

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JANUARY 28, 2016
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
John Baker
George Malouf
Neil Matsui

BOARD MEMBERS ABSENT: None

MANAGEMENT REPRESENTATIVE: Lisa Munson
Keystone Pacific Property
Management, Inc.

EXECUTIVE SESSION SUMMARY – JANUARY 28, 2016

The December 1, 2015 Executive Session minutes were approved, a violation hearing was discussed.

I. CALL TO ORDER

The meeting was called to order by Board President, Hugh Chewning, at 6:33 P.M. at the Turtle Rock Community Center located at 1 Sunnyhill, Irvine, California.

II. PROOF OF NOTICE OF MEETING

Proof of notice was recorded by Management on behalf on the Board of Directors.

III. HOMEOWNER FORUM

Mr. & Mrs. Henderson were present to clarify some information about the Proposed Architectural Standards.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve with the following items from the consent calendar for December 1, 2015, without further discussion: Motion carried 5/0.

A. **Approval of the December 1, 2015 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the December 1, 2015 General Session Meeting Minutes.

B. **Acceptance of Financial Statement – RESOLVED**, to accept the November 30, 2015 financial statement as submitted by Management.

V. OLD/NEW BUSINESS

A. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve proposals from Artistic Maintenance , Inc., #1200-409-291 Rev. 4 to install landscape extras in various locations, for a cost of \$635.00, #1200-409-295 to install landscape extras in various locations, for a cost of \$1,006.00 and #1200-409-297, to install landscape extra's in various locations for a cost of \$50.00. 5/0

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- B. **Notice of Proposed Rule Changes** – A motion was made, seconded and carried to adopt the final Draft Consolidated Architectural Standards. The rule change was made available to the membership for a thirty (30) day comment period. Management did not receive any homeowner comments. The rule change will be posted at the bulletin board within fifteen (15) days of adoption. 5/0
- C. **Fence Repair Proposals** - A motion was made, seconded and carried to approve proposal from Fence Works to remove and replace one panel of fence at 11 Southern Wood, for a cost of \$420.00. 5/0
- D. **Architectural Review Committee Update** – The Architectural Review Committee provided an update to the Board of Directors.
- E. **Discussion Regarding Irrigation Controllers Proposal/ Discussion** – Louis with Artistic Maintenance, Inc., provided the Board of Directors with an update on the installation process.
- F. **Next Board Meeting Agenda** – Review and discuss the Consolidated Architectural Standards section on variance vs hearing and appeal process. The Board will read this section prior to the meeting.
- G. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, February 25, 2016 at 6:30 P.M. at the Turtle Rock Community Center located at 1 Sunnyhill, Irvine, CA 92603.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:08 P.M

ACCEPTED: 

DATE: 25 Feb '16