

Hiller Highlands Phase 1 Association

2004 Annual Meeting

January 8, 2004

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	6:35 pm	
Board Member Attendance	Steve Cobbledick, President / Fred Booker, Treasurer / Dawn Willoughby, Secretary	
Establishment of Quorum	Quorum established: 21 of 34 households represented. 16 present in person, 5 households represented via proxy (see attached sign-in sheet). Notice of the annual meeting was sent to all homeowners on the following dates: November 16, 2003 and December 15, 2003.	Quorum established.
2003 Annual meeting minutes	The 2003 annual meeting minutes were approved as written.	Minutes approved.
Insurance Summary	<p>Jack Graham, HHP1's insurance agent provided a summary of the Association's three insurance policies: commercial (property/liability), earthquake and difference in condition, and commercial umbrella liability (see attached summary). A question was raised concerning the value of HHP1's commercial and earthquake coverage v. having homeowners buy coverage individually. Jack estimated that group insurance coverage saves each homeowner approximately 50% in insurance costs.</p> <p>Jack discussed several personal insurance options that would cover deductibles and personal contents. Homeowners are encouraged to carry their own personal policies to cover contents, and to cover any peril for which they would want loss assessment coverage. Jack Graham welcomed any questions concerning additional insurance options.</p> <p>Jack stated that HHP1 does not have a workers compensation policy and should insure that any company that is employed to complete work on HH1 property show proof of insurance. There was discussion concerning what insurance would cover an injury suffered by an organized HH1 volunteer effort, Jack stated that because an individuals participation in a volunteer effort is voluntary, any injury suffered would need to be covered by that individuals personal insurance coverage.</p> <p>A question was raised concerning insurance coverage for the landscaping overgrowth that needs to be removed for fire safety reasons. Jack stated that this issue would be considered a maintenance issue and thus would probably not be covered by insurance.</p>	<p>Jack can be contacted at:</p> <p>Jack Graham Agency 12 Crow Canyon Ct. ste 100 San Ramon, CA 94583 Phone: 925-820-2111 Fax: 925-820-5675 jgraham@pacbell.net</p>
Treasurer's Report	The Treasurer's report was presented by Fred Booker:	
~Reserve Fund	As of 12/31/03: Operating account balances = \$1,324.32	
~Excess Income Resolution	Reserve account balances = \$97,847.92	
	It was noted:	

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
	<ul style="list-style-type: none"> ❑ There are three projects to be undertaken in 2004 which will utilize reserve funds. This work has been projected by the Reserve Fund Analysis to be completed in 2004. <ol style="list-style-type: none"> 1. Replace/Repair French Drain 2. Replace/Repair Irrigation Drip System 3. Repair/Seal Asphalt Street ❑ The Association exceeded the 2003 budget by \$2,963, but this was offset by additional revenues from Late & Transfer fees and a \$1,000 grant from the Diablo Fire Safe Council. The proposed budget for 2004 shows a slight increase in expenses and an increase in reserved fund contribution (based on the Board's recommendation to continue fully funding the reserve). To offset the increased expenses 2004 dues have been raised an average of 7.9%. The new dues schedule was distributed on 11/16/03 with a reminder sent on 1/10/04. ❑ Fred Booker requested a motion for approval of the Excess Income Resolution, and the members unanimously voted to approve it. ❑ The proposed 2004 Assessment for fire safe vegetation management was discussed. There has been significant overgrowth of the landscape in several areas of HHP1. Camile Rogers, Oakland Fire Marshall, commented on the need separation between ground cover, shrubs, and trees. She further stated that if HHP1 could demonstrate 'good faith' progress towards removal and reduction of overgrowth HHP1 would not be cited. Last year two major volunteer projects were undertaken representing a total of 136 hours of work. Several homeowners commented that they are not interested in the continuation of volunteer efforts due to the heavy labor, which would be required. An estimate conducted by HHP1's landscape company valued removal costs at \$50,000.00. The board stated that additional bids will be obtained prior to contracting a landscape removal company and work would be prioritized in order of need. John Mulligan recommended that the Fire Marshall be included in the prioritization process and the board concurred. It was motioned that the proposed special assessment of \$750.00 per residence be passed to fund the fire safe vegetation management project. The motion was seconded and 18 households voted to approve the assessment. 	<p>Fire safe vegetation assessment for the amount of \$750.00 per household due to HHP1 x/x/04.</p>
CORE	<p>Steve Cobbledick overviewed the purpose and training program availability offered by CORE. CORE will be asking for a \$10.00 per household assessment in order to upgrade/replace materials in the safety boxes. The funding generated for the assessment is projected to last for three years. For those interested, CORE meets the 1st Wednesday of every month at the Highlands Country Club. Steve has volunteered to represent HHP1 on the CORE team. Ed Ono will also be representing HHP1 as a CORE instructor.</p>	<p>Update household informational sheet provided by Steve to insure most recent information is available in the case of an emergency.</p>
Hiller Crime Analysis	<p>Fred Booker presented a document highlight crimes in the area. It was noted that very little crime has taken place in Hiller Highlands over the last five years and of the crimes that</p>	

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
	<p>have taken place, crimes of opportunity are the most common. Spyglass Hill has not had any crimes reported in 2003. The homeowners commented on the strong Spyglass community that we have.</p>	
<p>Presentation of Candidates</p>	<p>Four members have volunteered to serve on the board for 2004. President: Dawn Willoughby, Vice President: David Roth, Treasurer: Fred Booker, Secretary: Miriam Friant. Nominations were asked from the floor, none were proffered. Candidates were voted in by acclamation.</p>	
<p>Acknowledgements:</p>	<p>Fred Booker thanked the Pat & Judy Geoghegan for their work and funding of the upgraded south side entrance gate. Fred Booker was thanked for his continued volunteer efforts on the landscape committee and his work to obtain a \$1,000 grant for landscape removal.</p>	
<p>Adjournment</p>	<p>No further business was brought forward, and there were no questions from the floor. The meeting adjourned at 7:50pm for an informal dinner.</p>	
<p>Minutes submitted by: Dawn Willoughby, Secretary</p>		

