



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Tuesday, April 25, 2017, 6:30 PM

Call to Order: Jan Howard, Board President, called the meeting to order at 6:35 PM.

Board Members present: Jan Howard, President; Michael Saba, 1st Vice President; Tina Diskon, 2nd Vice President; and Crystal Lassiter, Director.

Board Members absent: Joe Schulz, Treasurer.

Staff Present: Michael Lee, Collins Management.

Members Present: Bob Sieben, Tim Cutting, and Steve Roland,

Election of Officers: Upon motion duly made and seconded, the Board unanimously appointed Jan Howard as President, Michael Saba as 1st Vice President, Tina Diskon as 2nd Vice President, Joe Schulz as Treasurer, and Crystal Lassiter as Secretary.

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 on the upcoming meeting dates and it will be discussed later in the meeting.

Minutes:

February 21, 2017 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the February 21, 2017 Regular Board Meeting as amended.

March 28, 2017 Annual Meeting Minutes: Upon motion duly made and seconded, the Board unanimously approved the minutes of the March 28, 2017 Annual Meeting as amended.

Committee Member Resignation and Appointments:

M/S/C to accept the committee member resignations. M/SC to appoint the following:

Landscape Committee: Bet Lai, Karen Faircloth, Elizabeth Van Patten, Pam Williams, Akiko Yuda, and Yvette Dinkins.

Fire Prevention Committee: Bob Sieben, Jose Garcel, and Ener Chiu with Bob Sieben as Chairperson.

Architectural Committee: Steve Roland, Bill Tam, Marcia Tanner, and Steve Colitz with Steve Roland as Chairperson.

Safety Committee: Diane Seifi and Jeanne Robinson with Diane Seifi as Chairperson.

Street Lighting: Bob Mehus and Michael Saba with Bob Mehus as the Chairperson.

Social: Jan Howard, Marlene Zuehlsdorff, and Susie Neffinger.

Committee Reports:

Fire Prevention (Bob Sieben): A report was provided. The Acacia seedlings and dead brush was removed around Hawks Hill Court. The committee is hoping to get a grant for additional vegetation management.

Shelterbelt Builders Vegetation Management Contract: Upon motion duly made and seconded, the Board unanimously accepted the vegetation management contract provided by Shelterbelt Builders.

Landscape Committee: A report was provided. Mulch is being installed around the community.

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. Additional notices will be going out to the remaining homes requirement maintenance on their property.

Street Lighting (Bob Mehus): No report.

Treasurer's Report

Financial Statements: The Board reviewed the March 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.

Old Business:

CC&R Update: The attorneys are still reviewing the comments and questions provided by the Board.

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.

Comcast Agreement Renewal Ratification: Upon motion duly made and seconded, the Board unanimously approved the ratification for the Comcast Service and Compensation Agreement renewal.

New Business:

2017-2018 Meeting Schedule: Except for the following dates, the Board will meet on the last Tuesday of the month. September 19, 2017, October 17, 2017, and November 16, 2017. Meetings date are subject to change.

Oakland Fire Prevention: The Board discussed the upcoming inspections by the Oakland Fire Department for fire prevention.

Management Report: A report was provided.

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, May 30, 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 April 25, 2017 approved by the Board members in attendance.

Signature

Date