are to be made by Chuck Scurich and distributed by Judy Geoghegan to all Homeowners.

III. Annual Meeting Planning.

Bob Schiff initiated discussion regarding the next Annual Homeowner Meeting. There was discussion about eliminating the catering expenses by holding a "business only" meeting. There was further discussion regarding the planning of the meeting.

It was M/S/P that the next Annual Homeowner Meeting will be held on Monday, March 25, 1996 at 7:30 p.m.

It was M/S/P that the Meeting be a "business only" meeting without a dinner.

Bob Schiff will prepare and send out a letter to the Homeowners informing them of the details of the meeting.

IX. Adjournment.

There being no further business, the meeting was adjourned.

Respectfully Submitted,



Chuck Scurich, Secretary

Spyglass Hill

HILLER HIGHLANDS, PHASE ONE ASSOCIATION OAKLAND, CA 94618

BOARD OF DIRECTORS' MEETING FEBRUARY 29, 1996

MINUTES

I. Call Meeting to Order.

Hiller Highlands Phase One Association President Bob Schiff called to order the meeting at 7:00 p.m. with the following persons in attendance:

Bob Schiff, President
Judy Geoghegan, Vice President
Fred Booker, Treasurer
Chuck Scurich, Secretary

II. Approval of Previous Minutes.

It was M/S/P (Moved, Seconded, and Passed) to approve the minutes of the January 2, 1996 Board of Directors' Meeting as submitted.

III. Treasurer's Report

Fred Booker initiated discussion regarding the two CDS which mature in March. Fred will find the highest bearing interest rate CD less than or equal than a year and take out 2 \$40,000 CDS.

There was further discussion regarding homeowners that were not paying their dues on time. It was decided that the Board would rule that Association fees be due on the first of the month and be delinquent by the 10th of the month.

IV. Condition of Street.

President Bob Schiff initiated discussion relating to the condition of the street. It was decided that seal coating of the street would be needed sometime this year. Bids will be taken from at least two companies, and the timing of the seal coating process would then need to be coordinated with the homeowners.

V. Accountant of Record

Fred Booker initiated discussion regarding the filing of income taxes. After discussion of tax forms, Federal and State, proper filing of non-profit organizations, and fees for tax services, the Board approved making Preston Countryman of Geyer, Lapidus, and Countryman the accountant of record for the Association.

VI. Reserve Fund Study

Fred Booker initiated discussion regarding the determination of the amount of money that would be necessary for future maintenance costs. It was M/S/P that Fred Booker receive proposals from companies that perform reserve fund studies and that Fred accept the lowest bidder

VII. Meeting with Eric Herzer

Eric Herzer will meet with the board next month There will be discussion of the status of landscape maintenance, and Bob Schiff will present a list of requests received from Homeowners.

IX. Adjournment.

There being no further business, the meeting was adjourned.

Respectfully Submitted,



Chuck Scurich, Secretary

Spyglass Hill

Hillier Highlands Phase I Association, Oakland, California, 94618

January 24, 1996

TO: Phase One Homeowners
FROM: Bob Schiff
RE: Annual Meeting

On Monday, March 25, 1996, we will be holding the annual meeting of the Phase One Association. The meeting will take place at 7:30 pm at the Highlands Country Club, and will be a business meeting only. If you cannot attend and need a proxy, please contact me at (510) 841-1313. I will be happy to mail you a proxy form, or put one in your mailbox.

The proposed slate of new Board members is as follows:

Fred Booker #41
Evan Delegeane #40
Rosalind Ono #59
Chuck Scurich #55

If you are interested in serving on the new Board, please contact me.

Attached are the 1995 proposed and actual budget, and the 1996 proposed budget. Also attached are the minutes of the 1995 annual meeting, and another Landscape Maintenance Request Form.

As mentioned in previous correspondence, the Board will be seeking homeowner approval for a dues increase.

I look forward to seeing you on the 25th.

Sincerely,



Bob Schiff
President, Board of Directors
Phase One Association

HILLER HIGHLANDS, PHASE ONE ASSOCIATION

ANNUAL HOMEOWNERS' MEETING MARCH 25, 1996

MINUTES

I. Attendance

#1 Ned and Mary Flanders; #3 Vida Ribnikar; #5 James and Phyllis McCarty proxy assigned to Jim and Doreen Douglas; #7 Tricia Swift; #9 Doreen and Jim Douglas; #11 Sue Naylor proxy assigned to Fred Booker; #20 Dave Bent; #22 Mildred Hughes; #24 Lyle and Margaret Byers; #26 Mackenzie and Norma Cantin; #28 Philip and Mimi Martin; #29 Robert Heymann and Mark Seeba proxy assigned to Mildred Hughes; #30 absent; #31 Diane Wattenburg; #33 absent; #35 Lloyd Cobbledick proxy assigned to Steven Cobbledick; #38 absent; #40 Evan Delegcane; #41 Fred Booker and Blythe Mickelson; #Ruggero Stefanini proxy assigned to Fred Booker; #43 Sonja Woodham proxy assigned to Fred Booker; #44 absent; #45 Mark and Basha Hanner; #46 Evelyn Pavone; #47 Joe Hunt; #48 Ann and John Mulligan; #51 Lloyd Reed proxy assigned to Schiff; #53 Avice Saint; #55 Chuck Scurich; #57 Bob and Ann Schiff; #59 Ed and Rosalind Ono; #60 Elizabeth Scurich proxy assigned to Chuck Scurich; #61 Patrick and Judy Geoghegan; #62 Elizabeth Scurich proxy assigned to Chuck Scurich.

A quorum was present: 30 votes present which is 88% of a total of 34 possible.

II. Meeting Called to Order.

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Judy Geoghegan, Vice President
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III. Approval of Previous Annual Minutes

Minutes from the 1995 Annual Meeting had been distributed in March 1996. It was M/S/P (Moved, Seconded, and Passed) to approve the minutes of the March 31, 1995 Annual Meeting as submitted.

IV. President's Remarks

Bob Schiff announced that the Higgins residence (#44) was sold and that we now have a new member of our association: Michelle Meaux. Bob also announced that we have another new resident in #33: Evelyn Mickleson.

Bob reported that the condition of the street warranted repair. He said that O.C. Jones will repair the damaged portions of the street near the entry of Spyglass Hill and Hiller Drive. He also let the Homeowners know that sometime this year the street would be seal-coated. It will be necessary to have everyone's cooperation during this procedure. Residents may need

PHASE ONE ASSOCIATION
ANNUAL MEETING
MARCH 25, 1996

AGENDA
May 26 - 30th Anniversary of when Phase 1's plans of incorporation were filed.

1. Call to Order

2. Determination of Quorum

3. Minutes of March 1995 Annual Meeting

4. President's Remarks

- Street Repair/Sealing SPYGLASS - SEALING TAKES A DAY -
- Acknowledgments IF CAR IN GARAGE, YOU CAN'T GET OUT NOTICE WILL BE GIVEN.

