



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

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

Call to Order: Jan Howard, Board President, called the meeting to order at 6:34 PM.

Board Members present: Jan Howard, President; Michael Saba, 1st Vice President; Tina Diskon, 2nd 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, Akiko Yuda, and Pam Williams.

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 July 26, 2016 Regular Board Meeting as amended.

Committee Reports:

Fire Prevention (Bob Sieben): No report.

Landscape Committee: It was reported that the committee met with Serpico and B. Sieben regarding the slope. B. Sieben will take care of the slope and will work out with the Landscape Committee to determine where the funds will come out of.

Trees are being planted and the committee received one tree request so far.

Update Serpico Landscape Maintenance Contract: Tabled for additional review.

Safety (Diane Seifi): No report.

Architecture/Infrastructure (Steve Roland):

Fence Repair/Painting Proposal: The fence at 53 Starview was painted.

The committee will provide a list of homes needing painting at the August Board meeting.

Street Lighting (Bob Mehus): No report.

Treasurer's Report

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

Bank Reconciliation: The Board reviewed the July 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: Upon motion duly made and seconded, the Board unanimously approved the transfer of \$100k from the reserve account to an investment vehicle that will provide the HOA a better return on investment and will provide the HOA with an additional FDIC insurance coverage.

Old Business:

CC&R Update: Management reported that we are waiting for the draft governing document revisions and the association has moved up in their queue.

New Business:

National Night Out: The Board provided an report on the National Night Out event.

Enforcement Policy and Schedule of Fines: The Board reviewed a sample Enforcement Policy and Schedule of Fines and are considering updated their schedule of fines.

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, August 30, 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 August 30, 2016 approved by the Board members in attendance.

Signature

Date