Hiller Highlands Phase I Association

2005 Annual Meeting

January 13, 2005

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:10 pm	
Board Member Attendance	Dawn Willoughby, President / Fred Booker, Treasurer / Miriam Delay-Friant, Secretary	
Establishment of Quorum	Quorum established: 22 of 34 households represented. 17 present in person and 5 households represented via proxy (see attached sign-in sheet). Notice of the annual meeting was sent to all homeowners on the following dates: November 15, 2004 and December 30, 2004.	Quorum established.
2004 Annual Meeting minutes	The 2004 Annual Meeting minutes were approved as written.	Minutes approved.
Treasurer's Report	The Treasurer's report was presented by Fred Booker;	
- Reserve Fund	As of 12/31/04: Operating account balances = \$5,258	
- Excess Income Resolution	Reserve account balances = \$104,690	
- 2005 Budget	It was noted: <ul style="list-style-type: none"> <input type="checkbox"/> Reserve fund: because the board has identified the need for additional landscape budget, the allocation to landscape replacement was increased. We had \$15,000 on a 10-year cycle; we increased it to \$35,000 on a 10-year cycle. Items to be completed this year are: <ul style="list-style-type: none"> - Finish the French drain work (along the street entryway) - Resurface the street - Irrigation work, \$10,000 - Resurface walkway by Unit #46 Note: Residents are reminded to elevate planting pots on decks to help prevent dry rot and make decks last longer. <input type="checkbox"/> Excess Income – a motion was made and seconded to approve the Excess Income Resolution and the members voted unanimously to approve it. <input type="checkbox"/> 2005 Budget: the final budget is actually lower than the amount projected in November. Almost 50% of our budget is for insurance, including Property & Liability and Earthquake. Since the Earthquake policy renewal date is in December, it is always a challenge to project accurate figures for the next year by the required date in November, because the actual cost for Earthquake insurance is not known yet. Because our insurance agent anticipated an increase in the Earthquake premium (which ultimately did not occur), the projected amount was higher than the actual. The actual 2005 budget was higher than the prior year, though, requiring a modest increase in dues. 	
2004 Special Assessment Update	The \$750 per household Special Assessment in 2004, amounting to \$25,500, for fire safe vegetation management was supplemented by a \$7,000 grant from the Diablo Fire Safe Council and 5 free debris boxes from the City of Oakland (a like kind donation of about \$4,300). Almost all the work was completed with these funds and an additional assessment will not be necessary this year.	

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Landscape Committee Report	<p>Miriam Delay-Friant presented the Landscape Committee report.</p> <p>The Landscape Committee was formed as a result of the fire safe vegetation management project. We wanted to make sure the fire hazard doesn't occur again and we also wanted to improve the look of the landscaping on the street. The Committee was formed with volunteers and the Board charged it with the following duties:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate our current services from our landscape maintenance company and explore other landscape maintenance companies. <input type="checkbox"/> Develop a method for communicating with our landscape maintenance company to get better service. <input type="checkbox"/> Delineate a landscape policy (guidelines) that endures from year to year and provides guidance to future boards. <p>The Committee completed the first two duties, making the decision to continue with the current landscape maintenance company and try to get improved results through better communication. The communication method is to funnel feedback and requests through Zone Leaders representing the 4 landscape zones. The Zone Leaders have started meeting with Landscape Care's manager, Don Nielsen, the first Monday of each month at 7:30 am. Residents should submit their landscape requests and feedback to their Zone Leader.</p> <p>The Committee is expecting to reconvene in 2005 to complete the landscape policy.</p>	
CORE	<p>Steve Cobble Dick presented the CORE update.</p> <ul style="list-style-type: none"> <input type="checkbox"/> CORE Contribution: no money from HH1 is needed this year. All residents are invited to attend the monthly meetings, held the first Wednesday of every month. There will also be a firehouse exercise and walkabout (emergency drill) in Phase V. <input type="checkbox"/> Traffic: the issue of speeding on Hiller is being addressed by adding a 25 mph speed limit sign. There also will be more police oversight. 	
Presentation of Candidates	<p>Four members have volunteered to serve on the board for 2004: Miriam Delay-Friant, Chuck Scurich, Ed Ono and David Roth. Nominations were asked from the floor, none were proffered. Candidates were voted in by acclamation.</p>	
Closing Remarks	<p>Dawn thanked Fred Booker for his extensive work on the fire safe vegetation management project. He contributed much time and effort to get the project done successfully and at a much lower cost than the initial estimate.</p>	
Adjournment	<p>Meeting adjourned at 7:40 pm for an informal dinner.</p>	

Note: Requests for Board action should be done in writing and requests for landscape work should also be put in writing and dropped off at the Associations mailbox (#36). However, a Board member should be notified by phone of an emergency such as a leak in the irrigation system.

Minutes submitted by:
Miriam Delay-Friant, Secretary



1/31/05

Hiller Highlands Phase I Association

Board Meeting

November 1, 2004

Attendance: Dawn Willoughby, Fred Booker, David Roth, and Miriam Delay-Friant

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:15 pm	
Secretary's Report	It was M/S/P to approve the minutes of 10/12/04 meeting.	Minutes approved.
Treasurer's Report	The Treasurer's report was presented by Fred Booker. As of 11/01/04: Operating account balances = \$22,763.76 Reserve account balances = \$92,044.73 <u>The board approved the 2005 budget and will distribute a packet of information to homeowners by November 17 to review prior to the Annual Meeting, which will be Thursday, January 13, 2005 at the Club.</u>	Informational.
OLD BUSINESS		
Vegetation Management	All the bills for the vegetation management work are paid and there remains a surplus from the special assessment of \$1,208.	Informational.
NEW BUSINESS		
Irrigation System	Now that we have removed excess vegetation from our hillsides, the Board wants to make certain the irrigation system will continue to supply water in appropriate amounts to remaining plants, to any additional plants we may decide to plant in bare areas, and to plants along the street. The Board will ask the four Zone Leaders from the Landscape Committee to point out questionable irrigation areas to Don Nielson of Landscape Care when they do their walk-through(s) with him.	Miriam will contact the Zone Leaders.
2005 Board – Volunteers needed	Any homeowner interested in serving on the 2005 Board please put a note in the Association's mailbox (#36).	Informational.
Information Requested by Homeowner	Owner of Unit #1 requested information about the method used to calculate dues per homeowner. Information about dues will be included in the packet the Board will be sending out by November 17. The Board will write a letter to homeowner to let her know the information will be included in the packet.	Dawn will respond to homeowner.
Adjournment	Meeting adjourned at 8:30 pm. The next meeting date is the Annual Meeting on Thursday, January 13, 2005 at the Club.	

