

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JULY 27, 2017
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Frank Laird
George Malouf
Neil Matsui (Arrived at 6:54 P.M.)

BOARD MEMBERS ABSENT: Don Geller

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

EXECUTIVE SESSION SUMMARY – JULY 27, 2017

The June 22, 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 was temporarily adjourned at 7:00 and then resumed at 7:09 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) homeowners in attendance ^{at} to attend a Homeowner Hearing.

IV. SOCIAL COMMITTEE

The Social Committee was not present, and no updates provided.

V. CONSENT CALENDAR

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

A. **Approval of the June 22, 2017 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the June 22, 2017 General Session Meeting Minutes. 3/0

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

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VI. UNFINISHED/NEW BUSINESS

- A. **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 rescind the previous motion made at the May 25, 2017 meeting 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 Election. A second motion was made, seconded and carried to approve the Annual Meeting be held on September 28, 2017 with a record date of August 8, 2017. Appoint Jeff Isaac and Bill Baker as Inspector of Election. 3/0

- B. **Artistic Maintenance Tree Map Discussion/Review** – Artistic Maintenance was present and provided the Board with copies of the tree map and tree inventory and emailed the electronic version for the property folder. No formal motion was made.

- C. **Pool Security Guidelines Discussion/Review** – This item was discussed and George Malouf provided Highlands Pool Surveillance System Guidelines to discuss and review. A motion was made, seconded and carried to approve George Malouf as the point person to receive feedback on any changes and the revised Pool Surveillance System Guidelines will be reviewed at the August 24, 2017 meeting. 3/0

- D. **Patrol Company Proposals Discussion/Review** – A motion was made, seconded and carried to invite Derek Sullivan (Branch Manager) from Nordic Security Services to attend the Board meeting on August 24, 2017 to discuss the lack of service in locking up the pool consistently for June and July. In addition, discuss how the activity reporting can be modified to reduce double entries in reporting. 3/0

- E. **Maturing Reserve CD** – A motion was made, seconded and carried to roll over the CIT Bank FKA One West Bank maturing in the amount of \$75,543.69, plus any interest earned, on 9/13/17 for a term of 12 months. 4/0

- F. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the following proposals submitted by Artistic Maintenance, Inc. 4/0

<u>Proposal #</u>	<u>Location</u>	<u>Description</u>	<u>Cost</u>	<u>Decision</u>
1200-409-335	16 Purple Sage	Flush cut 1 Acacia tree	\$250.00	Approved #7235
1200-409-334	Silkwood left & right corners, Willow Leak left & right corners	Remove Agapanthus at all corners and install Society Garlic and Red Fountain Grass	\$2,111.50	Postponed to the September meeting #7216

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- G. **Architectural Review Committee Update** – Board member Neil Matsui was present and presented the Board with information on an Architectural Application that did not follow the process and completed the work without approval. No formal motion made.
- H. **Common Area Maintenance** – No formal motion made.
- I. **Next Board Meeting Agenda** – The Board of Directors has requested to add Artistic Maintenance Tree Map as an agenda item for the August 24, 2017.
- J. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, August 24, 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: *Frank E. Laird*

DATE: *8-24-17*