



## THE TERRACE AT CANYON HILLS

### OPEN SESSION BOARD OF DIRECTORS MEETING MINUTES

#### MEETING DETAILS

DATE & TIME	Oct 28, 2024 7:00 PM
TYPE OF MEETING	OPEN SESSION
LOCATION	VIRTUAL MEETING

#### JOIN THE MEETING VIRTUALLY

GOOGLE MEET	<b>LINK:</b> <a href="https://meet.google.com/aav-kgir-oaw">https://meet.google.com/aav-kgir-oaw</a>
BY PHONE	(US) +1 570-701-4123   <b>PIN:</b> 627 969 660#

#### DIRECTORS PRESENT

PRESENT	PRESIDENT - Clara Blunk ▾ 2024 - 2025 VICE PRESIDENT Wiam Elbettar ▾ 2024 - 2025 SECRETARY - Shelia Deakin ▾ 2024 - 2025 TREASURER - Frank Aronoll ▾ 2024 - 2025 MEMBER AT LARGE - Paige Strayer ▾ 2024 - 2025
ABSENT	
MANAGEMENT	Jonathan De La Torre ▾ - MEETING CHAIR Vanessa Bustos ▾

**I. CALL TO ORDER 7:07PM | DIRECTOR:** Clara Blunk ▾

#### II. EXECUTIVE SESSION DISCLOSURE

In accordance with California Civil Code Section 4935(a), the Board will be meeting in Executive Session After the Open Session meeting on **Monday, October 28,**



**2024**, in order to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified within the California Civil Code.

### III. OPEN HOMEOWNER FORUM | MAXIMUM OF 3 MINUTES PER HOME

The agenda for Regular Session Meetings will be electronically distributed via e-mail no fewer than four (4) days before a Regular Session Meeting. Please consider going paperless and if you need a form to do so, please email us at Help@nsc.team. Each homeowner will be given three (3) minutes to speak under the Open Meeting Act, California Civil Code Section 4925(b), or a total of twenty (20) minutes will be granted for all members to address the Board regarding items of interest or concern.

TIME	HOMEOWNER NAME	ADDRESS
⌘ 3:00	Jeff Delapp	216
⌘ 3:00	Anne Marie	108
⌘ 3:00	Marlene	404
⌘ 3:00	Brad	106
⌘ 3:00	Terri C Natali	103
⌘ 3:00	Claudia Fontaine	221
⌘ 3:00	Ankur Pundir	101
⌘ 3:00	Bruce Moore	218
⌘ 3:00	Jason Mitz	217

**Homeowner closed at 7:41 PM.**

### IV. DIRECTOR ITEMS, GENERAL REPORTS & UPDATES

#### 1. BOARD POSITION UPDATE AND NOTICE



**President:** CLARA BLUNK ▾

**Vice President:** WIAM ELBETTAR ▾

**Treasurer:** FRANK ARONOFF ▾

**Secretary:** SHEILA DEAKIN ▾

**Director at large:** PAIGE STRAYER ▾

**Motion:** Shelia Deakin ▾

**Second:** Clara Blunk ▾

## DISCUSSION

**All in favor:** Paige Strayer ▾ Clara Blunk ▾ Shelia Deakin ▾ Wiam Elbettar ▾

**Resolution:** That the Terrace at Canyon Hill Board of Directors approve to ratify the October 11, 2024 board positions as listed above.

## A. ARCHITECTURAL

- a. **Pending Architectural Applications** - Management requests Board direction on any open applications that should be addressed by Management.
- b. **General Processing Questions:**
  - i. Who reviews applications?
  - ii. If there is a Committee, who is on the Committee?
  - iii. Is there an application or review fee?
- c. Are there any pre-approved items, i.e. garage doors, windows, etc.?

## B. ARCHITECTURAL LOG

## C. ENGAGEMENT

### a. COMMITTEES

Placeholder for the Board of Directors to discuss the possibility of forming two committees for the community

**Motion:** Shelia Deakin ▾

**Second:** Wiam Elbettar ▾



**DISCUSSION**

**All in favor:** Paige Strayer ▾ Clara Blunk ▾ Shelia Deakin ▾ Wiam Elbettar ▾

**Resolution:** That the Terrace at Canyon Hill Board of Directors approve to form additional committees for consideration such as landscape committee, communication committee, welcome & fun committee, finance committee and parking committee.

