



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, May 31, 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; Tina Diskon, 2<sup>nd</sup> Vice President; and Joe Schulz, Treasurer.

**Board Members absent:** Michael Saba, 1<sup>st</sup> Vice President and Crystal Lassiter, Director.

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

**Members Present:** Sandi Bonacini and Steve Roland.

**Guest Recognition:** Mike Towle of Serpico Landscaping was present to provide information and answer questions about the fertigation unit. He reported that it provides fertilization every time the plants are watered. This method does not cause growth, but does make the plants much healthier. It does not provide treatment to weeds or repels deer.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion includes the minutes on the website and the damage to the asphalt from possibly a garbage truck.

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

No report.

#### **Minutes:**

Upon motion duly made and seconded, the Board unanimously approved the minutes of the May 3, 2016 Regular Board Meeting as presented.

#### **Committee Reports:**

**Fire Prevention (Bob Sieben):** No report.

#### **Landscape Committee:**

The committee reported that they are waiting for two bids for tree work. One for pruning and the other for removal.

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

#### **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.

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

**Treasurer’s Report**

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

**Bank Reconciliation:** The Board reviewed the April 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:** No report.

**Old Business:**

**Alternative Landscape Treatment:** Upon motion duly made and seconded, the Board unanimously approved the proposal for the installation of five fertigation units that deliver organic fertilizer through the irrigation system for the amount of \$5,430.

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

**New Business:**

**Draft Year-End Financial Report:** Tabled for further review of the report.

**Management Report:** A report was provided

**Adjournment:** There being no further business, the meeting adjourned to Executive Session at 7:29 p.m. The next regular Board meeting is scheduled for Tuesday, June 28, 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 31, 2016 approved by the Board members in attendance.

---

Signature Date