

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MAY 26, 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: Sharon M. Rocco
Keystone Pacific Property
Management, Inc.

EXECUTIVE SESSION SUMMARY – APRIL 28, 2016

The April 28, 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 6:33 P.M. at the Turtle Rock Community Center located at 1 Sunnyhill, Irvine, California. The General Session Meeting was temporarily adjourned at 6:57 P.M. and then resumed at 7:23 P.M.

II. PROOF OF NOTICE OF MEETING

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

III. HOMEOWNER FORUM

There was one (1) homeowner in attendance. No items were discussed.

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 April 28, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the April 28, 2016 General Session Meeting Minutes.

B. **Acceptance of Financial Statement – RESOLVED**, to accept the April 30, 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 Santa Barbara Daisies outside of the pool, for a cost of \$125.50. With the addition of 100 – 1 gallon Tecomaria to be planted in the bare areas across from 15 Sunrose, in the amount not to exceed \$850.00. 5/0

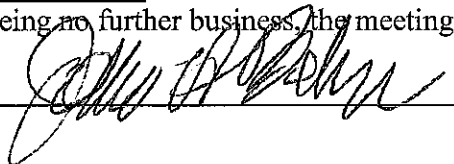
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- B. **Draft audit** – A motion was made, seconded and carried not to approve the draft audit as prepared by Inouye, Shivley & Klatt, C.P.A. as typos and discrepancies were found. 5/0
- C. **Set Record date, Appoint Inspectors of Election/Ballot Custodian for the Annual Meeting and Election of the Board of Directors, September 22, 2016** – A motion was made, seconded and carried to hold the Annual Meeting and Election of Directors on September 22, 2016 with a record date of August 8, 2016, and have Jeff Isaac as the Inspector of Election/Ballots Custodian. 5/0
- D. **Website Discussion/Review** – The Board discussed and reviewed the website. No action at this time.
- E. **Architectural Review Committee Update** – No action at this time.
- F. **Irrigation Controllers Installation Update**– No action at this time.
- G. **Next Board Meeting Agenda** – No action at this time.
- H. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, June 23, 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 7:51 P.M.

ACCEPTED: _____



DATE: _____

