



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

Approved MINUTES

Board of Directors General Meeting
Tuesday, January 27, 2015, 6:30 PM

Call to Order: The Board of Directors meeting was called to order at 6:30 PM.

Board Members present: Marlene Zuehlsdorff, 2nd Vice President; Sandi Bonacini, Treasurer; and Joanne Brown, Secretary.

Board Members absent: John Diskon, President; Jan Howard, 1st Vice President.

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: No discussion.

President's Report:
No report was presented.

Minutes:
Upon motion duly made and seconded, the Board unanimously approved the minutes of the November 25, 2014 Board Meeting as amended.

Committee Reports: **Landscape Committee**

The committee provided a report on current landscape matters. The committee reported that they received a proposal from Serpico to installed doggy stations to help with the dog cleanup but does not recommend installing them because the consensus is that it will not help the issue.

In February, Serpico Tree Division will be installing the Cherry Trees at the entrances and perform deep root fertilization.

Serpico 2015-2016 Landscape Contract: Upon motion duly made and seconded, the Board unanimously approved the 2015-2016 Serpico Landscape Contract for the amount of \$4,585 per month.

Fire Prevention (Bob Sieben): It was reported that the Budget Committee has accepted the budget from the Fire Prevention Committee for 2015-2016 in the amount of \$7,000 plus \$1,000 for the Safety Committee.

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

Gas Shut-off Valve Installation Update: Steve Roland reported that he will go through the community again to verify that all units have the gas shut-off valves installed.

90 Starview Drive Repair Proposals: Discussed in Executive Session.

Stairway Repairs – The committee is gathering additional information from the contractors to compare estimates.

Street Lighting (Bob Mehus): It was reported that the committee will be looking at replacing all the street lights with LED lighting and are in the process of obtaining estimates.

Treasurer's Report

Financial Statements: The Board reviewed the November and December 2014 financial statements as provided by Collins Management.

Bank Reconciliation: The Board reviewed the November and December 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.

2015-2016 Draft Budget: Upon motion duly made and seconded, the Board unanimously approved the 2015-2016 Budget to increase the quarterly assessments to \$557 per quarter contingent on the final numbers from the reserve study.

Old Business:

Annual Meeting Announcement: It was reported that the room has been reserved and the social committee is prepared for the annual meeting.

New Business:

Draft 2015-2016 Reserve Study Funding Update: Additional changes are being made to the draft. Tabeld.

Management Report:

Punch List: A report was provided.

Calendar Update: None.

Adjournment: There being no further business, the meeting adjourned back to Executive Session at 7:14 p.m. The next Board meeting is scheduled for Tuesday, February 24, 2015 at 6:30pm.

Adjournment: There being no further business, the meeting adjourned 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 November 25, 2014 approved by the Board members in attendance.

Signature Date