**D. FACILITIES**

**a. POOL CONTRACT** - Please review the ClearExpectation service contract for the pool, the increase is scheduled to begin in January 2025. The monthly cost is \$965.00, with chemicals billed separately.

**Motion:** Paige Strayer ▾

**Second:** Shelia Deakin ▾

**DISCUSSION**

**All in favor:** Paige Strayer ▾ Clara Blunk ▾ Shelia Deakin ▾ Wiam Elbettar ▾

**Resolution:** That the Terrace at Canyon Hill Board of Directors approve the increase for ClearExpectations in the amount of \$965 plus chemicals .

**b. POOL SPA**

VENDOR	DESCRIPTION	COST	RESOLUTION
ALAN SMITH POOLS w/o rails With rails	Proposal to replaster the spa	\$9,375.00 \$11,415.00	Motion: Shelia Deakin ▾ Seconded: Shelia Deakin ▾ All in Favor: Paige Strayer ▾ Clara Blunk ▾ Shelia Deakin ▾ Wiam Elbettar ▾  Resolution: That the board hold off to vote on the replastering and schedule an emergency vote once both proposals have been reviewed. To have this done within two weeks.



**E. GROUNDS**

**a. PEST CONTROL TREATMENT SCHEDULE**

**b. LANDSCAPE REPORT**

**c. LANDSCAPE**

VENDOR	DESCRIPTION	COST	RESOLUTION
HARVEST Tree Report	Removal of 23 trees	\$120,800.00	Motion: <span>Paige Strayer</span> ▾ Seconded: <span>Wiam Elbettar</span> ▾ All in favor: <span>Paige Strayer</span> ▾ <span>Shelia Deakin</span> ▾ <span>Wiam Elbettar</span> ▾ Resolution: That the board approve the Instal 2 5-gallon Pyracantha fortuneana in the amount of \$161.01.
	Install 21 15-gallon Heteromeles	\$4,125.45	
	Removal of two trees on the v-ditch	\$300.00	
	Removal of tree causing damage to concrete	\$800.00	
	Instal 2 5-gallon Pyracantha fortuneana	\$161.01	
	Community wide tree stump treatment	\$2,548.00	

**d. TERMITE TREATMENT**

VENDOR	DESCRIPTION	COST	RESOLUTION
FENN TERMITE	619 San Nicholas	\$400	Motion: <span>Paige Strayer</span> ▾ Seconded: <span>Wiam Elbettar</span> ▾ All in favor: <span>Paige Strayer</span> ▾ <span>Wiam Elbettar</span> ▾ <span>Shelia Deakin</span> ▾ <span>Clara Blunk</span> ▾ Resolution: That the board of directors approve the spot treatment in the amount of \$400.
FENN TERMITE	217 Santa Rosa	\$4,135.00	Motion: <span>Paige Strayer</span> ▾ Seconded: <span>Shelia Deakin</span> ▾ All in favor: <span>Wiam Elbettar</span> ▾ <span>Clara Blunk</span> ▾ <span>Paige Strayer</span> ▾



			Shelia Deakin ▾  Resolution: Have precision take a look at this and see if it's included in their work.
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**e. ROOF REPAIRS**

VENDOR	DESCRIPTION	COST	RESOLUTION
ANTIS ROOFING	The board is to review the proposals from Antis Roofing. They have requested a follow-up on which options you would like to move forward with.	Varies	Motion: Shelia Deakin ▾ Seconded: Wiam Elbettar ▾ All in favor: Clara Blunk ▾ Paige Strayer ▾ Shelia Deakin ▾ Wiam Elbettar ▾  Resolution: That the board of directors hold off the Antis proposals for the next meeting for further review.
AMERICAN ROOFING	209 Santa Rosa Ct	\$9,800.00	The board is investigating

**F. GUIDELINES**

**G. FINANCES**

**a. Bank Card Signature Update**

**b. Financials**

Due to the ongoing onboarding process, there might be a delay of up to 60 days before the financials are fully assembled and included.

