



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors Meeting
Tuesday, May 22, 2012
Hiller Highlands Clubhouse

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

Board Members present: Gerhart Kneissl, President; Tommy Arnold, 1st Vice President (arrived at 7:45); Sandi Bonacini, Treasurer; and Joanne Brown, Secretary.

Board Members Absent: Mitra Moheb, 2nd Vice President.

Staff Present: Michael Lee, Collins Management.

Members Present: Robert Sieben, Tina Diskon, and Betsy Van Patten.

Presidents Report: Report on conversations with representatives of Comcast regarding proposed easement to allow Comcast to access common grounds to service Comcast clients.

Agenda: The Board reviewed the agenda of the May 22, 2012 Board meeting.

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

Committee Reports:

Landscape Committee (Tina Diskon: Chairperson):

Annual tree contract : Tina reported that the bid price was increased due to the trees requiring more intensive attention to trees this year; negotiations on replacing trees and an annual inventory is ongoing; the necessity to remove dead trees has increased labor costs. The total contract amount however is less than the budgeted amount. The contracts were presented at the meeting and upon motion duly made and seconded, the Board unanimously approved the Serpico contract for landscape service.

Safety: No report.

Fire Prevention (Bob Sieben):

Bob reported on overall progress on brush/grass removal.

Architecture/Infrastructure (Steve Roland):

Steve reported that a new member had been added to his committee (Bill Tam). An additional 10-12 owners have expressed interest in installing shut-off valves. Michael sent the most recent list of properties with installed shut-off valves to Steve for follow-up. A total of 52 owners have installed shut-off valves.

Collins will send out letter to owners in violation of the architectural standards. The Board will review previous communication and determine next steps if there is no response. Michael will give the Board a

summary of previous efforts to obtain compliance and it will be added to June meeting.

Social Committee (Volunteer needed): No report.

Street Lighting (Bob Mehus): No Report.

Treasurer's Report: S. Bonacini reported on the Association's financial activity for the period ending 4/30/2012.

Financial Statements: The Board reviewed the financial statements ending 4/30/2012 provided by Collins Management Company.

Bank Reconciliation: The Board reviewed the bank reconciliation ending 4/30/2012 provided by Collins Management Company.

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

Management Report:

The Board reviewed the "punch list". Michael is working on annual report CPA will submit a proposal for the annual audit – add to June agenda. Violation letters will be mailed by Collins the first week of June, 2012. Ideas for newsletter were discussed.

Other Business:

Rockslide progress – tabled to June meeting

Les Ellis –insurance broker- did not appear but will be invited again to present proposals regarding earthquake insurance at the June, 26 2012 meeting.

New Business:

Comcast Agreement: President Kneissel reported on communication with Comcast representatives regarding the proposal that the HOA grant an easement to Comcast for repairs and maintenance as needed in exchange for the compensation of \$ 7,500.00. Upon motion duly made and seconded, the Board unanimously approved the agreement.

Adjournment: There being no further business, the meeting was adjourned at 8:15 p.m. The next meeting is scheduled for Tuesday, June 26, 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 May 22, 2012, as approved by the Board members in attendance.

Signature

Date