



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Thursday, September 22, 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; and Joe Schulz, Treasurer.

Board Members absent: Crystal Lassiter, Director.

Staff Present: Michael Lee, Collins Management.

Members Present: Steve Roland and Bob Sieben.

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 August 30, 2016 Regular Board Meeting as presented.

Committee Reports:

Fire Prevention (Bob Sieben): A brief report was provided.

Landscape Committee:

Update Serpico Landscape Maintenance Contract: Upon motion duly made and seconded, the Board unanimously approved the updated Serpico Landscape Maintenance contract.

Safety (Diane Seifi): No report.

Architecture/Infrastructure (Steve Roland):

Fence Repair/Painting Proposal: Some fences on Starview have been repaired and painted.

The committee conducted a site inspection for the homes in need of maintenance and will provide the information to Management.

Street Lighting (Bob Mehus): No report.

Treasurer's Report

Financial Statements: The Board reviewed the August 2016 financial statements as provided by Collins Management.

Bank Reconciliation: The Board reviewed the August 2016 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.

Enforcement Policy and Schedule of Fines: The Board is updating the enforcement policy and schedule of fines.

New Business: None.

Management Report: A report was provided

Adjournment: There being no further business, the meeting adjourned to Executive Session at 7:22 p.m. The next regular Board meeting is scheduled for Thursday, October 27, 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 September 22, 2016 approved by the Board members in attendance.

Signature Date