

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – AUGUST 25, 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  
Keystone Pacific Property  
Management, Inc.

**EXECUTIVE SESSION SUMMARY – AUGUST 25, 2016**

The July 28, 2016 Executive Session minutes were approved, review of the Delinquency report, violation letter discussion, delinquency process review and a homeowner hearings.

**I. CALL TO ORDER**

The meeting was called to order by Board President, Hugh Chewning, at 6:52 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 two (2) homeowners in attendance to discuss having a social events for the kids in the community.

**IV. CONSENT CALENDAR**

A motion was made, seconded and carried to approve with the following items from the consent calendar for August 25, 2016, without further discussion: 5/0.

- A. **Approval of the July 28, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the July 28, 2016 General Session Meeting Minutes.
- B. **Acceptance of Financial Statement – RESOLVED**, to accept the July 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 #1200-409-304 Revised 1 from Artistic Maintenance, Inc. and to replace Controller 3 – Rainbird Rotator Nozzles, for a cost not to exceed \$1,117.50. 5/0  
915.00  
Correction

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – AUGUST 25, 2016  
PAGE 2 of 2

B. **Meeting Date for November/December** – A motion was made, seconded and carried to add an additional meeting date in December to finalize the budget. 5/0

C. **Delinquency Report:**

APN# 463-441-09 – A motion was made, seconded and carried to approve filing a Lien on APN# 463-441-09 for the collection of past due assessments and applicable charges. 4/1

D. **Architectural Review Committee Update** – Board member - Neil Matsui reviewed the ARC Report and provided a copy to each Board member and Management.

E. **Next Board Meeting Agenda** – The Board requested that Management add to next agenda: Reserve Study, Fence Discussion/Repair and Social Committee.

F. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, September 22, 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 7:41 P.M

ACCEPTED: *Frank E. Laird*

DATE: *9-22-16*