



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, June 28, 2016, 6:30 PM

**Call to Order:** Jan Howard, Board President, called the meeting to order at 6:30 PM.

**Board Members present:** Jan Howard, President; Michael Saba, 1<sup>st</sup> Vice President; Tina Diskon, 2<sup>nd</sup> Vice President; Joe Schulz, Treasurer; and Crystal Lassiter, Director.

**Board Members absent:** None.

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

**Members Present:** Betsy Van Patten, Steve Roland, and Akiko Yuda.

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

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

The Board President asked that the meetings in September, October, and February will be rescheduled to the following 9/22, 10/27, and 2/21.

#### **Minutes:**

Upon motion duly made and seconded, the Board unanimously approved the minutes of the May 31, 2016 Regular Board Meeting as presented.

#### **Committee Reports:**

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

#### **Landscape Committee:**

Update Serpico Landscape Maintenance Contract: Tabled for additional review.

Website Information Update: Upon motion duly made and seconded, the Board unanimously approved the changes to the landscape information on the website.

There will be no plantings until October. The spring pruning has been completed. Tree requests begins July 1<sup>st</sup>.

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

#### **Architecture/Infrastructure (Steve Roland):**

Fence Repair/Painting Proposal: The committee presented an estimate to paint the exterior of a fence on Hiller Dr. Upon motion duly made and seconded, the Board unanimously approved to paint the fence for \$375 (T. Diskon abstains).

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

**Treasurer's Report**

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

**Bank Reconciliation:** The Board reviewed the May 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 treasurer is looking at investing options.

**Old Business:**

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

**Draft Year-End Financial Report:** Upon motion duly made and seconded, the Board unanimously approved the draft year-end financial report for the year ending March 31, 2016.

**New Business:** None.

**Management Report:** A report was provided

**Adjournment:** There being no further business, the meeting adjourned to Executive Session at 8:09 p.m. The next regular Board meeting is scheduled for Tuesday, July 26, 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 June 28, 2016 approved by the Board members in attendance.

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Signature

Date