

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – FEBRUARY 27, 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 January 23, 2014 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 Tammy Henderson was present to discuss Landscape 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 January 23, 2014 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the January 23, 2014 General Session Meeting Minutes.

B. **Acceptance of Financial Statements – RESOLVED**, to accept the December 31, 2013 and January 31, 2014 financial statements as submitted by Management.

V. OLD/NEW BUSINESS

A. **Meeting with Artistic Maintenance** – Elmer Lazo and Juan Espita from Artistic Maintenance were present to meet with the Board of Directors.

B. **Tree Trimming Proposal** – A motion was made, seconded and carried to approve the proposal submitted by Artistic Maintenance in the amount of \$9,566.00 for the 2014 tree trimming that will be completed by May 30, 2014. **Motion carried 5/0.**

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- C. **Plant Removal Proposal** – This item was tabled. Artistic Maintenance will provide a list of addresses that have plant material that need to be removed from the wrought iron fences.
- D. **Eucalyptus Tree Proposals** – A motion was made, seconded and carried to remove one sick Eucalyptus tree across from 9 Sunrose in the amount of \$200.00. **Motion carried 5/0.**
- E. **Landscape Extra Proposal** – A motion was made, seconded and carried to approve a landscape extra proposal in the amount of \$609.75 from the February landscape walk. **Motion carried 5/0.**
- F. **Eucalyptus Tree Injection Proposal** – This item was tabled until next year.
- G. **Investment Decision** – A motion was made, seconded and carried to approve rolling over the TDC Opus BK reserve CD maturing on 3/16/14 for a 6 month term. **Motion carried 5/0.**
- H. **SCE Meters** – Board member Hugh Chewing signed the City of Irvine claim for damages form for reimbursement in the amount of \$7,724.78 for reimbursement from the two meters. Management was asked to have attorney David Cane review the claim for damages form before it is sent to the City of Irvine.
- I. **Board Direction to ARC Regarding Violations** – The Board of Directors support the ARC and request that the ARC prioritize violations. The Board of Directors requested that that the ARC address the 10 to 12 homes that are in poor condition.
- J. **Architectural Review Committee Update** – The ARC provided an update to the Board of Directors.
- K. **Pool Committee – Memorial Day Party (Food and Drink Reimbursement)** – A motion was made, seconded and carried approve a Memorial Day party at the pool area and to provide the Pool Committee with a \$300.00 budget for non alcoholic beverages and food. **Motion carried 5/0.**
- L. **Fence Committee Update** – No action taken. The Fence Committee will provide the Board of Directors an update at the March 27, 2014 meeting.
- M. **Newsletter Agenda** – The Board of Directors will provide Management any changes to the April newsletter by Tuesday, March 4, 2014.
- N. **Next Board Meeting Agenda** – No action taken.
- O. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, March 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 8:35 P.M. to enter into Executive Session.

ACCEPTED: 

DATE: 3-27-14

03/10/14-15:58
Resp:Katie VanSchindel
Categories:Arch
Detail:

P200 The Highlands Community Assn.
02/10/14 to 03/10/14

Address	Property Address	Lot Name	Map	Per Date	To Committee	Re From Committee	Rating	Reason/Cond	Owner Notified
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