

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – JANUARY 23, 2014  
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**BOARD OF DIRECTORS PRESENT:** Hugh Chewning  
Don Geller  
George Malouf  
William Baker  
Neil Matsui

**MANAGEMENT REPRESENTATIVE:** Kim Dean, CCAM  
Keystone Pacific Property  
Management, Inc.

**EXECUTIVE SESSION SUMMARY – DECEMBER 5, 2013**

The October 24, 2013 Executive Session minutes were approved, hearings were held and a delinquent account was discussed.

**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**

Homeowner Pat Martin was present to discuss Architect Review Committee issues.

**IV. CONSENT CALENDAR**

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: (5/0)

A. **Approval of the December 5, 2013 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the December 5, 2013 General Session Meeting Minutes.

B. **November 30, 2013 Financial Statement – RESOLVED**, to accept the November 30, 2013 financial statement as submitted by Management.

**V. OLD/NEW BUSINESS**

A. **Pool Area Umbrellas** – A motion was made, seconded and carried to approve the proposal submitted by Anaheim Patio for five (5) new 9’ umbrellas in the amount of \$999.00. **Motion carried 5/0.**

B. **Janitorial Service** – A motion was made, seconded and carried to approve the proposal submitted by E&C Mystic Janitorial Service to increase janitorial service during the winter month (October through April) from once a week to twice a week service in the amount of \$200.00 per month. **Motion carried 5/0.**

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- C. **SCE Meters** – A motion was made, seconded and carried to authorize attorney, David Cane, to subpoena the records from Southern California Edison for meters located at 2 ½ Silverfern and 47 Hillgrass. **Motion carried 5/0.**
- D. **Fence Committee Update** – No action taken. The Fence Committee will provide the Board of Directors an update at the February 27, 2014 meeting.
- E. **Trellis Lights** – The Architectural Review Committee approved the trellis light application submitted by the Pool Committee. A motion was made, seconded and carried to authorize the Pool Committee to spend up to \$2,500.00 for the trellis light project. A motion was made, seconded and carried also approve an additional pagoda light proposal submitted by Horizon Lighting in the amount of \$596.00. **Motion carried 5/0.**
- F. **Delinquent Account APN 463-444-02** – No action required.
- G. **Newsletter Agenda** – The Board of Directors requested to review monthly newsletters at future Board meetings.
- H. **Next Board Meeting Agenda** – The Board of Directors requested to meet with Artistic Landscape, receive an Architectural Review Committee update and review the April newsletter at the February 27, 2014 meeting.
- I. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, February 27, 2014 at 6:30 P.M. at the Turtle Rock Community Center located at 1 Sunnyhill, Irvine, CA 92603.

VI. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:05 P.M. to enter into Executive Session.

ACCEPTED:  \_\_\_\_\_

DATE: 2-27-14

02/10/14-15:00  
Resp:Katie VanSchindel  
Categories:Arch  
Detail:

P200 Tl ghlands Community Assn.  
01/10/14 to 02/10/14

Unit No	Address #	Property Address	Last Name	Type	Rec Date	To Committee	Ret From Committee	Ruling	Reason/Cond	Owner Notified
90014-1	28	Windflower	Ridland	Paint	01/22/2014	01/23/2014		In Committee		

Kim D.