



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors Meeting
Tuesday, October 30, 2012
Hiller Highlands Clubhouse

Call to Order: President Kneissl called a regular meeting of the Board of Directors to order at 7:05 p.m.

Board Members present: Gerhert Kneissl, President; Tommy Arnold, 1st Vice President; Mitra Moheb, 2nd Vice President; Sandi Bonacini, Treasurer & Joanne Brown, Secretary.

Staff Present: Michael Lee, Collins Management.

Homeowners Forum: No new issues presented by homeowners.

President's Report: Letter from adjacent HOA asking for contribution to cost of gates was received. Motion was made, seconded and passed unanimously to respond that the Hiller 5 HOA would not assess members for a contribution but suggested that the HOA contact affected homeowners directly. Two successfully parties for newcomers was reported and the Board thanked the planners for their efforts and good planning; they will be asked to organize the annual meeting as was done in 2012. The newsletter should include recognition of the efforts of our neighbors.

Agenda: The Board reviewed the agenda for the October meeting

Minutes: Upon motion duly made and seconded, the Board approved the minutes of the September 25, regular Board meeting. (G. Kneissl and M. Moheb abstains)

Committee Reports:

Landscape Committee

Chair reported on upcoming meeting with Serpico and Treeco to receive and review proposals for the 2013 management contract; written report was reviewed and discretionary projects were described and discussed; tree/view policy will continue to be assessed and legal opinion will be solicited. A homeowner called a private vendor to repair an irrigation leak; Collins will write to the new owner to direct him to remove the private irrigation system and refer him to the CCRS which allocate the responsibility for repairs and maintaining a single irrigation system to the HOA.

Safety: No report.

Fire Prevention (Bob Sieben): No report

Architecture/Infrastructure (Steve Roland)

Vendor for fence has been paid as authorized by Board in September meeting. Chair will write a report on what general maintenance will be required related to the gunnite behind Starview Court.

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 10/30/2012 and advised that the budget committee will meet in December to prepare the 2013 report. Board volunteers were solicited. Annual meeting was changed by motion, second and unanimous vote to April 3, 2013.

Financial Statements: The Board reviewed the financial statements ending September 30, 2012 by Collins Management Company.

Bank Reconciliation: The Board reviewed the bank reconciliation September 30, 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.

Other Business:

President Kneissl reminded members to start soliciting owners to submit their names to fill Board vacancies for 2013.

President Kneissl reported on meeting with the contractor regarding the rockslide and asked for a written proposal and statement of qualifications from Miller Pacific.

Contracting with Avelar to conduct the required reserve study proposal was moved, seconded and passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting is scheduled for Monday, December 10, 2012. No meeting will be held in November due to the Thanksgiving holiday.

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 October 30, 2012, as approved by the Board members in attendance.

Signature

Date