

May 2018

Fire Inspection Notices

The annual fire inspections of your property were conducted by the Oakland Fire Department (OFD) in May. The results were either hung on your doorknob or inserted between your door and the door frame. If you are out of compliance, a notice was also mailed to the property owner.

The HHV Association is responsible for compliance outside any Exclusive Use Common Area. Although there is now a way to figure out which properties are out of compliance, it would be very helpful for the homeowners to notify Collins Management if they receive a non-compliance notice. You are responsible for the property within your Exclusive Use Common Area, but the form will not specify whether this is the area that is out of compliance.

Firemen from throughout Oakland will do the initial inspections on all 25,000 properties in the Oakland Hills within the Oakland Wildfire Prevention District. They will not know which homes are in our homeowners' association. Fortunately, due to the relationship that Bob Sieben has with the OFD and his work in the area, they will work with him to determine which properties in HHV are out of compliance and to bring the home into compliance.

For example, if tree branches or flammable brush are within 3 feet of a window, or within 10 feet under or over decks or roofs. On steep slopes, grasses and ground covers may need to be mowed to a height of less than four inches to 50 feet from the structure. This is required by state and city fire codes.

It is extremely important that the Board, through Collins Management, be notified of any property determined to be out of compliance, so they can deal with all of these properties with the fire inspector at one time.

Please spread the word and tell your neighbors in case they are not aware of these fire inspection notices. Your cooperation is greatly appreciated.

If you receive a notice that states your property is out of compliance, please send it immediately to Collins Management via mail, fax, or email.

Landscape Questions & Requests for Service

All QUESTIONS regarding HHV landscaping should be sent by email directly to Michael Lee at Collins Management at michael@collins-mgmt.com. Michael will respond and/or forward the questions to the Landscape Committee.

Requests for grounds service and/or tree service require a Landscape Service Request form. The forms can be downloaded from the HHV website at www.hillerhighlandsfive.com.

To locate the forms, click on the 'Documents' heading in the upper left-hand corner of the homepage. Then scroll down to the 'Forms' heading, and download the 'Landscape Change' form or the 'Tree Service Request' form. After filling out the form please deposit it in the HHV mailbox located at 37 Starview Dr.

All requests for tree service must be submitted between July 1st and August 31st. The Landscape Committee will review all tree requests and will contact homeowners regarding their requests.

If there is an emergency with a water leak or tree down, please contact Tina Diskon at (510) 540-0929.

Please do not directly contact the landscape workers. They have their instructions for each day they are working on our property and are unable to change their work assignments.



Updated Governing Documents/Rules & Regulations

Earlier this year, the Association approved the Amended and Restated Bylaws and Amended and Restated CC&R's. There were no changes to the draft documents you received with your voting package. Since there were no changes made and hard copies of the drafts were mailed to all the owners, the Association would like to save on copy and postage charges. Instead of mailing out what is basically the same documents, these documents are available on the Association website at www.hillerhighlandsfive.com.

At the May 1, 2018, Board meeting, the Board formally adopted the revised Rules & Regulations after providing the membership 30 days to review them for a comment period. The draft was mailed out in February along with the annual budget and election mailing. This document is also available on the Association website.

We are also providing the links below where you can download the documents to your computer or mobile devices. You may also request electronic copies of these documents by emailing Michael Lee at michael@collins-mgmt.com. These are the documents that are in effect for our Association. We suggest you place the new, amended documents with your important papers concerning your home.

CC&Rs

<https://docs.google.com/a/collins-mgmt.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnoaWxsZXJoaWdobGFuZHNmaXZlfGd4OjI1NThlNGY0YzAyNzdiMjY>

Bylaws

<https://docs.google.com/a/collins-mgmt.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnoaWxsZXJoaWdobGFuZHNmaXZlfGd4OjZjYTBMNDg5MmMyOGNiMjE>

Rules & Regulations

<https://docs.google.com/a/collins-mgmt.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnoaWxsZXJoaWdobGFuZHNmaXZlfGd4OjRlNzRIYTU5MjY5RkNDc5MTI>

However, if you would still like hard copies of these documents, please notify Collins Management by phone at (510) 262-1795 or via email at michael@collins-mgmt.com and copies will be mailed to you.

Property Upkeep

We would like to thank those who maintain their property to the standards of the association. At times, we notice that there are items that need to be repaired or replaced. Inspections are being done to determine which properties need to have some work done. Once the inspections are completed, notices will be sent to the homes requiring maintenance. Attention to maintenance issues enhances the property values for everyone.

HHV Association Website

Have you visited www.hillerhighlandsfive.com lately? This website provides important information for our community including our governing documents, contact information, architectural change form, landscape forms, etc. Meeting minutes and agendas are also posted on the website. Please note that the minutes are only posted after they have been approved by the Board. Another important function of the website is the email list which will allow the Board to notify the Association of safety issues like recent crime activity and reminders for community events. Don't worry, we won't fill your inbox with spam. Please send your email, name and home address to michael@collins-mgmt.com. Sending this information to Michael will also help keep the Association's cost down by reducing postage costs.

Architectural Application Process

Are you planning to work on your home this summer? Please remember that when the time comes to paint your home or make other exterior modifications, you will need to inform the Association of your plans and obtain approval in order to proceed. A completed Architectural Change form is to be submitted to the Architectural Committee for consideration and approval. To obtain an Application for Architectural Change form, contact Collins Management at (510) 262-1795 or Steve Roland at (510) 644-1315. You can also download the application on the HHV website at www.hillerhighlandsfive.com.