5. Treasurer's Report

- Cash Flow
- Reserve
- Dues Increase

6. Budget Approval

7. Insurance Earthquake Deductibles: HO Responsibilities

From 10% to 20%: Individual Owner Responsible

8. Election of Directors Need \$10,000 assessment coverage

- Introduce Slate
- Nominations from the Floor
- Vote

loss / Association covers liability as long as your outside of your own building. No longer will have total replacement cost. [Correction to handbook]

9. Q and A

10. Adjournment

Clubs:

\$50-460 members since fire.

Phil can get \$1500 initiation fee waived probably

monthly \$98 couple

\$85 single

go down to \$60's if \$50...

HILLER HIGHLANDS, PHASE ONE ASSOCIATION

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to park their cars off of Spyglass Hill for a 24 hour period depending on the weather. The next Board will give adequate notice of the procedure and timing.

Bob Schiff gave thanks to Ed Ono and all who assisted him with the CORE (Citizens of Oakland Respond to Emergencies) Project activities. Ed was elected treasurer of that organization and represents our association.

Bob reported that the decision that this year's annual meeting would be a "business" meeting without the traditional dinner was made by the present Board of Directors in order to cut costs. This does not mean that in the future we cannot have dinner meetings.

V. Treasurer's Report

Fred Booker presented his report to the Homeowners. A copy of the 1996 budget was distributed to all present. Fred explained that this copy was a bit different from the copy that was previously distributed a few weeks ago.

Fred announced that two CDS of \$40,000 each were purchased bearing an interest rate of 5.28%.

He discussed the hiring of a company to do a reserve study to determine how much money we should set aside to cover any future expenses due to maintenance items such as street paving, painting, lighting. The outcome of this study may be a dues increase. It was also announced that we recently found out that we as a homeowner association are legally required to have a reserve study done.

There were questions taken from the floor. Requests for clarification of various items were asked, such as Ned Flanders's question regarding the income tax refund. Steven Cobblewick asked why there was no money set aside for CORE materials. The explanation given was that the Board needed to get more information from the CORE group about what materials would be needed first before we would appropriate a money amount.

There was no further discussion. It was M/S/P (Moved, Seconded, and Passed) to approve the 1996 budget.

VI. Insurance Report by Jim Douglas

President Bob Schiff first thanked Jim Douglas for all the work he did to assure that our association was adequately insured. He then introduced Jim Douglas who took the floor.

Jim handed out to the Homeowners a written summary of our present insurance policies and explained the coverages. He discussed deductibles and Homeowner responsibilities of items that are not covered by our association's policy. The Homeowner could be responsible for the deductibles. There was discussion from the floor regarding individual loss assessment coverage and the amount of coverage. Jim also brought up improvement coverage and additional living coverage during rebuilding that covers rent and furniture rental for about one year. He also discussed liability coverage and personal property coverage.

VII. New Board of Directors

Bob Schiff presented nominations for the next Board and asked for any other nominations of which there were none. It was M/S/P (Moved, Seconded, and Passed) to approve the slate of new officers of the Board of Directors of the Hiller Highlands Phase One Association as follows:

Fred Booker

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Rosalind Ono

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VII. Questions and Answers

President Bob Schiff initiated a question and answer session from the floor. There were several questions brought up by members present.

Mackenzie Cantin asked if there was any way to contact W.L. Butler for things that were still their responsibility. One contact mentioned was Mike Newland.

Phil Martin initiated discussion regarding a day to be set aside where homeowners could volunteer to do landscaping and/or planting of attractive bushes across from units 1,3,5, and 7. More discussion followed. The new Board may entertain such a plan and a Landscape Committee may be formed in the future. Ned Flanders brought up a landscaping item regarding a dead tree near his home. Diane Wattenburg also asked for clarification of the responsibilities of the maintenance men. Fred explained them to her.

Avice Saint made an announcement regarding an inspection to be made by the Fire Department in April and her concern of some dried sticks behind her home.

Phil Martin announced that he is the liaison person representing our association to Highland Country Club. He expressed the importance of increasing the membership of the Club. Presently the club has 460 members and would like to have 550.

Anyone who has blueprints of his unit, please give them to Bob Schiff as he is storing all plans off-site. This off-site storage decreases our insurance costs significantly.

Thanks were given to the out-going members of the Board of Directors.

IX. Adjournment.

There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully Submitted,



Chuck Scurich, Secretary

HILLER HIGHLANDS, PHASE ONE ASSOCIATION

ANNUAL HOMEOWNERS' MEETING MARCH 25, 1996

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Respectfully Submitted,



Chuck Scurich, Secretary

HILLER HIGHLANDS PHASE I ASSOCIATION
MINUTES OF THE ANNUAL MEETING, MARCH 31, 1995

CALL TO ORDER: 8:45 P.M.

Attendance: Ned and Mary Flanders, #1; Vida Ribnikar, #3, James and Phyllis McCarty, #5; Tricia Swift, #7; Jim and Doreen Douglas, #7; Sue Naylor, #11; David Bent, #20; Mildred Hughes, #22; Lyle and Margaret Byers, #24; Mack and Norma Cantin, #26; Philip and Mimi Martin, #28; Mark Seeba and Robert Heymann, #29; Diane and Bill Wattenberg, #31; Steve Cobbledick, #35; Evan Delegeane, #40; Blythe Mickleson and Fred Booker, #41; Ruggero Stefanini, #42; Sonja Woodham, #43; Jack Higgins, #44; Virginia Meyer, Mark and Basha Hanner, #45; Evelyn Pavone, #46; Joe and Mickey Hunt, #47, John and Ann Mulligan, #48; Avice Saint, #53; Chuck and Suha Scurich, #55; Bob and Ann Schiff, #57; Ed and Rosalind Ono, #59; Betty Scurich, #60 and 62; and Pat and Judy Geohagan, #59.

Minutes from the 1994 Annual Meeting had been distributed in April 1994. The Minutes were approved as written. The current Financial Report and 1995 Budget were distributed.

Tricia Swift reported a quorum present, there being 32 votes present

Introduction and President's Report: The meeting was called to order by President Sue Naylor. Sue thanked Ned Flanders for unfailing patience and support, and thanked other Board Members, especially Fred Booker.

Sue reported the completion of construction in 1994 and sign-off with W.L. Butler Construction. She thanked Jim Douglas for assistance in arranging a new insurance policy (copies available for all at the meeting). She also reported the construction of stairs to the Club, with thanks to John Mulligan.

