



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors Meeting
Tuesday, September 25, 2012

Call to Order: Vice President, Tommy Arnold, called the regular meeting of the Board of Directors to order at 7:00 p.m.

Board Members present: Tommy Arnold, 1st Vice President, Sandi Bonacini, Treasurer; and, Joanne Brown, Secretary.

Board Members absent: Gerhart Kneissl, President and Mitra Moheb, 2nd Vice President.

Staff Present: Michael Lee, Collins Management.

Homeowners Forum: Concerns about the tenants at 30 Starview were raised by a number of owners which disrupt their quiet enjoyment of their homes including barking dogs, loud music, parking. Michael will write a letter to the owner reminding the owner of their responsibilities and citing these ongoing concerns of neighbors. Neighbors will send photos to accompany Michael's letter to owner and review the CCRS regarding "nuisance". Michael will also review CCRs regarding repairing vehicles in garage.

President's Report: The Board President will submit an updated report on October 30, 2012 meeting.

Agenda: The Board reviewed the agenda for the September 25, 2012 Board meeting.

Minutes: Upon motion duly made and seconded, the Board unanimously approved the minutes of the August 28, 2012 regular Board meeting.

Committee Reports:

Landscape Committee: The Committee chair reported that she had begun discussions with Serpico on 2013 budget- there is a formal meeting scheduled in December for Serpico to present proposal for the contract to begin in April, 2013. Homeowners have raised concerns regarding conflicts over views. It was moved to refer the issue of liability for view maintenance to the HOA attorney. Motion to expend funds to get counsel on this issue was moved and approved unanimously.

Safety: No report.

Fire Prevention (Bob Sieben): No report.

Architecture/Infrastructure (Steve Roland): Chair Steve Roland reported that his committee continues to encourage owners to install gas shut off valves and that owners continue to do so but 30 more remain to be installed. The Architectural/Infrastructure recommended that the Board approve a proposal for fence repair between 15 & 17 Starview Drive. Upon motion duly made and seconded, the Board unanimously approved payment of up to \$1,650 for the fences behind 15 & 17 Starview. Committee will report on gunite progress at the October meeting.

Roofing Material Addition: The Board reviewed the committee’s recommendation to include an additional roofing material. Upon motion duly made and seconded, the Board unanimously approved the upgrade materials.

Social Committee (Volunteer needed): No report.

Street Lighting (Bob Mehus): No Report.

Board unanimously commended and expressed their appreciation to Tina Diskon and Bob Sieben for their hard work as committee chair on behalf of the HOA.

Treasurer’s Report: S. Bonacini reported on the Association's financial activity for the period ending 8/31/2012 and advised that Board that the budget item for attorney’s fees will have to be increased due to the unanticipated necessity of obtaining legal counsel and services regarding amending the CCRs.

Financial Statements: The Board reviewed the financial statements ending August 31, 2012 by Collins Management Company.

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

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

Management Report:

Punch List: The Board reviewed the “punch list”. The Board directed Management to obtain another proposal for the reserve study.

Calendar update: Management reported that a newsletter will be sent out in October. The Board provided topics to be included in the newsletter.

Other Business:

Landscape Chair Diskon reported on her progress regarding the HOA sign and described some interesting potential options including using iron rather than wood for the sign. Asphalt report will be continued to October meeting.

Adjournment: There being no further business, the meeting was adjourned at 8:07 p.m. The next meeting is scheduled for Tuesday, October 30, 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 September 25, 2012, as approved by the Board members in attendance.

Signature Date