How to Protect Your Home From Embers

70% of homes lost to wildfire are ignited by flying firebrands. It is *your* responsibility to protect your home from the embers that will bombard it when the next major fire occurs. OFD inspections and the HHV CC&R's do not cover this.

Here is what you can do to reduce the odds of embers igniting your home:

1. Do not keep combustibles on or under your deck or stairs.
2. If you have a patio, do not place combustibles against your fence, keep vegetation away from windows, remove dead plants and limbs from your vegetation, keep any fuels light and airy, and use non-combustible materials to create a non-ignition zone adjacent to your home and fence. (Recommendations for our area can be found at wildfireprevention.info)
3. Screen vents in the foundation and on or under the roof with 1/8th inch wire mesh.
4. Screen open spaces below decks or stairs within 12 inches of the ground with 1/8th inch metal mesh.
5. If the underside of your siding is not sealed, use a fire proof caulk to seal it.
6. Staple 1/8th inch wire mesh to the lower edge of siding within three inches of the ground or driveway to prevent embers from lodging underneath it.
7. Keep mulch at least 12 inches away from any fence.
8. Chip out and caulk decayed wood, which is susceptible to ignition, at edges of window sills, decks, and fences.
9. Replace flammable or damaged utility closet doors and vents with fire resistant material.
10. Lattices made of thin wood ignite easily.

The Landscape Committee has done a good job of reducing fuels in the landscaped common areas. Firebreaks and fire safe zones have been created in the extensive areas beyond the landscaped zones. But one negligent homeowner can be responsible for the attached homes in his/her pod and the nearby pods being consumed by flames.

Work together to make our community a fire safe one.

— Bob Sieben, Fire Prevention coordinator

Helping to Prevent Mail and Identity Theft

- According to the United States Postal Service, 95% of mail theft can be prevented if people bring in their mail every day. If you will be away, either put your mail on hold or ask a neighbor to retrieve it.
- Do not place outgoing mail in your mailbox. Take it to the Post Office or place it in a Postal Service big blue mailbox.
- When possible, have packages delivered to your place of business or to a central pickup location.
- Consider signing up for Informed Delivery through the Postal Service. You will receive a daily email that includes a scan of all letter size envelopes that should be delivered to you that day. It is quick and easy to sign up at <https://informedelivery.usps.com/box/pages/intro/start.action>
- An identity thief needs only a name with an address to begin building an identity to steal. Besides shredding mail-back cards, credit card applications and insurance applications, you should also shred envelopes addressed to you, extra return address stickers, magazine mailing labels and anything else that includes both a name and an associated address.



Board Officers and Committee Chairs



Michael Saba - President

(510) 845-2995

Diane Seifi - 1st V. President

(510) 705-1203

Jean Chen - 2nd V. President

(415) 336-6977

Joe Schulz - Treasurer

(510) 848-8488

Brenda Keys - Secretary

(415) 778-7017

Steve Roland - Architecture Chair

(510) 644-1315

Bob Sieben - Fire Prevention

(510) 841-2746

Ann Kneissl - Safety Chair

(510) 540-0636

Bob Mehus - Lighting Chair

(510) 549-2221



Hiller Highlands V

c/o Collins Management

500 Alfred Nobel Drive, Ste. 250

Hercules, CA 94547

Tel: 510-262-1795

Fax: 510-262-1797

Email: michael@collins-mgmt.com

www.collins-mgmt.com

Memo to Dog Owners

Responsible dog owners should always:

1. Keep their dog leashed at all times when not within the confines of their home.
2. Clean up and dispose of their pet's waste properly.
3. Monitor their dog's barking to ensure that neighbors are not disturbed.

Although the vast majority of Hiller residents dutifully follow these guidelines, it only takes one or two negligent owners to make things unpleasant for our neighbors.



Slow Down There, Hotrod!

Do you know how fast you drive in the community? The next time you drive the streets of Hiller Highlands, please check your speedometer. If you are over 15 miles per hour you are driving too fast. It is summertime, and often members of the neighborhood are "out and about", especially small children. Please slow down, enjoy the nice weather, and help to create a community where we can all be safe and happy by driving under 15 miles per hour.

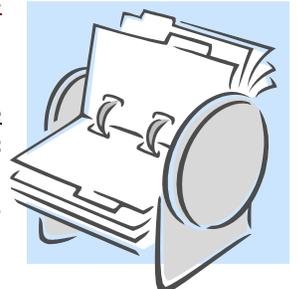


Updated Contact Information

Hiller Highlands V utilizes an emergency roster that provides contact information for each homeowner and resident. The list contains names and phone numbers organized into 12 groups according to address that was developed for distribution to the all residents and owners. This list is critical in case of an emergency. You have the right to request your phone number not be on this list. However, if you do so it will put you at a significantly increased risk in the event of a fire, earthquake or other emergency.

Please review the enclosed emergency roster to verify your contact information. If your information or your tenant's information is incorrect or needs to be updated, please contact Collins Management at (510) 262-1795. A form to update your information will be sent to you. For your convenience, you can also fill out the form online at www.hillerhighlandsfive.com. Please return the completed form via mail, email or fax. Also, if you haven't provided your email address or have changed your email address recently, please email it to: michael@collins-mgmt.com.

If you are renting your unit, please remember that you are required to notify the Association and provide your tenant's name and contact information. For more detailed and specific information on the leasing or renting of your unit, please see Article 6 of the CC&Rs.



The next Board meeting will be held on May 29, 2018 at the Highlands Country Club starting at **6:30 PM**. Homeowners are encouraged to attend.