

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MAY 25, 2017
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
Frank Laird

BOARD MEMBERS ABSENT: George Malouf
Neil Matsui

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

EXECUTIVE SESSION SUMMARY – MAY 25, 2017

The April 27, 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.

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) homeowners in attendance to attend a Homeowner Hearing.

IV. SOCIAL COMMITTEE

The Social Committee was not present, Don Geller –Vice President provided details for the Memorial Day Pool Party.

V. CONSENT CALENDAR

A motion was made, seconded and carried to approve with the following items from the consent calendar for April 27, 2017, without further discussion:

A. **Approval of the April 27, 2017 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the April 27, 2017 General Session Meeting Minutes. 3/0

B. **Acceptance of Financial Statement** – A motion was made, second and carried to accept the April 30, 2017 financial statement, as submitted. 3/0

VI. UNFINISHED/NEW BUSINESS

A. **Security Cameras in Pool Area** – A motion was made, seconded and carried to approve purchasing the Lorex 8-Channel HD Camera security system to monitor the pool area, not to exceed \$2,000.00 and code to Contingency Reserves. 3/0

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- B. **Draft Audit** – A motion was made, seconded and carried to approve the 2016/2017 audit report prepared by the accounting firm of Inouye, Shively & Klatt with one addition to Note 3 – Future Major Repairs and Replacements - \$75,000.00 previously allocated to the fence repair project. 3/0
- C. **Set Record Date, Appoint Inspectors of Election/Ballot Custodian for Annual Meeting and Election of the Board of Directors September 2017** – A motion was made, seconded and carried to approve the Annual Meeting be held on September 21, 2017 with a record date of August 8, 2017. Appoint Jeff Isaac and Bill Baker as Inspector of Elections. 3/0
- D. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the following proposals submitted by Artistic Maintenance Inc. 3/0

<u>Proposal #</u>	<u>Location</u>	<u>Description</u>	<u>Cost</u>	<u>Decision</u>
1200-409-329	Pool area- outside	Install 50 sq. ft. of Fescue sod	\$75.00	Approved #7215

- E. **Architectural Review Committee Update** – Board member Neil Matsui was not present. No update provided.
- F. **Common Area Maintenance** – No action at this time.
- G. **Next Board Meeting Agenda** – No action requested at this time.
- H. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, June 22, 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 8:02 P.M.

ACCEPTED: *John L. E. David*

DATE: 6-22-17