

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

BOARD MEMBERS ABSENT: None

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

EXECUTIVE SESSION SUMMARY – APRIL 28, 2016

The March 24, 2016 Executive Session minutes were approved and review of the Delinquency report 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 March 24, 2016, without further discussion: 5/0.

A. **Approval of the March 24, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the March 24, 2016 General Session Meeting Minutes.

B. **Acceptance of Financial Statement – RESOLVED**, to accept the March 31, 2016 financial statement as submitted by Management.

V. UNFINISHED/NEW BUSINESS

A. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the proposal from Artistic Maintenance, Inc. to install top soil and re-sod behind the pool, for a cost of \$145.00. 5/0

B. **30 Bluff View Request/Decision Proposal** – A motion was made, seconded and carried to approve the proposal from Artistic Maintenance, Inc. to install plant

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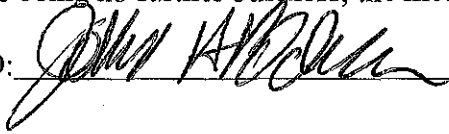
material on the rear slope behind and beside the 30 Bluff View and Association maintained slope. The Association will maintain the slope according to the regular scheduled maintenance program. 5/0

- C. **Maturing Reserve CD** – A motion was made, seconded and carried to roll over the Opus Bank maturing, in the amount of \$51,831.57, plus any interest earned, on 5/14/16 for the term of 6 months. 5/0
- D. **Resolution Discussion/Decision** - A motion was made, seconded and carried to approve to reallocate \$16,253.34 at the end of the year from equity to reserve liabilities in the Contingency line time for future repair and replacement of all major components. 5/0
- E. **Website Discussion/Review** – The Board discussed and reviewed the website and Hugh Chewning – President will email a list of revisions to update the website.
- 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** – No action at this time.
- I. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, May 26, 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 7:49 P.M

ACCEPTED: _____



DATE: _____

5/26/16