

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – JANUARY 26, 2017  
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**BOARD OF DIRECTORS PRESENT:** Hugh Chewning  
Don Geller  
George Malouf  
Frank Laird

**BOARD MEMBERS ABSENT:** Neil Matsui

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

**EXECUTIVE SESSION SUMMARY – JANUARY 26, 2017**

The December 1, 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 6:30 P.M. at the Turtle Rock Community Center located at 1 Sunnyhill, Irvine, California. The General Session Meeting was temporarily adjourned at 7:24 P.M. and then resumed at 8:21 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, fence installation in the community is scheduled for early February.

**IV. SOCIAL COMMITTEE**

The Social Committee was present to update the Board on the Valentine Celebration detail and budget is set not to exceed \$150.00.

**V. CONSENT CALENDAR**

A motion was made, seconded and carried to approve with the following items from the consent calendar for January 26, 2017, without further discussion: 4/0

A. **Approval of the December 1, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the December 1, 2016 General Session Meeting Minutes.

B. **Acceptance of Financial Statements – RESOLVED**, to accept the November 30, 2016 and December 31, 2016 financial statements as submitted by Management.

**VI. UNFINISHED/NEW BUSINESS**

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- A. **Maturing Reserve CD** – A motion was made, seconded and carried to rollover the Opus Bank maturing, in the amount of \$51,070.63, plus any interest earned, on 3/16/17 for a term of 6 months. 4/0
- B. **Common Area & 24 Candlebush Root Removal Discussion/Review** – A motion was made, seconded and carried to approve the revised proposal #1200-409-316 from Artistic Landscape to remove root incursion, remove 4 trees, reset pavers at 24 Candlebush, remove/replace Air conditioners and install Bio-Barrier alongside the common area fence and 24 Candlebush, and Install 2-24” box Ginkgo Biloba trees for a total cost of \$9,200.00. 4/0
- C. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the proposal #1200-409-314, pending verification the proposal is not a duplicate, from Artistic Landscape Maintenance, Inc. to and install various plant material on Willow Leaf, Turtle Rock and Southern Wood corner, for a cost of \$348.00. 4/0
- D. **Architectural Review Committee Update** – Board member Neil Matsui not present – No update at this time.
- E. **Next Board Meeting Agenda** – The Board would like to add fence installation update and landscape proposals signed at our recent meeting to the February agenda.
- F. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, February 23, 2017 at 6:30 P.M. at the Turtle Rock Community Center located at 1 Sunnyhill, Irvine, CA 92603.

VII. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:57 P.M.

ACCEPTED: *Frank Savid*

DATE: 2-23-17