



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

APPROVED
MINUTES

Board of Directors General Meeting
Monday, September 24, 2018, 6:30 PM

Call to Order: Michael Saba, President, called the meeting to order at 6:30 PM.

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

Board Members absent: None.

Staff Present: Michael Lee, Collins Management.

Members Present: Betsy Van Patten, Bet Lai, 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.

Guest Recognition: Thuan Tran, Thuan Landscaping & Gardening Services, was present to answer question from the Board on his services for vegetation management. The Board presented him with a proposed contract for his review. It will be finalized once Thuan Landscaping agrees to the terms and provides proof of workers compensation insurance.

President's Report: No report.

Minutes:

August 28, 2018 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the August 28, 2018 Regular Board Meeting as amended.

Committee Reports:

Fire Prevention (Bob Sieben): An oral report provided.

Landscape Committee: A report was provided. Topics included view restoration and the frequency of pruning trees for views. An option of adopting the City of Oakland tree ordinance.

Safety (Ann Kneissl): No report.

Architecture/Infrastructure (Steve Roland): The committee walked the property with B. Sieben to look at the soffit with vent holes.

Common Area Fence Repairs:

51/53 Starview Drive Sidewalk Repair Proposals: The Board reviewed proposals provided to repair the sidewalk in front of 51/53 Starview Drive. Tabled until the next meeting to obtain additional information from the bidders.

Street Lighting and Parking (Michael Saba): Street lights are in good shape. The light next to the mailbox may need a new sensor. M. Saba will be sitting down with A. Colitz regarding the parking issues.

Social Committee: No report.

Treasurer's Report

Financial Statements: The Board reviewed the August 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:

Signs for the Path Along the V-Ditch from SC to HHC: The Board discussed updating the signs. Management was directed to order signs to be installed.

Signs at the Fire Road off Hiller Drive below HHC and SD: The Board discussed options of installing a sign at the fire road off Hiller Drive below Hawks Hill Court and Starview Drive. Management will check with Serpico if they can install the sign.

Repair to the Steps Leading Down to the V-Ditch path from SC and HHC: Management will look for previous proposal and request updated proposals to repair the steps.

Correspondences: Violation Response: The Board reviewed correspondence regarding pest concerns

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

Adjournment: There being no further business, the meeting adjourned at 8:12 p.m.

The next regular Board meeting is scheduled for Tuesday, October 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 September 24, 2018 approved by the Board members in attendance.

Signature

Date