

HILLER HIGHLANDS PHASE I ASSOCIATION

Ned Flanders 1 Spyglass Hill Oakland 94618 841-8371 President	Jim Douglas POBox 24004 Oakland 94623 521-6906 Vice-President	Ann Mulligan 48 Spyglass Hill Oakland 94618 845-2255 Co-Secretary	Tom Skelly 18 Blair Ave. Piedmont 94611 655-5600 Board Member
Chris Mead 535 Boulevard Way Piedmont 94610 893-1088 Board Member	Blythe Mickelson 41 Spyglass Hill Oakland 94618 644-0630 Board Member	Karen Mead 535 Boulevard Way Piedmont 94610 893-1088 Co-Secretary	Mark Hanner 45 Spyglass Hill Oakland 94618 843-7799 Treasurer

MINUTES OF THE BOARD MEETING, JANUARY 12, 1994

Call to order: 7:10 P.M. Present: Ned, Tom, Karen, Chris, Jim, Blythe, Ann, Alice. Also present, HO's Don Westbie, Fred Booker, Janet Hanner, Judy and Pat Geoghegan.

Minutes--It was m.s.p. to approve the minutes of the November 16 Board meeting with the following correction: On page 2, paragraph 4, under the heading #41 Spyglass Hill, the first sentence should read "Blythe submitted an amendment to the resolution accepted at the 6-9-92 meeting concerning the use of and improvements to the basement area of her unit."

It was m.s.p. to approve the minutes of the 12-14-93 meeting with the following addition: On page one of the minutes, under paragraph 11 headed "Resolution, Unit 23", the third sentence should read, "It was m.s.p., with Blythe abstaining and Ned and Alice voting no, to adopt the amended resolution as presented by Blythe and to have the new resolution recorded."

Insurance--Jim has been negotiating with Butler re: the \$350,000 Farmers refuses to pay. Responding to an offer from Mark Heavey, it was m.s.p. that the Board negotiate with Butler for Butler to reduce the contract to the dollar amount paid by Farmers to the Association in exchange for HO's agreeing to submit a written list of deficiencies in their units at (a) date(s) agreed upon by Butler and the Board. HO's would agree that the list submitted would be final. Butler would agree to assume responsibility for deficiencies and agree to arbitrate disputed deficiencies. This agreement does not impact any prior warranty agreements.

Landscaping--The Board thanked Fred for his work on landscaping issues and appointed him Landscaping chairman.

Fred reported that the City discussed erosion control measures with Hertzner. The planting of the trees is to be completed in one week and the shrubs should be in by two weeks after that. There are no additional erosion-control measures needed at this time; therefore, no additional expenses will be incurred.

#31 Spyglass--The criteria of the motion (regarding the fence) that was passed at the 11-16 meeting were not met; therefore the Bernstein's original request for their fence to be rebuilt in a different location was denied. The Board had no objection to the Bernsteins putting their fence back where it was prior to the fire and adding a gate at their front entry, including additional fencing required for the rear fence to tie into the gate and the front entry of the house. The fence is to be the same height and material as that of #33 Spyglass next door. Chris was directed to communicate this decision to Roy.

Hardscape--Roy has agreed to take care of grade problems.

There was a discussion of replacement of the chain at the far end of the street. We should try to include this with streetwork paid for with the FEMA grant.

Construction consultant--It was m.s.p. to authorize Jim to negotiate a contract with Jax Kneppers for an amount up to \$9000.00, to include exterior punchlist items set forth in their 11-22-93 proposal, plus all items relating to the hardscape. Ned will include this information in letters sent to HOs.

Financial--Alice distributed the current financial report. We have received \$10,500,000.00 from Farmers so far, and paid \$9,361,470.54. We will soon need additional payments from Farmers. Alice will give the necessary information to Jim so that he can discuss it with Farmers.

Alice believes that we have sufficient funds to cover all expenses related to the rebuilding, and that no further assessments will be necessary. She will call Mark Heavey about Butler's bill.

Alice submitted her resignation for personal reasons, but will be available for advice and assistance. Janet will see if Mark Hanner can take over Alice's duties. The Board thanked Alice for her extraordinary efforts on its behalf.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Karen Mead and Ann Mulligan
Co-Secretaries

HILLER HIGHLANDS PHASE I ASSOCIATION

Ned Flanders	Jim Douglas	Ann Mulligan	Tom Skelly
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President	Vice-President	Co-Secretary	Board Member

Chris Mead	Blythe Mickelson	Karen Mead	Mark Hanner
535 Boulevard Way	41 Spyglass Hill	535 Boulevard Way	45 Spyglass Hill
Piedmont 94610	Oakland 94618	Piedmont 94610	Oakland 94618
893-1088	644-0630	893-1088	843-7799
Board Member	Board Member	Co-Secretary	Treasurer

MINUTES OF THE BOARD MEETING, JANUARY 26, 1994

Call to order: 7:10 p.m. Present: Ned, Jim, Tom, Blythe, Ann, Karen, Chris, Mark. Also present, HO's Fred Booker and Janet Hanner.

#31 Spyglass--Ned received a fax from Roy re: the Bernstein's fence. The Board feels Butler's responsibility is to replace pre-fire structures, and the Bernsteins did have a fence at the rear of their patio. The Board does not feel that Butler has any other choice than to re-build whatever the HO has signed-off on and has been approved by the Board. If the plans are unclear, Butler has to make a reasonable attempt to clarify them with the HO. Ned will relay this information to Roy.

#29 Spyglass Hill--The Roberts have written a letter stating their concerns with the condition of their concrete aggregate stairs. Farmers originally stipulated which stairs would be replaced, and the Roberts' were not slated to be replaced given their condition at the time of the post-fire inspection. It is possible that much of the damage evident at the time the Roberts expressed their concerns occurred during reconstruction and was caused by Butler and/or subcontractors. Jim and Tom will follow up with communications with Butler and Farmers on the current condition of the stairs and whose responsibility it is to repair them. Ned will communicate with the Roberts.