Note: Requests for Board action should be done in writing and requests for landscape work should also be put in writing and dropped off at the Associations mailbox (#36). However, a Board member should be notified by phone of an emergency such as a leak in the irrigation system.

Minutes submitted by:
Miriam Delay-Friant, Secretary




11/04/2004

Hiller Highlands Phase I Association

Board Meeting

October 12, 2004

Attendance: Dawn Willoughby, Fred Booker, David Roth, and Miriam Delay-Friant

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:10 pm	
Secretary's Report	It was M/S/P to approve the minutes of 9/9/04 meeting.	Minutes approved.
Treasurer's Report	<p>The Treasurer's report was presented by Fred Booker As of 10/12/04: Operating account balances = \$22,763.76 Reserve account balances = \$92,044.73</p> <p>We received a letter from our earthquake insurance carrier, Great American, indicating they are expecting an increase in premium of possibly 25% and a change in terms and conditions. The earthquake insurance increase affects the December balloon payment, which we originally estimated at \$11,000. Fred faxed the information from Great American to our insurance agent, Jack Graham, to review.</p> <p>We also expect a 5% increase in water costs for 2005. Landscape expenses could go up next year, depending on recommendations from the Landscape Committee. Fred will send a draft budget to other board members by email.</p> <p><u>The earthquake insurance premium increase would mean a change in homeowners' monthly dues of approximately \$25 more per month. The board is in the process of determining the 2005 budget and will notify homeowners by November 17.</u></p>	<p>Informational.</p> <p>Fred will send draft budget to other board members for review prior to next meeting.</p>
OLD BUSINESS		
 Reserve Work: Street resurfacing	<p>For resurfacing the street, we have a bid from Dryco for \$5,795 and a bid from American Asphalt for \$9,770. The amount in our reserve account is \$9,000. Dawn will investigate the differences in the bid provisions to determine if there is a difference in quality/duration of the sealant, etc. American Asphalt indicated that it is risky to resurface this time of year (in October) because of the likelihood of rain, which would affect the sealant. The board decided to wait until next year after the rainy season to resurface the street.</p>	Informational.
Vegetation Management	<p>The vegetation management work is done and has been paid as follows: free dumpsters, \$7,000 grant, and \$24,292 of the assessment money. The amount of vegetation removed from the hillsides to reduce the fire danger was impressive. It filled 5 dumpsters, approximately 150 cubic yards of chipped vegetation.</p>	Informational.

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
✓ Landscaping	The Landscape Committee is interviewing landscape maintenance companies, reviewing bids, and completing walk-throughs of our landscape areas. The committee's recommendations will be forthcoming to the Board in order to project the budget for 2005.	Informational.
Rental Units	The Board is continuing to research the impact the percentage of rental units in our association has on our insurance rates. Once rentals reach 20% of the total number of units, the insurance rates go up. Phase 2 is changing their CC&R's to restrict the number of rentals and Phase 3 is considering it. The board will ask them for the language they are considering using. Any change would require a written ballot and will be a topic of discussion at the Annual Meeting.	David will contact Harry Hossagowa of Phase 3.
NEW BUSINESS		
Auto Thefts	Phase 2 reports two auto thefts and we have had one on our street. The police suggested Phase 2 set up a neighborhood crime watch and there will be a meeting on November 11 ¹⁸ to discuss. Phase 2 will provide meeting flyers we can hand out on our street for those who are interested.	Informational.
Lattice Screen	Unit #41 requested approval to put a lattice screen in front of their a/c unit. The Board M/S/P the screen and notified homeowner.	Informational.
Chain at End of Street	Someone has been driving out the closed end of the street and not refastening the chain. Any time homeowners use the closed end of the street they should always refasten the chain, unless it is garbage day.	Informational.
Information Requested by Homeowners	Owners of Unit #44 requested information about association boundaries, vegetation cleanup, and house-painting policies. Fred has already sent a letter to them in response.	Informational.
Adjournment	Meeting adjourned at 8:25 pm. The next meeting date is Monday, November 1, at 7:00 pm in unit #9.	

Note: Requests for Board action should be done in writing and requests for landscape work should also be put in writing and dropped off at the Associations mailbox (#36). However, a Board member should be notified by phone of an emergency such as a leak in the irrigation system.

Minutes submitted by:

10/31/04

Hiller Highlands Phase I Association

Board Meeting

September 9, 2004

Attendance: Dawn Willoughby, Fred Booker, and Miriam Delay-Friant

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:25 pm	
Secretary's Report	It was M/S/P to approve the minutes of 8/2/04 meeting.	Minutes approved.
Treasurer's Report	<p>The Treasurer's report was presented by Fred Booker</p> <p>As of 9/9/04: Operating account balances = \$24,603.10 Reserve account balances = \$92,007.05</p> <p>The Earthquake insurance balloon payment and some additional reserve account payments will be paid in December. Fred presented a financial chart with projections for 2004, showing a positive balance (providing expenses are as expected).</p> <p>The Board will discuss next year's budget at the next Board meeting and distribute a proposed budget to homeowners by November 17.</p>	Informational.
OLD BUSINESS		
Reserve Work: Street resurfacing	So far we have one bid from Dryco for \$5,795 to resurface the street. The amount in our reserve account is \$9,000. We would like to have the work done in October. We need additional bids.	Dawn will recontact two companies to get additional bids for resurfacing the street.
Vegetation Management	Shelterbelt will start vegetation management work again on Sept 20 and will work for 2 weeks. We will try to get dumpsters from Council member Chang free of charge. The \$7,000 grant we received will be paid directly to Shelterbelt. With the extra help from the grant, we expect to complete the vegetation management work without further assessments. After the first week of work, the Board will do a walk-through of the vegetation management work done so far and decide what Shelterbelt should concentrate on during the 2 nd week. Additionally, we'll invite the Fire Marshall to come out and review the work we have done.	Fred will contact the Fire Marshall.
Landscaping	<p>The Board received two landscaping requests, as follows:</p> <ol style="list-style-type: none"> 1. Bare dirt and tree stumps midway up the hill behind Unit #11 need to be dealt with in order to improve the appearance of the hill and prevent erosion. Resolution: referred to the Landscape Committee for recommendation. 2. Unit #24 requested removal of the lily plant near their entryway. Homeowner will plant a mock orange plant to match the other one that is already there. Resolution: approved. 	Informational.
Painting gate	Unit #26 homeowners rescinded their request to paint their back porch gate a color not within the approved color palettes.	Informational.
NEW BUSINESS		
Rental Units	The Board is researching the impact the percentage of rental units in our association has on our insurance rates. A restriction on the number of rentals would require a change in our CC&R's. The outcome of the Board's research will be communicated to homeowners.	Informational.