Sue reported on ongoing Projects:

- 1) CORE (Emergency Preparedness): It is important that everyone get involved in this project. There will be a mock emergency in the Fall.
- 2) Parking and Storage clarification: We have copies of all deeds and are in the process of determining where there are conflicts or confusions and how to help owners resolve them.
- 3) FEMA Grant application for \$165,000. We have been initially refused reimbursement for the road construction, in spite of initial promises, reportedly for the reason that we are not a public street. In order to be eligible we may have to declare Spyglass Hill a public street, and allow through traffic. By consensus, this issue is passed to the new board to resolve.
- 4) Proposed soundwall for Chabot Canyon. Watch the Montclairion for information about public meetings.

Treasurer's Report: Mark Hanner distributed treasurers' Report and 1995 Budget. He reported that \$86,000 Represents our net worth. He noted that the 1995 Budget is basically back to normal after the Fire.

Landscaping Report: Fred Booker reported that we are approaching our 1 year anniversary of completion of landscaping. Board has hired an independent horticulturist for an independent perspective. He reports that the landscaping looks generally quite good. Phyllis McCarty noted that she is not happy with the landscaping above her patio.

Announcements: Available at the meeting were: keys returned by W. L. Butler; T-shirts; Hiller car stickers; Copies of our insurance policy; and updated rosters (for internal use only)

Sue thanked Georgia Weiland for her contribution of bulbs at the entrance to Spyglass hill.

Sue introduced new homeowners on Spyglass Hill: Bill and Diane Wattenberg; Ed and Rosalind Ono, Mildred Hughes, Sonja woodham, and Chuck and Suha Scurich, and Mark Seeba and Robert Heymann. Sue also noted the arrival of Theodora Hanner!

Fred thanked Ann Schiff, Nominating Chair, for her voluntarism and community spirit. Fred Also thanked Sue Naylor on behalf of everyone, for taking on the presidency in this year of major transition.

HILLER HIGHLANDS, PHASE ONE ASSOCIATION

ANNUAL HOMEOWNERS' MEETING MARCH 25, 1996

MINUTES

I. Attendance

#1 Ned and Mary Flanders; #3 Vida Ribnikar; #5 James and Phyllis McCarty proxy assigned to Jim and Doreen Douglas; #7 Tricia Swift; #9 Doreen and Jim Douglas; #11 Sue Naylor proxy assigned to Fred Booker; #20 Dave Bent; #22 Mildred Hughes; #24 Lyle and Margaret Byers; #26 Mackenzie and Norma Cantin; #28 Philip and Mimi Martin; #29 Robert Heymann and Mark Seeba proxy assigned to Mildred Hughes; #30 absent; #31 Diane Wattenburg; #33 absent; #35 Lloyd Cobbledick proxy assigned to Steven Cobbledick; #38 absent; #40 Evan Delegeane; #41 Fred Booker and Blythe Mickelson; #Ruggero Stefanini proxy assigned to Fred Booker; #43 Sonja Woodham proxy assigned to Fred Booker; #44 absent; #45 Mark and Basha Hanner; #46 Evelyn Pavone; #47 Joe Hunt; #48 Ann and John Mulligan; #51 Lloyd Reed proxy assigned to Schiff; #53 Avice Saint; #55 Chuck Scurich; #57 Bob and Ann Schiff; #59 Ed Ono and Rosalind Palmer-Ono; #60 Elizabeth Scurich proxy assigned to Chuck Scurich; #61 Patrick and Judy Geoghegan; #62 Elizabeth Scurich proxy assigned to Chuck Scurich.

A quorum was present: 30 votes present which is 88% of a total of 34 possible.

II. Meeting Called to Order.

Hiller Highlands Phase One Association President Bob Schiff called to order the meeting at 7:30 p.m. with the following board member present:

Bob Schiff, President
Judy Geoghegan, Vice President
Fred Booker, Treasurer
Chuck Scurich, Secretary

III. Approval of Previous Annual Minutes

Minutes from the 1995 Annual Meeting had been distributed in March 1996. It was M/S/P (Moved, Seconded, and Passed) to approve the minutes of the March 31, 1995 Annual Meeting as submitted.

IV. President's Remarks

Bob Schiff announced that the Higgins residence (#44) was sold and that we now have a new member of our association: Michelle Meaux. Bob also announced that we have another new resident in #33: Evelyn Mickleson.

Bob reported that the condition of the street warranted repair. He said that O.C. Jones will repair the damaged portions of the street near the entry of Spyglass Hill and Hiller Drive. He also let the Homeowners know that sometime this year the street would be seal-coated. It will be necessary to have everyone's cooperation during this procedure. Residents may need

to park their cars off of Spyglass Hill for a 24 hour period depending on the weather. The next Board will give adequate notice of the procedure and timing.

Bob Schiff gave thanks to Ed Ono and all who assisted him with the CORE (Citizens of Oakland Respond to Emergencies) Project activities. Ed was elected treasurer of that organization and represents our association.

Bob reported that the decision that this year's annual meeting would be a "business" meeting without the traditional dinner was made by the present Board of Directors in order to cut costs. This does not mean that in the future we cannot have dinner meetings.

V. Treasurer's Report

Fred Booker presented his report to the Homeowners. A copy of the 1996 budget was distributed to all present. Fred explained that this copy was a bit different from the copy that was previously distributed a few weeks ago.

Fred announced that two CDS of \$40,000 each were purchased bearing an interest rate of 5.28%.

He discussed the hiring of a company to do a reserve study to determine how much money we should set aside to cover any future expenses due to maintenance items such as street paving, painting, lighting. The outcome of this study may be a dues increase. It was also announced that we recently found out that we as a homeowner association are legally required to have a reserve study done.

There were questions taken from the floor. Requests for clarification of various items were asked, such as Ned Flanders's question regarding the income tax refund. Steven Cobbledick asked why there was no money set aside for CORE materials. The explanation given was that the Board needed to get more information from the CORE group about what materials would be needed first before we would appropriate a money amount.

There was no further discussion. It was M/S/P (Moved, Seconded, and Passed) to approve the 1996 budget.

VI. Insurance Report by Jim Douglas

President Bob Schiff first thanked Jim Douglas for all the work he did to assure that our association was adequately insured. He then introduced Jim Douglas who took the floor.

Jim handed out to the Homeowners a written summary of our present insurance policies and explained the coverages. He discussed deductibles and Homeowner responsibilities of items that are not covered by our association's policy. The Homeowner could be responsible for the deductibles. There was discussion from the floor regarding individual loss assessment coverage and the amount of coverage. Jim also brought up improvement coverage and additional living coverage during rebuilding that covers rent and furniture rental for about one year. He also discussed liability coverage and personal property coverage.

VII. New Board of Directors

Bob Schiff presented nominations for the next Board and asked for any other nominations of which there were none. It was M/S/P (Moved, Seconded, and Passed) to approve the slate of new officers of the Board of Directors of the Hiller Highlands Phase One Association as follows:

approved with changes

Spyglass Hill

*Hiller Highlands Phase One Association
Oakland, CA 94618*

**Board of Director's Meeting
April 12, 1996/Fred Booker's home**

Minutes

I) Call Meeting to Order.