FEMA Grant--Ned and Tom met with Attorney Rich Fong today. One of the steps necessary to obtain the FEMA grant for the street repair is to write a letter to justify why we contracted with O.C. Jones without taking competitive bids. Some justifications are that we couldn't have completed the work in the time-frame we were limited to if we'd taken extra time to consider competitive bids. Also, O.C. Jones agreed to time and materials and carried the financing.

Richard Fong, Ned and Tom will write a letter to the City of Oakland which will decide whether to submit our grant request to FEMA. Oakland may also require documentation from Berkeley Cement and O.C. Jones re: requirements for affirmative action.

Finances--We have had more than \$300,000.00 in bills over and above what Butler is charging. Therefore, any agreement made between Farmers and Butler must take this into consideration. Jim has communicated this information to Farmers in the past and Farmers is aware of these additional billings. However, Jim will reiterate this information in his up-coming negotiations with Farmers.

We have 30 days to pay our current bills. In the meantime, Jim will be able to negotiate with Farmers, after he knows the exact amount

we have paid to non-Butler vendors.

There was a discussion of how to guarantee punch-lists are completed. Jim has addressed this with Farmers. We can hold back a certain amount (out of Butler's profit and overhead), but State law stipulates that when sub-contractors complete work they must be paid everything they are owed, including retentions.

Landscaping--Fred discussed two erosion problems with the upper and lower "V" ditches at the north end of the street. Herzer said he would draw up a change-order for consideration. We should receive revised plans next week. The Board authorized Fred to make any reasonable decisions to take action necessary to prevent further erosion.

Some site drains can't be graded. Instead, a redwood box (\$100/box) would be put around the drain to bring the level up to grade.

Homeowner's warranty--Ned will write a letter to Butler to reiterate that Butler's one year warranty is with the Association, not individuals, and change of ownership will not invalidate this warranty.

As-built drawings--It was m.s.p. to request from Butler and/or Dahlin a complete set of "as-built" drawings, including the standard plans and any changes with respect to the interiors, framing, foundations and all other items. Blythe will follow-up on this request.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Ann Mulligan and Karen Mead
Co-Secretaries

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IMPORTANT ANNOUNCEMENT, 1/15/94 (Urgent Response Required)

In order to complete work on our 34 units as soon as possible and estimate total expenses W.L. Butler needs a final, definitive list of items which a home owner (HO) wants corrected or changed. The Board proposes that this final list must be signed by the HO and submitted to W.L. Butler on or before January 28, 1994. After this date, no additional items will be considered. Having a cut off date is the result of negotiations. The Board agreed to establish January 28th as a limit to HO requests, and Butler, for its part, agreed to cover some construction costs that the insurance companies have rejected. Butler, of course, will honor its warranty obligations which are unrelated to its request for final lists.

If you have already provided W.L. Butler with a list of work to be completed, make a copy it, add items, if necessary, so as to cover your current concerns, add the sentence -- "This is my final list" -- at the bottom, and then sign it. Mail the letter to W.L. Butler, attn. Mark Heavey, using the envelope inclosed with this letter.

ASSISTANCE TO INDIVIDUAL HOME OWNERS

Some HOs may wish to pay for assistance in determining whether the interior and/or exterior features of their unit should or should not be a cause of complaint and therefore be placed on their final list. There are at least two alternatives.

First, Jax Kneppers Associates, Inc., 2950 Buskirk Ave., Suite 180, Walnut Creek, CA 94596, Tel. 933-3914, is a firm that could assist individual HOs make such a determination. The cost of such service may be approximately \$600; somewhat higher for a single HO, somewhat lower if several HOs can join in requesting service. Mr. Kwok of Kneppers Asso., said they would like to have the blue prints in advance of a visit to the site.

(See other side)

(Second page)

Second, a less elaborate and therefore less costly alternative is to employ Jack Cloudsley, a retired architect who lives nearby, telephone 652-1983. He could join you in a private walk-thru and inspect your house probably in about three hours, or longer if necessary. He has served as an architectural consultant with several HOs in Phase I. His fee would be \$70 per hour.

The time sequence becomes critical. On the one hand, the HO is to produce a final list before Jan. 28, on the other hand, contacting a consultant and scheduling a site visit, completing the list, signing it, and mailing it in about eleven days will require prompt action. If the address which we used for this announcement is not right, the forwarding of mail sometimes requires four extra days.

OTHER NEWS

The W.L. Butler trailer is scheduled to be removed on or about January 18. W.L. Butler staff can be reached at the same telephone numbers and will be located in the garage at 61 Spyglass Hill.

The Board expresses its profound gratitude to Alice Lyman who has served so valiantly as Treasurer and accepts her resignation with deep regret. Mark Hanner will become Treasurer. Mark has asked the Board to employ an accountant whom he will supervise. This will be done as soon as possible.

Current estimates of total costs for rebuilding, reconstructing the street, installing an irrigation system, and landscape costs will approach \$12,000,000. This will be paid with (a) about \$11,000,000 from insurance, (b) about \$678,000 from dues, interest income, and assessments, and maybe \$130,000 from FEMA. As a result of our most recent negotiations with Butler, we are hopeful that no further assessments will be necessary.

request pending the approval of immediate neighbors and with the stipulation that there will be no additional costs to the HOA relative to this request.

W.L.B. needs to know what color to paint the mailboxes.

FEMA Grant--Tom has asked for a meeting with the Oakland City Attorney prior to signing the contract from the City re: the FEMA grant for reconstruction of the street. Tom has asked Richard Fong, attorney for the Hiller Highlands HOAs (which have joined together on this issue) to accompany him.

