



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, August 25, 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; Marlene Zuehlsdorff, 2<sup>nd</sup> Vice President; and Joe Schulz, Treasurer.

**Board Members absent:** None.

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

**Members Present:** Diane Seifi, Marcia Tanner, Sandi Bonacini, Tina Diskon, Crystal Lassiter, and Pam Williams.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion included a request to have the Coastal Oak Trees pruned behind Hiller Drive. The Landscape Committee reported that the request has been received and it scheduled to be trimmed in the fall after the walkthrough with the arborist. It was also reported that there is dying rosemary underneath the oak trees.

#### **Board Resignation/Board Appointment:**

Upon motion duly made and seconded, the Board unanimously accepted the resignation of Marion O'Leary and to appoint Crystal Lassiter to the Board as Board Secretary.

#### **President's Report:**

J. Howard reported that all the Presidents of Hiller Highlands are meeting to share common knowledge of the community.

#### **Minutes:**

Upon motion duly made and seconded, the Board unanimously approved the minutes of the July 28, 2015 Regular Board Meeting as presented. Motion carried 3-0 (M. Zuehlsdorff and C. Lassiter abstains).

#### **Committee Reports:**

**Fire Prevention (Bob Sieben):** B. Sieben reported on the trespassing of the fire road above Hiller Drive and directed residents to call the police department police direct line at 510.777.3211 if they see activity. A no trespassing sign would need to be installed.

The Board requested that B. Sieben provide a committee responsibilities for the Fire Prevention Committee.

#### **Landscape Committee**

The committee provided a report on current landscape matters. It was noted that a fountain was donated by a homeowner and it will be installed behind the mailbox at 37 Starview Drive at a reduced cost by Serpico.

**Safety (Diane Seifi):** D. Seifi provided a report to the Board that included discussion on red curb painting, an additional earthquake emergency box, and the gas shut-off that turned off during the recent earthquake.

**Architecture/Infrastructure (Steve Roland):** The committee reported that the gas shut-off  
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 July 2015 financial statements as provided by Collins Management.

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

**Transfer to Reserves/Investment Options:** The Board reviewed investment options provided by Morgan Stanley and Union Bank. The Board directed Management to obtain additional information.

#### **Old Business:**

##### **Rental Restriction:**

Management reported that the rental audit letter was distributed to offsite mailing addresses.

##### **New Business:**

Use of emails: The Board discussed the recent email communication from homeowners that the Board are receiving. Management will remind owners that all communications must go through Management and not to the Board directly.

#### **Management Report:**

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

**Adjournment:** There being no further business, the meeting adjourned back to Executive Session at 8:02 p.m. The next regular Board meeting is scheduled for Tuesday, September 29, 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 August 25, 2015 approved by the Board members in attendance.

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Signature

Date