

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JUNE 23, 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, CMCA
Keystone Pacific Property
Management, Inc.

EXECUTIVE SESSION SUMMARY – JUNE 23, 2016

The May 26, 2016 Executive Session minutes were approved, review of the Delinquency report and a homeowner hearing.

I. CALL TO ORDER

The meeting was called to order by Board President, Hugh Chewning, at 6:32 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

There were no homeowners in attendance.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve with the following items from the consent calendar for May 26, 2016, without further discussion: 5/0.

A. **Approval of the May 26, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the May 26, 2016 General Session Meeting Minutes.

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

V. UNFINISHED/NEW BUSINESS

A. **Reserve Study Proposals** - A motion was made, seconded and carried to approve Advanced Reserve Solutions to prepare the 2016-2017 reserve study with an onsite inspection, for a cost of \$975.00. 5/0

B. **Draft Audit** – A motion was made, seconded and carried to approve the draft audit as prepared by Inouye, Shivley & Klatt, C.P.A. 5/0

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- C. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the proposal #1200-409-303 from Artistic Maintenance, Inc. for installing various plants throughout the community and removing the pine tree on Southern Wood, for a cost not to exceed \$1,158.00. 5/0
- D. **Delinquency Report** – APN# 463-431-19 - A motion was made, seconded and carried to approve to Lien APN# 463-431-19. 4/1
- E. **Architectural Review Committee Update** – The Board requested that a thank you letter be sent to the owners of 1 Elderberry.
- F. **Irrigation Controllers Installation Update**– No action at this time.
- G. **Next Board Meeting Agenda** – The Board requested that Management adds concrete driveway discussion to the July agenda.
- H. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, July 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 8:15 P.M

ACCEPTED: _____

DATE: 2 August '16 _____