#41 Spyglass Hill--Blythe submitted an amendment to the resolution accepted at the 6-9-92 meeting concerning the ~~storage space for her unit and #43~~ **Spyglass**. The motion was tabled. *↳ use of and improvements to the basement area*

Minutes--It was m.s.p. to accept the minutes for 9/15, 9/28 and 10/20/93 *of her unit.* as written.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Ann Mulligan and Karen Mead
Co-Secretaries

Next Board meeting: Tuesday, December 14 at #40 Spyglass Hill

Spyglass Hill

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MINUTES OF THE BOARD MEETING, March 8, 1993

Call to order: 7:30 p.m. Present: Ned, Tom, Blythe, Ann, Mark, Karen, Chris. HOs Ann Schiff and Janet Hanner.

Insurance--Farmers' adjuster, Richard Reimke, told Ned that they would release the final \$1.9 million (bringing the total to \$12.412 million) only if Ned would sign a release of all future claims. Ned did not sign, but got permission from Richard, through Steve Roditi, to deposit the \$1.9 million in our bank account.

[On Wednesday morning, March 9, Ned was informed by Richard Reimke that Farmers would not release the \$1.9 million unless he signed. Without those funds, Butler would not be able to pay their subcontractors, the project would not be completed and subcontractors would start filing liens against our houses. Therefore, Ned consulted with Jim and Chris and felt he had no choice but to sign, noting on the agreement that he was doing so under duress.]

Reconstruction--Ned, Chris and Mark met with Roy and Mark Heavey on the morning of 3-8 to achieve a final agreement on completion of reconstruction and payment of final installments.

They agreed to pay Butler what they are owed from the \$1.9 million insurance payment, withholding \$400,000 of the final amount owed until all units are completed (Betty Scurich's may be held out), punch list items are satisfactorily completed and Jax Knepper's recommendations have been taken care of to the extent possible. Butler would like all of the above to be completed by April 15.

It was m.s.p. that the Board interview all HOs who have signed-off on their punch lists to make sure they are satisfied that all work has been completed.

The Board felt it would be useful to have a list from Butler delineating which punch list items they will and which they will not be correcting. However, it was decided to allow Butler to complete the project before confronting them over uncorrected punch list items.

Ned and Chris will re-word Mark Heavey and Roy Williams' letters, to remove the April 15 date of final payment and to note that final payment will be made when the work is completed and HOs are satisfied.

Treasurer--As of 3/8 we have paid W.L. Butler, Inc. a total of \$10,774,911.27.

Mark presented a project close-out summary. At this time, the total uninsured liability is \$585,760.00. This amount may actually be lower (Herzer has lowered their bid).

Farmers' \$1.9 million final payment did not include the amount they were planning to withhold for individual HO's building improvements coverage. Since Farmers has not withheld this money, there is no rationale for the second assessment. Therefore it was m.s.p. (with Mark abstaining) to refund the amounts HOs have paid for the second assessment.

Ned will write a letter to Higgins asking for the remainder of his first assessment.

Annual meeting--Janet passed out invitations to the annual meeting, which will be held on March 31.

Minutes--The minutes for the January 12 and January 26 meetings were approved as written.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Ann Mulligan and Karen Mead, Co-Secretaries

Spyglass Hill

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MINUTES OF THE ANNUAL MEETING, MARCH 31, 1994

Call to order: 7:30 P.M.

Attendance--Ned and Mary Flanders, #1; Vida Ribnikar, #3; James and Phyllis McCarty, #5; Tricia Swift, #7; Jim and Doreen Douglas, #9; Sue Naylor, #11; Dave Bent, #20; Chris and Karen Mead, #22; Lyle and Margaret Byers, #24; Mac and Norma Cantin, #26; Philip and Mimi Martin, #28; Brian Bolke & Amy Coglizer, #31; Don and Alice Westbie, #33; Mr. & Mrs. Lloyd Cobbledick, #35; John and Ann Mulligan, #40; Blythe Mickelson, #41; Ruggero Stefanini and guest, #42; Tom and Barbara Skelly, #43; John and Eileen Higgins, #44; Virginia Meyer & Mark & Basha Hanner, #45; Evelyn Pavone, #46; Joe and Mickey Hunt, #47; Edith Gregory and guest, #48; Avice Saint, #53; Bob and Ann Schiff, #57; Ed Ono and Rosalind Palmer-Ono, #59; Pat and Judy Geoghegan, #61.

Proxies were held by Chris Mead for Bob and Rita Roberts, #29, and by Ann Schiff for Betty Scurich, #60 & 62 (2 proxies).

Copies of the minutes for the 1993 Annual Meeting, the program for the 1994 Annual Meeting and the current Financial Report, including the 1994 Budget were distributed.

Introduction--The meeting was called to order by Ned Flanders, who thanked Virginia Meyer for arranging for the use of the Bellevue Club (she has been a member since 1936) and for hosting the pre-dinner cocktails.

Bob Schiff introduced the new homeowners (HOs) who were attending their first Annual Meeting.

Ned thanked Basha Hanner for arranging the invitations, decorations and arrangements for the Annual Meeting.

Ann Mulligan reported that there is a quorum, with 27 votes present and 3 proxies.

Minutes--The minutes of the 1993 Annual Meeting were approved as written.

Treasurer--Ned thanked Alice Lyman Westbie for her excellent job as Treasurer.

Mark Hanner, who succeeded Alice as Treasurer upon her resignation in January, discussed the Financial Report. The bottom line is: Inflows, \$12,950,000; outflows, \$12,832,000; regular expenses (insurance, utilities), \$25,000; leaving a net gain of \$93,000. There could be additional expenses to close out the project, but they would be minimal.

