

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – SEPTEMBER 22, 2016
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
George Malouf
Frank Laird
Neil Matsui

BOARD MEMBERS ABSENT: None

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

EXECUTIVE SESSION SUMMARY – SEPTEMBER 22, 2016

The August 25, 2016 Executive Session minutes were approved, review of the Delinquency report and homeowner hearings.

I. CALL TO ORDER

The meeting was called to order by Board President, Hugh Chewning, at 7:19 P.M. at the Turtle Rock Community Center located at 1 Sunnyhill, Irvine, California. The General Session Meeting was temporarily adjourned at 8:21 P.M. and then resumed at 8:55 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 were three (3) homeowners in attendance, no concerns discussed at this time.

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 August 25, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the August 25, 2016 General Session Meeting Minutes.

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

V. UNFINISHED/NEW BUSINESS

A. **Draft Reserve Study** – Tabled to the October meeting to further discuss and review the reserve study.

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- B. **Maturing Reserve CD** – A motion was made, seconded and carried to roll over the Opus Bank maturing, in the amount of \$51,934.58, plus any interest earned, on 11/14/16 for the term of 6 months. 5/0
- C. **Fence Discussion/Repair** – This item was discuss by the Board, a motion was made, seconded and approved to have Bill Baker provide a proposal from Fence Works to remove/install the balance of the wrought iron repairs in the community at the October meeting. A second motion was made, seconded and approved for Don Geller – Vice President to provide a proposal from Fence Pro’s to repair the pool wrought iron for the October meeting. 5/0
- D. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the proposal #1200-409-306 Revised 2, for a cost of \$252.00, #1200-409-307 Revised 1, for a cost of \$232.75 and #1200-409-308, for a cost of \$108.75 from Artistic Maintenance, Inc. and to replace plant material throughout the community, for a cost not to exceed \$593.00. 5/0
- E. **Architectural Review Committee Update** – Board member - Neil Matsui will email the ARC Report to each Board member and Management.
- F. **Next Board Meeting Agenda** – The Board requested that Management add to next agenda: Reserve Study, Fence Discussion/Repair and Landscape.
- G. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, October 27, 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 9:10 P.M

ACCEPTED: Frank E. David

DATE: 10-27-16