



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

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

Call to Order: The Board of Directors meeting was called to order at 6:31 PM.

Board Members present: Jan Howard, President; Michael Saba, 1st Vice President; Marlene Zuehlsdorff, 2nd Vice President; and Joe Schulz, Treasurer.

Board Members absent: Crystal Lassiter, Director.

Staff Present: Michael Lee, Collins Management.

Members Present: Tina Diskon, Diane Siefi, Sharon McPherson, Bob Sieben, and Pam Williams.

Homeowners Forum: The Board convened an open forum for members and residents to comment on various community issues: None.

President's Report:

J. Howard reported that three Board members attended the Collins Management Board Appreciation Seminar on October 24, 2015.

Minutes:

The minutes of the September 29, 2015 Regular Board Meeting were tabled for reviewed at the following meeting.

Committee Reports:

Fire Prevention (Bob Sieben): B. Sieben reported on the Silver Berry ground covers that were pruned and other fire prevention matters.

Landscape Committee

The committee provided a report on current landscape matters. The tree work is scheduled and will begin shortly.

Slope Erosion Proposal: Upon motion duly made and seconded, the Board unanimously approved the proposal provide by Serpico Landscaping for erosion control for the amount of \$5,961 where the landscape committee will try to negotiate a lower price.

Safety (Diane Seifi): A report was provided on the safety issue on the intersections at Starview Drive and Hiller Drive. Homeowners are requesting to get the red curb extended an additional 10 feet. It will take additional work to get more of it painted red. The committee is also working on getting the fire hydrant tested by the OFD.

Architecture/Infrastructure (Steve Roland): No report.

Street Lighting (Bob Mehus): No report.

Treasurer's Report

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

Bank Reconciliation: The Board reviewed the September 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 other bank options.

Old Business:

Rental Restriction:

Management reported that owners have responded on the rental audit letter and we are currently under the rental limit.

CC&R Revision Proposal: Tabled. The Board directed Management to obtain additional proposals.

New Business:

Year-End Financials Engagement Letter: Upon motion duly made and seconded, the Board unanimously approved the year-end financials engagement letter provided by Young, Craig & Co.

Reserve Study Proposals: The Board reviewed proposals for a full reserve study for the 2016-2017 fiscal year. The Board directed Management to inquire about having them attend the next Board meeting.

Management Report:

Punch List: A report was provided.

Adjournment: There being no further business, the meeting adjourned to Executive Session at 8:21 p.m. The next regular Board meeting is scheduled for Tuesday, November 24, 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 October 27, 2015 approved by the Board members in attendance.

Signature

Date