



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Thursday, February 20, 2014, 6:30 PM

Call to Order: President John Diskon called a regular meeting of the Board of Directors to order at 6:30 PM.

Board Members present: John Diskon President; Mitra Moheb, 1st Vice President; and, Lisa Kirch, Treasurer.

Board Members absent: Marlene Zuehlsdorff 2nd Vice President; and Joanne Brown, Secretary.

Staff Present: Michael Lee, Collins Management.

Homeowners Forum: The Board convened an open forum for members and residents to comment on various community issues: None.

President's Report:
No report was presented.

Minutes: Upon motion duly made and seconded, the Board approved the minutes of the December 10, 2013 Board meeting and January 29, 2014 Board meeting.

Committee Reports:

Landscape Committee

The committee provided an update on the tree replacement project. As a reminder, the question of what trees should be planted to replace the diseased fruit trees will be presented at the annual meeting where homeowners' input will be sought.

Safety (Nicole Shapiro):

No report

Fire Prevention (Bob Sieben):

No report.

Architecture/Infrastructure (Steve Roland):

Steve Roland provided an update on the gas shut-off valve replacement. The committee will draft a letter to send to the remaining homes that have not replaced the gas shut-off valve.

Street Lighting (Bob Mehus):

No report.

Treasurer's Report

Financial Statements: The Board reviewed the financial statements 1/31/2014 provided by Collins

Management.

Bank Reconciliation: The Board reviewed the 1/31/2014 bank reconciliation provided by Collins Management.

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

2014-2015 Draft Budget: A preliminary budget was presented and discussed. Upon motion duly made and seconded, the Board voted unanimously to approve the 2014-2015 budget to keep the monthly assessments at \$540 per quarter contingent on the final reserve contribution approval by the budget committee.

Management Report:

Punch List: The Board reviewed the punch list provided by Collins Management.

Calendar Update – None.

Other Business:

Reserve Study Funding Update: Upon motion duly made and seconded, the Board voted unanimously to approve the reserve study funding update provided by Avelar and Associates with the changes discussed and contingent on the approval by the Budget committee.

2014 Annual Meeting Update: The annual meeting will be held on Tuesday, March 25, 2014. The ballots will be mailed out within the next week with the budget package.

Correspondence: None

Adjournment: There being no further business, the meeting adjourned at 7:06 p.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 February 20, 2014 approved by the Board members in attendance.

Signature Date