



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, October 28, 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, Steve Roland, and Tina Diskon.

**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 unanimously approved the minutes of the September 30, 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 the association is close to having all the units with gas shut-off valves.

34 Starview Railing Proposals: The Board reviewed proposals to weld, repair, and repaint the railings leading up from 34 Starview Drive. Upon motion duly made and seconded, the Board unanimously approved the proposal to weld the railing and repair and repaint the railing with the homeowner being responsible for half of the cost of the repair and repainting.

90 Starview Drive Repair Proposals: Discussed in Executive Session.

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

**Treasurer's Report**

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

**Bank Reconciliation:** The Board reviewed the September 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:** None.

**Adjournment:** There being no further business, the meeting adjourned back to Executive Session at 7:10 p.m. The next Board meeting is scheduled for Tuesday, November 27, 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 October 28, 2014 approved by the Board members in attendance.

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Signature

Date