



**HILLER HIGHLANDS FIVE ASSOCIATION**  
Board of Directors  
Highlands Country Club  
110 Hiller Drive Oakland, CA 94618

**Approved**  
**MINUTES**

Board of Directors General Meeting  
Tuesday, January 30, 2018, 6:30 PM

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

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

**Board Members absent:** Michael Saba, 1<sup>st</sup> Vice President.

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

**Members Present:** Pam Williams, Steve Roland, Mindy Mull, and Ann Kneissl.

**Governing Document Revision Voting:** Due to a lack of quorum, the Inspector of Elections extended the voting period until Tuesday, February 13, 2018 at 5pm. The count will take place at the Collins Management office located at 500 Alfred Nobel Dr. Suite 250 Hercules, CA 94547.

**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. Some of the other phases do not have the fund to contribute. A recommendation was made to use goats for the hillside and that will be investigated.

**Minutes:**

**November 16, 2017 Regular Board Meeting:** Upon motion duly made and seconded, the Board unanimously approved the minutes of the November 16, 2017 Regular Board Meeting as presented.

**Committee Reports:**

**Fire Prevention (Bob Sieben):** A written report provided.

**Landscape Committee:** The landscape budget year to date was discussed.

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

**Architecture/Infrastructure (Steve Roland):** A property on Starview Court was painted with the approved colors. There are several fences that need to be repaired.

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

**Social Committee:** No report.

**Treasurer's Report**

**Financial Statements:** The Board reviewed the December 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:** A quorum was not established and the ballot period was extended.

**Enforcement Policy and Schedule of Fines:** The Board is working on the changes to the rules & regulations and enforcement and fine policy.

**New Business:**

**Appointment of Inspector of Elections:** Upon motion duly made and seconded, the Board unanimously appointed Michael Lee of Collins Management as Inspector of Elections.

**2018 Annual Meeting:**

**Reserve Funding Study Update Proposal:** Upon motion duly made and seconded, the Board unanimously approved the proposal provided by Avelar & Associates to update the funding study.

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

**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, February 20, 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 January 30, 2018 approved by the Board members in attendance.

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Signature Date