



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors Meeting
Tuesday, January 24, 2012
Hiller Highlands Clubhouse

Call to Order: Betsy Kean, President, called a regular meeting of the Board of Directors to order at 7:00 p.m.

Board Members present: Betsy Kean, President; Tommy Arnold, 1st Vice President; Gerhert Kneissl, 2nd Vice President, Sandi Bonacini, Secretary; Sam Hayes, Treasurer.

Board Members Absent: none

Staff Present: Michael Lee, Collins Management.

Members Present: Steve Roland, Robert Sieben, Tina Dikson, Joe Schulz

Homeowners Forum: none

Presidents Report: Betsy Kean reported that the nomination committee was actively looking for nominations for the two spaces open for election. The board agreed that the date to be used to establish a quorum will be January 31, 2012.

Agenda: The Board reviewed the agenda of the January 24, 2012 regular Board meeting and changed the order of committee reports.

Minutes: Upon motion duly made and seconded, the Board unanimously approved the minutes of the December 4, 2011 emergency board meeting and the December 14, 2011 regular Board meeting.

Committee Reports:

Fire Prevention (Bob Sieben): – (written report).

- 1) As part of the fire prevention Bob is hosting an educational seminar that all member of the community are invited. The first seminar's topic was how to keep homes resistant to embers and second to be held on 3/8/2012 will be fire safety in non ignition zones.
- 2) Bob requested that the board write a thank you letter to the volunteers Steve Roland arranged to work over the Martin Luther weekend.
- 3) During the wet season every year the fire prevention committee needs do work on the hills in advance of the budget and contract. Each year both Bob Sieben and the Board have discussed how to proceed. Upon motion duly made and seconded, the Board unanimously approved the Fire Prevention Budget to go over the approved budget (2011/2012) of \$10,000 to \$12,000 under the condition that the budget for 2012/2013 be set at \$8,000. The contract with Shelterbelt will be revised to show the new budget for 2012/2013.

Safety: - No report.

Architecture/Infrastructure (Steve Roland) –

- 1) On the recommendation of the Architecture Chair, and upon motion duly made and seconded, the Board unanimously authorized the use of a cement fiber material for fence replacement on Hawks Hill under the condition that HHV must maintain control over the installation and all cost overruns are the owner's responsibility.
- 2) Maintenance issues remain open for 88 Starview Drive and 105 Starview Court.

Landscape Committee (Tina Diskon) – (written report).

- 1) A discussion was held regarding the budget and line items allocations.
- 2) For further note valves and sprinklers replacements come from operating funds. Controllers are funded with reserves.

Social Committee (Volunteer needed) – Betsy Kean reported that several homeowners had been contacted to assume responsibility for the Social Committee; to date, none has been willing to assume chairmanship of the committee.

Street Lighting (Bob Mehus) – Michael Lee reported that the street light at the corner of Starview Drive and Starview Court is now operational.

Treasurer's Report: Sam Hayes reported on the Association's financial activity for the period ending 12/30/2011.

Financial Statements: The Board reviewed the financial statements 12/31/2011 provided by Collins Management.

Bank Reconciliation: The Board reviewed the 12/31/2011 bank reconciliation provided by Collins Management.

Aged Receivables: The Board reviewed the aged receivables report as provided by Collins Management Company.

2012-2013 Draft Budget: A preliminary budget was presented and discussed. Upon motion duly made and seconded, the Board voted unanimously that a \$300 rebate be issued (2012/2013) to all homes with gas shut off valves. A contribution of \$300 will be issued to all homeowners that currently do not have shut off valves but who show proof that they have installed a gas shut off valve.

Management Report:

Punch List: The Board reviewed the punch list provided by Collins Management.

Calendar Update – None.

Other Business:

Rockslide: Gerhart Kneissl updated the Board on the Rock Slide progress. Currently we are waiting for a final permit from the City of Oakland before work can commence.

Gas shut off valve progress: See above treasurer's report for action.

Parking: Two homeowners are in violation of the new rules; letters have been sent to both. A tagging system and master plan are in final stages.

Nominating Committee: One person has agreed to run for a Board position; several others have been approached and are considering running. All will be asked to send in short statements about their candidacy to Michael Lee by February 10 for inclusion in the newsletter.

New Business:

Helsing Funding Update proposal: Upon motion duly made and seconded, the Board unanimously approved the proposal for the reserve update by the Helsing Company.

Email communications: item continued to the next Board meeting.

Rental units discussion: The number of rental units excludes those units inhabited by relatives of the owners. The Board requested an update on the number of rentals by the next Board meeting.

Correspondence:

Homeowner's request to change October 2011 Board meeting minutes: To more completely describe a Board action from the October 2011 minutes, upon motion duly made and seconded, the Board unanimously voted to add a sentence to the Board minutes. Amended minutes will be circulated to Homeowners.

Reminder: Annual meeting will be held Tuesday March 27, 2012: All Committee reports need to be submitted to Collins by 2/10/2012.

Adjournment: There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting is scheduled for Wednesday February 22, 2012.

BOARD CERTIFICATION

I, _____, _____
Name of director Office held

of the Hiller Highlands V Homeowners Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Hiller Highlands V Homeowners Association Board of Directors Meeting held on January 24, 2012, as approved by the Board members in attendance.

Signature _____ Date _____