



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, May 27, 2014, 6:30 PM

**Call to Order:** The Board of Directors meeting was called to order at 6:36 PM.

**Board Members present:** John Diskon; Jan Howard; Marlene Zuehlsdorff; Sandi Bonacini, and Joanne Brown.

**Board Members absent:** None.

**Staff Present:** Michael Lee, Collins Management.

**Members Present:** Bet Lai, Joan French, Sharon McPherson, John Howard, and Steve Roland.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion included the organization of the HOA general meeting agenda and tree permit information.

**President's Report:**  
No report was presented.

**Minutes:**  
Due to the change in Board and a quorum of the current Board was not present at the February 20, 2014 Board meeting, Management had the minutes reviewed by prior Board member who was a member of the Board on February 20, 2014 and had attended the meeting and received her approval of the minutes. Upon motion duly made and seconded, the Board approved the minutes of the February 20, 2014 Board Meeting as presented.

Upon motion duly made and seconded, the Board approved the minutes of the April 29, 2014 Board Meeting as amended.

#### **Committee Reports:** **Landscape Committee**

The committee provided a report on current landscape matters.

**Fire Prevention (Bob Sieben):** No report was presented.

**Architecture/Infrastructure (Steve Roland):**  
Fence Repair/Painting Proposal: None.

**Gas Shut-off Valve Installation Update:** It was noted on the written report that there are five to six more homes that are to be scheduled for gas shut-off valve installations.

**Street Lighting (Bob Mehus):** No report was presented.

**Treasurer’s Report**

**Financial Statements:** The Board reviewed the April 2014 financial statements as provided by Collins Management.

**Bank Reconciliation:** The Board reviewed the April 2014 bank reconciliations as provided by Collins Management.

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

Resolution to Approve Liens: WHEREAS, the Board of Directors has reviewed the current list of delinquent owners and state law requires the Board to decide by a majority vote of directors at an open meeting whether to record a lien against the property of owners who are delinquent in the payment of assessments and WHEREAS, a notice of intent to record a lien has been or will be sent to such owner(s), the Board took the following action:

RESOLVED by a majority of directors at this open meeting, to record a lien against the property of those owners whose assessments are delinquent when the 30-day grace period specified in the notice of intent to record a lien has expired. This decision is made specifically in regards to the following account(s): None.

**Management Report:**

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

**Calendar Update:** The Board reviewed the calendar provided by Collins Management.

**Other Business:** None.

**Correspondence:** None

**Adjournment:** The meeting adjourned to Executive Session at 7:10 p.m. At 7:13 p.m., the Board reconvened the open for the Architectural/Infrastructure Committee report. There being no further business, the meeting adjourned back to Executive Session at 7:33 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 May 27, 2014 approved by the Board members in attendance.

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Signature Date