

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

**BOARD OF DIRECTOR ABSENT:** Hugh Chewning

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

**EXECUTIVE SESSION SUMMARY – OCTOBER 23, 2014**

The September 25, 2014 Executive Session minutes were approved and a violation hearing was discussed.

**I. CALL TO ORDER**

The meeting was called to order by Board Vice-President, Don Geller, 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**

No homeowners were present.

**IV. CONSENT CALENDAR**

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

- A. **Approval of the September 25, 2014 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the September 25, 2014 General Session Meeting Minutes.
- B. **Approval of the September 25, 2014 Annual Election Meeting Minutes – RESOLVED**, to ratify the action taken and approve the September 25, 2014 Annual Election Meeting Minutes.
- C. **Acceptance of Financial Statement – RESOLVED**, to accept the September 30, 2014 financial statement as submitted by Management.

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V. OLD/NEW BUSINESS

- A. **Appointment of Committees** – A motion was made, seconded and carried to appoint Neil Matsui, Pat Martin and Barbara Davidson to the Architectural Review Committee. **Motion carried 4/0.** A motion was made, seconded and carried to appoint Tammy Henderson and Hugh Chewing to the Landscape Committee. **Motion carried 4/0.** A motion was made, seconded and carried to appoint Bill Baker and Don Geller to the Pool Committee. **Motion carried 4/0.** A motion was made, seconded and carried to appoint Bill Baker and George Malouf to the Fence Committee. **Motion carried 4/0.**
- B. **Landscape Extras** – A motion was made, seconded and carried to approve the landscape extras proposal submitted by Artistic Maintenance in the amount of \$1,053.75 for landscape extras discussed on the October 9, 2014 walk. **Motion carried 4/0.**
- C. **Tree Trimming Proposal** – A motion was made, seconded and carried to deny the tree trimming proposal submitted by Artistic Maintenance in the amount of \$736.00. **Motion carried 4/0.**
- D. **Architectural Review Committee Update** – The Architectural Review Committee provided the Board of Directors with an update on the architectural applications.
- E. **Fence Update** – The Fence Committee provided an update to the Board of Directors. A motion was made, seconded and carried to approve having Management send a letter to the homeowner of 21 Southern Wood demanding payment in the amount of \$3,090.00 for the irrigation repair. **Motion carried 3/1.** Board Member, Neil Matsui, opposed having Management send a demand letter to the homeowner of 21 Southern Wood. The homeowner signed a contract to pay the Artistic Maintenance directly.
- F. **Draft Proposed Car Rule Change** – This item was removed from the agenda.
- G. **Newsletter Agenda** – This item was removed from the agenda.
- H. **Investment Decision** – A motion was made, seconded and carried to reinvest the reserve CD in the amount of \$51,460.21 with TCD Opus Bank expiring on 11/14/14 for a 6 month term. **Motion carried 4/0.**
- I. **APN # 463-441-09** – A motion was made, seconded and carried to remove this item from the agenda for 9 months. **Motion carried 4/0.**
- J. **Next Board Meeting Agenda** – No action taken.
- K. **Next Board Meeting** – The next Board of Directors meeting will be held on Wednesday, December 17, 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 8:00 P.M

ACCEPTED: 

DATE: 12-17-14