

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MARCH 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 – MARCH 23, 2017

The February 23, 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 7:21 P.M. and then resumed at 8:19 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 March 23, 2017, without further discussion:

A. **Approval of the February 23, 2017 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the February 23, 2017 General Session Meeting Minutes. 5/0

B. **Acceptance of Financial Statement** – A motion was made, second and carried to accept the February 28, 2017 financial statement. A second motion was made, seconded and carried to approve to move the surplus from the 2016-2017 budget to reserve contingency in the amount of \$25,874.00. 5/0

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VI. UNFINISHED/NEW BUSINESS

- A. **Maturing Reserve CD** – A motion was made, seconded and carried to rollover the Opus Bank Reserve CD maturing in the amount of \$52,038.88, plus any interest earned, on 5/14/17 for the term of 6 months. 5/0
- B. **Building Maintenance Discussion/Review** – A motion was made, seconded and carried to approve the revised proposal submitted by ProTec Building Service to provide general building maintenance services for up to sixteen (16) hours per month, for a cost of up to \$52.00 per hour and for a total cost up to \$832.00 per month and to be approved by the Board or Management prior to repairs. A second motion was made, seconded and carried to approve ProTec Building Services, to treat damaged trellis/patio covering boards and repaint in the pool/spa area, for a cost not to exceed \$500.00. 5/0
- C. **Pool Maintenance Proposal** – A motion was made, seconded and carried to approve the proposals submitted by 1 Stop Pool Pros to drain/acid/refill the pool/spa, for a cost of \$1,350.00. 5/0
- D. **Security Cameras in Pool Area** – Postponed to the April 27, 2017 meeting to further discuss and review.
- 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 \$1,555.00. All are costs to be expensed from line item #7215/7216. 5/0

<u>Proposal #</u>	<u>Location</u>	<u>Description</u>	<u>Cost</u>	<u>Decision</u>
1200-409-318 Rev2	Pool area	Treat 4 white Alder & 5 Sycamore trees with Basil Bark Drench.	\$875.00	Approve #7215
1200-409-325	Pool area 29 Hillgrass	Install 1-15 gallon Xylosma. Install 8-1 gallon Myoporum Parvifolium	\$75.00 \$80.00	Approve #7215
1200-409-327	Southernwood Park	Remove 1 large Oak branch from tree.	\$200.00	Approve #7215
1200-409-326	Silkwood Corners	Remove Santa Barbra Daisy, Install 90-1 gallon "Society Garlic"	\$900.00	Approve #7216

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1200-409-326	Southernwood Corners	Remove Santa Barbra Daisy, Install 30-1 gallon “Society Garlic”	\$300.00	Approve #7216
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- F. **Record Retention Discussion/Review** – The Board discussed and reviewed the information provided by Keystone Pacific on how the records were stored on behalf of the Association. No further action is required.
- G. **Discussion on City’s Plan for Traffic Light Installation** – Don Gellar – Vice President provided the Board with an update on the traffic light installation and no further action is required.
- H. **Architectural Review Committee Update** – Board member Neil Matsui was present and provided the Board with the Architectural Report for March 2017.
- I. **Common Area Maintenance** – A motion was made, seconded and carried to approve legal counsel to prepare the general release of liability for the work completed in the Common Area at 24 Candlebush to remove trees, install root barrier, repair pavers and plant two replacement trees to be signed by the homeowners. 5/0
- J. **Next Board Meeting Agenda** – The Board would like to add security cameras in the pool area to discuss and review.
- K. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, April 27, 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 8:47 P.M.

ACCEPTED: Stan E. Land

DATE: 4-28-17