



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
Oakland, CA 94618

### APPROVED MINUTES

Board of Directors General Meeting  
Thursday, November 16, 2017, 6:30 PM

**Call to Order:** Jan Howard, President, called the meeting to order at 6:30 PM.

**Board Members present:** Jan Howard, President; Michael Saba, 1<sup>st</sup> Vice President; Joe Schulz, Treasurer; and Tina Diskon, 2<sup>nd</sup> Vice President; and Brenda Keys, Secretary.

**Board Members absent:** None.

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

**Members Present:** 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 she received responses from other phases on contributing to the vegetation management expense.

#### **Minutes:**

**October 17, 2017 Regular Board Meeting:** Upon motion duly made and seconded, the Board unanimously approved the minutes of the October 17, 2017 Regular Board Meeting as amended.

#### **Committee Reports:**

**Fire Prevention (Bob Sieben):** A written report provided. The Board and committee members are meeting with Shelterbelt on Monday, November 20, 2017 to review and discuss the vegetation management service.

**Landscape Committee:** No report.

**Safety:** No report. The Board is still looking for a chairperson for the Safety Committee.

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

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

**Social Committee:** No report.

#### **Treasurer's Report**

**Financial Statements:** The Board reviewed the October 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.

**Old Business:**

**CC&R Update:** The Board received the updated documents with the changes from the town hall meeting.

**Enforcement Policy and Schedule of Fines:** The Board is working on the changes to the rules & regulations and enforcement and fine policy that were discussed at the town hall meeting.

**Homeowner Violation:** The Board discussed homeowner maintenance violations and the homeowners will be notified.

**New Business:**

**Irrigation Controller Replacement Ratification:** Upon motion duly made and seconded, the Board unanimously ratified the approval of the irrigation controller.

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

**Adjournment:** There being no further business, the meeting adjourned to Executive Session at 7:44 p.m. The next regular Board meeting is scheduled for Tuesday, January 30, 2018 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 November 16, 2017 approved by the Board members in attendance.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_