



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, July 25, 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, 1<sup>st</sup> Vice President; Tina Diskon, 2<sup>nd</sup> Vice President; and Joe Schulz, Treasurer.

**Board Members absent:** None.

**Staff Present:** Michael Lee, Collins Management.

**Members Present:** Bet Lai.

**Board Appointment:** Upon motion duly made and seconded, the Board unanimously appointed Brenda Keys to the Board to serve as the remaining term left by C. Lassiter.

**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 welcomed new Board member Brenda Keys to the Board. She also reported that she will be reaching out to other phases of Hiller Highlands to ask if they would be willing to donate some funds to assist with the maintenance of the hillside due to the additional work needed from the rainy season and additional growth.

#### **Minutes:**

June 27, 2017 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the June 27, 2017 Regular Board Meeting as presented.

#### **Committee Reports:**

**Fire Prevention (Bob Sieben):** A report was provided. Upon motion duly made and seconded, the Board approved an additional \$5,800 for fire prevention work to be done now and two days later. J. Schulz dissents. Motion carried 4-1.

**Landscape Committee:** A report was provided. The scheduled tree work was completed. Tree between 8/12 Starview still needs work. The Oleanders by 555 Hiller will be trimmed.

**Safety (Diane Seifi):** No report.

**Architecture/Infrastructure (Steve Roland):** No report.

**Street Lighting (Bob Mehus):** No report.

**Treasurer's Report**

**Financial Statements:** The Board reviewed the June 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:** Upon motion duly made and seconded, the Board unanimously approved moving the current CD's into other CD's with better rates.

**Old Business:**

**CC&R Update:** The Board is waiting for the updated draft from the attorneys. The Town Hall meeting is tentatively scheduled for October 10, 2017.

**Enforcement Policy and Schedule of Fines:** The Board reviewed a draft rules & regulations and enforcement and fine policy.

**New Business:**

**Draft Year-End Financials Engagement Letter:** Upon motion duly made and seconded, the Board unanimously approved the draft year-end financial report provided by the CPA.

**Management Report:** The Board reviewed the punch list and updated calendar.

**Adjournment:** There being no further business, the meeting adjourned to Executive Session at 7:42 p.m. The next regular Board meeting is scheduled for Tuesday, August 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 July 25, 2017 approved by the Board members in attendance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date