Hiller Highlands Phase One Association president Fred Booker called to order the meeting at 6:00 with the following persons in attendance:

Fred Booker, President
Rosalind Ono, Vice President
Chuck Scurich, Treasurer
Evan Delegeane, Secretary

Ed Ono, CORE Representative

It was M/S/P that the for mentioned homeowners serve their positions as HHA Phase One Board members for the 1996-1997 term. It was M/S/P to approve the minutes of the Home Association Meeting held on March 26, 1996

II) CORE Discussion

Ed Ono updated the board on the status of CORE for the local Hiller Area. A discussion of a donation of \$2,000.00 to the Hiller Highlands CORE fund from our street resulted. The donation would cover a storage box and the items necessary for our use in case of a major disaster. Questions were raised about Spyglass possibly taking action independently of the neighborhood committee. Monetary issues were considered. After careful calculations and much discussion, it was M/S/P that Spyglass will commit to the \$2,000.00 donation in two parts. A donation of \$1,000.00 will be given now. The next \$1,000.00 will be donated after some possible alterations are made in the supply list.

III) Landscape Issues

Our current landscape company, Herzer, has resigned.

Robert Addario of All Purpose Landscaping has been recommended by some home owners as a possible replacement.

Mr. Addario has placed a bid of \$1700.00/month for his services

It was M/S/P to contract Mr. Addario for a one year period after a background check.

Mr. Addario will conduct business through the board only. Individual homeowners are not to state requests while the crew is working. A rotational basis of some type will be set up so that each home gets it fair share of service.

IV) Arbutus Replacement/ Units # 59/57

The Board received a \$350.00 bill from Herzer for replacement of a failing arbutus at the top of the common stairway at #'s 59/57. The residents of unit 57 were under the impression that the plant was still under warranty and no costs would befall the Board. Unfortunately the warranty had expired.

It was M/S/P that the residents of unit 57 cover the \$350.00 for the replacement work.

- no prior approval of Board.

V) Treasurer's Report

Chuck Scurich reported the bank totals for Hiller Highlands Phase One Home Association (\$31, 015.00)

Rosalind Ono suggested that 1/2 of the total be put into a short term investment C.D. The Board will look into this possibility

Chuck reported that we are working on a deficit at this time. In order to break even, we would have to increase the home association dues by \$15.00/household. No motion was made.

The current Board members will be signing the signature cards in case banking needs to be done by anyone of us.

VI) Water Issue/Highlands Stairs

Fred and Chuck educated Evan and Rosalind on the current issue regarding Highlands Country Club's negligence to accurately pay Phase One for its part in reconstructing the stairway from Spyglass to the club. The history of water use was explained.

delebe

VII) Butler Issues

Five Hiller Highland Homes-Phase One DO NOT have water meters. The construction plans DID include water meters for every home on the street. Butler is responsible for installing the water meters.

Many homeowners have complained of warping and molding of their shed/crawl space doors. These doors are only two years old and this problem should not be happening. Butler reported that this is not their issue. The sheds were not on the building plan.

The Board will look into which specific situation to take up with Butler.

VIII) Other Issues

A reminder will be given to all Spyglass residents to clean up after their pets.

It was M/S/P to adjourn the meeting at 8:39 P.M.

Spyglass Hill

*Hiller Highlands Phase One Association
Oakland, CA 94618*

**Board of Director's Meeting
April 12, 1996/Fred Booker's home**

Minutes

I) Call Meeting to Order.

Hiller Highlands Phase One Association president Fred Booker called to order the meeting at 6:00 with the following persons in attendance:

Fred Booker, President
Rosalind Ono, Vice President
Chuck Scurich, Treasurer
Evan Delegeane, Secretary

Ed Ono, CORE Representative

It was M/S/P that the for mentioned homeowners serve their positions as HHA Phase One Board members for the 1996-1997 term. It was M/S/P to approve the minutes of the Home Association Meeting held on March 26, 1996

II) CORE Discussion

Ed Ono updated the board on the status of CORE for the local Hiller Area. A discussion of a donation of \$2,000.00 to the Hiller Highlands CORE fund from our street resulted. The donation would cover a storage box and the items necessary for our use in case of a major disaster. Questions were raised about Spyglass possibly taking action independently of the neighborhood committee. Monetary issues were considered. After careful calculations and much discussion, it was M/S/P that Spyglass will commit to the \$2,000.00 donation in two parts. A donation of \$1,000.00 will be given now. The next \$1,000.00 will be donated after some possible alterations are made in the supply list.

III) Landscape Issues

Our current landscape company, Herzer, has resigned.

Robert Addario of All Purpose Landscaping has been recommended by some home owners as a possible replacement.

Mr. Addario has placed a bid of \$1700.00/month for his services

It was M/S/P to contract Mr. Addario for a one year period after a background check.

Mr. Addario will conduct business through the board only. Individual homeowners are not to state requests while the crew is working. A rotational basis of some type will be set up so that each home gets it fair share of service.

IV) Arbutus Replacement/ Units # 59/57

The Board received a \$350.00 bill from Herzer for replacement of a failing arbutus at the top of the common stairway at #'s 59/57. The residents of unit 57 were under the impression that the plant was still under warranty and no costs would befall the Board. Unfortunately the warranty had expired.

It was M/S/P that the residents of unit 57 cover the \$350.00 for the replacement work as unit owners did not have board approval prior to work.

V) Treasurer's Report

Chuck Scurich reported the bank totals for Hiller Highlands Phase One Home Association (\$31, 015.00)

Rosalind Ono suggested that 1/2 of the total be put into a short term investment C.D. The Board will look into this possibility

Chuck reported that we are working on a deficit at this time. In order to break even, we would have to increase the home association dues by \$15.00/household. No motion was made.

to be made.

Spyglass Hill
Hiller Highlands Phase One Association
Oakland, Ca 94618

Board of Director's Meeting
May 22, 1996

Minutes

I) Call Meeting to order.

Hiller Highlands Phase One Association president Fred Booker called to order the meeting at 6:30 P.M. with the following persons in attendance:

Fred Booker, President
Rosalind Ono, Voice President
Chuck Scurich, Treasurer
Evan Delegeane, Secretary

The minutes from the April meeting were reviewed. It was **M/S/P** that the minutes be accepted.

II) Lighting Installations for unit # 38 and unit # 44

The new resident of unit # 44 requested permission to put additional lighting in the stairwell leading to her entryway. The only lighting available for safety purposes is the unit's porch light, and a distant walkway bollard. The Board considered lack of lighting in the common area a potential safety and liability problem for the association and agreed that the association is responsible for providing a safe well lit walkway.

It was **M/S/P** that the association would pay to install lighting in the common area walkway leading to unit # 44 and unit # 38.

