



## 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 29, 2018, 6:30 PM

**Call to Order:** Michael Lee called the meeting to order at 6:35 PM.

**Board Members present:** Michael Saba, President; Joe Schulz, Treasurer; and Jean Chen, 2<sup>nd</sup> Vice President; and Brenda Keys, Secretary.

**Board Members absent:** Diane Seifi, 1<sup>st</sup> Vice President.

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

**Members Present:** Steve Roland, Tina Diskon, Betsy Van Patten, and Bob Sieben.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion included paint colors.

**President's Report:** No report.

#### **Minutes:**

**May 1, 2018 Regular Board Meeting:** Upon motion duly made and seconded, the Board unanimously approved the minutes of the May 1, 2018 Regular Board Meeting as amended.

#### **Committee Reports:**

**Fire Prevention (Bob Sieben):** An oral report provided. Most of the mowing has been completed around the community.

**Landscape Committee:** The planting for the season is completed. The committee has received bids for the tree work. Some of the trees are in bad health and needs to be replaced. The committee is evaluating different options. There committee will put up a sign about picking up after your pets to help deter pet owners who are not picking up after their dogs.

**Landscape Renewal Contract:** Upon motion duly made and seconded, the Board unanimously approved the 2018-2019 Serpico contract for landscape maintenance as presented.

**Safety:** No report.

**Architecture/Infrastructure (Steve Roland):** Some minor fence repairs have been completed. The paint color codes needs to be updated. Management will work on that.

**Street Lighting (Bob Mehus):** No report.

**Social Committee:** No report.

**Treasurer's Report**

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

**Other Business:**

**Rental Audit:** The Board reviewed communication from a homeowner who is volunteering to determine which homes are being rented. The Board accepted her offer.

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

**Adjournment:** There being no further business, the meeting adjourned at 8:03 p.m.

The next regular Board meeting is scheduled for Tuesday, July 31, 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 29, 2018 approved by the Board members in attendance.

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Signature Date