



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

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

Call to Order: Jan Howard, Board President, called the meeting to order at 6:32 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: Sharon McPherson, Bob Sieben, Steve Roland, and Vince Crudele (OFD).

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

Guest Recognition: Fire Chief Vince Crudele was present to discuss the fire inspection notices and answer questions from the Board and the homeowners present.

President's Report: J. Howard reported on the sewer lateral work that was done at Starview Court.

Minutes:

April 25, 2017 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the April 25, 2017 Regular Board Meeting as presented.

Committee Reports:

Fire Prevention (Bob Sieben): A report was provided. Most of the fire inspections by the Oakland Fire Department have been completed. There were a total of 5 notices of non-compliance. B. Sieben will work with OFD to determine what needs to be done to bring the properties into compliance.

Landscape Committee: A report was provided. A walkthrough with Serpico was completed to look at the trees in the community to determine what work is needed.

Safety (Diane Seifi): No report.

Architecture/Infrastructure (Steve Roland): The committee reported that 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 April 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.

New Business:

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

Year-End Financials Engagement Letter: Upon motion duly made and seconded, the Board unanimously approved the year-end financials engagement letter provided by Young, Craig, & Co.

Management Report: The Board reviewed the updated calendar.

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, June 27, 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 May 30, 2017 approved by the Board members in attendance.

Signature

Date