Mark advised the membership that anyone who needs a copy of a budget in order

Ned introduced Tricia Swift, who thanked the old Board and recognized spouses of Board members for their patience and cooperation. She presented Ned (for the Board) with a brass plaque which will be installed on the bench at the North side of the stairway by #20 at a ceremony to be held April 3 (all are invited). The plaque reads as follows:

WITH DEEPEST GRATITUDE, THE HILLER HIGHLANDS PHASE ONE
HOMEOWNERS ASSOCIATION THANKS THE 1991-93 BOARD OF
DIRECTORS FOR THEIR IMMEASURABLE TIME AND ENERGY SPENT
ON OUR BEHALF, AT THE TASK OF REBUILDING SPYGLASS HILL
AFTER THE OAKLAND FIRESTORM OF OCTOBER 1991, AND THEIR
BURNING DESIRE TO MAKE IT THE BEST THAT IT COULD BE.

J. DOUGLAS N. FLANDERS M. HANNER A. LYMAN C. MEAD
K. MEAD B. MICKELSON A. MULLIGAN T. SKELLY

Nominations--Karen Mead, for the Nominating Committee, nominated Tricia Swift, Mark Hanner, Sue Naylor and Fred Booker for the 1994-95 Board of Directors. There were no nominations from the floor. It was m.s.p. to elect Tricia Swift, Mark Hanner, Sue Naylor and Fred Booker to the Board of Directors for 1994-95.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Ann Mulligan and Karen Mead, Co-Secretaries

Status of Deeds on Spyglass Hill

Conflicting deeds on parking spaces (latter name is occupant):

P13 Lyman (33) & Abo-Khatwa (38)
G10 Pavone (46) & Stefanini (42)

Storage spaces in 33/35:

S14 Lyman (33)
S15 Lyman (33)
S16 Lyman (33)
S17 Cobble Dick (35)
S18 Skelly (43)

Storage spaces in 42:

S1 Mulligan (40)
S3 Abo-Khatwa (38)
S4 Stefanini (42)

Storage spaces in 48:

S6 Higgins (44) & Gregory (48)
S7 Cantin (26) & Pavone (46)
S8 Cantin (26) & ???

Storage spaces in 51/53: (4 spaces to 5)

S9 Saint (53) & Meyer (45)
S10 Reed (51)
S10.5 Hunt (47) & Reed (51) & Meyer (45)
S11 Hunt (47) & Meyer (45)
S12 Hunt (47)
S13 Meyer (45) & Reed (51)/Saint (53) Elevator shaft

4 space to 3 space garages (33/35):

G22 Lyman (33)
G23 Cobble Dick (35)
G24 Cobble Dick (35)
G25 Skelly (43)

4 space to 3 space garages (51/53):

G18 Saint (53) & Hunt (47)
G19 Saint (53) & Hunt (47)
G20 Meyer (45)
G21 Hunt (47) & Saint (53)

Unassigned Storage space:

S2 (42) ???

Other:

Unassigned street spaces:

P1-P6 (#1-11)
P22 (#41/43)
P14 (#48)

Spyglass Hill

HILLER HIGHLANDS PHASE ONE ASSOCIATION

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11 Spyglass Hill
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Treasurer

Tricia Swift
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Secretary

Minutes of the Board Meeting, April 5, 1994

Next Meeting: Tuesday April 12, 1994, 7:30 AM, 11 Spyglass Hill

Call to order: 7:35 AM.

Present: Mark, Susan, Tricia

Treasurer's Report: Mark reviewed finances. Known projects that will have to be contracted include repair work to the street to repair holes and settling, as well as additional landscaping. After all current project contracts are paid, the association will have a cash balance in excess of \$90,000 that will allow these additional tasks to be covered even if the FEMA grant does not come through.

Current Action Items: Sue reviewed a list of items which require the attention of the board:

- Determining outstanding items from the project, and establishing a plan for working with Butler, Herzer and Bradanini to resolve them.
- Installing a chain at the south entrance to Spyglass Hill
- Sprucing up the brick gateway at the north end of Spyglass. Tricia to research light fixtures to adorn the gate. The board will be recruiting a volunteer crew to paint the brickwork.
- The board must decide on a landscape maintenance contractor in the next 90 days. Options include retaining Herzer or finding a new firm. Sue to get competitive bids to compare to Herzer.
- Basha Hanner is reviewing information on parking space assignments and will report back to the board at a future meeting.
- Residents at the north end of the street are concerned about their backyards being accessible to people parking--or being otherwise engaged--on Hiller Drive and have requested additional landscaping to better isolate the units.

Election of Officers: MSP to delay the election of officers until Fred's return next week.

Meeting adjourned: 8:35 AM

Spyglass Hill

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Secretary

Minutes of the Board Meeting, April 12, 1994

Next Meeting: Tuesday April 19, 1994, 7:30 AM, 11 Spyglass Hill

Call to order: 7:30 AM.

Present: Susan, Fred, Tricia, Mark, Past-President Ned Flanders

Election of Officers: The board elected its officers as follows:

Sue Naylor - President
Mark Hanner - Treasurer

Fred Booker - Vice President
Tricia Swift - Secretary

Past-President's Report: Ned Flanders officially handed off his current responsibilities to the new board, and provided the board with information on what the board should expect from our contractors and advice on closing out the rebuilding project.

Project Walk-through: Butler notified the board of their desire to conduct a walk-through on 4/15. As the board will need to conduct a pre-walk through with Jax Kneppers, it was decided that the walk-through with Butler should be delayed until the 4th week in April. Fred to contact Jax Kneppers and schedule pre-walk through to assess the status of punch-list items.

Reconstruction Funds: Mark brought to the attention of the board provisions of the CC&Rs which require that all sources of funds (insurance, dues, etc.) be exhausted prior to the application of assessment funds. Mark presented to the board an accounting of the funds for the entire project showing that all non-assessment funds had been exhausted in paying for items not covered by insurance funds. MSP we have officially exhausted non-assessment proceeds and assessment funds will be used to complete the rebuilding project and replenish the association's legally required financial reserve.

