



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Tuesday, May 3, 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; Tina Diskon, 2nd Vice President; and Joe Schulz, Treasurer.

Board Members absent: Crystal Lassiter, Director.

Staff Present: Michael Lee, Collins Management.

Members Present: Sandi Bonacini and Steve Roland.

Election of Officers: Upon motion duly made and seconded, the Board voted unanimously for the following: Jan Howard was elected President, Michael Saba was elected 1st Vice President, Tina Diskon was elected 2nd Vice President, Joe Schulz was elected Treasurer, and Crystal Lassiter was elected Secretary.

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

President's Report:
No report.

Minutes:

Upon motion duly made and seconded, the Board unanimously approved the minutes of the February 24, 2016 Regular Board Meeting as presented.

Upon motion duly made and seconded, the Board unanimously approved the minutes of the March 29, 2016 Annual Meeting as presented.

Committee Reports:

Fire Prevention (Bob Sieben): A written report was provided. Bob Sieben was appointed chairperson.

Landscape Committee:

New structure and use of new email address was approved by the board. It was agreed that Landscape teams would now approve and be responsible for bids, as long as the amounts of money to be spent remain within the budget. Annual evaluation of vendor performance and negotiation of vendor contract for grounds service will be done by Michael Lee of Collins Management with input from the committee members.

Committee Members Resignation and Appointments: Upon motion duly made and seconded, the Board unanimously accepted the resignation of the members of the Landscape Committee for the 2015-2016

fiscal year and to appoint Bet Lai, Karen Faircloth, Elizabeth Van Patten, Pam Williams, Akiko Yuda, Yvette Dinkins, and Sandi Bonacini as members of the Landscape Committee.

Safety (Diane Seifi): No report. Diane Seifi was appointed as chairperson of the Safety Committee with Ann Kneissl, Jeanne Robinson and Crystal Lassiter as committee members.

Architecture/Infrastructure (Steve Roland):

Fence Repair/Painting Proposal: Fence projects all done or in process. The question of fence design seems to need further clarity and the committee will make a statement about it and about colors. The committee is also investigating a new fire department directive with regard to fences where they attach to homes.

Upon motion duly made and seconded, the Board unanimously accepted the resignation of the members of the Architectural Committee for the 2015-2016 fiscal year and to appoint Steve Roland, Bill Tam, and Marcia Tanner to the Architectural Committee with Steve Roland as Chairperson.

Street Lighting (Bob Mehus): No report. Bob Mehus was appointed chairperson with Michael Saba as a committee member.

Social: Social Committee members are Jan Howard and Marlene Zuehlsdorff.

Treasurer's Report

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

Bank Reconciliation: The Board reviewed the February 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. the board voted to go forward with the treasurer's plan to diversify financial accounts to conform with liability limits. Some funds will be placed in separate revolving CD's.

Old Business:

CC&R Update/: Management reported that we are waiting for the draft governing document revisions.

New Business:

Alternative Landscape Treatment: It was agreed to table consideration of the new landscape equipment, currently under consideration, until next board meeting when a Serpico representative could be present to answer questions.

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, May 31, 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 May 3, 2016 approved by the Board members in attendance.

Signature

Date