



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Tuesday, February 21, 2017, 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, 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: Steve Roland, Betsy Van Patten, 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: J. Howard reported that the Board has met to review the draft governing documents. Once the draft is approved for distribution, a town hall meeting with the attorneys will be held for the members.

Minutes: January 24, 2017 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the January 24, 2017 Regular Board Meeting as amended.

Committee Reports:

Fire Prevention (Bob Sieben): A report was provided. The committee is hoping to get a grant for additional vegetation management.

Landscape Committee: A report was provided. The committee walked the property with Serpico to review the plants. The tree work is progressing, but is slow due to the rains.

Safety (Diane Seifi): No report.

Architecture/Infrastructure (Steve Roland): The committee reported that they have received responses and inquiries to the maintenance letters that went out and many homeowners are complying with the maintenance requests. The committee still needs to make a duplicate copy of the paint samples board.

Street Lighting (Bob Mehus): No report.

Treasurer's Report

Financial Statements: The Board reviewed the January 2017 financial statements and bank reconciliation reports 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: J. Schulz is still researching investing institutions to invest \$100k.

Draft 2017-2018 Budget: The Board reviewed the draft budget for the 2017-2018 fiscal year. M/S/C to oppose the initial budget. M/S/C to approved the budget to keep the quarterly assessments at \$557 for the 2017-2018 fiscal year with minor adjustments to the budget.

Old Business:

CC&R Update: The Board has received the draft governing documents revision and will review them during special meetings. Information will be included in the newsletter asking homeowners for areas of concerns.

Enforcement Policy and Schedule of Fines: The Board is updating the enforcement policy and schedule of fines. This will be in concurrent with the update governing documents.

New Business:

Comcast Agreement Renewal: The Board reviewed an updated Comcast service and compensation agreement. The Board directed Management to request additional compensation per unit and to change the automatic renewal terms. Tabled.

Draft Reserve Study Update: Upon motion duly made and seconded, the Board unanimously approved the draft reserve study update provided by Avelar & Associates.

Outgoing Correspondence: The Board reviewed an outgoing correspondence to a homeowner regarding parking.

Management Report: A report was provided. Upon motion duly made and seconded, the Board unanimously appointed Michael Lee of Collins Management as Inspector of Elections for the 2018 Annual Elections.

Adjournment: There being no further business, the meeting adjourned to Executive Session at 8:15 p.m. The next regular Board meeting is scheduled for Tuesday, April 25, 2017 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 February 21, 2017 approved by the Board members in attendance.

Signature

Date