



HILLER HIGHLANDS FIVE ASSOCIATION

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

APPROVED MINUTES

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

Call to Order: Diane Seifi, President, called the meeting to order at 6:32 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: Michael Saba, Pam Meeds, Judy Stone, Akiko Yuda, Ann Kneissl, and Steve Roland.

Guest Recognition: Paula Knox, Serpico Landscaping was present to discuss the landscaping concerns. Paula discussed Serpico responsibilities (i.e., schedule, V-ditch maintenance, leaf blowing) and new weed killer, which was approved for use. Will follow up on other issues identified with landscape committee.

Homeowners Forum: The Board convened an open forum for members and residents to comment on various community issues: No discussion.

President's Report: No report.

Minutes:

June 25, 2019 Regular Board Meeting: M/S/C to approve the minutes of the June 25, 2019 Regular Board Meeting as amended. Motion carried 4-0.

Committee Reports:

Fire Prevention: M. Saba reported that he will work with scheduling the goats for next year and will work with Martin Mataresse regarding other work.

Landscape Committee: The committee requested that a homeowner on Hiller Drive trimmed down a bush that is overgrown. Management will notify the homeowner.

Safety (Ann Kneissl): A. Kneissl will be writing a letter to the homeowners and provide pamphlets for fire safety and preparedness. Emergency supplies in the bins have been updated.

Architecture/Infrastructure (Steve Roland): A report was provided. There are about four homes that are planning to paint. A list of maintenance violations has been provided and Management will send letters.

Street Lighting and Parking: The parking issues were discussed. Proper signage will be needed to allow for towing for repeated parking violations. Management to identify signage needed for Board review.

Social Committee: No report.

Treasurer's Report

Financial Statements: The Board reviewed the June 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:

Trail/Steps Repair Proposal by 6662 Charing Cross: The Board reviewed a proposal to repair the steps/trail next to 6662 Charing Cross. Management is waiting for additional proposals. Tabled.

Homeowner Violations – Improper Rentals: Management will draft a letter to go out to homes that are believed to be rented to request tenant and lease information.

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 8:03 p.m.

The next regular Board meeting is scheduled for Tuesday, August 27, 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 July 30, 2019 approved by the Board members in attendance.

Signature

Date