

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – FEBRUARY 23, 2017
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
Frank Laird
George Malouf
Neil Matsui

BOARD MEMBERS ABSENT: None

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

EXECUTIVE SESSION SUMMARY – FEBRAURY 23, 2017

The January 26, 2017 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 7:39 P.M. and then resumed at 7:58 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 was one (1) homeowner in attendance to attend a Homeowner Hearing.

IV. SOCIAL COMMITTEE

The Social Committee was not present.

V. CONSENT CALENDAR

A motion was made, seconded and carried to approve with the following items from the consent calendar for February 23, 2017, without further discussion:

- A. **Approval of the December 1, 2016 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the January 26, 2017 General Session Meeting Minutes. 4/1

- C. **Keystone Pacific Property Management, Inc. – RESOLVED**, to acknowledge receipt of the notification received from Keystone Pacific Property Management, Inc. advising that the management agreement between the Highlands Community Association and Keystone Pacific Property Management, Inc. has been assigned to Keystone Pacific Property Management, LLC. 5/0

Item B. was pulled from the consent calendar for further discussion.

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B. **Acceptance of Financial Statement** – A motion was made, second and carried to accept the January 31, 2017 financial statement. A second motion was made, seconded and carried to rescind the decision to rollover with Opus Bank maturing, in the amount of \$51,070.63, plus any interest earned, on 3/16/17. The Board of Directors approved to close the Opus CD maturing in the amount of \$51,070.63, plus any interest earned, on 3/16/17. The Board approved not reinvest the funds and have it deposited to the operating budget to fund the fence project that was completed early. 5/0

VI. UNFINISHED/NEW BUSINESS

A. **Fence Update Discussion/Review** – Bill Baker – Fence Committee was present to provide the Board of Directors with an update that the fence project is almost completed and Bill Baker will walk fence replacement areas and provide a punch list of items to be repaired at our March meeting.

B. **Insurance Renewal Proposal** – A motion was made, seconded and carried to approve the insurance renewal proposal submitted by State Farm General Insurance Company for 2017-2018 for a total annual cost of \$6,132.00. In addition include the Fidelity Bond #92-W6-7195-8, increase the current limit of liability from \$245,000.00 to \$315,000.00, for an annual cost of \$619.00 in addition to the \$6,132.00. 5/0

C. **Building Maintenance Discussion/Review** – Postponed until the March meeting to further discuss and review.

D. **Janitorial Increase Discussion/Review** – A motion was made, seconded and carried to approve the annual increase for E&C Mystic Janitorial service for the 2017-2018 budget with no future increases for a minimum of 2 years, for a total annual cost of \$3,180.00. 5/0

E. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the following proposals submitted by Artistic Maintenance Inc., for a total cost not to exceed \$2,288.00. All are costs to be expensed from line item #7215. 5/0

<u>Proposal #</u>	<u>Location</u>	<u>Description</u>	<u>Cost</u>	<u>Decision</u>
1200-409-318 Rev1	Pool area	Treat 5 white Alder trees with Basil Bark Drench.	\$348.00	Approve
1200-409-322	Behind Tumbleweed	Prune Eucalyptus tree.	\$250.00	Approve
1200-409-321	Behind 12 Purple Sage	Remove dead Acacia tree.	\$450.00	Approve

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	10 Purple Sage	Trim or Remove falling Melaleuca tree (if trimmed no cost), if removed.	\$450.00	Approve
	2 Purple Sage	Trim or Remove falling Melaleuca tree (if trimmed no cost), if removed.	\$450.00	Approve
	10 Purple Sage #2 Tree	Trim or Remove falling Melaleuca tree (if trimmed no cost), if removed.	\$250.00	Approve
1200-409-323	On Willow Leaf	Install 10-1 gallon Tecomaria.	No charge	
	On Turtle Rock behind Tumbleweed.	Remove large Eucalyptus tree with stump grind.	\$1,000.00	Approve
	On Tumbleweed	Remove leaning Pepper tree.	\$400.00	Approve
	On Turtle Rock	Install 54-1 gallon Society Garlic.	\$513.00	Approve
	Inside Pool Area	Install 30-1 gallon Llex Vomiteria Nana.	\$330.00	Approve

F. **Architectural Review Committee Update** – Board member Neil Matsui was present and provided the Board with Architectural Report for February 2017.

G. **Next Board Meeting Agenda** – The Board would like to add fence update, a discussion on the City’s plan to install a traffic light at Concordia/Ridgeline and a report on how Keystone Pacific keeps records for the Highlands HOA to the March agenda.

H. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, March 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: *Mark & Laird*

DATE: *3-23-17*