

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – FEBRUARY 25, 2016
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
John Baker
Neil Matsui

BOARD MEMBERS ABSENT: George Malouf

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

EXECUTIVE SESSION SUMMARY – FEBRUARY 25, 2016

The January 28, 2016 Executive Session minutes were approved and homeowner hearing.

I. CALL TO ORDER

The meeting was called to order by Board President, Hugh Chewning, at 6:31 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

No homeowners were in attendance.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve with the following items from the consent calendar for January 28, 2016, without further discussion: Motion carried 4/0.

A. **Approval of the January 28, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the January 28, 2016 General Session Meeting Minutes.

B. **Acceptance of Financial Statements – RESOLVED**, to accept the December 31, 2015 and January 31, 2016 financial statements as submitted by Management.

V. UNFINISHED/NEW BUSINESS

A. **Landscape Extras Proposals** – Postponed until the March 24, 2016 meeting to further discuss and review the revised proposals.

B. **30 Bluff View Request/Discussion** – A motion was made, seconded and carried to have Management send a response email to Mr. Dan de la Paz regarding trimming the trees on the greenbelt. 4/0

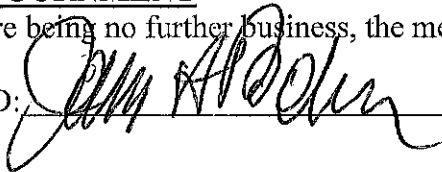
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- C. **Pool Equipment Upgrade Discussion** – The Board discussed the pool equipment upgrade and no action was taken.
- D. **Maturing Reserve CD** - A motion was made, seconded and carried to roll over the Opus Bank CD maturing in the amount of \$50,867.17, plus any interest earned, on 3/16/16 for a term of 6 months. 4/0
- E. **Architectural Review Committee Update** – The Architectural Review Committee provided an update to the Board of Directors.
- F. **Discussion Regarding Irrigation Controllers** – Louis with Artistic Maintenance, Inc., provided the Board of Directors with an update on the installation process.
- G. **Next Board Meeting Agenda** – Review and discuss the revised landscape extras proposals from Artistic Maintenance, Inc. and the Board would like to discuss changing the current vendor that hosts the website to possibly having Keystone Pacific Property Management, Inc. host the website starting in April.
- H. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, March 24, 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 7:45 P.M

ACCEPTED: _____



DATE: _____

3/24/16