



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

APPROVED
MINUTES

Board of Directors General Meeting
Wednesday, February 20, 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; and Diane Seifi, 1st Vice President.

Board Members absent: Brenda Keys, Secretary.

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: Topics of discussion included an update to 90 Starview Drive, contractor parking, and homeowner violations.

President's Report: No report.

Minutes: January 29, 2019 Regular Board Meeting: D. Seifi motioned, J. Chen seconded to approve the minutes of the January 29, 2019 Regular Board Meeting as presented. Motion carried 4-0.

Committee Reports:

Fire Prevention (Bob Sieben): An oral report provided. J. Schulz motioned, D. Seifi seconded to support the Oakland Firesafe Resolution. Motion carried 4-0.

Landscape Committee: The tree removal is in progress. J. Schulz motioned, M. Saba seconded to approve a second controller to be replaced out of the operating budget if there aren't additional expenses. Motion carried 4-0.

Safety (Ann Kneissl): No report.

Architecture/Infrastructure (Steve Roland): A report was provided and the venting to help prevent embers was discussed. The committee will survey the community and will note the homes who have these venting so they can be notified. Some gutters are going to be replaced and they will need to be painted. The committee will create an addition to the rules on approved gutter specifications. Steve R to inspect the exterior wall of 17 SD and discuss with owner as it is reported to be deteriorating.

Common Area Fence Repairs: Some fences on Starview Court are scheduled to be painted. That will be scheduled soon weather permitting.

Street Lighting and Parking (Michael Saba): No update on lighting. Parking was discussed and a repeated violator will be sent a letter.

Social Committee: No report.

Treasurer's Report

Financial Statements: The Board reviewed the January 2019 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:

2019-2020 Draft Budget: D. Seifi motioned, J. Chen seconded to approve the 2019-2020 budget to keep the current quarterly assessments at \$557 per quarter per unit. Motion carried 4-0.

Draft Reserve Study: J. Schulz motioned, M. Saba seconded to approve the reserve study as presented. Motion carried 4-0.

Annual Meeting Update: The nominating committee is still looking for Board candidates. Management will check during their internal attorney hour what the options are if there aren't any interest for the Board given the Board term limits in the bylaws.

Correspondences: None.

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

Adjournment: There being no further business, the meeting adjourned at 7:48 p.m.

The next regular Board meeting is scheduled for Tuesday, April 30, 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 February 20, 2019 approved by the Board members in attendance.

Signature

Date