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
-------	-----------------------------	--------

Adjournment

Meeting adjourned at 8:10 pm. The next meeting date is Tuesday, October 12, at 7:00 pm in unit #26.

Note: Requests for Board action should be done in writing and requests for landscape work should also be put in writing and dropped off at the Associations mailbox (#36). However, a Board member should be notified by phone of an emergency such as a leak in the irrigation system.



Minutes submitted by:
Miriam Delay-Friant, Secretary

Hiller Highlands Phase I Association

Board Meeting

August 2, 2004

Attendance: Dawn Willoughby, Fred Booker, Miriam Delay-Friant, and David Roth

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:05 pm	
Secretary's Report	It was M/S/P to approve the minutes of 6/21/04 meeting.	Minutes approved.
Treasurer's Report	The Treasurer's report was presented by Fred Booker As of 8/2/04: Operating account balances = \$20,738.76 Reserve account balances = \$91,438.08 As of 8/2/04 we've paid the bill for the French drain replacement work and the payment is reflected in these figures. August dues and bills to be paid in August are not.	Informational.
OLD BUSINESS		
Reserve Work: <ul style="list-style-type: none"> • French drain • Street resurfacing 	The French drain work was completed by DeMarcus Drainage Co for \$4,200. The street resurfacing will be done after the vegetation management work is completed, probably in October. An announcement will go out to residents when the resurfacing is scheduled.	Dawn will obtain bids for resurfacing the street
Vegetation Management	We have paid Shelterbelt \$19,446.69 for the vegetation management work they have done so far, leaving a balance of \$6,053.31 to go toward the additional work to be completed during two weeks in September. We also expect to receive a \$7,000 grant from Diablo Fire Council. The work will include taking out some woody vegetation on the downhill side (including some trees) and removing/cutting back vegetation in the patch above the V-ditch. We will have two dumpsters (donated by the city) on our street. We expect to place one dumpster the same place as when the work was done in June and the other dumpster will be next to the emergency box. We'll also have Shelterbelt remove the tree across from #11, remove both trees between #29 and #31 and reduce height of the pittisporum to 2-3 feet at the entrance to #20 and #51/53. If anyone is interested in firewood logs resulting from the tree-cutting, please place a note in Box #36.	Informational <u>To request firewood from cut trees, place a note in Box #36.</u>
Landscaping	Our thanks to Ed and Rosalind (#59) and Pat (#61) for their donation of plants and work to replace the screen plants along Hiller Drive. The original plants were removed as part of the vegetation management project. Additionally, after the vegetation management work is done, we'll need to revamp our irrigation system in some areas to make sure plants are watered properly, clean up and shape some of the plants that are left, and fill in some barren areas. To address these and other landscaping issues, the Landscape Committee will begin meeting. The first meeting is scheduled for Monday September 13, 7:00 pm at the Clubhouse. Landscape committee members should plan to attend. Others interested in participating in work parties, etc., are invited, also.	Informational. <u>Mark your calendars for the Landscape Committee meeting on September 13.</u>

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Parked car	<p>After being parked in a guest-parking space on our street for an extended period, a vehicle prompted complaints from some homeowners. The vehicle has now been moved.</p> <p><u>Reminder: please utilize guest-parking spaces as temporary parking for your family and guests' vehicles and not for longer term storage.</u></p>	Informational reminder.
NEW BUSINESS		
Painting gate	<p>Unit #26 homeowners requested to paint their back porch gate a color not within the approved color palettes for houses or trim. They plan to recess the gate 6" to limit the visibility from the street. Decision will be held in abeyance pending further information from the homeowners.</p>	Homeowners to supply further information
Adjournment	<p>Meeting adjourned at 8:10 pm. The next meeting date is Thursday, September 9, at 7:00 pm in unit #41.</p>	

Note: Requests for Board action should be done in writing and requests for landscape work should also be put in writing and dropped off at the Associations mailbox (#36). However, a Board member should be notified by phone of an emergency such as a leak in the irrigation system.

Minutes submitted by:
Miriam Delay-Friant, Secretary



Hiller Highlands Phase 1 Association

Board Meeting

June 21, 2004

Attendance: Dawn Willoughby, Fred Booker, Miriam Delay-Friant, David Roth

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:10 pm	
Secretary's Report	It was M/S/P to approve the minutes of 5/10/04 meeting.	Minutes approved.
Treasurer's Report	The Treasurer's report was presented by Fred Booker As of 5/10/04: Operating account balances = \$37,001 Reserve account balances = \$96,108 Shelterbelt landscaping has incurred \$16,000 to \$17,000 so far for vegetation management. It has not been paid, yet, but will be paid out of the special assessment money.	Informational.
OLD BUSINESS		
Reserve Work:		
<ul style="list-style-type: none"> • French drain replacement • Street resurfacing 	We received another bid for the French drain work. It is from DeMarcus Drainage Co for \$4,200, which is much less than the prior bid of \$10,000. It was M/S/P to go with the lower bid. Street resurfacing will be scheduled after the drain work is done. We will notify everyone after it is scheduled (probably in September).	Dawn will notify the contractor.
Vegetation Management	Shelterbelt has done much work on the vegetation management project for fire safety. We got a \$5,000 grant from the Diablo Fire Council to help defray expenses. The vegetation removal work will continue until the dumpsters are full, followed by clean-up, spraying stumps with herbicide to prevent regrowth, and replacing irrigation heads. There is some landscaping work that will be added to the Shelterbelt work, including: remove tree across from #11 and remove both trees between #29 and #31 and reduce height of the pittisporum to 2-3 feet at the entrance to #20 and #51/53.	Informational
Landscaping	The Landscape Committee will replace some of the screen plants that were removed, using money from the budget, which is \$750 for plant replacement this year.	Informational.
Insurance	Additional investigation into the cost of insurance indicates the quote from Farmer's is in line and appropriate. Homeowners need to make sure they have purchased loss assessment coverage, since our deductible is higher under the new policy.	Informational.
Letter from homeowner requesting approval for landscaping and painting door.	Landscaping across the street from Unit #61: Pat and Judy Geoghegan would like to pull out a section of the existing plants and replace with ice plant at their own expense. A poll of the immediate neighbors indicated little support for the plan. The Geoghegans will discuss a different plan with their landscape designer that will provide a more consistent, integrated look and will use plants that fit in better with the overall landscaping on Spyglass Hill. The	Fred has already discussed next steps with the Geoghegans

