

Spyglass Hill

HILLER HIGHLANDS, PHASE ONE ASSOCIATION
OAKLAND, CA 94618

BOARD OF DIRECTORS' MEETING
NOVEMBER 28, 1995

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 August 29, 1995 Board of Directors' Meeting as submitted.

Copies of the August 29, 1995 minutes are to be made by Chuck Scurich and distributed by Judy Geoghegan to all Homeowners.

III. Treasurer's Report.

Fred Booker presented a transaction report for the period June through November 28, 1995 showing a balance of \$34,216.90 as of October 31, 1995.

It was discussed that due to the increase in insurance costs and water costs, the Association would be operating in a deficit situation if there were no dues increase. A dues increase of \$15 was suggested to be presented to the homeowners at the annual meeting.

The Treasurer's report was approved by the Board. (M/S/P)

IV. Discussion of Highland Country Club Water and Stair Construction Issue.

Board discussed the on-going issue regarding the Highland Country Club's attempt to renegotiate their original agreement of paying our Association \$8,000.00 for the cost of demolition and debris removal of the pre-fire stairway from Spyglass Hill to the Club. The water and water metering issue was also discussed.

Since nearly 3 months had passed without a response to our last letter to the Club, it was decided that Fred Booker contact Robin Mickle, the Highland Country Club President,

and inform him that if we do not hear from them by December 15, 1995, then we will assume that the Club has accepted our proposals.

V. Condition of Street

The Board discussed the fact that the street is developing "holes" and therefore deteriorating. Bob Schiff will call Tom Skelly to learn more about agreements previously made by the Street Contractor, O.C. Jones regarding "seal-coating" if any deterioration occurs.

VI Installation of Drain on Street.

After discussion, it was M/S/P that John Mulligan be awarded a contract to install the drain and tie it into the grate near Flanders house. Further, we would request that construction begin this Thursday. The cost will be \$950.00.

VII. Awning Construction approval.

It was M/S/P that Ned Flanders be allowed to construct an awning on his house.

VIII. Air-conditioning unit installation approval.

It was M/S/P that Booker/Mickelson be allowed to install an air conditioner outside their house.


IX. Letter of support.

It was decided that a letter be sent from our Board of Directors to the Office of Parks and Recreation. We support the City of Oakland's application for an EEM grant. This grant will provide funding for landscaping and replacing trees lost in the 1991 fire on Caltrans and City property along the Highway 24 corridor

IX. Adjournment.

There being no further business, the meeting was adjourned.

Respectfully Submitted,



Chuck Scurich, Secretary

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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 Montclarion 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.

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JAMES W. DOUGLAS, INC.

INSURANCE SERVICES

March 18, 1995

Hiller Highlands Phase One.

Our policy remains as outlined in the September 14, 1994 letter to the unit owners with the following exceptions:

On September 19, 1994 the policy was changed from one blanket limit to two blanket limits in order to better define areas of coverage. There is one group of property subject to guaranteed replacement cost and a second group of property subject to replacement cost but not guaranteed replacement cost.

Foundations have been added to the group which is subject to guaranteed replacement cost.

Total insurance has been increased by \$910,500 to \$11,685,500.

On 6/1/96 we will lose our guaranteed replacement cost coverage which guaranteed that funds would be available to replace the property regardless of the policy limit. That coverage will be replaced with extended replacement cost coverage which will provide funds to replace the property up to 125% of the limits of insurance.

It is more important than ever to make sure that sufficient insurance is carried.

The earthquake deductible has been increased from 10% to 20% of the value of the involved unit.

Our premium increased to \$23,606.00.

The original value at risk was computed by me with Butler's assistance and negotiated with Farmers.

Value at date of completion, June 1994 for all property except 50% of underground piping and foundations and 25% of retaining walls was \$11,000,000.

CLAIMS CONSULTANT
LITIGATION SUPPORT
ALTERNATE DISPUTE RESOLUTION
STATE LICENSE #2607659

NINE SPYGLASS HILL
OAKLAND, CA 94618
PHONE (510) 549-1221
FAX (510) 549-3311

We estimated that 25% of the retaining walls and 50% of the underground piping and foundations were not replaced.

