

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – AUGUST 27, 2015  
PAGE 1 of 3

**BOARD OF DIRECTORS PRESENT:** Hugh Chewning  
Don Geller  
William Baker  
Neil Matsui

**BOARD MEMBERS ABSENT:** George Malouf

**MANAGEMENT REPRESENTATIVE:** Lisa Munson  
Keystone Pacific Property  
Management, Inc.

**EXECUTIVE SESSION SUMMARY – JULY 23, 2015**

The June 25, 2015 Executive Session minutes were approved, a violation and a procedure for violation letters were discussed.

**I. CALL TO ORDER**

The meeting was called to order by Board President, Hugh Chewning, at 6:33 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 present.

**IV. CONSENT CALENDAR**

A motion was made, seconded and carried to approve with the following items from the consent calendar with a minor revision to the July 23, 2015, without further discussion:  
Motion carried 4/0.

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

B. **Acceptance of Financial Statement – RESOLVED**, to accept the July 31, 2015 financial statement as submitted by Management.

**V. OLD/NEW BUSINESS**

A. **Landscape Extras Proposal** – A motion was made, seconded and carried to approve the proposal #1200-409-280 from Artistic Maintenance, Inc., to install twenty (20) one (1) gallon Tecomarias for a cost of \$150.00. 4/0

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – AUGUST 27, 2015  
PAGE 2 of 3

- B. **View Impairment Analysis** – Neil Matsui – Landscape Committee, presented the Board of Directors with proposed guidelines on view impairment. The Board of Directors discussed and agreed to table review to the meeting in September after revising the Consolidated Architectural Standard to update the verbiage on View Impairment, E & F. 4/0
- C. **Synthetic Turf Modification to Architectural Standard Discussion**– A motion was made, seconded and carried to table this until the next meeting on September 24, 2015. 4/0
- D. **Architectural Review Committee Update** – The Architectural Review Committee provided an update to the Board of Directors.
- E. **Discussion Regarding Irrigation Controllers Proposal/ Discussion** – This item was tabled to the September 24, 2015 meeting. Louis with Artistic Maintenance, Inc. will provide additional information for the Board to include a map of the area and property lines. 4/0
- F. **Meter Pedestal Removal and Relocation Proposal** – This item was tabled to the September 24, 2015 meeting to be included with the irrigation controller discussion. 4/0
- G. **Website Update/Discussion** – A motion was made, seconded and carried for Management to have Community Association Publishing Services update the address on the websites Architectural forms and the Manager’s information on the cover letter. 4/0
- H. **Executive Committee Charter Approval** – No action taken.
- I. **Investment Decision** – A motion was made, seconded and carried to approve the rollover of the maturing Reserve CD with Opus Bank in the amount of \$50,759.57 for a 6 month term at the best rate. 4/0
- J. **Delinquency** – APN# 463-443-03 – Action was table. At the direction of the Board, Management will call the homeowner to advise them of the delinquency status prior to the September 24, 2015 meeting. 4/0
- K. **Next Board Meeting Agenda** – Irrigation Controllers, View Impairment, Nordic Security and Turf discussion regarding a proposed rule change be added to the agenda.

THE HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – AUGUST 27, 2015  
PAGE 3 of 3

L. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, September 24, 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 7:59 P.M

ACCEPTED: 

DATE: 29 Sept '15