1994 Budget & Finances: Mark presented to the board a report on the 1994 budget and a final financial report for 1993. A summary of these reports will be provided to homeowners next week. The Cal Savings CD matured on 4/11 and funds were transferred to the construction checking account to cover payments due to Butler and Herzer this week.

Bookkeeping Services: Now that things are returning to normal the board discussed the need for on-going record keeping for the the association's finances. MSP to reinstate bookkeeping fees at \$110 per month to Mark Hanner. An accountant, Ron Vincent, has been retained to perform tax filing, auditing and financial consulting to the association.

Landscape Maintenance: The board discussed the pros and cons of using Herzer for the first year of maintenance. The board will request a presentation on services from Herzer as well as other contractors that Sue is researching.

Meeting adjourned: 8:55 AM

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - APRIL 19, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Swift

Meeting was called to order at 7:40 a.m.

The Board discussed a letter from Ned Flanders regarding carryover business from the prior Board of Directors, relating to completion of the rebuild of homes.

- Re the need for a protective fence to the West of Betty Scurich's home, the Board agreed that due to the HOA's risk of liability for injury on common area property, the HOA would agree to have a bench-like barrier built to prevent risk of a person falling down the steep slope to the West of the Scurich home. The barrier will be the length of the Scurich home. Tricia Swift to obtain outside contractor bid.

- Re covering the gas meters and water pipes: boxing the gas meters remains an outstanding item with Butler and is promised to be done by end of month. Covering the water pipes is not on the Kneppers punch list, and it appears to be too late to expect that it be done by Butler.

- Re closing and signing the south end of Spyglass Hill: Fred Booker will see if this can be included in the O.C. Jones street contract. Tricia Swift will inquire about signage (not a through street/private street - no solicitors).

- Re painting garage doors: Mark and Sue will list for Butler all homeowners who want their garage doors painted, and Sue will inquire about whether there is a reason to not paint them.

Sue Naylor raised the possibility of the HOA purchasing a copy machine. Costs appear to range from \$650 to \$950. Board encouraged her to do further homework and make a selection.

Re lights on the entry gateway to Spyglass Hill: Tricia Swift has ordered them. 4-6 weeks delivery time.

Re tree moving along Hiller Drive to enhance views of Grandview Drive homeowners: Board agreed to propose that we split the cost with the affected uphill homeowners.

Board discussed letter from Stefanini re wind chimes. Board agreed that he be encouraged to bring it up with his neighbors first, and then bring the issue to the board if still unresolved.

Several homeowners have requested more trees (Hanner, Swift, Reed, Lyman, Georgia). Fred and Sue will discuss with Bradanini and Herzer on walk through this week.

Sue reported that Kneppers final exterior inspection walkthrough will be begun 4/22 and completed by 4/29.

Next Meeting: Jim Douglas will discuss insurance policy issues, and Janet Hanner will bring parking space data for review.

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - APRIL 25, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Swift, Hanner, and Chuck Scurich

Meeting was called to order at 7:40 p.m.

The Board discussed progress on Betty Scurich's home with Chuck Scurich. Fred Booker brought a barrier/fence design which was approved by the Board, if built 22" high. Tricia's contractor has not yet responded. Herzer will also give us a bid.

Anticipating Butler's expectation of being paid final \$400,000 payment, Board agreed by MOTION made, seconded and passed unanimously that \$400,000 final payment to Butler be made only when all homeowners have signed off on the completion of their units or gone to arbitration and completed arbitration. Furthermore, those who signed off prematurely or on the basis of verbal assurances that work would be completed must be satisfied. The Board's role is to document that homeowners are satisfied or not satisfied. Individual homeowner disputes with Butler are to be resolved through arbitration, not by intervention of the Board.

Re the street contract/financing: Fred Booker has talked with Tom Skelly re negotiations with the City of Oakland for the City sponsorship needed with the City to obtain FEMA monies. That negotiation is ongoing. We have verbal agreement that needs to be committed to a satisfactory written document.

Fred also reported that O.C. Jones will complete the gate at the south end of Spyglass Hill when they finish the remaining street work.

Re the Herzer walkthrough: It happened last week. The landscaping looks good. More trees will be planted where they are staked. A vegetation barrier behind the Schiff's house has been agreed to. By MOTION made, seconded, and passed unanimously, the Board agreed that the 90-day maintenance period for Herzer should begin April 26, 1994, and end July 25, 1994.

Re a Maintenance program: There are some leaks in the irrigation system. The system must be monitored very carefully. We need to draw up a maintenance program to be bid that includes regular clean-up, pruning, and at least a monthly (25% per week) check of the entire irrigation system. It was suggested that we have Jim Bradanini help us with this.

The Board reviewed Parking and Storage Space assignments for the entire street with the help of a map and summary prepared by Alice Lyman and the Hanners. Conflicts in deed exist for storage and parking spaces. Board agreed that a letter needs to go to all homeowners alerting to them to the problem, and that individual conflicts need to be resolved by the individual homeowners. Tricia will check with a Title Officer to see if there is a more general solution possible.

Re Newsletters: Board agreed that we will put out an "Occasional Newsletter" as needed, rather than commit to a particular schedule.

Re painting garage doors: Sue Naylor has spoken with the garage door manufacturer who said that there was no problem with painting the doors with latex paint. Sue will write a letter to Butler with this information and the reiterated expectation that garage doors will be painted.

Next Meeting: Tuesday, May 3, 7:30 a.m. at Sue Naylor's. Agenda to be review of draft minutes from Annual Meeting, and Board meetings of 4/18 and 4/25; review of Kneppers' final report; insurance discussion with Jim Douglas; and planning/scheduling of a final walk-through with Butler.