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
	board will consider the new plan when presented.	
NEW BUSINESS		
Painting outside trim	Unit #61 homeowners' request to paint the outside trim around their front entrance red was denied. All homeowners should adhere to the approved color palettes for trim and house colors.	Dawn? To notify the Geoghegans
Landscaping	Homeowners of units #41 and #43 requested to re-landscape the mailbox island in front of their units. They have selected plants that fit in with the Spyglass Hill street landscaping and will purchase the plants and do the work. The request was M/S/P by the board.	Informational.
Parking	A guest's car was parked in guest parking for an extended period of time (over a week). This is not an appropriate use of guest parking. At the next board meeting, the board will discuss appropriate wording for notifying homeowners of HH Phase I parking policy.	Informational.
Adjournment	Meeting adjourned at 8:15 pm. The next meeting date is Monday, August 2, at 7:00 pm in unit #57.	

Note: Requests for Board action should be done in writing and requests for landscape work should also be put in writing and dropped off at the Associations mailbox (#36). However, a Board member should be notified by phone of an emergency such as a leak in the irrigation system.

Minutes submitted by:
Miriam Delay-Friant, Secretary

Hiller Highlands Phase 1 Association

Board Meeting

May 10, 2004

Attendance: Dawn Willoughby, Fred Booker, Miriam Delay-Friant, David Roth, Lois Gold, Jack Graham

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:15 pm	
Homeowners Floor	<p>The homeowner of #1 requested the trees between #1 and #3 be preserved, since they form a screen between the windows of the two residences. The trees were cited by Farmers Insurance as a "Fire Bridge" between units 1 & 3. The board had agreed at the March board meeting to follow the recommendation of our landscape contractor that the trees should either be removed or severely pruned and maintained at a height of between 5 and 10 feet to resolve the fire hazard issue. The homeowner proposed that the gardeners prune the trees from her upstairs guest bedroom so that the branches would not touch either house. Homeowner also suggested herbicide be sprayed from guest bedroom to control thrips that had plagued these trees in the past.</p> <p>The board disagreed with the homeowner's proposal but agreed to do one more walk-through to discuss other potential solutions.</p>	Dawn to notify homeowners of the date/time of the walk through.
Secretary's Report	It was M/S/P to approve the minutes of 3/29/04 meeting.	Minutes approved.
Treasurer's Report	<p>The Treasurer's report was presented by Fred Booker</p> <p>As of 5/10/04: Operating account balances = \$35,943.33</p> <p style="padding-left: 40px;">Reserve account balances = \$96,079.10</p> <p>All homeowners have paid their special assessment of \$750.</p>	Informational.
OLD BUSINESS		
Reserve Work:		
<ul style="list-style-type: none"> • French drain replacement • Street resurfacing 	<p>Steve Willoughby got one bid for the French drain work. We need another bid.</p> <p>Street resurfacing will be scheduled for July or August.</p>	Dawn will recontact Steve to get one additional bid.
Vegetation Management	<p>The board discussed the bid we received from Shelterbelt and another alternative involving hiring laborers and providing work instructions ourselves. The second alternative would involve the purchase of a Workers' Compensation policy, since it could potentially put us at risk in case a worker is injured. The cost for WC insurance estimated by our insurance agent, Jack Graham, is around \$1,500. After careful analysis and discussion, the board M/S/P to go with the Shelterbelt proposal which was lower than the proposal offered by Landscape Care Co. We have already applied for a permit to remove four live oak trees. Work will start June 7th.</p>	Dawn to draft a notice to homeowners announcing the start date for the work.
2004 Landscape Committee	The Landscape Committee will begin to meet after the vegetation management work is done and a Committee Chairperson has been determined, most likely in July or August.	Informational.

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Traffic Meeting	Fred attended the Hiller Highlands traffic meeting on April 21, 2004. There was nothing of concern to report for our association.	Informational.
NEW BUSINESS		
Insurance	<p>Insurance agent, Jack Graham, attended the meeting at the invitation of the board. Our insurance premium has gone up this year by \$8,953 (from \$23,320 last year to \$32,273). Jack explained why and presented some alternatives that will bring the premium down to approximately last year's amount. The Board agreed to follow Jack Graham's recommendation to:</p> <ol style="list-style-type: none"> 1. Limit the coverage amount to 2003 limits by not purchasing the automatic annual 6% roll-on amount added each year (limits our coverage to \$12,229,200 with a 125% replacement cost of \$15,286,500). 2. Increase the deductible to \$25,000 (from the current \$5,000). <p>Since these two options would have the effect of shifting more of the risk to individual homeowners, the board decided to get additional quotes from other companies. However, The Board strongly suggests that Homeowners purchase their own "Loss Assessment" coverage to cover the higher deductible.</p>	David and Miriam will get additional quotes.
Homeowner request to lower front deck railing to 36"	Homeowner in Unit #7 has requested approval to lower the front deck railing to 36". The board approved the change pending proof it meets code.	Dawn will follow up with Tricia.
Letter from homeowner requesting approval for landscaping and painting door.	<p>Homeowners in Unit #61 had two requests for approval:</p> <ol style="list-style-type: none"> 1. Landscaping across the street from Unit #61: Pat and Judy Geoghegan would like to pull out existing plants and replace with ice plant at their own expense. The proposed area to be replaced begins just after the tree near the street gate and continues for about 72'. The entire strip is about 123'. The board decided neighbors who may be affected should be consulted (owners of units 55 through 62.) 2. Door trim to be painted red. Board approved request to paint the door red. Homeowner also mentioned to Fred a desire to paint some of the house trim red. Miriam agreed to follow up with homeowner to get clarification. 	<p>Miriam will check with other neighbors to get input about the requested change in the landscaping.</p> <p>Miriam will respond to Pat about painting the door and will get more information about the trim.</p>
Adjournment	Meeting adjourned at 9:25 pm. The next meeting date is Monday, June 21, at 7:00 pm in unit #9.	

