



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Tuesday, June 16, 2015, 6:30 PM

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

Board Members present: Jan Howard, President; Marlene Zuehlsdorff, 2nd Vice President; Joe Schulz, Treasurer; and Marion O'Leary, Secretary

Board Members absent: Michael Saba.

Staff Present: Michael Lee, Collins Management.

Members Present: John Diskon, Tina Diskon, Rick Zuehlsdorff, Diane Seifi, and Bob Sieben.

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 May 26, 2015 Regular Board Meeting as presented.

The correction to the minutes of the January 27, 2015 Regular Board Meeting: Upon further review, no changes were necessary.

Committee Reports: **Landscape Committee**

The committee provided a report on current landscape matters. It was reported that Betsy Van Patten would be alternate committee member. The following are the members of the committee: Tina Diskon, Pam Williams, Bet Lai, Karen Faircloth, Akiko Yuda, and Sandi Bonacini as members of the Landscape Committee with Tina Diskon being Committee Chairperson

Fire Prevention (Bob Sieben): The Board reviewed a written report. See addendum A.

Safety (Diane Seifi): Diane Seifi provided a report. With the assistance of Bob Sieben, they are working on an outline of Guidelines for the Safety Committee Chairman's role. She is still working on the service request related to parking on Hiller Dr. at Starview Dr. with Mr. Taylor at Oakland Public Works with no reply. On Saturday, June 13, 2015, a meeting with the newly formed CORE team was held. The committee is also looking to obtain new storage bins for safety supplies.

Architecture/Infrastructure (Steve Roland): No report.
Fence Repair/Painting Proposal: None.
Gas Shut-off Valve Installation Update: No update.

Street Lighting (Bob Mehus): No report.

Treasurer's Report

Financial Statements: The Board reviewed the May 2015 financial statements as provided by Collins Management.

Bank Reconciliation: The Board reviewed the May 2015 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:

Legal Opinion on Common Area Responsibilities:

Management reported that they are finalizing the legal opinion and it would be available prior to the July Board meeting.

New Business:

Rental Restriction: The Board reviewed information regarding rentals and directed Management to obtain information on enforcement or the rental restrictions. Tabled.

Management Report:

Punch List: A report was provided.

Adjournment: There being no further business, the meeting adjourned back to Executive Session at 8:00 p.m. The next regular Board meeting is scheduled for Tuesday, June 16, 2015 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 June 16, 2015 approved by the Board members in attendance.

Signature

Date

ADDENDUM A

From Homeowners' Guide to Wildfire Prevention Points Relevant to HHV

70% of homes lost to wildfire are the result of **ember ignition**, even from a mile away. Structure is the responsibility of the homeowner and is not covered in inspections or our CC&Rs. Our homes, existing in pods of 2-4, and often within 10-20 feet of each other are extremely vulnerable to **ignition by heat conduction** without even a flame. One homeowner can put us all at risk. New research show relative resistance at 30 ft., so our streets may provide a barrier.

Perceived vulnerabilities (from roof down): **(Boldface and underlined = esp vulnerable)**

- Roofs** Screen areas with 1/8" wire mesh where leaves (hence leaves) collect.
Seal gaps between roof and fascia underneath eaves.
Skylights **Be sure they are screened. Close** when leaving home, especially red alert days.
Vents Screen horizontal vents with fiberglass or 1/8" mesh.
- Eaves and soffits** Screen soffits with 1/8" metal mesh, esp. where swallows (could do when painting houses); seal soffits with fire resistant materials. Our overhangs are out of compliance with the fire code; but can't do much about it. Permit fire resistant covering of soffits?
- Siding** Chip out and caulk decayed wood (vulnerable to ignition) at corners of window sills and decks.
- Windows** Prefer double-pane, tempered glass; bronze screens;
Direct contact by flames can break a window, including what's in patio & on deck.
Heat conduction through a window not enough to ignite window coverings, etc.
- Decks and porches** It's what you put on them or under them, and proximity to the ground beneath, that counts. No lattices; screen low deck with 1/8th " mesh; **don't store combustibles on or under deck or stairs**; BBQ covers may melt and lead to an intense flame; use protective stains or paints; 2x6" all heart redwood excellent; clean intersections and gaps where leaves/embers may collect.
- Garages** Usually more vulnerable; automatic **gas shut-off valve**; cheaper, lighter, fireproof, metal door preferred; weather strip any gaps below or on top; **don't use flammable plywood for utility closet doors (a lot of these doors are in poor shape with gaps and peeling)**; know how to open and close the garage manually; close it when evacuating.
- Foundations** Use 1/8th " mesh to screen vents (also blocks access to mice). Use 1/8th " mesh at lower edge of siding, particularly if not sealed, and keep mulch at least 18" away; consider pebbles as nonflammable material. A few homeowners vulnerable like mine was, away from landscaped areas.
- Fences and gates** Thicker, 1 1/2 " wood better; non-flammable gates to break continuity such as wire on a metal frame with well-maintained vines; boxed vertical succulents; stucco pillars to break continuity; avoid direct sprinkling (rots); leave gap at bottom to prevent decay; keep potentially flammable mulch away; create a barrier where a wood fence attaches to a house, particularly if attaches directly to siding that is not stucco. Never store combustibles against a fence.
- Patios** Proper firesafe vegetation and avoiding combustibles are key here.

Use numbers on fences along Hiller Drive to identify address of units?