

THE HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – DECEMBER 1, 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 – DECEMBER 1, 2015

The October 22, 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 6:33 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, without further discussion: Motion carried 5/0.

A. **Approval of the October 22, 2015 General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the October 22, 2015 General Session Meeting Minutes.

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

V. OLD/NEW BUSINESS

A. **2016 Draft Budget** – A motion was made, seconded and carried to approve the 2016 Budget with revisions. Neil Matsu – Member at Large, will provide the revised Budget to Management. 5/0

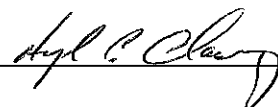
B. **Delinquency Resolution** – A motion was made, seconded and carried to approve the revised delinquency resolution policy. 5/0

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- C. **Slope Banks** – The Board discussed the slope banks and run-off concerns.
- D. **Landscape Extras** – A motion was made, seconded and carried to approve the proposal #1200-409-291 Revised 1, for a cost of \$503.50 and proposal #1200-409-292 to remove 1 dead Alder Tree with stump grind for a cost of \$650.00. The Board will not install a new tree at this time. 5/0
- E. **Tree Trimming** – A motion was made, seconded and carried to approve the revised tree trimming proposal from Artistic Maintenance, Inc., to trim the tree throughout the community for a total cost of \$12,835.00 for 2016, approved a 3 year plan to include 2017 and 2018. 4/1
- F. **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
- G. **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. 5/0
- H. **Architectural Review Committee Update** – The Architectural Review Committee provided an update to the Board of Directors.
- I. **Discussion Regarding Irrigation Controllers Proposal/ Discussion** – Louis Hernandez with Artistic Maintenance, Inc. provided the Board of Directors with an update on the Smart Controller installation process.
- J. **Next Board Meeting**- No requests at this time.
- K. **Next Board Meeting** – The next Board of Directors meeting will be held on Thursday, January 28, 2016 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 8:55 P.M

ACCEPTED: 

DATE: 28 Jan '16