Respectfully submitted,

Tricia Swift
SG2

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - MAY 3, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Swift, Hanner

Meeting was called to order at 7:40 a.m.

The Board discussed final payment to W. L. Butler, and a recent billing received by Mark, and receipt of the as-built drawings. Fred Booker will distribute the as-builts to homeowners for review and comment. Sue will circulate another questionnaire regarding outstanding work remaining and whether homeowners have signed off with Butler.

Meeting was continued to the evening.

Meeting was reconvened at 7:35 p.m.

Sue reported to the Board regarding her recent conversation with Bob Moylan regarding lien releases, completion of units, garage door painting, and construction of gas meter boxes. Mark brought analyses of Butler's billings for the Board to review. Board agreed to schedule meeting with Butler Thursday or Friday, May 12 or 13.

Board discussed making a partial final payment, and agreed that if such a payment was made, a remaining holdback should be not less than \$200,000.

Tricia reported that, per conversation with Jan Benner at Placer Title Company, it may be possible for the Board to facilitate resolution of parking and storage pace deed conflicts by receiving and reeeding individuals' spaces.

By motion made, seconded and passed unanimously, Board agreed that Sue should obtain a dedicated phone line for the Homweoners' Association FAX machine.

Next Meeting: Tuesday, May 10, 7:30 a.m. at Sue Naylor's.

Respectfully submitted,

Tricia Swift
SG2

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - MAY 10, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Swift

Meeting was called to order at 7:35 a.m.

The Board discussed Herzer's upcharge billing and the W.L. Butler letter of May 4, 1994.

After discussion of the garage door issue, board agreed to Butler's position that there had been a decision that the doors were not to be painted.

Re Schiffs' request to replace ground cover in front of their home, by motion MSP the Board approved her request to buy and plant ground cover to match the purple flowering plants at the North End of Spyglass Hill.

Motion MSP to make partial payment to Butler of \$200,000 (one half of their final payment billing of \$400,000) by the end of this week (May 13, 1994). Work remaining to be done includes releveling of entry decks, review of ceiling in #3 (Vida Ribnikar's home), final finishing of Scurich units, and completion of the Geohagen's unit.

Board approved by motion MSP the installation of a bollard light near Geohegan's entry. Board also approved payment to Bradanini of \$882 for final walk through. Board agreed to postpone payment of Knepper's bill because of some apparent discrepancies between initial inspection and follow-up walk through.

Next Meeting: Tuesday, May 10, 7:30 a.m. at Sue Naylor's. Agenda to include discussion of insurance with Jim Douglas.

Meeting adjourned at 8:40 a.m.

Respectfully submitted,

Tricia Swift
SG4

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - JUNE 28, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Swift

Meeting was called to order at 7:40 a.m.

The Board reviewed Sue's draft letter to homeowners, 6/27.

Sue reported that the landscape maintenance contract is out for bid. So far there have been few responses.

Fred reported that he and Bob Schiff have placed low-wattage bulbs in the carport light fixtures to reduce glare. Tricia reported that the light fixtures for the North end posts are at Galaxie Lighting, and that she has contacted Bay Area Electric for a bid for installation.

Re garage door painting: Sue reported that Craig Buchholtz needs direction on the kind and color of paint to be used before he can prepare a bid.

Re final sign-off with Butler: Douglas, Flanders, and Scurich remain to sign off on the completion of their units. Board discussed the status of As-Built drawings. The Hanners have found numerous discrepancies on their As-Built drawings.

MSP: Pending receipt of lien releases, interior cost sheets, Kneppers punch list completed, and Flanders and Douglas sign-offs, Board agrees to pay Butler Construction the final payment LESS \$4,000 to protect Betty Scurich and insure satisfactory completion of her unit.

Next meeting is July 12, 1994, 7:30 a.m. at Sue Naylor's to discuss insurance with Jim Douglas.

Respectfully submitted,

Tricia Swift

SG7

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - JUNE 16, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Swift

Meeting was called to order at 4:05 p.m.

The Board review the status of matters on Spyglass Hill:

- 4 homeowners have not yet signed off with Butler:
 - Booker/Mickleson will be signed off 6/20
 - Hanner has reached agreement with Butler after protracted negotiations
 - Flanders are away for another week
 - McCarty?
 - Douglas?
 - Scurich?
- Herzer is scheduled to plant additional materials in front of gas meters 6/17
- The chain has been installed at the south end of Spyglass Hill. A motorist struck one of the posts at approximately 11:15 p.m. on June 14.
- It has been requested that the sidewalk continue on the west side of the north end of the street. In review, it has been discovered that the Club's property extends all the way to the west edge of pavement. Therefore the sidewalk cannot be continued.
- The stairs from Spyglass Hill to the Club are scheduled to be removed because of the Club's liability should someone fall or be injured on them. Concerned residents of Spyglass Hill should call the Club to see if perhaps the stair railing could be repaired at less cost than removal of the steps.

Next Meeting: Tuesday, June 28, 7:30 a.m. at Sue Naylor's. Agenda: Review of Insurance and Parking Spaces.

Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Tricia Swift
SG6

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - MAY 17, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Swift, Hanner

Meeting was called to order at 7:40 a.m.

The Board reviewed and discussed the checklist circulated by W.L. Butler. Some concern was expressed that it may not be accurate, and that the projection of cost for outstanding work is too low. By motion made, seconded and passed unanimously, the Board agreed to retain \$200,000 for final payment until all details are complete.

Board agreed that we need to send out to homeowners our own "Statement of Satisfaction form" to correlate our information with Butler's claims of completion.

Board also agreed that we need to correct/update the Spyglass Hill phone list when all new residents move in, now that all units have been sold that were on the market.

