



## HILLER HIGHLANDS FIVE ASSOCIATION

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

### APPROVED MINUTES

Board of Directors General Meeting  
Tuesday, January 28, 2020, 6:30 PM

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

**Board Members present:** Diane Seifi, President; Jean Chen, 1<sup>st</sup> Vice President; Aaron Chan, 2<sup>nd</sup> Vice President; Christian Kirsebom, Treasurer, and Lisa Sommer, Secretary.

**Board Members Absent:** None.

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

**Members Present:** Tim Cutting, Steve Roland, Michael Saba, Pam Williams, and Ann Kneissl.

**Homeowners Forum:** The Board convened an open forum for members and residents to comment on various community issues: T. Cutting inquired about joining the Board and interest of joining the landscape committee. T. Cutting also requested information on how to get to know each other as neighbors.

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

**Minutes: December 4, 2019 Regular Board Meeting:** C. Kirsebom motioned, J. Chen seconded to approve the December 4, 2019 Board meeting minutes as amended. Motion carried 4-0. (A. Chan abstains).

#### **Committee Reports:**

**Fire Prevention:** A report was provided. The goat grazing is scheduled for the spring. Additional work was done by Martin Matarrese.

**Landscape Committee:** A written report was provided. The tree trimming is scheduled for early January.

Management and the Board will look for engineers to look at the hillside for erosion.

**Safety (Ann Kneissl):** A. Kneissl provided an oral report on information on the new Oakland Emergency Preparedness Committee. The committee will check on having a presentation.

#### **Architecture/Infrastructure (Steve Roland):**

**Paint Color Example Charts:** S. Roland provided information on the paint color board that are based on Dunn Edwards Paints. The committee will look at paint colors that would be more accessible for the homeowners.

The Board and the committee discussed the homes with unapproved paint colors.

**Street Lighting and Parking:** There is a streetlight that's been damaged. Management reached out to the lighting contractor with no response.

**Social Committee:** No report.

## **Treasurer's Report**

**Financial Statements:** The Board reviewed the December 2019 financial statements and bank reconciliation reports as provided by Collins Management.

J. Chen motioned, L. Sommer seconded to authorize C. Kirsebom to invest the matured CD investment.

**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.

**2020-2021 Draft Budget:** Management provided a preliminary budget for Board review. Tabled.

### **Old Business:**

**Trail/Steps Repair Proposal by 6662 Charing Cross:** Management provided two proposals for Board review. The Board is waiting for an engineer report to see what is necessary. Tabled.

**Rental Information Requests Update:** Management reported that they have received responses from owners and received copies of their leases.

**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. A homeowner volunteered to help manage the website.

**Solar Policy Sample:** The Board the policy from another association for the Board to review. The Board directed Management to have the attorney draft the policy to avoid any liability on the association.

**Senate Bill 323 Information:** Management provided information on the new SB323 law regarding elections. Management will obtain a proposal from the attorney to update the election rules.

### **New Business:**

**Erosion Inspection Behind Charing Cross and Hiller Drive:** The Board is waiting on a report from a soil engineer.

**2020 Annual Meeting Information:** The Board discussed the annual meeting, which may need to be held without the elections.

**Management Report:** Punch List items were discussed.

**Adjournment:** There being no further business, the meeting adjourned at 8:24 p.m.

The next regular Board meeting is scheduled for Tuesday, February 25, 2020 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 January 28, 2020 approved by the Board members in attendance.

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Signature Date