It was **M/S/P** that the association would pay for fixtures similar to other outdoor fixtures used on Spyglass and homeowners of units 38 and 44 could pay for the difference if they want to upgrade

III) Insurance Information

Our insurance rates and earthquake deductibles will be changing in the near future. Jim Douglass is investigating other avenues for Phase I to consider.

It was **M/S/P** that Phase I join the Community Associations Institute for a one year period at \$75.00.

C.A.I is a national, nonprofit association created in 1973 to educate and represent America's residential community association industry.

The organization can give us insight on Insurance Companies, finance , law management and related subjects.

IV) Other Issues

The Board will pursue Butler to replace or repair shed and crawl space doors that are delaminating and molding. The association will pay to add a door cap and drip skirt to enhance future longevity of these exterior doors.

Landscape Donation requests from Highlands Country Club....a letter will be distributed to all homeowners concerning this request.

It was **M/S/P** to adjourn the meeting at 8:45 P.M.

Spyglass Hill

*Hillier Highlands Phase One Association
Oakland, CA 94618*

May 29, 1996

Dear Neighbors,

The Highlands Country Club has recently requested that our phase donate a lump sum of \$1700.00 to the club's landscape fund. The club states that the beautification of the club and its surrounding areas will benefit Phase One homeowners in very positive ways. The request averages out to \$50.00 per household.

The board has decided to leave this donation up to the individual homeowner. Many phase members are regular club attendees and have been donating to the landscape fund over the past two years.

If you are interested in helping out the club, leave your donation with Joan or Tim in the club's office. Checks should be made out to The Highlands Country Club Landscape Fund.

Thank You,
Evan Delegeane
Phase 1 Secretary

Spyglass Hill

Hiller Highlands Phase One Association

Oakland, CA 94618

Board of Director's Meeting
April 12, 1996/Fred Booker's home

Minutes

I) Call Meeting to Order.

Hiller Highlands Phase One Association president Fred Booker called to order the meeting at 6:00 with the following persons in attendance:

Fred Booker, President
Rosalind Ono, Vice President
Chuck Scurich, Treasurer
Evan Delegeane, Secretary

Ed Ono, CORE Representative

It was M/S/P that the for mentioned homeowners serve their positions as HHA Phase One Board members for the 1996-1997 term. It was M/S/P to approve the minutes of the Home Association Meeting held on March 26, 1996

II) CORE Discussion

Ed Ono updated the board on the status of CORE for the local Hiller Area. A discussion of a donation of \$2,000.00 to the Hiller Highlands CORE fund from our street resulted. The donation would cover a storage box and the items necessary for our use in case of a major disaster. Questions were raised about Spyglass possibly taking action independently of the neighborhood committee. Monetary issues were considered. After careful calculations and much discussion, it was M/S/P that Spyglass will commit to the \$2,000.00 donation in two parts. A donation of \$1,000.00 will be given now. The next \$1,000.00 will be donated after some possible alterations are made in the supply list.

III) Landscape Issues

Our current landscape company, Herzer, has resigned.

Robert Addario of All Purpose Landscaping has been recommended by some home owners as a possible replacement.

Mr. Addario has placed a bid of \$1700.00/month for his services

It was M/S/P to contract Mr. Addario for a one year period after a background check.

Mr. Addario will conduct business through the board only. Individual homeowners are not to state requests while the crew is working. A rotational basis of some type will be set up so that each home gets it fair share of service.

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It was M/S/P that the residents of unit 57 cover the \$350.00 for the replacement work as unit owners did not have board approval prior to work.

V) Treasurer's Report

Chuck Scurich reported the bank totals for Hiller Highlands Phase One Home Association (\$31, 015.00)

Rosalind Ono suggested that 1/2 of the total be put into a short term investment C.D. The Board will look into this possibility

Chuck reported that we are working on a deficit at this time. In order to break even, we would have to increase the home association dues by \$15.00/household. No motion was made.

The current Board members will be signing the signature cards in case banking needs to be done by anyone of us.

VI) Other Issues

A reminder will be given to all Spyglass residents to clean up after their pets.

It was M/S/P to adjourn the meeting at 8:39 P.M.

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Oakland, CA 94618*

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If you are interested in helping out the club, leave your donation with Joan or Tim in the club's office. Checks should be made out to The Highlands Country Club Landscape Fund.

Thank You,
Evan Delegeane
Phase 1 Secretary

Spyglass Hill

*Hiller Highlands Phase One Association
Oakland, CA 94618*

**Board of Director's Meeting
April 12, 1996/Fred Booker's home**

Minutes

I) Call Meeting to Order.

Hiller Highlands Phase One Association president Fred Booker called to order the meeting at 6:00 with the following persons in attendance:

Fred Booker, President
Rosalind Ono, Vice President
Chuck Scurich, Treasurer
Evan Delegeane, Secretary

Ed Ono, CORE Representative

It was M/S/P that the for mentioned homeowners serve their positions as HHA Phase One Board members for the 1996-1997 term. It was M/S/P to approve the minutes of the Home Association Meeting held on March 26, 1996

II) CORE Discussion

Ed Ono updated the board on the status of CORE for the local Hiller Area. A discussion of a donation of \$2,000.00 to the Hiller Highlands CORE fund from our street resulted. The donation would cover a storage box and the items necessary for our use in case of a major disaster. Questions were raised about Spyglass possibly taking action independently of the neighborhood committee. Monetary issues were considered. After careful calculations and much discussion, it was M/S/P that Spyglass will commit to the \$2,000.00 donation in two parts. A donation of \$1,000.00 will be given now. The next \$1,000.00 will be donated after some possible alterations are made in the supply list.

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Rosalind Ono suggested that 1/2 of the total be put into a short term investment C.D.

The Board will look into this possibility

Chuck reported that we are working on a deficit at this time. In order to break even, we would have to increase the home association dues by \$15.00/household. No motion was made.

The current Board members will be signing the signature cards in case banking needs to be done by anyone of us.

VI) Other Issues

A reminder will be given to all Spyglass residents to clean up after their pets.

It was M/S/P to adjourn the meeting at 8:39 P.M.

Spyglass Hill
Hiller Highlands Phase One Association
Oakland, Ca 94618

Board of Director's Meeting
May 22, 1996

Minutes

I) Call Meeting to order.

Hiller Highlands Phase One Association president Fred Booker called to order the meeting at 6:30 P.M. with the following persons in attendance:

Fred Booker, President
Rosalind Ono, Voice President
Chuck Scurich, Treasurer
Evan Delegeane, Secretary

The minutes from the April meeting were reviewed. It was **M/S/P** that the minutes be accepted.

II) Lighting Installations for unit # 38 and unit # 44

The new resident of unit # 44 requested permission to put additional lighting in the stairwell leading to her entryway. The only lighting available for safety purposes is the unit's porch light, and a distant walkway bollard. The Board considered lack of lighting in the common area a potential safety and liability problem for the association and agreed that the association is responsible for providing a safe well lit walkway.

