



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Tuesday, May 28, 2013 6:30 PM

Call to Order: President John Diskon called a regular meeting of the Board of Directors to order at 6:43 PM.

Board Members present: President; Mitra Moheb, 1st Vice President; Marlene Zuehlsdorff 2nd Vice President, and Joanne Brown, Secretary.

Board Appointment: By unanimous vote of the Board and upon motion made and seconded, Lisa Kirch was appointed to the Board and elected Treasurer. By unanimous vote of the Board, Sandi Bonacini, was appointed Chair of the Finance Committee

Staff Present: Michael Lee, Collins Management.

Homeowners Forum:

Hawks Hill Homeowner requested clarification regarding application of the HOA Rules to a mobile basketball backboard occasionally used by her minor son. The Board agreed to discuss the situation at the Executive Session and notify the homeowner of their decision. Homeowners asked for information regarding the HOA program for the installation of gas shut off valves; the program was explained, referrals made for installation, and reimbursement discussed.

President's Report:

No new report was presented.

Agenda: The Board reviewed the agenda of the May 28, 2013 regular Board meeting.

Minutes: Upon motion duly made and seconded, the Board approved without objection, the minutes of the April 8, 2013 Board meeting.

Committee Reports:

Landscape Committee

Co-chair French of the committee updated the Board on various issues including the slight reduction in the Serpico contract, anticipated increases in the water bill due to the EBMUD rate increases, planting of new trees, receipt of the report from the arborist on the diseased Oak trees on Hiller which indicates preliminarily that there is no specific remedy and that it is not lethal. Serpico will send a second arborist to examine the oaks during the next week. Annual trimming began June 5, 2013.

Safety and Fire Prevention (Bob Sieben):

The Board considered two previously submitted recommendations by Bob Sieben in support of fire safety. Upon motion made and seconded, the Board agreed to endorse the renewal of the Wild Fire Prevention Assessment District (WPAD), (vote in October ballot; \$ 45/year/house) with one abstention. After

discussion, and upon motion made and seconded, the Board, with one abstention, agreed to support the Environmental Impact Study which approves the FEMA grant to local jurisdictions for the cutting and removal of various types of vegetation including identified trees e.g., Blue Gum Eucalyptus in the Berkeley Hills and Oakland Hills above Hiller.

FIRE TIPS will be distributed to HOA with newsletter and referenced on website with links to the larger report on HO's Guide to Fire Prevention in Oakland Hills, written by Bob Sieben.

Architecture/Infrastructure :

Committee chair Roland continuing outreach to homeowners on installing gas shut off valves and will write to the 18 outstanding; no recommendations from contractor on gunnite; landscaping will be coordinated in the area to shield it from moisture as possible, the retaining wall is in good condition. Roland will attempt to obtain a stamped letter from the engineer who inspected the area. The Board discussed whether a second opinion would be prudent and agreed to take the issue under consideration. A motion to pay outstanding bills for the repair and painting of fences (the HOA share) was made, seconded and passed unanimously.

Street Lighting (Bob Mehus): No report

Treasurer's Report:

Financial Statements: The Board reviewed the financial statements ending April 30, 2013 provided by Collins Management Company. Approved

Bank Reconciliation: The Board reviewed the bank reconciliation and aged receivables report April 30, 2013 provided by Collins Management Company. Approved.

Aged Receivables: The Board reviewed the report on aged receivables through April 30, 2013 and approved.

CD's were renewed.

Motion to file one delinquent homeowner assessment made and seconded, unanimously passed.

Management Report:

Michael reminds Board of invitation from Collins Management to attend annual HOA Board seminar on June 22 in Berkeley.

Other Business:

Vice president Moheb will communicate with engineers who inspected the rockslide that the Board decided not to proceed with an repair at this time and will contact the contractor to proceed with the clean up already under contract.

New Business:

After review, the Board approved CPA engagement proposal to review financial statements and prepare tax returns. (Joellen Carr Forgerty CPA)

Adjournment: There being no further business, the meeting was adjourned to Executive Session at 8:10p.m.

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 28, 2013, as approved by the Board members in attendance.

Signature

Date