



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

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

**Call to Order:** The Board of Directors meeting was called to order at 6:31 PM.

**Board Members present:** John Diskon, President; Jan Howard, 1<sup>st</sup> Vice President; Marlene Zuehlsdorff, 2<sup>nd</sup> Vice President; and Sandi Bonacini, Treasurer.

**Board Members absent:** Joanne Brown, Secretary.

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

**Members Present:** Sharon McPherson, Marion O'Leary, Betsy Kean, Steve Roland, and Tina Diskon.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: B. Kean reported that she is glad to be back in HHV.

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

**Minutes:**  
Upon motion duly made and seconded, the Board unanimously approved the minutes of the August 26, 2014 Board Meeting as presented.

#### **Committee Reports:**

##### **Landscape Committee**

The committee provided a report on current landscape matters. The committee reported that the Serpico Tree Division is working on replacing 5 trees on upper Starview and 9 trees on Charing Cross.

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

##### **Architecture/Infrastructure (Steve Roland):**

Fence Repair/Painting Proposal: None.

Gas Shut-off Valve Installation Update: Steve Roland reported that 12 owners received letters regarding installing a gas shut-off valve.

90 Starview Drive Repair Proposals: Discussed in Executive Session.

**Street Lighting (Bob Mehus):** The Board reported four lights are going to be replaced with a LED light. Two on Hawks Hill and two on Starview Drive.

#### **Treasurer's Report**

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

**Bank Reconciliation:** The Board reviewed the August 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.

**Old Business: None.**

**New Business: None.**

**Management Report:**

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

**Calendar Update:** None.

**Correspondence:** The Board reviewed correspondence on parking on short driveways. The Board will grant the homeowner permission to park on the driveway for them to complete the remodel within a reasonable amount of time. Afterwards, they would have to park in the garage. Also, their guest would need to park on Hiller Drive.

**Adjournment:** There being no further business, the meeting adjourned back to Executive Session at 6:54 p.m. The next Board meeting is scheduled for Tuesday, October 28, 2014 at 6:30pm. .

**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 September 30, 2014 approved by the Board members in attendance.

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Signature Date