It was **M/S/P** that the association would pay to install lighting in the common area walkway leading to unit # 44 and unit # 38.

It was **M/S/P** that the association would pay for fixtures similar to other outdoor fixtures used on Spyglass and homeowners of units 38 and 44 could pay for the difference if they want to upgrade

III) Insurance Information

Our insurance rates and earthquake deductibles will be changing in the near future. Jim Douglass is investigating other avenues for Phase I to consider.

It was **M/S/P** that Phase I join the Community Associations Institute for a one year period at \$75.00.

C.A.I is a national, nonprofit association created in 1973 to educate and represent America's residential community association industry.

The organization can give us insight on Insurance Companies, finance , law management and related subjects.

IV) Other Issues

The Board will pursue Butler to replace or repair shed and crawl space doors that are delaminating and molding. The association will pay to add a door cap and drip skirt to enhance future longevity of these exterior doors.

Landscape Donation requests from Highlands Country Club....a letter will be distributed to all homeowners concerning this request.

It was **M/S/P** to adjourn the meeting at 8:45 P.M.

Spyglass Hill
Hiller Highlands Phase One Association
Oakland, Ca 94618

Board of Director's Meeting
June 9, 1996

Minutes

I) Call Meeting to order.

Hiller Highlands Phase One Association president Fred Booker called to order the meeting at 3:00 P.M. with the following persons in attendance:

Fred Booker, President
Rosalind Ono, Voice President
Chuck Scurich, Treasurer
Evan Delegeane, Secretary

II) Butler

Butler will be holding an inspection of all crawl space doors and shed doors on Spyglass on June 10, 1996. They are responsible for the following three items:

- 1) Construct a grate for an open area near unit #55
- 2) Replace crawl space/shed doors where necessary
- 3) Raise water meter boxes where appropriate

III) C.C. & R Clarification...common space/deeded space

The residents of unit # 55 agree to pay back to the association the cost of removal of a hornets' nest, which was thought to pose a liability to the association. A review of deed maps revealed that the area was not common area, but deeded to unit # 55. The C C & Rs clearly delineates homeowner's responsibilities for repair and maintenance of their buildings. However, unusual circumstances will occasionally come up, and when that occurs it will be up to the Board to determine whether a maintenance or repair issue creates a hazard that could pose a liability to the

(ATTACHED IS A LETTER FROM W.L. BUTLER TO NED FLANDERS, FOR YOUR INFORMATION AND USE!)

~ FB

association. At that time, the Board could assume part or all of the costs incurred if they determine it to be appropriate.

IV) Maintenance of Common Areas

walkway to D-units bench along Spyglass

It was **M/S/P** to hire someone to work on the above mentioned areas. Sealant and staining of the above mentioned areas are necessary.

V) Landscape

The Board reviewed 6 bids for Phase I contract maintenance. After much discussion concerning the bids, , the Board **M/S/P** that we try out East Bay Landscape for a one year period at \$1, 495.00./month. This is a \$305.00 savings over what we were paying Herzer.

It was **M/S/P** to adjourn the meeting at 5:10 P.M.

W. L. Butler, Inc.

December 21, 1993

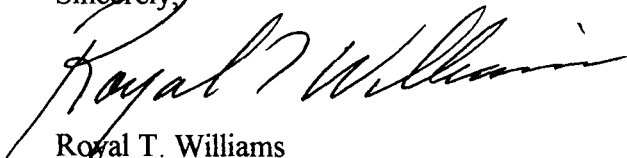
Ned A. Flanders
President
Hiller Highlands Homeowners Association Phase I
1 Spyglass
Oakland, Ca. 94618

Dear Ned:

In our experience, it is essential to collect sufficient revenues to fund these maintenance costs. We would be happy to recommend budget analysts we have worked with in the past. Please call if you have any questions.

- ◆ All roofs should be inspected for damage and debris yearly.
- ◆ Life expectancy for the built up roofs is ten years maximum.
- ◆ Life expectancy for the asphalt shingles is twenty years maximum.
- ◆ Balcony decks should be inspected yearly and resurfaced every three to five years.
- ◆ Irrigation backflow preventer should be serviced annually.
- ◆ Irrigation valves should be checked and operated four times a year.
- ◆ Life expectancy of the irrigation controller is five to ten years.
- ◆ Life expectancy of the photo sensor is one to two years.
- ◆ Area drains under decks must be cleaned yearly before the rainy season.
- ◆ Exterior decks should be resealed every three to five years.
- ◆ Exterior painted surfaces should be repainted every five to seven years.

Sincerely,



Royal T. Williams
Assistant Project Manager

cc: Mark Heavey

Spyglass Hill

Hiller Highlands Phase I Association
Oakland, CA 94618

June 3, 1996

Dear Homeowners,

We would like to take this opportunity to welcome Spyglass Hill's newest homeowners and residents: James and Helen Wehr who bought the McCarty home (#5), Michelle Meaux who bought the Higgins property (#44), and Barbara Robbins who is now living in #62 above Betty Scurich. The accompanying roster brings us up to date on current residents.

Finding a reliable gardening service is proving to be a chore. Robert Addario of All Purpose Landscaping is no longer working for the Association. We are currently interviewing several applicants (who specialize in irrigation systems) for the position.

Does anyone on the street know of a handyperson? There are several small projects that need attending to. If you have anyone in mind please pass their name on to a board member.

Farmers Insurance Company has informed us that effective June 15, 1996, our insurance premium is being increased from approximately \$2,000 to about \$4,000 a month while at the same time increasing our deductible. Jim Douglas (bless his heart) is investigating other alternatives for us.

Regarding enquiries about item V (Treasurers Report) in the recently distributed minutes: the \$31,015 represents our operating assets, the Association is holding a CD with approximately \$84,000 as a reserve fund. This reserve could be reduced or increased pending a study being undertaken for the Association by Reserve Data Analysis. Their recommendation for financing Association maintenance responsibilities is forthcoming. With the likely increase in insurance premiums (pending Jim's investigation), there is an increasing likelihood that the Board will be forced to increase dues, however, the decision will be put off until we hear back from Reserve Data Analysis.

Spyglass Hill
Hiller Highlands , Phase One Association
Oakland, Ca 94618

Board of Director's Meeting
July 14, 1996

I) Call Meeting to Order.

Hiller Highland's Phase One Association President Fred Booker called to order the meeting at 8:30 P.M

Members Present:

Fred Booker:President
Rosalind Ono: Vice president
Chuck Scurich: Treasurer
Evan Delegeane: Secretary

II) Unit Upgrading Plans

The homeowners of unit 48 asked permission to build a loft with a bay window in their unit. The Blueprints were shown to the Board and to neighbors whose houses looked out at the proposed project. Units 55, 57, 59, 60/62, and 61 gave their approval. The Board has given tentative approval to the project.