The above estimate is based on general conditions and overhead and profit being 27 1/2% of hard costs. Actual incurred overhead and profit and general conditions was greater. 27 1/2 % was a good average for the Oakland Hills firestorm. Butler charged 45.75% for these categories.

Estimated square footage by the Insurance Company is:

34 units	52,420'
attached garages	5,200'
attached carports	2,400'

Blanket coverage for guaranteed replacement cost items for 10/31/95 was:

Buildings, carports and garages	\$8,550,000
Foundations	<u>\$ 827,000</u>
	\$9,377,000 (\$184.00 ft.)

The Building number is marked up for overhead, profit and general conditions but the foundation number is not.

The above number includes \$300,000 for design work. This is based on the assumption that a full set of plans will be stored off site. If we don't do this we should include another \$600,000 for design.

On 6/1/95 Farmers increased this coverage to **\$9,658,500 (3%)**

Blanket coverage for items subject to replacement cost but not guaranteed replacement cost for both the prior and current policy is:

Retaining walls	\$ 200,000
Landscaping	\$ 802,000
Fences	\$ 200,000
Streets, sidewalks and lighting	<u>\$ 825,000</u>
	\$2,027,000

It is not important that the coverage on items subject to guaranteed replacement cost be accurate. **It is important** that the coverage on items subject to replacement cost or extended replacement cost be accurate.

We have no code coverage. It probably is not needed for the next 20 years. If you want to add code coverage, it can be added for \$1.25 per \$1,000 of coverage

We currently have a \$2,000,000 liability umbrella excess over a \$1,000,000 Comprehensive General Liability policy.

Unit owners should consider purchasing a unit owners policy which would offer protection for:

Loss assessment coverage. (Assessments against you by the association for damage caused by covered perils to real property for which coverage has been exhausted under the association policy)

Improvement coverage (Covers real property and is primarily useful to pick up the difference between the association deductible and your unit owner deductible.) It has been the association policy to require the unit owners having the damage to be personally responsible for the deductible. The current association deductible is \$1,000.00 for all perils except earthquake.

Additional living expense coverage (Provides coverage while you are out of your home during rebuilding. Check time limitations on the coverage. Many are limited to 12 months.)

Liability coverage. (The associations liability coverage is limited to liability stemming from acts or omissions of the association)

Personal property coverage

Sincerely.

Jim Douglas

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Spyglass Hill

HILLER HIGHLANDS, PHASE ONE ASSOCIATION
OAKLAND, CA 94618

BOARD OF DIRECTORS' MEETING

April 15, 1995

MINUTES

*These minutes
were approved
Board 6/15/95.
CA.*

I. Call to Order.

Hiller Highlands Phase One Association President Bob Schiff called to order the meeting at 4:00 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 March 25, 1995 Board of Directors' Meeting as submitted.

III. Roster of Officers of all Hiller Highland Phases.

Bob Schiff distributed copies of the roster of current officers of all phases of Home Owner Associations. This list was provided to us by Bob Ploss from Phase V.

IV. Treasurer's Report.

Fred Booker presented to the Board a Budget report for the 1995 year. There was discussion of the discrepancy of dues balances from members during the rebuilding period. Efforts will be taken by Fred Booker to collect outstanding dues payments.

Fred Booker presented new World Savings Bank signatory cards for Board Memberst to sign.

The Treasurer's report was approved by the Board. (M/S/P)

V. CORE Update.

Steve Cobbledick attended this portion of the Board Meeting to report on the status of the CORE Emergency Preparedness Groups and meetings. There was a good turnout for the CORE I and CORE II meetings on the part of our Phase One Association. CORE III meeting will be held June 6, 13, and 20. More volunteers are still needed for some of the specific committees. Bob Schiff will talk to Ed Ono to confirm his being our Association's CORE representative.

The next CORE Steering Committee meeting is to be held Monday, May 2, 1995, at 7:30 p.m. There will also be Red Cross Instruction made available soon to residents which will include First Aid, safety, and CPR for adults and children.

