



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

APPROVED
MINUTES

Board of Directors General Meeting
Tuesday, January 29, 2019, 6:30 PM

Call to Order: Michael Saba, President, called the meeting to order at 6:34 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: Pam Williams, Betsy Van Patten, Mindy Mull, Matt Cantor, Christian Kirsebom, Steve Roland, and Ann Kneissl.

Homeowners Forum: The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion included an update to 90 Starview Drive, contractor parking, and homeowner violations.

President's Report: No report.

Minutes: December 3, 2018 Regular Board Meeting: J. Schulz motioned, D. Seifi seconded to approve the minutes of the December 3, 2018 Regular Board Meeting as presented. Motion carried 5-0.

Committee Reports:

Fire Prevention (Bob Sieben): An oral report provided. Vegetation management work was done on MLK Day. It was also discussed that a replacement for Bob Sieben will be required in the near future.

Landscape Committee: A report was provided. Notices were sent out and tree removal will begin February 7th.

Landscape Renewal Contract Proposal: J. Schulz motioned, J. Chen seconded to approve the amended Serpico Landscaping maintenance contract as amended. Motion carried 5-0.

Drip Controller Conversion Proposal: The committee is waiting for additional information from Serpico before a decision can be made on the drip conversion

Controller Replacement Proposal: J. Schulz motioned, J. Chen seconded to approve the proposal to replace the controller at position C. Motion carried 5-0.

Safety (Ann Kneissl): The emergency supplies were sorted and separated. They are looking for additional boxes.

Architecture/Infrastructure (Steve Roland):

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

Paint Colors: There are some questions on the paint and the committee are checking with the Dunn Edwards representative.

90 Starview Panel Requests: Due to PG&E and City of Oakland requirements, the main service panel can only be installed in a semi-flush main panel located on the left side of the garage. It will be painted the siding color.

Street Lighting and Parking (Michael Saba): No update on lighting. Complaints regarding parking has been received. It was discussed about not having street parking except for parking in garages and on Hiller Drive (public road).

Social Committee: No report.

Treasurer's Report

Financial Statements: The Board reviewed the December 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:

Signage Update: The Board reviewed the proposal install 3 signs and 1 sign post. The Board directed Management to obtain a revised bid to include 2 sign posts. Tabled.

Repair to the Steps Leading Down to the V-Ditch path from SC and HHC: The Board reviewed proposals to repair the trail. J. Schulz motioned, D. Seifi seconded to approve the proposal provided by All Pro Maintenance for \$11,250. Motion carried 5-0.

2019-2020 Draft Budget: J. Schulz is working on the draft budget and it will be sent to the Board for review prior to the February Board meeting.

Draft Reserve Study: The reserve study walkthrough is scheduled for Tuesday, February 5, 2019.

Appointment of Inspector of Elections: M/S/C to appoint Pam Williams as Inspector of Elections if ballots are required for the annual meeting.

The Board also discussed the pro's and con's of "Term Limits". No action required at this time, for discussion only.

Annual Meeting Preparations: Management reported that the room has been tentatively reserved, and they are waiting for confirmation. Management will also reach out to the social committee about the annual meeting preparations.

Correspondences: None.

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

Adjournment: There being no further business, the meeting adjourned at 8:04 p.m.

The next regular Board meeting is scheduled for Wednesday, February 20, 2019 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 January 29, 2019 approved by the Board members in attendance.

Signature

Date