The financial statement are to be reviewed and accepted:

2024	Operating Balance	Reserve Balance
SEPTEMBER		

**V. UNFINISHED BUSINESS**



## VI. NEW BUSINESS

### A. OPEN SESSION MINUTES APPROVAL

The Open Session minutes dated September 30, 2024 should be reviewed by the Board of Directors.

**Motion:** Shelia Deakin ▾

**Second:** Input Director Name ▾

#### DISCUSSION

**All in favor:** Paige Strayer ▾ Wiam Elbettar ▾ Shelia Deakin ▾ Clara Blunk ▾

**Resolution:** That the Terrace at Canyon Hills Board of Directors approve the September 30, 2024 minutes as presented.

### B. INSPECTOR OF ELECTIONS - Discussion only

### C. ELECTRONIC SIGNATURE APPROVED DOCUMENTS

The Board is to consider and decide on the appointment of a director as an authorized signer, ensuring adherence to the outlined guidelines.

1. The appointed signer will commit to signing HOA documents within 7 days of receipt, provided they have been approved by the Board.
2. The signer cannot refuse to sign documents previously approved by the Board.

**Motion:** Shelia Deakin ▾

**Second:** Clara Blunk ▾

#### DISCUSSION

**All in favor:** Paige Strayer ▾ Clara Blunk ▾ Shelia Deakin ▾ Wiam Elbettar ▾

**Resolution:** That the Board of Directors approve to have the president sign the contract and the secretary sign minutes.

### D. ANNUAL BOARD MEETING SCHEDULE - For discussion only

### E. ESTABLISH (3) ANNUAL COMMUNITY GOALS

To guide our community's progress and development, the Board is tasked with outlining three key annual goals for the upcoming period.



## Weim's Goals

1. See it is possible to lower the assessments.
2. Better management of the grounds.

## Clara's Goals

1. See it is possible to lower the assessments.
2. Create solid relationships with trusted vendors for long lasting relationships.
3. Pride of ownership in the community such as the landscape and the community as a whole.

## Sheila's Goals

1. Conduct a financial analysis of the community to build a 5 year plan; possibly a 3rd party.
2. Successfully complete the painting project so the HOA can focus on other larger projects such as asphalt.
3. Building community participation with community events and emergency response plans.

## Paige's Goals

1. Community safety, preventative maintenance, and emergency plan.
2. Insurance with full coverage such as fire and with possible lower premium.
3. Returning to proactive completing repiping./

**Motion:** Shelia Deakin ▾

**Second:** Clara Blunk ▾

## DISCUSSION

**All in favor:** Paige Strayer ▾ Clara Blunk ▾ Shelia Deakin ▾ Wiam Elbetta ▾

**Resolution:** That the Board of Directors approve to come back at the next meeting to take a look and vote on the top 3 to 5 out of all of these with priority.

## F. ASSOCIATION DOCUMENTS (BOXES)

Decide on the preferred approach for managing the scanned Association documents.





The storage unit is in Laguna Woods (combination lock)

1. Shredding: Authorize management to shred all scanned documents.
2. Director Oversight: Appoint a director to oversee storage of the scanned documents.
3. Storage Payment: Allocate funds for securing external storage to house the scanned documents.

**Motion:** Shelia Deakin ▾

**Second:** Clara Blunk ▾

## DISCUSSION

**All in favor:** Clara Blunk ▾ Wiam Elbettar ▾ Paige Strayer ▾ Clara Blunk ▾

**Resolution:** That the Terrace at Canyon Hills Board of Directors approved to partner with Anna Marie to provide an inventory of what is in the storage unit at Laguna Woods. Determine next steps with storage.

**VII. FEEDBACK** - This is a placeholder for the board to discuss today's meeting and provide constructive feedback in regards to today's meeting. This will allow us to improve future meetings together.

## VIII. NEXT MEETING

The next meeting for Terrace at Canyon Hills will be held on November 25, 2024.

## IX. ADJOURNMENT

There being no further business to come before the Board in Open Session, the meeting was adjourned at 9:29 by Input Director Name ▾

*Sheila Deaking*

**DIRECTOR SIGNATURE**

11 / 25 / 2024

**APPROVED MEETING DATE**