



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

APPROVED
MINUTES

Board of Directors General Meeting
Tuesday, October 30, 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, Steve Roland, Mike & Pam Williams, Tommy & Wendy Arnold, Akiko Yuda, 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 parking issues and renter violations.

President's Report: No report.

Minutes: September 24, 2018 Regular Board Meeting: Upon motion duly made and seconded, the Board unanimously approved the minutes of the September 24, 2018 Regular Board Meeting as amended.

Committee Reports:

Fire Prevention (Bob Sieben): An oral report provided. The committee will provide a newsletter article prior to the fire season.

Landscape Committee: A report was provided. Per the arborist recommendation, there are diseased Cherry Trees being removed and plans to replace them will occur in the spring. Notification will be provided to the membership.

Effective April 1, 2019, if a homeowner makes a view restoration request and the landscape committee approves that request and a scope of work is agreed to, the cost for the view restoration will be split between the Association and the homeowner.

Safety (Ann Kneissl): No report.

Architecture/Infrastructure (Steve Roland): The committee reported on the soffit vent holes.

Common Area Fence Repairs: Some fences are scheduled to be painted.

51/53 Starview Drive Sidewalk Repair Proposals: The Board reviewed proposals provided to repair the sidewalk in front of 51/53 Starview Drive. Upon motion duly made and seconded, the Board unanimously approved the proposal provided by All Pro Services following input from Serpico Landscaping on the root issues.

Street Lighting and Parking (Michael Saba): Street lights are in good shape. Another homeowner has volunteered to assist with the parking enforcement.

Social Committee: No report.

Treasurer’s Report

Financial Statements: The Board reviewed the September 2018 financial statements and bank reconciliation reports as provided by Collins Management. M/S/C to transfer \$6,000 from the operating fund to the reserves to meet the reserve recommended contributions. M/S/C to invest \$100,000 from the reserves into another CD.

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 reported that the signs have been ordered.

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 reported the signs have been ordered.

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 8:26 p.m.

The next regular Board meeting is scheduled for Tuesday, December 4, 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 October 30, 2018 approved by the Board members in attendance.

Signature Date