Note: Requests for Board action should be done in writing and requests for landscape work should also be put in writing and dropped off at the Associations mailbox (#36). However, a Board member should be notified by phone of an emergency such as a leak in the irrigation system.

Minutes submitted by:
Miriam Delay-Friant, Secretary

Hiller Highlands Phase 1 Association

Board Meeting

March 29, 2004

Attendance: Dawn Willoughby, Fred Booker, Miriam Delay-Friant, David Roth, guest Bob Sieben from HH Phase V

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:00 pm	
Homeowners Floor	N/A	
Secretary's Report	It was M/S/P to approve the minutes of 2/23/04 meeting.	Minutes approved.
Treasurer's Report	The Treasurer's report was presented by Fred Booker As of 3/29/04: Operating account balances = \$7,385.60 Reserve account balances = \$97,909.92	Informational.
	One homeowner submitted dues in a lump sum for the entire year, overpaying their dues but not sufficiently so as to cover the special assessment. Fred did an accounting of the additional amount owed for the special assessment and all board members agreed with his calculations.	Fred will provide a payment plan to the homeowner
OLD BUSINESS		
Reserve Work:	The contract has been signed for the drip irrigation repair and the work started today.	Informational.
<ul style="list-style-type: none"> • Drip irrigation repair • French drain replacement • Street resurfacing 	Steve Willoughby got one bid for the French drain work and another will be coming in soon. Resurfacing the street should be done in July or August so we will get the bids then.	
Special Assessment	REMINDER: The Special Assessment of \$750.00 per residence is due with the May 2004 monthly dues payment.	<u>Homeowners to pay Special Assessment of \$750.00 per residence to HHP1 with May 2004 dues.</u>
Vegetation Management	Bob Sieben, HH Phase V, was invited to the board meeting to share information about how Phase V has handled their vegetation problem, using lower cost alternatives than using a landscaping contractor. Phase V has used sawyers and day laborers, as well as volunteers. The board is exploring the implications of using some of the alternatives that Bob suggested.	Miriam to check with Jack Graham to find out about the possibility of adding Workers' Compensation insurance to our policy.
	On Sunday, March 14, the Board members and some homeowners completed a walk-through of the vegetation problems listed in the Fire Department's recommendations. The Board decided to tag vegetation that needs to be trimmed or removed so contractors and/or	

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
	<p>workers can easily see what we want done. The tagging has been completed.</p> <p>The Board agreed to have another walk-through on Sunday, April 04, 2004, so homeowners have an opportunity to see the work the Board is proposing and to have input, if desired.</p> <p>Dawn contacted the Club re: vegetation overgrowth. Dawn told Tim we will get an estimate on the removal/trimming of vegetation on Club property (next to HH Phase I houses) for fire safety purposes and send it to the Club.</p>	<p>David Roth sent a letter to all residents and homeowners inviting them to the walk-through</p> <p>We'll ask for a bid on the Club property vegetation at the same time we get the bids for our vegetation work.</p>
<p>2004 Landscape Committee Volunteers</p>	<p>We now have a Landscape Committee! Thank you to the following homeowners who volunteered:</p> <p>Fred Booker (#41) Miriam Delay-Friant (#57) Ken Pytlewski (#11) Lois Gold (#1) Pat Geoghegan (#61) Suha Scurich (#55) Blythe Mickelson (#41) Evan Delegeane (#40)</p> <p>The Landscape Committee will be charged with determining what our priorities will be for the next year and several years in the future so there will be continuity in our landscape program. It will also clarify our landscape policies, guidelines and procedures regarding maintenance, new plantings, view maintenance, etc. Landscape Committee members will be receiving further information about their responsibilities once the Chairperson for the committee has been determined.</p>	<p>Dawn will pursue finding a chairperson for the committee.</p>
<p>NEW BUSINESS</p>		
<p>Letter from homeowner requesting tree removal, etc.</p>	<p>Lois Gold wrote a letter to the Board requesting assistance with three landscape problems including removing a tree on Club property, replacing rhododendrons and trimming trees next to her house. The Board discussed the request and agreed on the response.</p>	<p>Dawn will respond to Lois.</p>
<p>Financial Statement</p>	<p>Fred received the Financial Statement for the CPA and reported everything is OK.</p>	<p>Informational.</p>
<p>Traffic Meeting</p>	<p>There will be a Hiller Highlands traffic meeting on April 21, 2004 at 7:00 pm at the Club. Fred will go to represent HH Phase I and anyone else who wants to go is welcome.</p>	
<p>Agent for Service of Process</p>	<p>The Secretary of State requested our agent for service of process. David Roth volunteered.</p>	<p>Fred will respond to the Secretary of State.</p>

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Installments	One homeowner is claiming a hardship in paying the \$750.00 assessment in a lump sum and has requested to pay it in installments. The Board discussed and approved a payment plan with interest of 12% per annum to be paid on the balance owed.	Fred will provide a payment plan for the homeowner.
Adjournment	The meeting adjourned at 9:15pm. The next meeting date was scheduled for Monday, May 3 at 7pm in unit #9.	

Minutes submitted by:
Miriam Delay-Friant, Secretary

Note: Requests for Board action should be done in writing and requests for landscape work should also be put in writing and dropped off at the Associations mailbox (#36). However, a Board member should be notified by phone of an emergency such as a leak in the irrigation system.

