

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – DECEMBER 17, 2014
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
William Baker
George Malouf

BOARD OF DIRECTOR ABSENT: Neil Matsui

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

EXECUTIVE SESSION SUMMARY – DECEMBER 17, 2014

The October 23, 2014 Executive Session minutes were approved and a violation hearing was discussed.

I. CALL TO ORDER

The meeting was called to order by Board President, Hugh Chewning, at 6:37 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 October 23, 2014 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the October 23, 2014 General Session Meeting Minutes.

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

V. OLD/NEW BUSINESS

A. **2015 Draft Budget/Reserve Maintenance Disclosures** – A motion was made, seconded and carried to approve version 2 of the proposed 2015 budget and reserve maintenance disclosure as submitted. Assessments will remain at \$99.00 per month per unit with the removal of overseeding and tree injection from the budget. **Motion carried 4/0.**

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- B. **Pool Maintenance Contract** – A motion was made, seconded and carried to approve the revised 1 Stop Pool Pros contract as submitted. **Motion carried 4/0.**
- C. **Landscape Extras Proposal** – A motion was made, seconded and carried to approve the landscape extras proposals submitted by Artistic Maintenance in the amount of \$1,375.00 and \$1,190.00. **Motion carried 3/1.**
- D. **Tree Trimming Proposal** – A motion was made, seconded and carried to approve the tree trimming proposal in the amount of \$12,736.00. **Motion carried 4/0.**
- E. **Audit/Tax Proposals** – A motion was made, seconded and carried to approve the audit and tax proposal submitted by Inouye, Shively Longtin & Klatt in the amount of \$1,000.00 for the year ending 2/28/15. **Motion carried 4/0.**
- F. **Architectural Review Committee Update** – The Architectural Review Committee provided the Board of Directors with an update on the architectural applications.
- G. **Fence Update** – The Fence Committee provided an update to the Board of Directors.
- H. **Next Board Meeting Agenda** – Artistic Maintenance will be asked to attend the January 22, 2015 Board meeting.
- I. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, January 22, 2015 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

ACCEPTED:  _____

DATE: 1-21-15