

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – APRIL 27, 2017
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
Frank Laird
Neil Matsui

BOARD MEMBERS ABSENT: George Malouf

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

EXECUTIVE SESSION SUMMARY – APRIL 27, 2017

The April 27, 2017 Executive Session minutes were approved, review of the Delinquency Report, fine reversal and homeowner hearings.

I. CALL TO ORDER

The meeting was called to order by Board President, Hugh Chewning, at 6:32 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 was two (2) homeowners 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 March 23, 2017 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the March 23, 2017 General Session Meeting Minutes. 4/0

B. **Acceptance of Financial Statement** – A motion was made, second and carried to accept the March 31, 2017 financial statement, as submitted. 4/0

VI. UNFINISHED/NEW BUSINESS

A. **Security Cameras in Pool Area** – Postponed to the May 25, 2017 meeting to further discuss and review.

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- B. **Fence Damage Repair Discussion/Review** – A motion was made, seconded and carried to approve filing a claim with the City of Irvine for the fence damage that has been repaired behind 23 Purple Sage on the City of Irvine maintained property, for a cost of \$990.00. 4/0
- C. **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 \$592.50. 4/0

| <u>Proposal #</u> | <u>Location</u> | <u>Description</u> | <u>Cost</u> | <u>Decision</u> |
|-------------------|--------------------|---|----------------|-----------------|
| 1200-409-328 | Pool area | Remove Santa Barbara Daisy's & apply mulch. | \$445.00 | Approved #7215 |
| 1200-409-328 | Turtle Rock – Park | Remove dead shrub Install –1-5 gallon Plumbago | N/C \$22.50 | Approved #7215 |
| 1200-409-328 | Willow Leaf Corner | Remove dead Toyon & Install 1-5 gallon Iceberg Rose | \$125.00 | Approved #7216 |

- D. **Architectural Review Committee Update** – Board member Neil Matsui was present and provided the Board with the Architectural Report for April 2017.
- E. **Common Area Maintenance** – A motion was made, seconded and carried to approve ProTec Building Service to pressure wash the top of the wood trellis, prepare, and paint, for a cost not to exceed \$1,800.00. 4/0
- F. **Next Board Meeting Agenda** – No action requested at this time.
- G. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, May 25, 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 7:17 P.M.

ACCEPTED: Frank E. Laird

DATE: 5-25-17