

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MAY 22, 2014
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
William Baker
George Malouf

BOARD MEMBER ABSENT: Neil Matsui

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

EXECUTIVE SESSION SUMMARY – APRIL 24, 2014

The March 27, 2014 Executive Session minutes were approved, a violation was discussed and a delinquent account was discussed.

I. CALL TO ORDER

The meeting was called to order by Board President, Hugh Chewning, at 6:32 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

Homeowners David Huntley, Darlene Sanchez and Jerry Biss was present.

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 April 24, 2014 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the April 24, 2014 General Session Meeting Minutes.

B. **Acceptance of Financial Statement – RESOLVED**, to accept the April 30, 2014 financial statement as submitted by Management.

V. OLD/NEW BUSINESS

A. **SCE Meters** – Board member Don Geller informed the Board of Directors that the City of Irvine rejected the settlement offer. Don Geller informed the Board of Directors that he would talk to City Counsel. *Council.*


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- B. **2013/2014 Draft Audit Report** – A motion was made, seconded and carried to approve the 2013/2014 draft audit report prepared by Inouye, Shively, Longtin & Klatt, C.PA. **Motion carried 4/0.**
- C. **Pool Gate** – A motion was made, seconded and carried not to make any modifications to the exit pool gate since the County of Orange Environmental Health Department confirmed that the Association is currently grandfathered in with the old requirements. **Motion carried 4/0.**
- D. **Set Record Date, Appoint Inspectors of Election/Ballot Custodian for Annual Meeting and Election of the Board of Directors September 2014** – A motion was made, seconded and carried to approve the Annual Meeting date to be held on September 25, 2014. **Motion carried 4/0.** A motion was made, seconded and carried to set the Election record date for August 15, 2014. **Motion carried 4/0.** A motion was made, seconded and carried to appoint John and Christine Baker and a representative from Keystone Pacific Property Management as the Inspectors of Election. **Motion carried 4/0.**
- E. **Landscape Extras Proposals** – No action taken.
- F. **Architectural Review Committee Update** – No action taken.
- G. **Landscape Committee** – A decision to appoint a Committee to inspect front yard landscaping and provide updates to the Board of Directors was tabled until the June 26, 2014 meeting.
- H. **Fence Update** – The Fence Committee informed the Board of Directors that the fence order has been placed.
- I. **Umbrella Anchors** – A motion was made, seconded and carried to approve the proposal submitted by 1 Stop Pool Pros in the amount of \$1,200.00 to install three (3) umbrellas anchors and three (3) in ground umbrellas stands. **Motion carried 4/0.**
- J. **Additional Pool Chairs** – A motion was made, seconded and carried to approve the proposal from Backyard Impressions for eight (8) gardenella sling stacking arm chairs in the amount of \$1,350.00. **Motion carried 4/0.**
- K. **Newsletter Agenda** – The Board of Directors will provide Management any changes to the July newsletter by Friday, May 30.
- L. **Next Board Meeting Agenda** – No action taken.
- M. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, June 26, 2014 at 6:30 P.M. at the Turtle Rock Community Center located at 1 Sunnyhill, Irvine, CA 92603.

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VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:35 P.M. to enter into Executive Session.

ACCEPTED: 

DATE: 6-26-14

06/10/14-13:05
Resp:Katie VanSchindel
Categories:Arch
Detail:

P200 The Highlands Community Assn.
05/10/14 to 06/10/14

Application No.	Units	Address	Owner	Category	Start Date	End Date	Status	Comments	Review Date
70010-1	19	Sunrose	Tucker	Roof	05/14/2014	05/14/2014	App w/Cond	APPROVED	05/30/2014
30003-1	3	Hillgrass	Cooper	Incomplete Submittal	05/15/2014		Denied	missing 3 copies of plans	05/21/2014
30003-1	3	Hillgrass	Cooper	Incomplete Submittal	05/28/2014		Denied	missing 3 copies of plans, h/o just submitted 3 copies of the application	05/29/2014

Kim D.