

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MAY 28, 2015
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BOARD OF DIRECTORS PRESENT: Hugh Chewning
Don Geller
William Baker
George Malouf
Neil Matsui

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

EXECUTIVE SESSION SUMMARY – MAY 28, 2015

The April 23, 2015 Executive Session minutes were approved, a violation was discussed and a procedure for violation letters were 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

The homeowners at 20 Southern Wood, 21 Purple Sage and 15 Candlebush were present to discuss various issues. The homeowners at 21 Purple Sage also presented research on artificial turf for the Board to consider.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: Motion carried 5/0.

A. **Approval of the April 23, 2015 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the April 23, 2015 General Session Meeting Minutes.

B. **Acceptance of Financial Statement – RESOLVED**, to accept the April 30, 2015 financial statement as submitted by Management.

V. OLD/NEW BUSINESS

A. **Draft Audit** – A motion was made, seconded and carried to approve the 2014/2015 draft audit report prepared by Inouye, Shively, Longtin & Klatt, C.P.A. Motion carried 5/0.

B. **Reserve Study Proposals** – A motion was made, seconded and carried to approve the update without site visit reserve study proposal submitted by Advanced Reserve Solutions in the amount of \$650.00. Motion carried 5/0.

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- C. **Landscape Extras Proposals** – A motion was made, seconded and carried to approve the landscape extras proposal submitted by Artistic Maintenance in the amount of \$180.00 to install 3-15 gallon Xylosmas on Silkwood. Motion carried 3/2.
- D. **Set Record Date, Appoint Inspectors of Election/Ballot Custodian for Annual Meeting and Election of the Board of Directors September 2015** – A motion was made, seconded and carried to approve the Annual meeting date to be held on September 24, 2015. A motion was made, seconded and carried to set the Election record date for August 7, 2015. A motion was made, seconded and carried to appoint John and Christine Baker; Jeff Isaacs and a representative from Keystone Pacific Property Management as the Inspectors of Election. Motion carried 5/0.
- E. **View Impairment Analysis** – This item was tabled until the June meeting.
- F. **Turf Renovation** – This item was tabled until the June meeting.
- G. **30 Bluff View – Neighbor Homeowner Request** – A motion was made, seconded and carried to deny the homeowners request for an easement use agreement and land purchase. Motion carried 5/0.
- H. **Sun Ridge Homeowners Association – Tree Trimming Request** – A motion was made, seconded and carried to approve Artistic Maintenance to lace the tagged trees in the common area next to the Sun Ridge Association at no cost. The tree trimming will be supervised by the Landscape Committee. Motion carried 5/0.
- I. **Architectural Review Committee Update** – The Architectural Review Committee provided an update to the Board of Directors.
- J. **Removal of Architectural Committee Member** – No action taken.
- K. **Appointment of Architectural Committee Member** – A motion was made, seconded and carried to appoint William Baker to the Architectural Committee. Motion carried 5/0.
- L. **Next Board Meeting Agenda** – William Baker requested that a discussion regarding a dog park be added to the agenda.
- M. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, June 25, 2015 at 6:30 P.M. at the Turtle Rock Community Center located at 1 Sunnyside, Irvine, CA 92603.

VI. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:05 P.M

ACCEPTED:  _____

DATE: 6-25-15