VI. Payments from Highland Country Club for Stair Construction.

Board discussed the issue regarding the Highland Country Club's attempt to renegotiate their original agreement of paying our Association \$8,000.00 for their share of the cost of construction of the stairway from Spyglass Hill to the Club.

It was M/S/P by the Board that we will not accept less than the original agreed-upon \$8,000.00

The Highland Country Club has in the past and presently supplies five houses on Spyglass Hill with water. The board discussed the feasibility of bringing those five houses into the rest of the Association so that we would pay for the water and end any reliance upon the Highland Country Club. Bob Schiff will check with a plumber to determine the cost of bringing the five houses into our system.

VII. Sound Wall Project.

The Board discussed the proposal for the sound wall adjacent to Highway 24. It was M/S/P that the Board will not take a position in support of or against this proposal. The Board would encourage any individual homeowners to voice their own independent opinions to the proper agencies. Homeowners can call Gordon Piper if they need to get any information regarding the sound wall project.

VIII. Landscaping.

Fred Booker agreed to be in charge of any landscaping problems. There were various issues discussed: weeding, ivy overgrowth, irrigation, poison, dying plants, insects/pests, and the contractor's one year guarantee which will expire in August '95.

IX. Facsimile Machine and Copier.

Chuck Scurich will pick up the Facsimile Machine and Copier from Sue Naylor and set them up in his house.

X. FEMA Grant.

The Board discussed the status of the FEMA grant. At the annual meeting March 31, 1995, it was decided by the Home Owners that Spyglass Hill remain a "private" street rather than a "public" street. Since we would consider our street to be "private," it was generally agreed that we would not be successful in obtaining the grant. The Board unanimously agreed (M/S/P) not to appeal the FEMA decision as to the application to the FEMA grant.

XI. #59's Request for a privacy Gate.

The request for a privacy gate by unit #59 was approved (M/S/P) by the Board.

XII. Change of Insurance Policy.

The Board discussed the current insurance policy and its renewal. The renewal date is June 1, 1995. Deductibles were also discussed.

It was agreed (M/S/P) by the Board to meet with insurance advisors to discuss our insurance needs. During the next Board meeting we will discuss these insurance issues. Bob Schiff will contact Jim Douglas for advice.

XIII. Phone List of Residents.

Bob Schiff will make corrections to the current phone list and distribute the corrected list to the homeowners.

XIV. Treasurer's Compensation.

At the request of the Treasurer, it was agreed (M/S/P) that there should no longer be any ongoing bookkeeping payments made to the Treasurers who serve on the Board.

XV. Next Annual Meeting.

Judy Geoghegan volunteered to be in charge of handling next year's annual meeting of the Association.

XVI. Request of #61 for construction of a Windbreak.

The Board approved #61's request (M/S/P) to construct a windbreak in their rear patio area.

XVII. Adjournment.

There being no further business, the meeting was adjourned.

Respectfully Submitted,



Chuck Scurich, Secretary

*Minutes
approved 1/29/95
- CS*

Spyglass Hill
HILLER HIGHLANDS, PHASE ONE ASSOCIATION
OAKLAND, CA 94618
BOARD OF DIRECTORS' MEETING
June 15, 1995
MINUTES

I. Call to Order.

Hiller Highlands Phase One Association President Bob Schiff called to order the meeting at 5:00 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 April 15, 1995 Board of Directors' Meeting as submitted.

Copies of the April 15, 1995 minutes are to be made by Chuck Scurich and distributed by Judy Geoghegan to all Homeowners.

III. Treasurer's Report.

Fred Booker presented to the Board a treasurer's report for the last six month period showing the income, expenses, and balances. There was a net income of \$9,217. Part of that, however, was due to successful collection of outstanding dues payments by the good effort taken by Fred Booker.

It was M/S/P that two CDs be purchased by the Board of Directors with Fred Booker being our authorized agent.

The Treasurer's report was approved by the Board. (M/S/P)

IV. Payments from Highland Country Club for Stair Construction.

Board discussed the issue regarding the Highland Country Club's attempt to renegotiate their original agreement of paying our Association \$8,000.00 for the cost of demolition and debris removal of the pre-fire stairway from Spyglass Hill to the Club. The water and water metering issue was also discussed.

