

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – AUGUST 24, 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 – AUGUST 24, 2017

The July 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 were two (2) homeowners in attendance.

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 the following items from the consent calendar for August 24, 2017, without further discussion:

- A. **Approval of the July 27, 2017 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the July 27, 2017 General Session Meeting Minutes. 4/1
- B. **Acceptance of Financial Statement** – A motion was made, second and carried to accept the July 31, 2017 financial statement, as submitted. 5/0

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VI. UNFINISHED/NEW BUSINESS

- A. **Draft Reserve Study** – Postponed to the September 28, 2017 meeting to further discuss and review.
- B. **Pool Security Guidelines Discussion/Review** – Postponed to the September 28, 2017 meeting to further discuss and review.
- C. **Patrol Company Proposals Discussion/Review** – Derek Sullivan from Nordic Security was present at the meeting to discuss the lack of service for the months of June and July. The Board discussed the difficulty in reading the Account Activity Report and requested Nordic Security to simplify the reports. Nordic will provide a credit for June and July for the lack of service and work with the IT Department to revise the reports. No formal motion was made.
- D. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the following proposals submitted by Artistic Maintenance, Inc. 5/0

<u>Proposal #</u>	<u>Location</u>	<u>Description</u>	<u>Cost</u>	<u>Decision</u>
1200-409-336	Willowleaf slope	Install 3-5 gallon Raphiolepis	\$75.00	Approved #7215
1200-409-336	Tumbleweed slope	Remove large Acacia/Pepper tree	\$650.00	Approved #3180
1200-409-336	Southernwood corner	Replace 2-5 gallon Polygala	\$36.00	Approved #7216

- E. **Architectural Review Committee Update** – Board member Neil Matsui was present and presented the Board with a copy of the “Construction Requirements”. Recently, several homeowners have not followed the hours of work and days that construction work is permitted. No formal motion was made.
- F. **Common Area Maintenance** – Lee Sterling with ProTec Building Service was present to discuss the invoice submitted for payment that exceeded the approval from the Board of Directors to complete work in the pool area. Lee Sterling will revise the invoice and will resubmit to be reviewed at the September 28, 2017 meeting. No formal motion was made.
- G. **Next Board Meeting Agenda** – No formal motions were made.
- H. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, September 28, 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 8:17 P.M.

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ACCEPTED: *Mark E. Laird*

DATE: *9-28-17*