Ann Shiff has raised concern that the horizontal PVC pipe behind her home is unsightly and should be painted. Shiffs' garage door will be painted because it has been on their list consistently from the beginning of the rebuilding project.

Several homeowners have contacted Sue Naylor with requests that a chain be installed at the South end of the street.

Several homeowners have also requested that the voltage/wattage of lighting in the carports be reduced so there is less glare. Board agreed that this was a HOA responsibility.

Individual Kneppers reports will be circulated to homeowners for review and comment.

Ann and Johnny Mulligan have requested approval for their building of a full trellis beneath their steps, as before the fire. Board approved their request unanimously.

Board reviewed Scott Parker's and Herzer's bid for building the 50' bench/fence West of the Scurich home. By motion MSP, Board awarded the contract to Herzer. Sue Naylor agreed to check out who holds the permit for use of EBMUD land, the HOA or Betty Scurich.

Next Meeting: Tuesday, May 23, 7:30 a.m. at Sue Naylor's.

Meeting adjourned at 8:40 a.m.

Respectfully submitted,

Tricia Swift
SG5

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - AUGUST 31, 1994
MINUTES - CORRECTED

Present: Naylor, Booker, Swift. Ann Schiff attended also. Jim Douglas came to review SGHOA Insurance policy.

Meeting was called to order at 7:40 a.m.

Board considered request for donation from Gordon Piper for a Firestorm Garden Educational/Informational Center. The Center will contain an exhibit that will focus on fire, fire-resistant garden and plant materials. Request is made for \$10/household. By motion made, seconded, and passed unanimously, Board decided to donate \$350 to this project, rather than pass through the request to individual homeowners.

Re lights at the end of the street: MSP to proceed with a contract with John Agnitsch. The trench should be made large enough for a 4' PVC pipe (large enough for an irrigation pipe). Work should proceed ASAP

Re Club Stairs: Sue reported that the Club's primary concern is the liability of the Club. It is reported that the City Inspector says the stairs can be repaired if they are structurally sound. The Club is willing to contribute to reconstruction/repair what they have budgeted for demolition. SGHOA would have to do the rest. Board took this matter under advisement. Board will ask John Mulligan to submit bid for repair.

Re garden maintenance requests: Homeowners who have special requests of the gardeners should tape notes to garage doors or to mailboxes on Monday morning. Sue will put the word out to homeowners by letter or newsletter.

Re Georgia Weiland request for outdoor water faucet: MSP that Board agreed that all details of construction should have been checked out by homeowners, and that homeowners had ample time and notification to do so. Board will not fund installation of faucet, but Ms Weiland may proceed at her own cost to install a faucet.

Re Georgia Weiland request to plant bulbs at her home and at entry gates: MSP to approve.

Re FEMA grant: Fred and Sue have signed the contract for \$182,000.

Re concerns raised by Ann Schiff: Board took under advisement Ann's concern that fruit trees are being scratched by cats, and her request that Board purchase protective materials for the trunks. Ann also has raised concern regarding the structural integrity of the retaining walls. Board reviewed with Ann the history of the evaluation that the retaining walls' condition did not merit rebuilding, and the Board's decision to proceed without rebuilding them.

INSURANCE

Jim Douglas joined the Board and reviewed the policy that is currently in place, the policy changes that he is working to implement, and the draft letter to homeowners he prepared as part of the insurance packet for the Board. Board had two concerns. 1) that \$200,000 for rebuilding retaining walls, if damaged for instance by

earthquake, is insufficient. After discussion, the Board considered \$500,000 for retaining wall replacement to be a preferable figure, if affordable. 2) Board reviewed the replacement, but not guaranteed replacement, cost figure of \$2.4 million for property other than buildings and garages (foundations, streets, sidewalks, underground piping, retaining walls, and common areas). Board considers \$3.2 million to be a more realistic figure. To increase this insurance would cost approximately \$58/unit/year. Board took this under advisement. Board anticipates the following action: Mark Hanner to review figures within the next 2 weeks; Ann Schiff to edit letter to Homeowners, and Board to review; letter to Homeowners describing HOA policy and recommending review of individual policies to be sent by end of September; and Board to consider installing earthquake shut-off valve at the gas main at South end of Spyglass Hill.

Next meeting: Monday, September 12, 1994, at 7:30 p.m.
Board meeting was adjourned at 9 p.m.

Respectfully submitted,

Tricia Swift

SG9

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - AUGUST 1, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Hanner, Swift. Also present: Gary Johnson and Javier Him of Johnson's Landscape

Meeting was called to order at 7:40 p.m.

The Board reviewed Gary and Javier's contract proposal for landscape maintenance of the common areas of Hiller Highlands Phase I. Gary and Javier anticipate that they will both work 6-8 hours per week, on Mondays. They will tend to the sprinklers and weeds, shaping and pruning as they work the property. Unless the residents object, they will use low-decibel blowers to sweep. We discussed the possibility of in-line fertilizing in the drip system lines. Gary and Javier reviewed the laminated maps of the project. Board loaned them two manuals and the laminated maps. In response to questions, they stated that they had no problem with an initial 3 month contract.

MSP: the Board awarded the landscape maintenance contract to Johnson Landscape for an initial/probationary period of 3 months. Board members made this decision on the basis of cost, review of Johnson Landscape's proposed work plan, and because of the desire to have on site the people who are directly responsible to the Board, and people who have the authority to make decisions and be responsive to problems on the spot.

Sue will arrange for a meeting and site review with Herzer and Johnson.

Board meeting was adjourned at 9 p.m.

Respectfully submitted,

Tricia Swift

SG8

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - OCTOBER 27, 1994 (POSTPONED FROM 10/20/94)
MINUTES - DRAFT

Present: Naylor, Hanner, Swift

RE FEMA grant application: Sue Naylor reported that inspectors have come to look over the contracts and supporting documents. They have some questions that are being answered.

