

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MARCH 27, 2014
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
George Malouf
William Baker
Neil Matsui

BOARD MEMBER ABSENT: Don Geller

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

EXECUTIVE SESSION SUMMARY – FEBRUARY 27, 2014

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 6:35 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 Zia Mirza was present to observe the meeting.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: (4/0)

A. **Approval of the February 27, 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 Statement – RESOLVED**, to accept the February 28, 2014 financial statement as submitted by Management.

V. OLD/NEW BUSINESS

A. **SCE Meters** – Management informed the Board of Directors that the City of Irvine denied the Associations request for reimbursement in the amount of \$7,724.78 for two City of Irvine meters from 1988 to December 2010. A motion was made, seconded and carried to authorize Don Geller to investigate the appeal process with the City of Irvine. Don Geller will provide the Board of Directors an update on his findings at the April 24, 2014 meeting. **Motion carried 4/0.**

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- B. **Architectural Review Committee Update** – The ARC provided an update to the Board of Directors.
- C. **Fence Committee Update** – The Fence Committee provided the Board of Directors with an update on the fence project. A motion was made, seconded and carried to approve the first phase of the fence replacement project using Ameristar fencing from Fence Works for the 5 foot wrought iron fencing in the amount of \$153,000.00. **Motion carried 4/0.**
- D. **Reserve Study for Fence Project** – The Board of Directors reviewed and discussed the reserve summary submitted by Advanced Reserve Solutions.
- E. **Insurance Policy** – A motion was made, seconded and carried to approve the proposed insurance policy change submitted by State Farm Insurance. **Motion carried 4/0.**
- F. **Newsletter Agenda** – The Board of Directors will provide Management any changes to the May newsletter by Friday, April 4, 2014.
- G. **Next Board Meeting Agenda** – No action taken.
- H. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, April 24, 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 7:05 P.M. to enter into Executive Session.

ACCEPTED: _____



DATE: _____

4-24-14