

TURTLE ROCK HILLS COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING HELD
February 14, 2017

CALL TO ORDER

Meeting was called to order at 6:35pm.

Meeting was held at Turtle Rock Community Center, 1 Sunnyhill Drive, Irvine, CA.

Directors present: Jane Weyhrauch, Diane Lawrence, Madonna Saxton, Anne Skiver and Jeff Mayer.

Management present: Bonnie Atkinson, Huntington West Properties, Inc.

HOMEOWNERS FORUM

18751 Via Palatino

Homeowner submitted a Request for Home Improvement application for roof replacement with Eaglelite roof tile in the color Oakwood. Motion to approve the application as submitted was made by Director Weyhrauch, 2nd by Director Lawrence. All in favor, motion carried.

18801 San Rufino

Homeowner submitted a Request for Home Improvement application for a family room addition of 70 square feet and a patio cover. Homeowner did not have the signature of her neighbor and it was requested that she obtain this and resubmit the plans for approval.

18861 Via Palatino

Homeowner submitted a Request for Home Improvement with plans to install a pergola and landscape plans for the back yard. After a review of the plans and a visual inspection of the property, the Board approved the 12'X12' pergola (slab and structure) not to exceed 8' in height in the back yard per submitted application. Pergola will be installed within the mow strip already in place and will not extend beyond the existing concrete border between the grass and existing plants. Landscape plants approved as submitted. Motion to approve the application as submitted was made by Director Weyhrauch, 2nd by Director Skiver. All in favor, motion carried.

18745 Via Verona

The homeowner submitted a Request for Home Improvement application for installment of a custom built wood garage door in the color western red cedar. Motion to approve the application as submitted was made by Director Lawrence, 2nd by Director Skiver. All in favor, motion carried.

5386 Amalfi

The homeowner submitted a Request for Home Improvement application for removal and replacement of front landscape grass to the right side of the driveway. Motion to approve the application as submitted was made by Director Skiver, 2nd by Director Lawrence. All in favor, motion carried.

18782 Via Palatino

The homeowner submitted a Request for Home Improvement application for replacement of sliding glass door with same type. Motion to approve the application as submitted was made by Director Weyhrauch, 2nd by Director Lawrence. All in favor, motion carried.

18782 Via Palatino

The homeowner submitted a Request for Home Improvement application for replacement of existing fence wood fence with a wood fence painted white and matching white vinyl gate. Motion to approve the application as submitted was made by Director Saxton, 2nd by Director Lawrence. Four in favor, Director Mayer opposed. Motion carried.

MINUTES

The Board reviewed the minutes from the December 13, 2016 meeting. No meeting was held in January 2017 due to lack of quorum. Motion to approve the December minutes as submitted was made by Director Lawrence, 2nd by Director Weyhrauch. Director Skiver and Director Mayer abstained as they were not present at the December meeting. Remaining in favor, motion carried.

FINANCIALS

Financials for the months of October 2016-January 2017 were reviewed. Board Treasurer, Director Saxton, submitted the Treasurer's report for this period to the Board. Motion was made by Director Saxton, 2nd by Director Weyhrauch to approve the Treasurer's reports as submitted, pending final review by CPA at year end. All in favor, Motion carried.

BUSINESS

The Board reviewed and adopted the resolution to approve the document for association authorized signer for the Pacific Premier Bank. Signature card was signed by Board members who had authority for signature for monthly checks and expenses.

The Board reviewed the annual authorization for transfer form from the management company. The Board chose option 2 which states approval from the majority of the Board members is required to make a transfer from the Money Market account to the operating account. Document signed by the Board President and Secretary.

The Board reviewed the recommended changes to the current association collection letters for the first (15 days) and 2nd (30 days) to be in compliance with the delinquency policy of the association. The manager will review the changes with the management office manager and submit final letters for review to Director Lawrence before mailing out. Motion to approve was made by Director Weyhrauch, 2nd by Director Skiver to approve the revised letters. All in favor, Motion carried.

LANDSCAPE

The Board reviewed the bid from WB Starr for trimming of two large Eucalyptus trees on Portofino. Motion to approve the cost of \$990.00 was made by Director Lawrence, 2nd by Director Mayer. All in favor, Motion carried.

The Board reviewed the letter from Seacrest Landscape regarding an increase in landscape service contract by \$224.00 per month. The new monthly rate, effective February 1, 2017, will be \$4,702.00. This increase was due to increase in minimum wage and insurance cost. Motion to approve the changes to the contract was made by Director Skiver, 2nd by Director Weyhrauch. All in favor, Motion carried.

The Turtle Rock Hills Board of Directors chose 18711 Portofino Drive as the home of the month for February 2017.

ACCOUNT REVIEW

The manager will send later letters to all accounts in arrears of 15-45 days. Director Lawrence will present the proposed changes to the prelien and lien letters at the March 14, 2017 meeting.

New Business for March 14, 2017 meeting:

Review of the architectural application and application procedure.

Update of collection letters per the policy of the association.

There being no further business, a motion was made by Director Lawrence, 2nd by Director Weyhrauch to adjourn the meeting at 8:25pm to enter into executive session to discuss easements.

Minutes submitted by Bonnie Atkinson, Manager

Approved: March 14, 2017