

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – OCTOBER 27, 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 – OCTOBER 27, 2016**

The September 22, 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 6:38 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 September 22, 2016, without further discussion: 5/0

A. **Approval of the September 22, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the September 22, 2016 General Session Meeting Minutes.

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

**V. UNFINISHED/NEW BUSINESS**

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

B. **2017 Draft Budget and Reserve Disclosure** – Tabled to the December meeting to further discuss and review.

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- C. **Fence Discussion/Repair** – A motion was made, seconded and carried to approve the proposal from Fenceworks, Inc. to remove/replace 2076 feet of Ameristar Montage fence on walls that face Turtle Rock, for a cost of \$76,500.00. 5/0
- D. **Pool Fence Discussion/Repair/Proposal** – A motion was made, seconded and carried to approve the proposal from Fence Pros, Inc. at the pool area, remove/replace a 12' piece of flat bar at the base of the security pickets at two panels and touch up paint the area, for a cost of \$450.00. 5/0
- E. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the proposal #1200-409-310 from Artistic Landscape Maintenance, Inc. to remove/replace locking pavers, cut roots at pool entrance and install various plant material on Turtle Rock and Silkwood, for a cost of \$309.00. 5/0
- F. **Audit and Tax Proposals** – A motion was made, seconded and carried to approve Inouye Shively & Klatt to complete the Association's 2016 audit and prepare the taxes, for a cost of \$900.00. 5/0
- G. **Newsletter Articles & Approval Process** – A motion was made, seconded and carried to appoint Don Geller – Vice President to head up the newsletter article review process and work with the Board and Community Manager, Lisa Munson. 5/0
- H. **Architectural Review Committee Update** – Board member - Neil Matsui provided an ARC Report to each Board member and Management.
- I. **Next Board Meeting Agenda** – The Board requested that Management add the following items to next agenda: Reserve Study and Budget.
- J. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, December 1, 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 8:05 P.M.

ACCEPTED: Frank E. Jarril

DATE: 12-1-16