Hiller Highlands Phase 1 Association

Board Meeting

February 23, 2004

*2004 Fence
- Traffic meeting*

Attendance: Dawn Willoughby, Fred Booker, Miriam Delay-Friant, David Roth

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	7:00 pm	
Homeowners Floor	N/A	
Secretary's Report	It was M/S/P to approve the minutes of 11/13/03 meeting.	Minutes approved.
Treasurer's Report	The Treasurer's report was presented by Fred Booker As of 2/23/04: Operating account balances = \$5,267.50 Reserve account balances = \$97,879.99	Informational.
	One homeowner has outstanding dues.	Fred sent a reminder.
OLD BUSINESS		
CORE Volunteer	We have two CORE volunteers: <ul style="list-style-type: none"> • Steve Cobbledick is our CORE representative • Ed Ono is our CORE trainer 	Informational.
Laundry Room Spaces	The board further discussed the two requests for exclusive use of laundry room facilities. Dawn and Fred have contacted the homeowners to let them know the board does not plan to take further action at this time. If they want to further pursue their requests, they will need to agree to pay for an attorney to be retained by the board.	Informational.
2004 Committee Volunteers	Miriam volunteered to serve on the landscape committee and Fred will serve as an advisor to the committee. No other volunteers have come forward. Miriam, Dawn and Fred identified homeowners to approach about volunteering.	Miriam, Dawn and Fred will ask identified homeowners to volunteer.
NEW BUSINESS		
Reserve Work: <ul style="list-style-type: none"> • Drip irrigation repair • French drain replacement • Street resurfacing 	Board M/S/P approval of \$1898 bid from our gardener to replace the irrigation system. It was the lower of two bids. French drain is seeping and needs to be replaced to conform to Caltrans specs. The board also discussed the entrance light that is out. The light on the entrance's east side is hooked into our streetlight, while the light on the west side is hooked in to the HH Club path lights. Since the Club does not turn on the path lights, our western entrance light isn't on either. Various options were discussed, including trenching from the east to the west side of the entrance to get electricity to the western light. Street resurfacing – board agreed we need at least 2 bids. Homeowners will be warned at least a week before the resurfacing is to start.	Dawn to ask Steve Willoughby to get a bid for the French drain, to also include a line item for the trenching. Fred will get bids for the resurfacing.

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Special Assessment	<p>REMINDER: The Special Assessment that was passed at the annual meeting, \$750.00 per residence, to fund the fire safe vegetation management project will be due with the May 2004 monthly dues payment.</p>	<p><u>Homeowners to pay Special Assessment of \$750.00 per residence to HHP1 with May 2004 dues.</u></p>
Vegetation Management	<p>The board got a bid for clearing vegetation in response to the Fire Department recommendations. The board discussed and agreed we should have a walk-through of the FD recommendations to see how they compare to the bid.</p> <p>HH Club needs to clear out some thick vegetation near Phase 1 property line</p>	<p>Board will meet at the front entrance on Sunday, March 14 at 4:00pm for walk-through. <u>All interested homeowners are invited to participate in the walk-through.</u></p> <p>Dawn will contact the Club to find out who is on their landscape committee.</p>
Change in Deck Rails	<p>The board M/S/P to approve the Geoghegans request to change their deck rails, providing they paint the rails a color from the approved chart of trim colors.</p>	<p>Informational.</p>
CORE Donation	<p>Hiller Highlands CORE has asked for financial support from each HH Phase of \$10 per household. This will replenish their coffers to cover expenses for the next 2-3 years. Dawn contacted HH CORE Chair Sue Piper and agreed that we will split our donation over two years. We'll pay \$200 this year, per our budget, and will budget \$140.00 for 2005 CORE to meet the balance of our donation.</p>	<p>Fred will send this year's donation.</p>
Adjournment	<p>The meeting adjourned at 8:45pm. The next meeting date was scheduled for Monday, March 29 at 7pm in unit #41.</p>	

Minutes submitted by:
Miriam Delay-Friant, Secretary

Hiller Highlands Phase 1 Association

2004 Annual Meeting

January 8, 2004

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	6:35 pm	
Board Member Attendance	Steve Cobbledick, President / Fred Booker, Treasurer / Dawn Willoughby, Secretary	
Establishment of Quorum	Quorum established: 21 of 34 households represented. 16 present in person, 5 households represented via proxy (see attached sign-in sheet). Notice of the annual meeting was sent to all homeowners on the following dates: November 16, 2003 and December 15, 2003.	Quorum established.
2003 Annual meeting minutes	The 2003 annual meeting minutes were approved as written.	Minutes approved.
Insurance Summary	<p>Jack Graham, HHP1's insurance agent provided a summary of the Association's three insurance policies: commercial (property/liability), earthquake and difference in condition, and commercial umbrella liability (see attached summary). A question was raised concerning the value of HHP1's commercial and earthquake coverage v. having homeowners buy coverage individually. Jack estimated that group insurance coverage saves each homeowner approximately 50% in insurance costs.</p> <p>Jack discussed several personal insurance options that would cover deductibles and personal contents. Homeowners are encouraged to carry their own personal policies to cover contents, and to cover any peril for which they would want loss assessment coverage. Jack Graham welcomed any questions concerning additional insurance options.</p> <p>Jack stated that HHP1 does not have a workers compensation policy and should insure that any company that is employed to complete work on HH1 property show proof of insurance. There was discussion concerning what insurance would cover an injury suffered by an organized HH1 volunteer effort, Jack stated that because an individuals participation in a volunteer effort is voluntary, any injury suffered would need to be covered by that individuals personal insurance coverage.</p> <p>A question was raised concerning insurance coverage for the landscaping overgrowth that needs to be removed for fire safety reasons. Jack stated that this issue would be considered a maintenance issue and thus would probably not be covered by insurance.</p>	<p>Jack can be contacted at:</p> <p>Jack Graham Agency 12 Crow Canyon Ct. ste 100 San Ramon, CA 94583 Phone: 925-820-2111 Fax: 925-820-5675 jgraham@pacbell.net</p>
Treasurer's Report	The Treasurer's report was presented by Fred Booker:	
~Reserve Fund	As of 12/31/03: Operating account balances = \$1,324.32	
~Excess Income Resolution	Reserve account balances = \$97,847.92	
	It was noted:	

