



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, July 28, 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; Michael Saba, 1<sup>st</sup> Vice President; Joe Schulz, Treasurer; and Marion O'Leary, Secretary.

**Board Members absent:** Marlene Zuehlsdorff, 2<sup>nd</sup> Vice President

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

**Members Present:** Tina Diskon and Sharon McPherson.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion included the June meeting date change, update on 90 Starview Drive, and the tree management contract.

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

**Minutes:**  
Upon motion duly made and seconded, the Board unanimously approved the minutes of the June 16, 2015 Regular Board Meeting as presented.

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

The committee provided a report on current landscape matters. It was noted that there is a possible donation of a fountain by a homeowner.

**Committee Responsibilities:** The Board reviewed the list of committee responsibilities that was provided.

**New Landscape Request Forms:** The Board reviewed the updated forms and approved their use.

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

**Safety (Diane Seifi):** The Board reviewed the committee responsibilities that was provided.

**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 June 2015 financial statements as provided by Collins Management.

**Bank Reconciliation:** The Board reviewed the June 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:**

**Rental Restriction:**

Management provided a letter for a rental audit. It will be distributed after edits are made.

**New Business:**

Asphalt and Red Curb Painting Proposals: Upon motion duly made and seconded, the Board unanimously approved the proposal provided by Pacific Surfacing for seal coating, striping and red curb painting for the total amount of \$8,877.

**Management Report:**

**Punch List:** A report was provided.

**Adjournment:** There being no further business, the meeting adjourned back to Executive Session at 7:30 p.m. The next regular Board meeting is scheduled for Tuesday, August 25, 2015 at 6:30pm.

**Authorization to Publish Notice:** Let it be known that on June 16, 2015 it was resolved by a majority of directors in executive session, to initiate publication of a Notice of Trustee's Sale for following property(ies): APN #48H-7590-60.

**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 July 28, 2015 approved by the Board members in attendance.

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Signature Date