



## HILLER HIGHLANDS FIVE ASSOCIATION

Board of Directors  
Highlands Country Club  
110 Hiller Drive Oakland, CA 94618

### APPROVED MINUTES

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

**Call to Order:** Michael Lee of Collins Management, called the meeting to order at 6:33 PM.

**Board Members present:** Diane Seifi, Jean Chen, Christian Kirsebom, and Lisa Sommer.

**Board Members absent:** Aaron Chan.

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

**Members Present:** Bet Lai, Pam Williams, Wendi Arnold, Tommy Arnold, Steve Roland, and Bob Sieben.

**Guests Present:** Martin Matarrese.

**Election of Officers:** M/S/C to election Diane Seifi as Board President, Jean Chen as 1<sup>st</sup> Vice President, Aaron Chan as 2<sup>nd</sup> Vice President, Christian Kirsebom as Treasurer, and Lisa Sommer as Secretary.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion included the repaired trail steps, the new signs installed, a trailer being parked in the driveway of a home on Hiller Drive, parking violations, and solar panels.

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

#### **Minutes:**

**February 20, 2019 Regular Board Meeting:** M/S/C to approve the minutes of the February 20, 2019 Regular Board Meeting as presented. Motion carried 4-0.

**March 26, 2019 Annual Meeting:** M/S/C to approve the minutes of the March 26, 2019 Annual Board Meeting as amended. Motion carried 4-0.

#### **Committee Reports:**

**Fire Prevention:** Martin Matarrese presented the Board with a proposal from EcoSystem Concepts, Inc. for goat grazing on the hillside of 10 acres. M/S/C to accept the proposal for goat grazing in the amount of \$4,000 to be split between fire prevention and landscape expense items. Motion carried 4-0.

**Landscape Committee:** The tree removal is in progress. The wisteria vines will not be removed at this time and homeowners will have an option to replace the wisteria with another vine.

**Safety (Ann Kneissl):** No report.

**Architecture/Infrastructure (Steve Roland):** A report was provided. There are four garage doors that needs painting and the committee will notify the owners. Other issues were discussed such as the irregularity with some of the gutters.

**Street Lighting and Parking (Michael Saba):** No update on lighting. Members of the parking committee discussed the parking issues and suggested a plan for more volunteers to help with parking monitoring and enforcement.

**Social Committee:** No report.

**Treasurer's Report**

**Financial Statements:** The Board reviewed the March 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: None.**

**Correspondences: None.**

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

**Adjournment:** There being no further business, the meeting adjourned at 8:18 p.m.

The next regular Board meeting is scheduled for Tuesday, May 28, 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 April 30, 2019 approved by the Board members in attendance.

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Signature

Date