

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – OCTOBER 22, 2015
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BOARD OF DIRECTORS PRESENT: Hugh Chewning.
Don Geller
John Baker
George Malouf
Neil Matsui

BOARD MEMBERS ABSENT: None

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

EXECUTIVE SESSION SUMMARY – SEPTEMBER 24, 2015

The August 27, 2015 Executive Session minutes were approved, a violation hearing 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

No homeowners present.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve with the following items from the consent calendar for October 22, 2015, without further discussion: Motion carried 5/0.

A. **Approval of the September 24, 2015 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the September 24, 2015 General Session Meeting Minutes.

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

V. OLD/NEW BUSINESS

A. **Investment Decision** – A motion was made, seconded and carried to approve the maturing Reserve CD #11473477 with Opus Bank in the amount of \$51,727.37 for a 6 month term at the best rate. 5/0

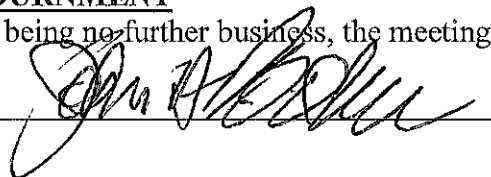
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- B. **2015 Audit/Tax Preparation** – A motion was made, seconded and carried to approve Inouye, Shivley, Longtin & Klatt to prepare the audit and Association's federal and state income tax returns for the year ending February 28, 2016 for a cost of \$900.00. 5/0
- C. **Landscape Extras Proposals** – No proposals at this time.
- D. **Tree Trimming** – This item was tabled until the November 17, 2015 meeting. Louis with Artistic Maintenance, Inc., will review our history and provide a detailed tree trimming plan proposal.
- E. **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 make two changes and remove the recommended tree pallet # E, from the current Consolidated Architectural Standards. A motion was made, seconded and carried to approve the revised Consolidated Architectural Standards. 5/0
- F. **Synthetic Turf Modification to Architectural Standard Discussion**– A motion was made, seconded and carried to approve adding Synthetic Turf to the Consolidated Architectural Standards with a minor revision on verbiage. 4/1
- G. **Architectural Review Committee Update** – The Architectural Review Committee provided an update to the Board of Directors.
- H. **Discussion Regarding Irrigation Controllers Proposal/ Discussion** – Louis with Artistic Maintenance, Inc., provided the Board of Directors with an update on the installation process. A motion was made, seconded and carried to approve the Management Company will be the administrator for the Smart Controllers. Lisa Munson – Community Manager, Hugh Chewning - President, Don Gellar – Vice President and Louis with Artistic Maintenance, Inc. will receive email alert from the Smart Controller system. 5/0
- I. **Nordic Security Discussion** – A motion was made, seconded and carried to deny the proposal from Nordic Security Services for three (3) random patrols per week. 5/0
- J. **Next Board Meeting Agenda** – 2016 Budget.
- K. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, November 17, 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: _____

12/1/15