



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

**APPROVED
MINUTES**

Board of Directors General Meeting
Tuesday, May 1, 2018, 6:30 PM

Call to Order: Michael Lee called the meeting to order at 6:31 PM.

Appointment of Officers: Upon motion duly made and seconded, Michael Saba was appointed Board President, Diane Seifi was appointed 1st Vice President, Jean Chen was appointed 2nd Vice President, Joe Schulz as Treasurer, and Brenda Keys as Secretary.

Board Members present: Michael Saba, President; Diane Seifi, 1st Vice President; Joe Schulz, Treasurer; and Jean Chen, 2nd Vice President; and Brenda Keys, Secretary.

Board Members absent: None.

Staff Present: Michael Lee, Collins Management.

Members Present: Steve Roland 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: No report.

Minutes:

February 20, 2018 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the February 20, 2018 Regular Board Meeting as amended.

March 27, 2018 Annual Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the March 27, 2018 Annual Meeting as presented.

Committee Reports:

Fire Prevention (Bob Sieben): An oral report provided. The committee is looking at options for vegetation management and will be meeting with other companies.

Landscape Committee: No report.

Safety: It was reported that there is a volunteer to chair the Safety Committee. The Board will verify with the homeowner.

Architecture/Infrastructure (Steve Roland): It was reported that the paint color board has been duplicated.

Street Lighting (Bob Mehus): No report.

Social Committee: No report.

Treasurer's Report

Financial Statements: The Board reviewed the February and March 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): 562086.

Other Business:

Rules & Regulations Update/Enforcement Policy and Schedule of Fines: Upon motion duly made and seconded, the Board unanimously adopted the updated Rules and Regulations and Enforcement Policy and Schedule of Fines.

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, May 29, 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 May 1, 2018 approved by the Board members in attendance.

Signature Date