



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors Meeting
Wednesday
February 22, 2012
Hiller Highlands Clubhouse

1. 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; Sandi Bonacini, Secretary; Sam Hayes, Treasurer.

Board Members Absent: Gerhert Kneissl, 2nd Vice President

Staff Present: Michael Lee, Collins Management.

Members Present: Steve Roland, Robert Sieben, Tina Diskon, and Mitra Moheb

2. Homeowners Forum: Mitra Moheb, owner of 107 Starview Court was introduced to the Board and members.

3. Presidents Report: Betsy Kean reminded the community that the annual meeting is a membership meeting and members will have the opportunity for questions and comments. Board meetings are business meetings. During Board meetings homeowners may speak during the homeowner's forum.

Agenda: The Board reviewed the agenda of the February 22, 2012 regular Board meeting and deleted the need to approve the 1/24/2012 minutes of the emergency board meeting.

4. Minutes: Upon motion duly made and seconded, the Board unanimously approved the minutes of the January 24, 2012 regular Board meeting.

5. Committee Reports:

a. Fire Prevention (Bob Sieben): –

- 1) The Shelterbelt contract for the 2012/2013 year was approved as amended by the Board and signed. The contract is for \$8,000.00.
- 2) On March 8, 2012 NHCA will host a meeting regarding how to create a non-ignition zone.

b. Safety: - No report.

c. Architecture/Infrastructure (Steve Roland) –.

- 1) There have been several recent inquires regarding painting and fencing.

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

- 1) An irrigation report was sent to all Board members for their review and analysis. The report

included a study of the components of the irrigation system that need either replacement or repair.

- 2) Collins (Michael) was sent the Landscape committee's annual report.
- 3) Updating the sign at Tunnel Road is under discussion.

e. Social Committee (Volunteer needed) – Discussion was had about how we should welcoming new homeowners to the community. A simple brochure is under discussion that would outline painting, parking, garbage days, landscape and etc.

f. Street Lighting (Bob Mehus) – (No Report)

6. Treasurer's Report: Sam Hayes reported on the Association's financial activity for the period ending 1/31/2012.

a) **Financial Statements:** The Board reviewed the financial statements 1/31/2012 provided by Collins Management Company.

Bank Reconciliation: The Board reviewed the 1/31/2012 bank reconciliation provided by Collins Management Company.

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

- b) Upon motion duly made and seconded, the Board unanimously approved the 2012/2013 budget. Quarterly dues will remain at \$540.00. The Board thanked Dianne Roland for serving on the budget committee.
- c) Upon motion duly made and seconded, the Board unanimously approved the 2012/2013 Helsing Funding analysis.
- d) The Board reviewed the members in good standing and 48 votes will be needed for a quorum for the annual meeting.

7. Management Report:

- a) The Board reviewed the "punch list".
- b) The Board reviewed the Calendar.

8. Other Business:

- a) **Rockslide:** Permit is in review and waiting approval by the City of Oakland.
- b) **Rental units:** Currently there are 11 units rented in the community. Units occupied by family members are not considered rented and are not counted.
- c) **Annual meeting:**
Packages will be mailed by 2/27.
Upon a motion duly made and seconded, the Board unanimously approved Michael Lee, Collins Management Inspector of Elections.
- d) E-mail communications between Board members was clarified per new legislation. The Board may not make any decisions by emails or state positions; emails must be informational only.

10. Correspondence:

A homeowner has requested copies of all committee reports. The Board decided to post committee reports on our website. The homeowner will be informed of this change.

Reminder: Annual meeting will be held Tuesday March 27, 2012:

Adjournment: There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting is scheduled for Wednesday March 27, 2012. This will be the association's annual meeting.

HILLER HIGHLANDS V ASSOCIATION
Board of Directors Meeting
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 February 22, 2012, as approved by the Board members in attendance.

Signature

Date