



HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors
Highlands Country Club
Oakland, CA 94618

APPROVED MINUTES

Board of Directors General Meeting
Tuesday, September 19, 2017, 6:30 PM

Call to Order: Michael Saba, 1st Vice President, called the meeting to order at 6:34 PM.

Board Members present: Michael Saba, 1st Vice President; Joe Schulz, Treasurer; and Tina Diskon, 2nd Vice President; and Brenda Keys, Secretary.

Board Members absent: Jan Howard, President.

Staff Present: Michael Lee, Collins Management.

Members Present: Steve Roland.

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:

August 29, 2017 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the August 29, 2017 Regular Board Meeting as presented.

Committee Reports:

Fire Prevention (Bob Sieben): No report.

Landscape Committee: A report was provided. Some of the trees are not healthy and the committee is looking at replacement options.

Safety: Upon motion duly made and seconded, the Board unanimously accepted the resignation of Diane Seifi as the Safety Committee Chairperson. The Board will search for a replacement.

Architecture/Infrastructure (Steve Roland): A report was provided. Some common area and homeowner fences are in need of repair.

Street Lighting (Bob Mehus): The lights are working properly.

Social Committee: No report.

Treasurer's Report

Financial Statements: The Board reviewed the August 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: Upon motion duly made and seconded, the Board unanimously approved the distribution of the latest version of the Governing Documents. 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.

Homeowner Violation: The Board discussed homeowner violations and will notify the homeowner.

New Business: None.

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

Adjournment: There being no further business, the meeting adjourned to Executive Session at 7:54 p.m. The next regular Board meeting is scheduled for Tuesday, October 17, 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 September 19, 2017 approved by the Board members in attendance.

Signature

Date