Bob Schiff will contact Robin Mickle, the Highland Country Club President, and arrange a meeting with them and our Board representative(s).

V. Landscaping.

The Board agreed that they were not satisfied with the service of the present landscape contractor. It was agreed that Herzer was the preferred contractor to do the landscape maintenance since they were the original installers of the irrigation system and original planter of the vegetation. We will be securing a price from them soon to maintain the landscape. Because they were the second lowest bidder of 4 total bids of July 1994, and if their price is no more than 10 to 20 percent higher than their original July 1994 estimate, we will contract with them.

VI. Highland Country Club Request for Donations.

The Board discussed the request by the Highland Country Club's Landscape Committee that the home owner associations donate money to the Club. It was M/S/P that the Board will not make this donation.

A further request by the Highland Country Club's Landscape Committee was presented. They asked for a roster of all the homeowners. It was M/S/P that the Board will not provide this roster.

VII. Jim Douglas and the New Insurance Policy.

Jim Douglas has submitted a letter to our Farmer's Insurance broker with a list of questions to be answered so that our policy is in order.

The board enthusiastically gives "kudos" to Jim Douglas for all the assistance he has given to the Association in securing a proper insurance policy.

VII. Telephone List.

A revised telephone list was handed out to be distributed to the residents of Phase One.

XVII. 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 AUGUST 29, 1995

MINUTES

I. Call Meeting to Order.

Hiller Highlands Phase One Association President Bob Schiff called to order the meeting at 5:30 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 June 15, 1995 Board of Directors' Meeting as submitted.

Copies of the June 15, 1995 minutes are to be made by Chuck Scurich and distributed by Judy Geoghegan to all Homeowners.

III. Treasurer's Report.

Fred Booker presented the Treasurer's report for the period through August 1995 showing the income, expenses, and balances.

It was M/S/P that the two \$40,000 CDS purchased by the Board of Directors be declared a "reserve fund" - i.e., money that is held back for major repair and/or possible shortfalls in the budget.

The Treasurer's report was approved by the Board. (M/S/P)

IV. Discussion of Highland Country Club Water and Stair Construction Issue.

Board discussed the on-going issue regarding the Highland Country Club's attempt to renegotiate their original agreement of paying our Association \$8,000.00 for the cost of demolition and debris removal of the pre-fire stairway from Spyglass Hill to the Club. The water and water metering issue was also discussed.

The Board reviewed the letter and the attachment entitled "The Facts About Money and Water" prepared by Fred Booker to be sent to Robin Mickle, the Highland Country Club President and to the other Highland Country Club Board members.

V. C.O.R.E. Update.

The Board discussed business regarding C.O.R.E. and upcoming C.O.R.E. meetings. There was discussion regarding installing a storage shed to keep First Aid equipment and tools for emergencies. Questions were brought up about the location of said storage shed, its cost, and its size.

VI Street Lighting.

Bob Schiff presented a report to the Board regarding the lights on the street. He was able to obtain 12 extra light bulbs at no extra cost to the Association.

VII. Arbor Construction approval.

It was M/S/P that Lloyd Reed be allowed to construct an arbor in her backyard as per plans submitted to the Board of Directors.

VIII. Insurance Update.

Jim Douglas addressed the Board and explained the status of our insurance policy, coverages, and premiums.

As a result of this presentation and further discussion by the Board, it was decided that a letter would be written and sent to all home owners explaining to them the potential shortfalls in our coverage due to increased earthquake deductibles. The letter would also encourage the homeowners to purchase adequate insurance to cover the resulting potential liabilities due to the shortfalls in our coverage.

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
AUGUST 29, 1995

MINUTES

I. Call Meeting to Order.

Hiller Highlands Phase One Association President Bob Schiff called to order the meeting at 5:30 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 June 15, 1995 Board of Directors' Meeting as submitted.

Copies of the June 15, 1995 minutes are to be made by Chuck Scurich and distributed by Judy Geoghegan to all Homeowners.