III) Reserve Data Analysis (RDA)

The Board reviewed the draft of Reserve Studies Version 1 and Version 2 (Version 1 represents maintenance responsibilities as outlined in the Association C.C&R's and Version 2 reflects Association maintenance responsibilities of a typical Home Owners Association.) The study calls for a \$7.50 monthly homeowner contribution to the reserve fund. The Board will meet with RDA in August to review the study and to suggest changes.

IV) Insurance

The Board discussed the earlier meeting with homeowners regarding insurance coverage and decided to send out Jim Douglas's outline to homeowners not present. The Board also decided to officially request all homeowners to inquire of their insurance companies exactly what type of insurance coverage they have for their individual units.

The meeting was adjourned at 9:55 P.M.

Spyglass Hill
Hiller Highlands Phase I Association
Meeting Minutes

August 30, 1996

Board Members Present:

Fred Booker: President
Rosalind Ono: Vice President
Chuck Scurich: Treasurer
Evan Delegeane: Secretary

I) Insurance issues

Sixteen households responded to the Board's survey of homeowners Insurance Policies. Of the 16 homeowners who carried some insurance, only 7 carried the \$50,000 assessment coverage recommended by this (and previous) Boards.

The Board received bids for Basic Insurance coverage from 3 insurance companies. After a review, the Board decided to remain with Jack Graham of Farmers. The Board is still waiting to receive bids on earthquake coverage.

II) Dues Increase

It is becoming increasingly obvious that the Association will not be able to substantially lower its costs (insurance being the main expense).

A \$30.00 per month dues increase was discussed amongst Board members to begin effective November 1, 1996. As the Board is not legally entitled to raise dues higher than 20% of the existing dues structure without a vote of the membership, the Board in all likelihood will increase dues at the annual meeting to meet the monthly expenses.

It was M/S/P to increase the Association dues by \$30.00 per month beginning November 1, 1996.

III) Water Issue

The Board finally settled its water issue with Highlands Country Club. Hiller Highlands Phase I will pay Highlands Country Club for water used since the fire by Spyglass Hill units 1-11 at Highlands Country Club water costs; our costs will be deducted from the \$5,000.00 Highlands Country Club owes Hiller Highlands Phase I for construction of the staircase to the club. The current balance is approximately \$3,500.

IV) Street Resurfacing

Bids for resurfacing the street have been received from American Asphalt (\$4,500) and Lucas Painting (\$6,500)

It was M/S/P to contact O.C. Jones again and give them a chance to submit a bid. (O.C. Jones declined, in October, the street was resurfaced by American Asphalt)

V) Gardeners

Gardeners have been doing work at the direction of homeowners. In order to maintain uniformity of service, it was M/S/P that homeowners would be notified that if they have landscape requests, these requests should be passed through the Board rather than directly through the gardeners on the street.

At 1:00 P.M., it was M/S/P to adjourn the meeting

Spyglass Hill
Hiller Highlands Phase I Association
Meeting Minutes

November 23, 1996

Members present: Fred Booker, President; Rosalind Ono, Vice President; Chuck Scurich, Treasurer; Evan Delegeane, Secretary

I) August 30th Minutes

It was M/S/P to accept the August 30th minutes.

II) Changes to Phase I Landscape Plan

Homeowners in Unit # 61 Spyglass Hill requested to change the landscaping in front of their home and across the street from their home. A landscape plan has been prepared by Jim Bradanini (Landscape Architect of the Hiller Highlands Phase One Home Association Landscaping Plan) The homeowners in Unit # 61 have agreed to pay all the costs incurred to change the landscaping.

It was M/S/P to allow the homeowners to proceed with their plans.

III) Green Waste Cans

It was M/S/P that the Board would call the Alameda County Waste Management and secure 12 green organic waste cans. Cans each will be placed in the 3 open carports below Units 42, 48, and 51 Spyglass Hill. These cans will be used by the gardeners to dispose of clippings, saving the Association from paying additional dumping fees.

IV) Parking

The Board has received several verbal complaints and a written complaint regarding parking of guest and resident vehicles in spaces that are deeded to other homeowners.

It was M/S/P that the Board write a letter to all homeowners outlining deeded and open parking spaces.

V) Association Earthquake Insurance

The Board has received 2 bids for earthquake insurance. The bids were within \$150.00 of each other and provide substantial coverage above that provided by Farmers.

It was M/S/P to discontinue the Farmers policy and initiate a new earthquake policy through Jack Graham with Crouse and Associates. The new policy provides for a \$10 million blanket policy to cover both buildings and common area with a 12.5 % deductible that is applied to each building, rather than the blanket deductible offered by Farmers.

VI) Homeowner Earthquake Insurance

Jack Graham is now selling Earthquake Policies backed by the California Earthquake Authority (the new state plan). Homeowners can buy up to \$25,000 in additional building coverage, \$50,000 in loss assessment coverage with \$5,000 in personal property coverage and \$1,500 in loss of use coverage.

The Association currently insures all units at approximately \$150 per square foot. Most homes on Spyglass Hill cost less than this to rebuild. There are some homes however, that exceed this amount. Homeowners whose homes exceed the \$150 per square foot to rebuild should purchase additional building coverage. All homeowners should purchase loss assessment coverage to cover the Association deductible.

If you need more information on these policies call Jack at (510) 830-1212.

It was M/S/P to adjourn the meeting at 1:00 P.M.

Spyglass Hill

HILLER HIGHLANDS, PHASE ONE ASSOCIATION
OAKLAND, CA 94618

December 6, 1996

Dear Homeowner,

On Saturday, November 23, 1996, the Board of Directors held a meeting and discussed parking problems brought to our attention.

According to the Covenants, Conditions, and Restrictions (CC&Rs) of our Association, specific parking locations are assigned (i.e., deeded) to individual homeowners. These locations may be in an enclosed garage, an open garage, a carport with a roof, an assigned parking space on a cement slab with no roof, or an assigned parking space on the street (black-top). These locations are clearly designated in your deeds.

The problem that we are addressing in this letter is that some homeowners and/or their guests have been parking in assigned spaces which belong to other homeowners.

This is not a new problem. Past boards of directors have also received complaints from homeowners that their spaces had been occupied by vehicles belonging to someone other than the designated homeowners. The members of this Board feel strongly that violating this rule should not be tolerated. Consider how you would feel if you arrived home and another car was parked in your garage, car port, or parking space.

It is the responsibility of Board of Directors to enforce the CC&Rs, and the Association has the power to adopt reasonable fines and penalties for violations of these Rules. However, this Board would rather solve this on-going problem by encouraging good neighborliness and cooperation.

Some of us on the Board are of the opinion that many homeowners are unaware of the locations of these deeded parking spaces. The assigned parking spaces are not at this time physically marked with paint, signs, or other means of easy identification. Therefore we have created a map of the street showing the location of these spaces and naming their respective owners. Please take some

time to study this map and learn where these spaces are and to whom they are deeded. **Notice that there are 9 (nine) assigned parking spaces on the street (blacktop).** It is your responsibility to inform any of your visitors not to park in these spaces.

