



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

MINUTES

Board of Directors General Meeting
Tuesday, January 22, 2013 7PM

Call to Order: Gerhart Kneissl, President, called a regular meeting of the Board of Directors to order at 7:25 PM.

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

Staff Present: Michael Lee, Collins Management.

Homeowners Forum: No discussion

President's Report:

President Kneissl reported that two houses on Hawks Hill Court sold in less than one month.

Agenda: The Board reviewed the agenda of the January 22, 2013 regular Board meeting.

Minutes: Upon motion duly made and seconded, the Board approved the minutes of the October, 2012 meeting; the December meeting was cancelled due to lack of a quorum and the agenda incorporated into the January 22, 2013 agenda; no meeting is held in November due to the conflict with the holidays.

Committee Reports:

Landscape Committee

Chair submitted a written report and chair of the committee reported that a homeowner had been fined by the Oakland Fire Department (# 34 Starview), due to miscommunication and reported also that the homeowner with her assistance would file an appeal; Michael will remind homeowners in the Newsletter that ALL notices from the Fire Department must be forwarded to the Board immediately. The Serpico contact for the following 4 years t \$ 4400/month was discussed. A motion to approve the contract was made and seconded and passed unanimously. As a result of the diligent tree by tree analysis by committee member Betsy Van Patten, the contract for tree management was structured around a four year planning cycle. The tree management contract was discussed, a motion to approve was made and seconded and passed unanimously. The Board thanked the Chair Tina Diskon and the dedicated members of the Landscape Committee for their hard work to establish a sustainable plan for the maintenance and enhancement of our community. Owners will be invited to add tree work to the plan during the "open enrollment" period proposed by the Committee in the summer of each year.

Safety and Fire Prevention (Bob Sieben):

Bob Sieben reported on his research on purchasing generators for the HOA. Board requested a more detailed report and cost options. Generators will be added to February agenda.

Architecture/Infrastructure (Steve Roland):

Five more owners have requested information regarding installing gas shut off valves; an informal quote has been obtained for the gunnite work. Owners will be given another opportunity to sign up at the annual meeting. Steve Roland will provide an update at the annual meeting.

Street Lighting (Bob Mehus): Board requested that an inventory be conducted to determine if any lights need replacement and whether more should be installed.

Treasurer’s Report: S. Bonacini reported on the Association's financial activity for the periods November/December 2012.

Financial Statements: The Board reviewed the financial statements ending November/December, 2012 provided by Collins Management Company.

Bank Reconciliation: The Board reviewed the bank reconciliation and aged receivables report November/December, 2012 provided by Collins Management Company.

Management Report:

The Board reviewed the “punch list”.

The Annual Meeting will be held on March 26, 2013. President Kneissl will contact Jan Howard and Marlene to ask for them to organize the annual meeting social hour as in 2012. Annual meeting agenda will include voting on new Board members (3), the amendment to the CCR, and required reports. All members of the Board are designated to be on the nominating committee. Nominees need to draft a brief 100 word statement about themselves and their interest in being on the Board as part of the election information.

Other Business:

Rockslide: President reported on the alternative approaches including mesh baskets, barriers, removing outcropping, etc Mitra and Gerhart will meet with the contractor to assess alternatives and obtain an estimate of the cost of removing the slide debris. Motion was made to obtain an estimate, seconded and passed unanimously.

New Business:

Reserve Study –receipt was acknowledged; members will review for February meeting. Comments to Michael by January 31, 2013. The budget for 2013-2014 has been finalized by the committee and will be available for review by Board at February meeting.

Adjournment: There being no further business, the meeting was adjourned at 8:40 p.m. The next meeting is scheduled for Wednesday February 20, 2013.

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 22, 2013, as approved by the Board members in attendance.

Signature

Date