III. Treasurer's Report.

Fred Booker presented the Treasurer's report for the period through August 1995 showing the income, expenses, and balances.

It was M/S/P that the two \$40,000 CDS purchased by the Board of Directors be declared a "reserve fund" - i.e., money that is held back for major repair and/or possible shortfalls in the budget.

The Treasurer's report was approved by the Board. (M/S/P)

IV. Discussion of Highland Country Club Water and Stair Construction Issue.

Board discussed the on-going issue regarding the Highland Country Club's attempt to renegotiate their original agreement of paying our Association \$8,000.00 for the cost of demolition and debris removal of the pre-fire stairway from Spyglass Hill to the Club. The water and water metering issue was also discussed.

The Board reviewed the letter and the attachment entitled "The Facts About Money and Water" prepared by Fred Booker to be sent to Robin Mickle, the Highland Country Club President and to the other Highland Country Club Board members.

V. C.O.R.E. Update.

The Board discussed business regarding C.O.R.E. and upcoming C.O.R.E. meetings. There was discussion regarding installing a storage shed to keep First Aid equipment and tools for emergencies. Questions were brought up about the location of said storage shed, its cost, and its size.

VI Street Lighting.

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As a result of this presentation and further discussion by the Board, it was decided that a letter would be written and sent to all home owners explaining to them the potential shortfalls in our coverage due to increased earthquake deductibles. The letter would also encourage the homeowners to purchase adequate insurance to cover the resulting potential liabilities due to the shortfalls in our coverage.

IX. Adjournment.

There being no further business, the meeting was adjourned.

Respectfully Submitted,



Chuck Scurich, Secretary

Hiller Highlands Disaster Preparedness Program Steering Committee

Minutes of September 6, 1995 Meeting

The Steering Committee met on Wednesday, September 6, 1995 at Sue Piper's house, 33 Hiller Drive. Attending were:

Sue Piper, HHHHA
Ruth Bochnak, Phase 4, Damage Assessment
Steve Cobbledick, Phase 1, Search & Rescue
Dudley Cramer, Phase 5, Search & Rescue
Evan Delegeane, Phase 1, Search & Rescue
Jim & Marlene Eastman, Phase 4, First Aid
Ethel King, Phase 3, Shelter
Bob Ploss, Phase 5, Communications
John Steinmetz, Phase 6
Walt Baker, Phase 2, Hazard Mitigation

1. **Data Collection**—continues, call Bob Ploss if you need additional blue survey forms.
2. **Status of Task Forces**--the Steering Committee clarified that residents should first check their own homes and that of their neighbors before appearing at the Command Post (Country Club).

The Country Club has entered into an agreement with the Red Cross and is now on the list as a possible secondary shelter in a disaster. Whether or not it is designated as such during a real disaster is up to the Office of Emergency Services.

Communications—Bob will test the walkie talkies and determine where on the hill we need to place a human relay station so that we can communicate with all key locations. There are at least three Ham radio operators now on the hill; more are welcome. Training is easy. Contact Bob for details.

First Aid—the team is still developing its list of supplies, and actually gathering surplus from area resources. The big question is where to store the supplies.

Search & Rescue—no new information to report except that their list of supplies should be included in the budget.

Damage Assessment—added pens, pencils, marking pencils, yellow tape, extra batteries to the Search and Rescue Team list.

3. Next Meeting—October 4, 1995.

**DAMAGE ASSESSMENT TEAM
ACTION CHECKLIST
(CORE III)**

TASK: Survey the neighborhood to assess the damage, the potential for further harm due to existing hazards and look for who may be trapped or injured.

(As neighbors report to the Command Post, the Division Supervisor will assign them into groups of eight (2 from Damage Assessment, 2 Hazard Mitigation, 3 Search/Rescue and 1 Communication) The Damage Assessment people are to survey their assigned specific areas.

