



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

APPROVED
MINUTES

Board of Directors General Meeting
Tuesday, June 25, 2019, 6:30 PM

Call to Order: Diane Seifi, President, called the meeting to order at 6:30 PM.

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

Board Members absent: None.

Staff Present: Michael Lee, Collins Management.

Members Present: Joe Schulz and Steve Roland

Homeowners Forum: The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion was around the sewer lateral compliance before 2021.

President's Report: No report.

Minutes:

May 24, 2019 Regular Board Meeting: M/S/C to approve the minutes of the May 24, 2019 Regular Board Meeting as amended. Motion carried 4-0.

Committee Reports:

Fire Prevention: The Board discussed the dead brush behind Hiller Drive. Management will work with the Fire Prevention Committee to have this addressed.

Landscape Committee: The growing vines were discussed. The V-Ditch needs clearing and it will be communicated with Serpico.

Safety (Ann Kneissl): No report.

Architecture/Infrastructure (Steve Roland): A report was provided. There have been several requests for painting samples. Letters will be going out for maintenance issues.

Street Lighting and Parking: The parking issues were discussed. Proper signage will be looked at to allow for towing for repeated parking violations.

Social Committee: No report.

Treasurer's Report

Financial Statements: The Board reviewed the May 2019 financial statements and bank reconciliation reports as provided by Collins Management. There is a CD that matured and will be reinvested for a one-year term.

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:

Year-End Financials Engagement Letter: M/S/C to accept the Levy, Erlanger & Co. engagement letter for the 2018-2019 Year-End Financials. Motion carried 4-0.

Draft Year-End Financials Report: M/S/C to approve the Levy, Erlanger & Co. draft 2018-2019 Year-End Financials. Motion carried 4-0.

Correspondences: None.

Management Report: The Board reviewed the punch list and updated calendar. Management will check on the sewer lateral requirement and send out a reminder to the homeowners in the next newsletter.

Adjournment: There being no further business, the meeting adjourned at 7:42 p.m.

The next regular Board meeting is scheduled for Tuesday, July 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 June 25, 2019 approved by the Board members in attendance.

Signature

Date