



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

APPROVED
MINUTES

Board of Directors General Meeting
Tuesday, November 5, 2019, 6:30 PM

Call to Order: Diane Seifi, President, called the meeting to order at 6:33 PM.

Board Members present: Diane Seifi, President; Jean Chen, 1st Vice President; Christian Kirsebom, Treasurer, and Lisa Sommer, Secretary.

Board Members absent: Aaron Chan, 2nd Vice President.

Staff Present: Michael Lee, Collins Management.

Members Present: Steve Roland, and Michael Saba.

Homeowners Forum: The Board convened an open forum for members and residents to comment on various community issues: Topics of discussion included the PG&E power shutoff and the use of backup generators, which was highly recommended.

President's Report: No report.

Minutes:

September 24, 2019 Regular Board Meeting: L. Sommer motioned, J. Chen seconded to approve the September 24, 2019 Board meeting minutes as presented. Motion carried 4-0.

Committee Reports:

Fire Prevention: A report was provided. Martin Matarrese of EcoSystems Concepts walked the property with M. Saba to mark the dead trees and shrubs. The goats grazing for next year will be TBD depending on the weather and the increased is estimated to be about \$500 per acre.

Landscape Committee: A report was provided.

Safety (Ann Kneissl): No report.

Architecture/Infrastructure (Steve Roland): S. Roland reported that there have been several paint requests from homeowners. They are reviewing the paint color board.

The outstanding violations were noted and a letter was sent to the homeowner on Starview Drive that listed the outstanding maintenance items that needs correcting.

Street Lighting and Parking: There are no issues with the lights.

Social Committee: No report.

Treasurer's Report

Financial Statements: The Board reviewed the September 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: Management provided two proposals for Board review. A Board member will contact someone to see if they can provide an additional bid. Tabled.

Rental Information Request Letter: Management reported that they have received responses from owners and received copies of their leases. Management will create a spreadsheet with the rental information.

HHV Website: The Board is interested at looking at an alternative to the HHV website and was provided access to look at the website available from Collins Management. Tabled.

Solar Policy Sample: The Board the policy from another association for the Board to review. Tabled.

Sewer Lateral Requirements: The Board reviewed requirements for the EBMUD Sewer Lateral Project. This information will be provided to the homeowners in the next newsletter.

Association Bank Change: The Board reviewed information on the change in association bank. Homeowners will be notified in the next newsletter prior to the January 2020 quarterly assessment.

Fall 2019 Newsletter Content: The Board reviewed the contents to be included in the next newsletter. L. Sommer will assist in authoring some of the newsletter articles.

Management Report: The Board reviewed information regarding emails between Board meetings.

Adjournment: There being no further business, the meeting adjourned to Executive Session at 8:11 p.m.

The next regular Board meeting is scheduled for Wednesday, December 4, 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 November 5, 2019 approved by the Board members in attendance.

Signature

Date