



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

Approved
MINUTES

Board of Directors General Meeting
Tuesday, February 20, 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; Michael Saba, 1st Vice President; Joe Schulz, Treasurer; and Tina Diskon, 2nd Vice President; and Brenda Keys, Secretary.

Board Members absent: None.

Staff Present: Michael Lee, Collins Management.

Members Present: Burt Boltuch, Cathy Livingst, Jean Chen, and 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 met with the Board President of other phases. 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:

January 30, 2018 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the January 30, 2018 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): No report.

Street Lighting (Bob Mehus): Two streetlights were recently replaced.

Social Committee: The annual meeting preparation is in progress.

Treasurer's Report

Financial Statements: The Board reviewed the January 2018 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.

2018-2019 Proposed Budget: Upon motion duly made and seconded, the Board unanimously approved the proposed 2018-2019 budget to keep the quarterly assessments at \$570 per unit per quarter.

Old Business:

Rules & Regulations Update/Enforcement Policy and Schedule of Fines: Upon motion duly made and seconded, the Board unanimously approved the distribution of the updated Rules and Regulations and Enforcement Policy and Schedule of Fines for the 30 days review period.

2018 Annual Meeting Update: Everything is set for the March 27, 2018 Annual Meeting.

New Business:

Draft Reserve Funding Study Update: Upon motion duly made and seconded, the Board unanimously approved the draft reserve study provided by Avelar & Associates.

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

Adjournment: There being no further business, the meeting adjourned to Executive Session at 8:18 p.m. The next regular Board meeting is scheduled for Tuesday, April 24, 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 February 20, 2018 approved by the Board members in attendance.

Signature

Date