1. Members of each D/A Team will either be given copies of the "Preliminary Damage Assessment Survey Form" or be told where they may be found. (Copies should be located in each of the supply boxes.)
2. Also, maps of the area will be made available at the Command Post or in the supply boxes.
3. Each Team will be given a particular area of the hill or Phase to check out.
4. The teams are to **survey** their designated areas and direct members of the Hazard Mitigation or Search/Rescue people to where they are needed. If the situation requires professional help, the Communications person will contact the Command Center and informed them of the problems.
5. Team members are reminded **NOT** to stop during their assessment to "fix" problems, but to report them to the Hazard Mitigation and Search/Rescue people who will work on:
 - Small fires that can easily be extinguished.
 - A lightly trapped victim who is in imminent danger.
 - A person who needs to be escorted to the Casualty Collection Station or the Child/Adult Care Center.

(Rev. Oct. '95)

*Rev
This is my proposed plan
for all Damage Assessment
teams as they survey the
hill after the big one -
R. Q. [Signature]*

**DAMAGE ASSESSMENT TEAM
ACTION CHECKLIST
(CORE III)**

WHAT TO LOOK FOR (Makes notes on the **Preliminary Damage Assessment Survey form**):

- | | |
|--------------------------------------|------------------------------|
| - Fire | - Collapsed roofs of walls |
| - Downed power lines | - Cracked windows |
| - Damaged gas lines/
smell of gas | - Trapped or injured victims |
| - Burst water mains | - Trees fallen on homes |
| - Major sidewalk or street
cracks | - Obstructions in streets |
| - Houses off foundation | |

Note: ("Light", "Moderate" or "Heavy" Damage)

Light: Superficial damage such as cracked or fallen chimneys, facades, plaster, broken windows or damaged building contents.

Moderate: The structure's stability is questionable because the building has slipped partially or completely off the foundation, walls are fractured or tilting or possibility of trapped victims. (Report situation to Command Post ASAP to establish search priorities and to rope off hazards.)

Heavy: Walls, ceiling and roofs are partially or totally collapsed and structure appears unstable. (Report to Command Post quickly)

NOTE: A structure which suffers heavy damage should only be entered by professional rescuers.

Hiller Highlands Phase One.

Our policy remains as outlined in the September 14, 1994 letter to the unit owners with the following exceptions:

On September 19, 1994 the policy was changed from one blanket limit to two blanket limits in order to better define areas of coverage. There is one group of property subject to guaranteed replacement cost and a second group of property subject to replacement cost but not guaranteed replacement cost.

Foundations have been added to the group which is subject to guaranteed replacement cost.

Total insurance has been increased by \$281,500.

The earthquake deductible has been increased from 10% to 20% of the value of the involved unit.

Our premium increased to \$21,141.00.

The original value at risk was computed by me with Butler's assistance and negotiated with Farmers.

Value at date of completion, June 1994 for all property except 50% of underground piping and foundations and 25% of retaining walls was \$11,000,000.

We estimated that 25% of the retaining walls and 50% of the underground piping and foundations were not replaced.

The above estimate is based on general conditions and overhead and profit being 27 1/2% of hard costs. Actual incurred overhead and profit and general conditions was greater. 27 1/2 % was a good average for the Oakland Hills firestorm. Butler charged 45.75% for these categories.

Estimated square footage by the Insurance Company is:

34 units	52,420'
attached garages	5,200'
attached carports	2,400'

Blanket coverage for guaranteed replacement cost items for 6/1/94 was:

Buildings, carports and garages	\$8,550,000
Foundations	<u>\$ 827,000</u>
	\$9,377,000

The Building number is marked up for overhead, profit and general conditions but the foundation number is not.

The above number includes \$300,000 for design work. This is based on the assumption that a full set of plans will be stored off site. If we don't do this we should include another \$600,000 for design.

On 6/1/95 Farmers increased this coverage to **\$9,658,500 (3%)**

Blanket coverage for items subject to replacement cost but not guaranteed replacement cost for both the prior and current policy is:

Retaining walls	\$ 200,000
Landscaping	\$ 200,000
Fences	\$ 173,000
Streets, sidewalks and lighting	<u>\$ 825,000</u>
	\$1,398,000

This number has no overhead, profit or general conditions and is a June 1994 number. A good number for 6/1/95 would be about \$1,825,892.