RE stairs to Club: repair is underway. Demolition bid obtained by the Club was \$7-9,000, so Club will pledge \$8,000 toward the construction of the stairs. It is unclear when the Club will be able to pay this sum to us. Mark Hanner moved that: Until we are fully reimbursed by the Club in the amount of \$8,000, the Club will continue to pay for water to Spyglass that passes through their meter; and that at the time payment is completed, Club will pay for installation of a separate water meter to accurately monitor the delivery of water to six Spyglass homes. MSP.

RE Landscaping along the West edge of Spgglass Hill in front of Units 1,3,5, 7, and 9: Board has received a bid from Bradanini for \$650 to design landscaping for this area, and an estimate of \$2,000 for irrigation to this area. MSP to proceed with design.

NOTE: BOARD WISHED TO THANK GEORGIA WEILAND FOR HER GENEROUS CONTRIBUTION OF BULBS FOR BEAUTIFYING SPYGLASS HILL LANDSCAPING.

Sue Naylor reported that the backflow problem appears to be fixed.

Other notes and announcements:

- Landscapers will now be coming on Tuesdays
- Home tour/progressive party will be November 12. Mary Flanders and Basha Hanner are organizing this party!
- Efforts are underway to raise money for landscaping the Club hillside - cf letter from Ned Flanders dated 11/9/94
- Sue Naylor has received a call from Ethel King on Binnacle Hill objecting to clothesline behind the Flanders home. Sue will recommend that Ms. King contact the Flanders directly as there is no mention in our CC&R's regarding clotheslines.
- Several Spyglass Hill residents have objected to Ollie Hammerel's sign on the bus stop bench at the North end of the street. Ollie will be removing her advertising there.
- Sealing the street with oil may be neither required nor reimbursable. We are still working with the City to determine.

Next meeting: as needed.

Respectfully submitted,

Tricia Swift, Secretary
SG12

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - SEPTEMBER 29, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Hanner, Swift

Board discussed out application for a FEMA grant. The amount of the grant application is now \$173,614, apparently based on actual invoices for work done. At this time we are waiting for a state inspector to review work done. Board discussed the possibility of proceeding with a contractor, apart from the FEMA application, to seal the road before the rains begin. MSP unanimously to not do this or anything without the express direction and authorization of the City of Oakland, lest out FEMA grant application be jeopardized. Sue Naylor will call Sheila Jordan, City Council Member, for assistance and direction on how to expedite our FEMA grant.

Board has received a letter from Evelyn Pavone suggesting that Homeowners' dues be prorated on the basis of square footage of units. MSP unanimously to reject this proposal as too complex to determine or administer.

Board reviewed the question of increasing our insurance coverage at this time. MSP to not increase insurance at this time, but to review the issue in January or at such time as we receive FEMA grant money, the interest from which could pay for increased premium for increased insurance.

RE backflow mechanism between Units 11 and 13: it is flooding nightly. In addition it appears that we may not be getting proper irrigation on the east side of the street. It appears that we need to have a filter installed. Carl Herzer is responsible for repair.

RE stairs to Club: John Mulligan's bid is for \$11,000. MSP unanimously to authorize John Mulligan to proceed.

Board asked Tricia to ask Jan Benner (Placer Title) to provide deeds to all Spyglass Hill homes for the purpose of sorting out the assignment of storage and parking spaces.

Sue noted that on October 15 at 1:30 p.m. in the Bentley School Auditorium there will be a dedication ceremony for the Firestorm Memorial Garden.

Next Meeting: Thursday, October 20, 1994, 7:30 p.m. at Sue Naylor's home, #11 Spyglass Hill.

Respectfully submitted,

Tricia Swift

SG11

SPYGLASS HILL HOMEOWNERS ASSOCIATION
BOARD MEETING - SEPTEMBER 12, 1994
MINUTES - DRAFT

Present: Naylor, Booker, Hanner, Swift

Minutes of 8/31.94 were approved as corrected (see Corrected version).

Board reviewed Ann Schiff's draft letter to homeowners re insurance and made some suggestions for change before approving.

Swift reported that Agnitch Electric says they will start job of installing entry street lights within the week.

RE Water Metering discussion with Highlands Club: Naylor reported that Club is willing to prorate the water use that goes through their meter.

RE Stair from Spyglass Hill to Club: Naylor reported that Tim (Club Manager) is willing to have stairs repaired if done at expense of Spyglass Homeowners Association. We are awaiting a bid from John Mulligan.

RE Stefanini request for improvements to his stairway: MSP to approve.

Board discussed and approved a letter from Bob Ploss dated 8/16/94

RE Letter from Edith Pavone requesting removal of erosion fence: MSP to approve removal of the erosion fencing, but not to plant with Oleander as requested.

RE Backflow mechanism between units 11 and 13: The mechanism has been flooding and making noises. MSP: proceed to correct the problem, authorizing Herzer to go ahead with bid work for approximately \$1,050.

Board discussed a basic newsletter to all Spyglass residents to cover:

- Progressive event: how much interest is there?
- Sept. 28 meeting at the Club with Sheila Jordan (City Council candidate) and the Oakland Fire Chief
- Club meeting Sept 22 to discuss budget, membership and landscaping
- Encouragement to write to Governor Wilson regarding SB 1355, "Homeowners' Bill of Rights"

MOTION made by Mark Hanner: To assign space under the Hanners' unit and the elevator space to #45 and #47 for exclusive use. MSP unanimously. Mark will bring appropriate documents to the Board for approval.

Board discussed the assignment of parking and storage units and the need to clarify and record changes that have occurred since original assignments and the present time. Tricia Swift will ask Jan Benner at Placer Title about her willingness to come and talk to us about the best way to resolve discrepancies between recorded assignments and current use/reality.