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
	<p>□ There are three projects to be undertaken in 2004 which will utilize reserve funds. This work has been projected by the Reserve Fund Analysis to be completed in 2004.</p> <ol style="list-style-type: none"> 1. Replace/Repair French Drain 2. Replace/Repair Irrigation Drip System 3. Repair/Seal Asphalt Street <p>□ The Association exceeded the 2003 budget by \$2,963, but this was offset by additional revenues from Late & Transfer fees and a \$1,000 grant from the Diablo Fire Safe Council. The proposed budget for 2004 shows a slight increase in expenses and an increase in reserved fund contribution (based on the Board's recommendation to continue fully funding the reserve). To offset the increased expenses 2004 dues have been raised an average of 7.9%. The new dues schedule was distributed on 11/16/03 with a reminder sent on 1/10/04.</p> <p>□ Fred Booker requested a motion for approval of the Excess Income Resolution, and the members unanimously voted to approve it.</p> <p>□ The proposed 2004 Assessment for fire safe vegetation management was discussed. There has been significant overgrowth of the landscape in several areas of HHP1. Camile Rogers, Oakland Fire Marshall, commented on the need separation between ground cover, shrubs, and trees. She further stated that if HHP1 could demonstrate 'good faith' progress towards removal and reduction of overgrowth HHP1 would not be cited. Last year two major volunteer projects were undertaken representing a total of 136 hours of work. Several homeowners commented that they are not interested in the continuation of volunteer efforts due to the heavy labor, which would be required. An estimate conducted by HHP1's landscape company valued removal costs at \$50,000.00. The board stated that additional bids will be obtained prior to contracting a landscape removal company and work would be prioritized in order of need. John Mulligan recommended that the Fire Marshall be included in the prioritization process and the board concurred. It was motioned that the proposed special assessment of \$750.00 per residence be passed to fund the fire safe vegetation management project. The motion was seconded and 18 households voted to approve the assessment.</p>	<p>Fire safe vegetation assessment for the amount of \$750.00 per household due to HHP1 x/x/04.</p>
CORE	<p>Steve Cobbledick overviewed the purpose and training program availability offered by CORE. CORE will be asking for a \$10.00 per household assessment in order to upgrade/replace materials in the safety boxes. The funding generated for the assessment is projected to last for three years. For those interested, CORE meets the 1st Wednesday of every month at the Highlands Country Club. Steve has volunteer to represent HHP1 on the CORE team. Ed Ono will also be representing HHP1 as a CORE instructor.</p>	<p>Update household informational sheet provided by Steve to insure most recent information is available in the case of an emergency.</p>
Hiller Crime Analysis	<p>Fred Booker presented a document highlight crimes in the area. It was noted that very little crime has taken place in Hiller Highlands over the last five years and of the crimes that</p>	

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
	have taken place, crimes of opportunity are the most common. Spyglass Hill has not had any crimes reported in 2003. The homeowners commented on the strong Spyglass community that we have.	
Presentation of Candidates	Four members have volunteered to serve on the board for 2004. President: Dawn Willoughby, Vice President: David Roth, Treasurer: Fred Booker, Secretary: Miriam Friant. Nominations were asked from the floor, none were proffered. Candidates were voted in by acclamation.	
Acknowledgements:	Fred Booker thanked the Pat & Judy Geoghegan for their work and funding of the upgraded south side entrance gate. Fred Booker was thanked for his continued volunteer efforts on the landscape committee and his work to obtain a \$1,000 grant for landscape removal.	
Adjournment	No further business was brought forward, and there were no questions from the floor. The meeting adjourned at 7:50pm for an informal dinner.	

Minutes submitted by:
Dawn Willoughby, Secretary



Hiller Highlands Phase 1 Association

2004 Annual Meeting

November 13th, 2004

Attendance: Steve Cobbledick, David Roth, Fred Booker, Dawn Willoughby

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
Call to order	6:35 pm	
Homeowners Floor	N/A	
Secretary's Report	It was M/S/P to approve the minutes of 9/15/03 meeting.	Minutes approved.
Treasurer's Report	<p>The Treasurer's report was presented by Fred Booker</p> <p>As of 11/13/03: Operating account balances = \$13,030.56</p> <p style="padding-left: 150px;">Reserve account balances = \$96,359.95</p> <p>The payment of the recent Irrigation System Inspection was discussed:</p> <p style="padding-left: 20px;"><input type="checkbox"/> It was M/S/P to utilize 2003 reserve funding for the payment of the irrigation survey.</p>	Informational.
OLD BUSINESS		
CORE Volunteer	<p>HH1 is still looking for a CORE volunteer. Volunteer responsibilities are as follows:</p> <ul style="list-style-type: none"> • Attend monthly or bi-monthly CORE meetings. • Distribute leaflets to new Spyglass neighbors • Annual inventory and review of items in HH1 safety storage box. 	PLEASE VOLUNTEER.
Laundry Room Spaces	The board further discussed the two requests for exclusive use of laundry room facilities and agreed that it would be necessary to consult a Condo Association Attorney in order to determine the proper course of action. In order to further pursue these requests, the requesting homeowners would need to agree to pay for an attorney to be retained by the board.	F. Booker & D. Willoughby to contact requesting homeowners.
NEW BUSINESS		
2004 Budget	<p>The board reviewed the latest ARA Reserve Field Study and the Sundance irrigation inspection report. The board M/S/P to utilize the 100% funded Component Funding Model in establishing the 2004 budget and necessary reserve contribution.</p> <p>The board M/S/P to propose an assessment in order to ensure HH1 landscape is fire-safe compliant and that a landscape master plan be developed.</p>	F. Booker to prepare final budget and assessment proposal for HH1 Annual Meeting.
2004 Annual Meeting	The board discussed the necessary documents to be distributed prior to the annual meeting and agreed that they would sponsor an informal dinner following the meeting.	F. Booker to prepare documents. D. Willoughby to prepare agenda.

TOPIC	DISCUSSION / RECOMMENDATION	ACTION
2004 Board & Committee Volunteers	Any owner willing to serve on the 2004 Board, volunteer for the landscape committee, or be our CORE volunteer please contact Dawn Willoughby, HH1 Secretary, 644-2019.	Volunteers needed.
Adjournment	The meeting adjourned at 8:45pm. The next meeting is the HH1 Annual Meeting to be held at Hiller Highland on Thursday January 8 th , 2004 at 6:30pm.	

Minutes submitted by:
Dawn Willoughby, Secretary