It is not important that the coverage on items subject to guaranteed replacement cost be accurate. **It is important** that the coverage on items subject to replacement cost be accurate.

The cost to increase the items subject to replacement cost but not guaranteed replacement cost is \$2.00 per \$1,000. To increase this coverage by \$427,000 would cost \$854.00 a year.

We have no code coverage. It probably is not needed for the next 20 years. If you want to add code coverage, it can be added for \$1.25 per \$1,000 of coverage

Spyglass Hill

**HILLER HIGHLANDS, PHASE ONE ASSOCIATION
OAKLAND, CA 94618**

**BOARD OF DIRECTORS' MEETING
NOVEMBER 28, 1995**

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 August 29, 1995 Board of Directors' Meeting as submitted.

Copies of the August 29, 1995 minutes are to be made by Chuck Scurich and distributed by Judy Geoghegan to all Homeowners.

III. Treasurer's Report.

Fred Booker presented a transaction report for the period June through November 28, 1995 showing a balance of \$34,216.90 as of October 31, 1995.

It was discussed that due to the increase in insurance costs and water costs, the Association would be operating in a deficit situation if there were no dues increase. A dues increase of \$15 was suggested to be presented to the homeowners at the annual meeting.

The Treasurer's report was approved by the Board. (M/S/P)

IV. Discussion of Highland Country Club Water and Stair Construction Issue.

Board discussed the on-going issue regarding the Highland Country Club's attempt to renegotiate their original agreement of paying our Association \$8,000.00 for the cost of demolition and debris removal of the pre-fire stairway from Spyglass Hill to the Club. The water and water metering issue was also discussed.

Since nearly 3 months had passed without a response to our last letter to the Club, it was decided that Fred Booker contact Robin Mickle, the Highland Country Club President,

and inform him that if we do not hear from them by December 15, 1995, then we will assume that the Club has accepted our proposals.

V. Condition of Street

The Board discussed the fact that the street is developing "holes" and therefore deteriorating. Bob Schiff will call Tom Skelly to learn more about agreements previously made by the Street Contractor, O.C. Jones regarding "seal-coating" if any deterioration occurs.

VI Installation of Drain on Street.

After discussion, it was M/S/P that John Mulligan be awarded a contract to install the drain and tie it into the grate near Flanders house. Further, we would request that construction begin this Thursday. The cost will be \$950.00.

VII. Awning Construction approval.

It was M/S/P that Ned Flanders be allowed to construct an awning on his house.

VIII. Air-conditioning unit installation approval.

It was M/S/P that Booker/Mickelson be allowed to install an air conditioner outside their house.

IX. Letter of support.

It was decided that a letter be sent from our Board of Directors to the Office of Parks and Recreation. We support the City of Oakland's application for an EEM grant. This grant will provide funding for landscaping and replacing trees lost in the 1991 fire on Caltrans and City property along the Highway 24 corridor

IX. Adjournment.

There being no further business, the meeting was adjourned.

Respectfully Submitted,



Chuck Scurich, Secretary

Hiller Highlands Phase I Association
36 Spyglass Hill, Oakland, California 94618

December 29, 2004

Re: 2005 Annual Meeting

Dear Hiller Highlands Phase I Residents and Homeowners,

The 2005 Annual Meeting will be held on **Thursday, January 13, 2005, at 7:00pm at the Highlands Country Club**. The meeting will be followed by a social gathering and dinner. Please sign up using the list below. Members willing to serve on the Board for 2005 include: David Roth, Miriam Delay-Friant, Chuck Scurich and Ed Ono. If you are interested in including your name to be considered for serving on the Board, please call Dawn Willoughby at 664-2019.

Dues Reminder:

Effective January 1, 2005, the new dues schedule will be in effect. All homeowners should have received a copy of the new schedule in the November 15, 2004 handout. If anyone is unsure of the correct dues amount, please call Fred Booker at 644-0630. Checks should be made out to **Hiller Highlands Phase I Association** and should be dropped off or mailed to the Association's mailbox at 36 Spyglass Hill. Dues are due on the 1st of each month and are late if not received by the 15th of the month.

