

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MARCH 24, 2016
PAGE 1 of 2

BOARD OF DIRECTORS PRESENT: Hugh Chewning
George Malouf
John Baker
Neil Matsui (Left at 7:20 P.M.)

BOARD MEMBERS ABSENT: Don Geller

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

EXECUTIVE SESSION SUMMARY – MARCH 24, 2016

The February 25, 2016 Executive Session minutes were approved and review of the Delinquency report.

I. CALL TO ORDER

The meeting was called to order by Board President, Hugh Chewning, at 6:30 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 February 25, 2016, without further discussion: 4/0.

A. **Approval of the February 25, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the February 25, 2016 General Session Meeting Minutes.

B. **Acceptance of Financial Statement – RESOLVED**, to accept the February 29, 2016 financial statement as submitted by Management.

C. **Delinquency Resolution Adoption – Resolved**, to approve the adoption of the Delinquency Policy Resolution.

V. UNFINISHED/NEW BUSINESS

A. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the proposal from Artistic Maintenance, Inc. for the replanting of the foundation corners located on Southernwood, Silkwood East, Silkwood West, Willowleaf East and Willowleaf West, for a cost not to exceed \$10,000.00. 4/0

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BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MARCH 24, 2016
PAGE 2 of 2

B. **Website Discussion/Proposal** – A motion was made, seconded and carried to approve the proposal from Keystone Pacific Property Management, Inc. to set up and maintain a website for the Highlands Community Association to be expensed from line item #3300, Reserve Contingency, for a total of \$1,350.00. This includes the monthly maintenance fee for a cost of \$100.00, set up costs: one-time website set-up for a cost of \$1,200.00, three year domain registration for a cost of \$100.00 and one-time internet hosting set-up fee for a cost of \$50.00. 4/0

(Director Matsui left the meeting)

- C. **Exterior Lighting Discussion/Review** – A motion was made, seconded and carried to enforce the current Architectural Standards. 3/0
- D. **Memorial Day Pool Party Budget Discussion** - A motion was made, seconded and carried to approve the budget of \$250.00 for the Memorial Day Pool Party. 3/0
- E. **Delinquency Report – APN 463-443-03** - A motion was made and carried to approve a lien for collection of outstanding assessments and applicable charges. 3/0
- F. **Architectural Review Committee Update** – No action at this time.
- G. **Discussion Regarding Irrigation Controllers** – No action at this time.
- H. **Next Board Meeting Agenda** – Review and discuss the landscape installation from Artistic Maintenance, Inc. for the replanting of the 5 foundation corners and review the progress on the website set up with Keystone Pacific Property Management, Inc.
- I. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, April 28, 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 7:43 P.M

ACCEPTED: 

DATE: 29 April '16