Park in those spaces that have been assigned to you. Do not park in anyone else's parking space. Do not park in locations not intended for parking (e.g., on the sidewalks!).

It is our hope that this letter to the homeowners and residents on Spyglass Hill is all that will be needed to resolve this problem.

The Board has scheduled another discussion of this issue in February 1997 to ascertain whether or not there will have been some resolution. If we determine that the problem still persists, it will be necessary to take further action.

We are optimistic that our neighbors will act in a spirit of respect for others and that there will be no more trouble with the proper use of parking spaces.

If you have any questions or comments regarding this issue, please feel free to call one of your Board Members.

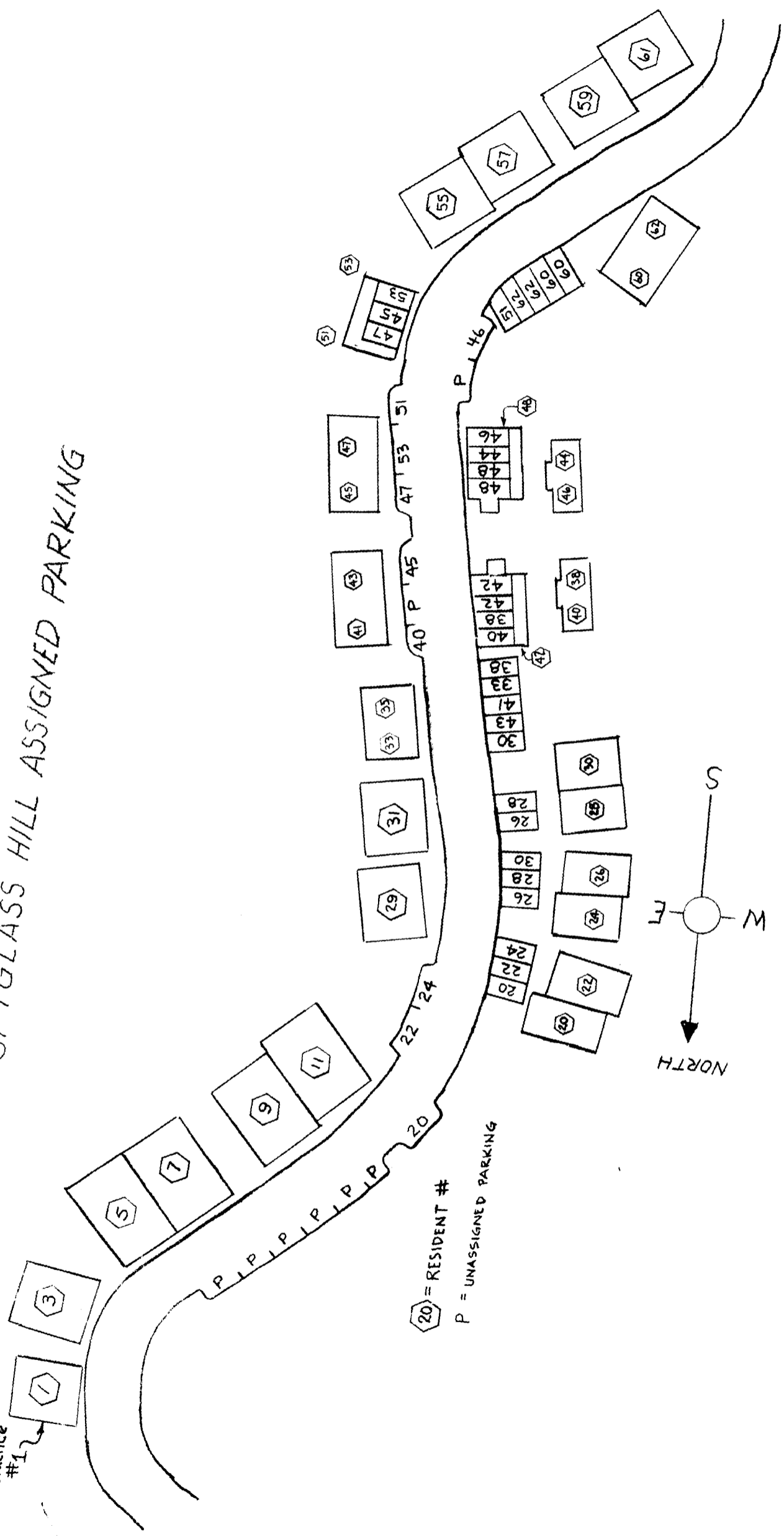
Sincerely yours,

The Board of Directors
Hiller Highlands I Association

P.S. Our street (Spyglass Hill) has had two nighttime auto break-ins within the last two months. Please be vigilant of late night prowlers and cautious about leaving valuables in parked vehicles overnight.

SPYGLASS HILL ASSIGNED PARKING

Residence #1



Spyglass Hill

Hiller Highland's Phase One Association
Oakland, California
Meeting Minutes January 12, 1997

Members Present: Fred Booker, Rosalind Ono, Chuck Scurich, Evan Delegeane

I) Review of Blueprints for Upgrading of Unit # 48

The Board reviewed the official construction blueprints regarding the addition of a loft and entryway window in Unit#48. It was M/S/P to approve the plans. A letter will be sent along with a copy of the minutes to the City of Oakland.

II) Landscaping

The Board decided to go ahead with plans to reseed the eastern hillslope with rye grass and wildflower mix. The flower mix will consist of perennials. Cost: \$540 including labor. The Board discussed purchasing 1 gal. shrubs to be planted above the lower V ditch at the front entrance. These plants will replace previously planted shrubs that have died. Homeowners will be asked to participate in a workday to plant these new shrubs rather than paying the gardening service to do the work. The cost of a 1 gallon plant, fertilizer and soil amendment is approximately \$5.00. Additional plantings will be paid for by State Farm Insurance (claim settlement) will be used to fill in bare areas below the V ditch at the front entrance.

It was M/S/P to spend up to \$1,000.00 on landscape improvements.

III) Reserve Fund

The reserve fund computer model created by Reserve Data Analysis Inc. for Phase I was run by Fred Booker in preparation for the annual meeting. Using a planned approach for future maintenance allows the Association to establish a financing plan to pay for this future maintenance. In order to meet our maintenance goals a monthly contribution of \$8.45 per homeowner will required as part of the monthly dues.

IV) Annual Meeting

The annual meeting will be held on March 7, 1997, at 7:30 PM at the Highlands Country Club.

Chuck Scurich presented the proposed budget to be voted on at the annual meeting. It was M/S/P to submit the budget to homeowners.

Board members will ask homeowners to volunteer for the 1997 Board as Fred Booker and Evan Delegeane are stepping down.

It was M/S/P to adjourn the meeting at 2:00 P.M.