Included with this handout are the Proxy sheet for the 2005 meeting and the Resolution Regarding Disposition of Excess Income. Please fill out, sign and return the Proxy and Resolution to mailbox #36 if you are unable to attend the meeting. Otherwise, hand them in at the Annual Meeting.

Please fill out and return this part of the form to Dawn Willoughby (mailbox 26)

This year the Board will be providing a main course of lasagna and French bread. The rest will be potluck, so it is important that you **RSVP**.

Yes, I/we are delighted to attend the Annual Meeting party and volunteer for:

- to work on the set-up committee
- to bring a salad
- to bring a dessert
- to bring wine
- to work on the clean-up detail

Name(s): _____

**HILLER HIGHLANDS PHASE ONE ASSOCIATION
36 SPYGLASS HILL
2005 ANNUAL MEETING**

OFFICIAL PROXY

The undersigned is/are the record owner(s) of the Unit(s) described below which is located within the Hiller Highlands Phase One Association development and hereby appoint(s)

CHECK ONE:

Board of Directors

Other: _____
(Name)

as my/our agent and Proxy to vote and otherwise represent all of my/our membership voting rights at the Annual Membership Meeting of the Hiller Highlands Phase One Association to be held **Thursday, January 13th, 2005, at 7:00PM**, and any continuation or adjournment thereof and to represent, vote, execute consents or otherwise act for me/us in the same manner and with the same effect as if I/we were personally present. I/we authorize my/our Proxy to substitute any other person to act under this Proxy, to revoke any substitution, and to file the Proxy and any substitution or revocation thereof with Hiller Highlands Phase One Association. The undersigned hereby revokes(s) any proxies which I/we have previously executed.

This Proxy and the authority represented herein may be revoked at any time by the undersigned and, unless revoked, shall terminate upon final adjournment of the aforesaid Annual Membership Meeting. Further, this Proxy and the authority represented herein shall solely and specifically apply to the aforementioned concerns and has been executed solely for the following matters..

1. Election of Directors

(Mark either A or B. Do not mark both.)

A. To vote in the Proxy holder's discretion in the election of Directors

B. I/we withhold authority to vote in the election of Directors. Proxy shall be used to establish QUORUM only.

(Continue on next page)

PROXY

page 2. of 2.

2. Resolution Regarding Disposition Of Excess Income

The IRS requires that the following resolution be approved by the Association annually to allow the Association to file either the 1120 (Corporation Tax Form) or the 1120 H (Homeowners Association Tax Form), depending on which allows the Association the best tax rate. If this resolution is not approved, the Association may only file as a Homeowners Association.

EXCESS INCOME RESOLUTION

Whereas, the Hiller Highlands Phase One Association is a California Corporation duly organized and existing under the laws of the State of California; and,

Whereas, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service; now,

Therefore, the members hereby adopt the following resolution by and on behalf of the Hiller Highlands Phase One Association:

RESOLVED, that any excess of membership income over membership expenses as defined in IRS Reg. 1.277-1 for the year ending December 31, 2004, shall be applied against the subsequent tax year members' assessments for operations or common area replacement, as determined by the Board of Directors, as provided by IRS REV. Rul. 70-604.

This resolution will be adopted and made a part of the Minutes of the Annual Membership Meeting of January 13, 2005.

I vote:

[] FOR the Excess Income Resolution

[] Against the Excess Income Resolution

The undersigned hereby acknowledge(s) receipt of the Notice of Annual Meeting dated December 29, 2004, and a copy of the Resolution Regarding Excess of Income for the Hiller Highlands Phase One Association .

The voting rights represented by this Proxy shall be voted in accordance with the specifications above. If no Proxy holder is specified, the Owner will be deemed to have appointed the Board of Directors as his/her Proxy holder. If no specification is made, the voting rights represented by this Proxy shall be voted in the Proxy holder's discretion in the election of Directors and to vote FOR the Resolution concerning Excess Income.

DATED: _____ SIGN NAME: _____

PRINT NAME: _____

PROPERTY ADDRESS: _____