

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JULY 28, 2016
PAGE 1 of 2

BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
George Malouf
John Baker
Neil Matsui

BOARD MEMBERS ABSENT: None

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

EXECUTIVE SESSION SUMMARY – JULY 28, 2016

The June 23, 2016 Executive Session minutes were approved, review of the Delinquency report and a homeowner hearings.

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

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 July 28, 2016, without further discussion: 5/0.

A. **Approval of the June 23, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the June 23, 2016 General Session Meeting Minutes.

B. **Acceptance of Financial Statement – RESOLVED**, to accept the June 30, 2016 financial statement as submitted by Management.

V. UNFINISHED/NEW BUSINESS

A. **Maturing Reserve CD** - A motion was made, seconded and carried to roll over the Opus Bank reserve CD maturing, in the amount of \$50,917.82, plus any interest earned, on 9/16/16 for the term of 6 months. 5/0

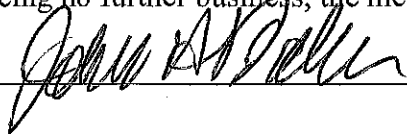
THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JULY 28, 2016
PAGE 2 of 2

- B. **Open New Reserve CD** - A motion was made, seconded and carried to approve to open a new reserve CD with Cit Bank AKA One West Bank, in the amount of \$75,000.00, for the term of 12 months. 5/0
- C. **Concrete Driveway Discussion** – The board discussed and reviewed the concrete driveways in the community. No action at this time is necessary. 5/0
- D. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the proposal #1200-409-305 from Artistic Maintenance, Inc. and to treat 68 Pine trees for plant health to protect the Pine trees from beetles and spider mites throughout the community, for a cost not to exceed \$8,160.00. 5/0
- E. **Pesticide Discussion** – The Board discussed and reviewed the pesticides used in the community. No action necessary at this time. 5/0
- F. **Pool Signage Discussion** – The Board discussed and reviewed the pool signage. No action necessary at this time. 5/0
- G. **Architectural Review Committee Update** – Neil Matsui provided Management a copy of the violation log to update Asyst and close out violations that have been completed.
- H. **Irrigation Controllers Installation Update** – No action at this time. This item will be removed from future agendas.
- I. **Next Board Meeting Agenda** – The Board requested that Management adds the revised proposal from Artistic Maintenance, Inc. #1200-409-304 to the agenda for the August meeting.
- J. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, August 25, 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 8:04 P.M

ACCEPTED: _____



DATE: _____

8/25/16