

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JUNE 22, 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 – JUNE 22, 2017

The May 25, 2017 Executive Session minutes were approved, review of the Delinquency Report and homeowner hearing.

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 June 22, 2017, without further discussion:

- A. **Approval of the May 25, 2017 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the May 25, 2017 General Session Meeting Minutes. 3/2
- B. **Acceptance of Financial Statement** – A motion was made, second and carried to accept the May 31, 2017 financial statement, as submitted. 5/0

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VI. UNFINISHED/NEW BUSINESS

- A. **City of Irvine Claim Discussion/Review** – A motion was made, seconded and carried to deny taking any further action. 5/0
- B. **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>
1200-409-331	16 Purple Sage	Remove Tree large Oak branches	\$300.00	Approved #7235
1200-409-332	6-7 Purple Sage	Remove/install 1-5 gallon Rhapsiolepis - Clara	\$22.50	Approved #7215
1200-409-333	Willow Leak & Silkwood Corners	Install 3-5 gallon Euphorbia Mili, install 3-5 gallon white Iceberg Roses and 6-1 gallon variegated Society Garlic	\$216.00	Approved #7216

- C. **Architectural Review Committee Update** – Board member Neil Matsui was present and provided an Architectural Report. The Architectural Committee will be focusing on Outlooker beams in the community. No formal motion made.
- D. **Common Area Maintenance** – A motion was made, seconded and carried to approve the proposal submitted by 1 Stop Pool Pros to remove and replace the Raypak 407 BTU ASME pool heater in the pool area, for a cost of \$3,700.00. A second motion was made, seconded and carried to approve the proposal submitted by Advanced Reserve Solutions, Inc. to prepare the 2017 reserve study with no site visit in the community, for a cost of \$650.00. 5/0
- E. **Next Board Meeting Agenda** – The Board of Directors has requested to add Artistic Maintenance Tree Map as an agenda item for the July 27, 2017.
- F. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, July 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 7:30 P.M.

ACCEPTED: Frank E. Laird

DATE: 7-27-17