

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – JUNE 26, 2014  
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**BOARD OF DIRECTORS PRESENT:** Hugh Chewning  
Don Geller  
William Baker  
George Malouf  
Neil Matsui

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

**EXECUTIVE SESSION SUMMARY – MAY 22, 2014**

The April 24, 2014 Executive Session minutes were approved, a violation hearing was discussed and a delinquent account was discussed.

**I. CALL TO ORDER**

The meeting was called to order by Board President, Hugh Chewning, at 6:30 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 David Huntley was present.

**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 May 22, 2014 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the May 22, 2014 General Session Meeting Minutes.

B. **Acceptance of Financial Statement – RESOLVED**, to accept the May 31, 2014 financial statement as submitted by Management.

**V. OLD/NEW BUSINESS**

A. **Meeting with Artistic Maintenance and Landscape Committee – Elmer Lazo and Juan Espitia from Artistic Maintenance and Tammy Henderson from the Landscape Committee were present to discuss proposed landscape projects.**

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- B. **Landscape Extra Proposals** – A motion was made, seconded and carried to approved the proposal submitted by Artistic Maintenance in the amount of \$18.75 to install 3 – 1 gallon boxwoods on the corner of Turtle Rock and Willow Leaf. **Motion carried 5/0.** A motion was made, seconded and carried to approve the proposal submitted by Artistic Maintenance in the amount of \$5,705.00 to remove the diseased Escallonia on Turtle Rock and replace the plant material with Laceteus. **Motion carried 5/0.**
- C. **SCE Meters** – Board member Don Geller was able to reach a settlement with the City of Irvine regarding the City of Irvine SCE meters. A motion was made, seconded and carried to approve a \$3,500.00 settlement. **Motion carried 5/0.**
- D. **Architectural Review Committee Update** – No action taken.
- E. **Front Yard Landscape Committee** – This item was tabled. Management was directed to ask for Committee volunteers in the August newsletter.
- F. **Fence Update** – The Fence Committee provided an update to the Board of Directors.
- G. **Architectural Guidelines (E & F)** – Legal counsel is familiar with the governing documents. The Association is in compliance with the governing documents.
- H. **Reserve Study Proposals** – A motion was made, seconded and carried to approve the reserve study proposal submitted by Advanced Reserve Solutions, Inc. in the amount of \$650.00 for the 2015/2016 fiscal year. **Motion carried 5/0.**
- I. **Newsletter Agenda** – The Board of Directors will provide Management any changes to the August 2914 newsletter by Monday, June 30, 2014.
- J. **Next Board Meeting Agenda** – No action taken.
- K. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, July 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 7:45 P.M. to enter into Executive Session.

ACCEPTED: 

DATE: 24 July '14