



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, January 19, 2016, 6:30 PM

**Call to Order:** Jan Howard, Board President, called the meeting to order at 6:33 PM.

**Board Members present:** Jan Howard, President; Michael Saba, 1<sup>st</sup> Vice President; Joe Schulz, Treasurer; and Crystal Lassiter, Director.

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

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

**Members Present:** Tina Diskon, Bob Sieben, Fred Booker (guest), and Steve Roland.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: Fred Booker provided a report on a home invasion robbery in the neighborhood and asked if the HHV Board would be interested in having security cameras installed around Hiller Highlands. He will include the Board on the email list and provide them with additional information.

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

J. Howard reported that they will be looking to appointing a nominating committee. Also, in 2021, all the homes will need to have their sewer laterals inspected per the ordinance. J. Howard also discussed the library book exchange program.

#### **Minutes:**

Upon motion duly made and seconded, the Board unanimously approved the minutes of the September 29, 2015 Regular Board Meeting as presented.

Upon motion duly made and seconded, the Board unanimously approved the minutes of the November 24, 2015 Regular Board Meeting as presented.

#### **Committee Reports:**

**Fire Prevention (Bob Sieben):** A report was provided. The committee purchased a new chainsaw after it was determined one was necessary. Also, the no trespassing sign needs to be replaced with a heavier duty sign. Management will look into getting estimates for the sign replacement. The Committee is requesting an additional \$1,000 for the 2016-2017 Fire Prevention budget.

#### **Landscape Committee:**

The committee provided a report on current landscape matters.

**Serpico Landscape Contract:** Upon motion duly made and seconded, the Board unanimously approved the landscape maintenance contract for 2016-2017 at the cost of \$4,585 per month.

**Safety (Diane Seifi):** No report.

**Architecture/Infrastructure (Steve Roland):** No report.

Fence Repair/Painting Proposal: None.

Gas Shut-off Valve Installation Update: S. Roland reported that all the homes should have an emergency gas shut-off except for one but he will confirm.

**Street Lighting (Bob Mehus):** No report.

### **Treasurer's Report**

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

**Bank Reconciliation:** The Board reviewed the November 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: None.

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. J. Schulz will look at investment options and provide recommendations to the Board at the next regular meeting.

**2016-2017 Draft Budget:** J. Schulz provided a preliminary budget for the Board to review. He will get a committee together to finalize the budget to be approved at the February 23, 2016 Board meeting.

### **Old Business:**

**CC&R Update/Questionnaire Review:** The Board reviewed the questionnaire that was filled out by Management. They will have a special meeting to review it before sending it to the attorneys.

### **New Business:**

**2016 Annual Meeting:** The 2016 Annual meeting will be held on Tuesday, March 29, 2016. The Board will look to appoint a nominating committee to find candidates to serve on the Board of Directors.

**Appointment of Inspector of Elections:** Upon motion duly made and seconded, the Board unanimously appointed Michael Lee of Collins Management as Inspector of Elections.

### **Management Report:**

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

**Adjournment:** There being no further business, the meeting adjourned to Executive Session at 7:53 p.m. The next regular Board meeting is scheduled for Tuesday, January 26, 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 January 19, 2016 approved by the Board members in attendance.

---

Signature Date