

**Hiller Highlands Association Board Meeting Minutes  
Highland Country Club: 12/3/2018**

**Board members present:**

Carole Anderson, President  
Steven Cobbledick, Treasurer  
Gary Firestone, Secretary

**Spyglass Hill resident attending the meeting:**

Neville Colaco  
Hosein Bavafa

**Meeting called to order:** 7:08 pm

**Welcome and Opening Remarks:** Carole welcomed everyone to the board meeting.

**Agenda Items:**

**I. Approval of Minutes from November 5, 2018 board meeting:**

The minutes were approved.

**II. Treasurer's Report (by Steve C.): Approved**

Operating Account (Union Bank): \$30,811.86  
Reserve Account (Union Bank): \$135,995.89  
Reserve Account (Certificate of Deposit): 0.00  
**Total:** \$166,807.75

Steve C. reported that special assessment payments were received from all HHI Association owners except one, and that one missing payment will soon be sent. The funds from the special assessment (total of \$9,214) were transferred to the Reserve Account to pay for landscape fire suppression work in 2019.

**III. Homeowner's forum:**

Neville provided an update on completing the legal paperwork needed for the exchange of the Unit #51 deeded easement parking space in front of the 47/45 unit for the HHI Association guest parking space located next to the emergency box. Neville gave the board a copy of an unsigned "Transfer of Parking Spaces Agreement and Covenants Regarding Use and Maintenance of Real Property" contract that needs signatures by both parties along with notary signatures. Execution of the contract for changing the easement titles of the parking spaces will involve its recording with the City of Oakland and with the HOA escrow company. Eventually, the CC&R needs to be changed to reflect the swap of parking spaces.

#### **IV. Current Business:**

**2019 Budget Preparation Scenarios & Board Priorities.** Carole, Steve C. and Chuck Scurich met and prepared two drafts of the HOA 2019 budget that differ in the estimated income and expenses. The estimated expenses for several major items were discussed that included earthquake insurance, potential changes to the CC&R, tree maintenance for fire suppression, and the level of increases to the reserve fund in anticipation of funding needed for future improvements (ten or more years out) such as street resealing. The board voted 5-0 (including two proxy votes) for the 2019 budget that includes an approximate 6.1% increase in monthly HOA dues. The proposed budget will be sent to all of the HOA unit owners as part of the packet for the Annual Homeowner Association Meeting on January 24, 2019.

**Landscape Update.** Carole reported (with prior communication with Rosanna) that Trimacs will be continuing with their routine maintenance. Also, some tree trimming as part of fire suppression work will be initiated.

**Update Parking Subcommittee Work Plan.** Gary reported that he and Ann Mulligan would make the final decisions concerning which type and size of reflective numbers/letters will be acquired and set-up on the curbs adjacent to the appropriate parking spaces. The cost of the purchasing reflective numbers/letters is anticipated to be less than the cost of painting the numbers/letters, and their reflective nature will make the markings very visible at night.

**2019 Board Ballot Slate.** Carole reported that the following five people have agreed to run on the 2019 Board Ballot Slate that will be voted on by the HOA unit owners: Carole Anderson, Steve Cobbledick, Gary Firestone, Rosanna Poret and Ann Mulligan. If anyone else would like to it on the board next year, you should contact a Board member.

**Board Packet Preparation and Distribution.** Carole reported that in early to mid December, the packet associated with the 2019 Annual Homeowner Association Meeting will be prepared and sent to all HOA unit owners. (Post meeting update: the packets were prepared and sent to all unit owners.)

**Annual Meeting and Dinner.** The Annual Homeowner Association Meeting will be Thursday, January 24<sup>th</sup> in the Fireside Room.

The Spyglass Hill website address/link is <http://hillerhighlandsone.net> and **spyglassresident** is the login-in phrase. The board encourages everyone to use the website and provide feedback about how it might be improved.

Meeting adjournment: 7:58 pm

Next board meeting is scheduled for Monday, January 3, 2019 at 7 pm.

Respectfully submitted by Gary Firestone