



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Tuesday, February 23, 2016, 6:30 PM

Call to Order: Jan Howard, Board President, called the meeting to order at 6:37 PM.

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

Board Members absent: Marlene Zuehlsdorff, 2nd Vice President and Crystal Lassiter, Director.

Staff Present: Michael Lee, Collins Management.

Members Present: Tina Diskon, Bob Sieben, and Steve Roland.

Homeowners Forum: The Board convened an open forum for members and residents to comment on various community issues: No discussion.

President's Report:

J. Howard reported that there are two nominations for the two vacant Board positions at the upcoming Annual Meeting & Election.

Minutes:

Upon motion duly made and seconded, the Board unanimously approved the minutes of the January 19, 2016 Regular Board Meeting as presented.

Committee Reports:

Fire Prevention (Bob Sieben): A report was provided. Upon motion duly made and seconded, the Board unanimously approved the 2016-2017 Shelterbelt contract not to exceed \$8,500 upon clarification that the total amount includes the additional budget for Bob Sieben.

Landscape Committee:

The committee provided a report on current landscape matters.

Safety (Diane Seifi): No report.

Architecture/Infrastructure (Steve Roland): Upon motion duly made and seconded, the Board unanimously approved the purchase of another set of paint samples for the committee.

Fence Repair/Painting Proposal:

Gas Shut-off Valve Installation Update: S. Roland reported that all the homes now have an emergency gas shut-off.

Street Lighting (Bob Mehus): No report.

Treasurer's Report

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

Bank Reconciliation: The Board reviewed the January 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 provided some information and will continue to look at investment options.

2016-2017 Draft Budget: J. Schulz provided the draft 2016-2017 budget for the Board to review. Upon motion duly made and seconded, the Board unanimously approved the 2016-2017 budget with no increase at \$557 per quarter per unit.

Old Business:

CC&R Update/Questionnaire Review: Management reported that the questionnaire was submitted to the attorneys and we are waiting for the draft governing document revisions.

New Business:

Draft Reserve Study Approval: The Board reviewed the draft reserve study for the 2016-2017 fiscal year. Upon motion duly made and seconded, the Board unanimously approved the reserve study on clarification on the property type.

Correspondence: Homeowner Request – Chemical Spraying: The Board reviewed a request for be exempt from spraying Roundup at 409 Hiller Drive. Upon motion duly made and seconded, the Board unanimously denied the request. The denial is based on the Associations responsibility to maintain the landscaping and potential effects it could have on the neighboring property if the weeds are not treated properly, a report from Serpico that the pesticide is safe in the dilutions used, EPA confirmation of the safety of the pesticide, whether or not an alternative is available and the cost to the Association.

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 the Annual Meeting & Elections scheduled for Tuesday, March 29, 2016 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 February 23, 2016 approved by the Board members in attendance.

Signature

Date