



# THE TERRACE AT CANYON HILLS

## OPEN SESSION BOARD OF DIRECTORS MEETING

### MEETING DETAILS

DATE & TIME	Nov 25, 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 - Sheila Deakin ▾ 2024 - 2025 TREASURER - Frank Aronoff ▾ 2024 - 2025 MEMBER AT LARGE - Paige Strayer ▾ 2024 - 2025
ABSENT	
GUEST	Matt - Ross Construction Management
MANAGEMENT	Jonathan De La Torre ▾ Vanessa Bustos ▾ - MEETING CHAIR

**I. CALL TO ORDER 7:12 PM | 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, November 25, 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
⌚ 0:00	Matt S. & Andrea	114 Santa Rosa
⌚ 2:24	Brad	106 Santa Rosa
⌚ 0:00	Marlene	404 San Nicolas
⌚ 0:00	Terri N.	103 Santa Rosa
⌚ 1:31	Steve T	412 San Nicolas
⌚ 1:15	Ann Marie	108 Santa Rosa
⌚ 3:00	Kimberly P & Artur	101 Santa Rosa
⌚ 3:00	Donald Segura	619 San Nicholas

Homeowners forum closed at 8:02 PM

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

**A. ARCHITECTURAL LOG** - None at this time

**B. ENGAGEMENT**

**a. COMMITTEES**



This is a placeholder for the Board of Directors to approve the members who have volunteered to participate in the committee and assign a Committee Chair.

**Motion:** Sheila Deakin ▾

**Second:** Wiam Elbettar ▾

**DISCUSSION**

**All in favor:** Paige Strayer ▾ Frank Aronoff ▾ Clara Blunk ▾ Sheila Deakin ▾

Wiam Elbettar ▾

**Resolution:** That the Terrace at Canyon Hill Board of Directors approve to have Johannes to be the chair of the architectural committee and would like for the charters to be approved first.

**C. FACILITIES**

VENDOR	DESCRIPTION	COST	RESOLUTION
ALAN SMITH POOLS w/o rails With rails	Proposal to replaster the SRC spa	\$9,375.00 \$11,415.00	Motion: Sheila Deakin ▾ Seconded: Paige Strayer ▾ Discussion: Carried: ALL
CLEAR EXPECTATIONS		\$12,340.00	Resolution: That the board of directors would like to table this until next month details from Alan pools regarding the permit and review the situation at that point.

**a. STORAGE FACILITY AND DOCUMENT STORAGE**

VENDOR	DESCRIPTION	COST	RESOLUTION
Laguna Woods Storage Facility	The board reviewed the storage facility and determined that there are only 25 boxes. Nexus Smart Communities can remove storage cost with one time Scan of \$1,500.00(remaining 15 boxes). On boarding	\$1,500.00	Motion: Sheila Deakin ▾ Seconded: Clara Blunk ▾ Carried: all Resolution: That the board of directors keep the storage unit until the board sort and organize the documents by Feb 1, 2024 . Email community for volunteers



	covers 10 boxes for free.		
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**D. GROUNDS**

**a. LANDSCAPE REPORT**

**b. COMMON AREA REPAIRS**

VENDOR	DESCRIPTION	COST	RESOLUTION
216 Santa Rosa	The board of directors is to review the proposal for 216 build back	\$1,879.20	Motion: Sheila Deakin Seconded: Clara Blunk Carried: Frank Aronoff Clara Blunk Sheila Deakin Wiam Elbettar Resolution: That the board approve the ratification via email approval. A follow up with the owner is requested to be sure work has started.
PROTEC	The board is to review the proposal to repair/replace the iron fence	\$4,112.00	Motion: Paige Strayer Seconded: Sheila Deakin Carried: Frank Aronoff Clara Blunk Sheila Deakin Wiam Elbettar Resolution: That the board approve to obtain a second proposal.

**c. LANDSCAPE MAINTENANCE**

VENDOR	DESCRIPTION	COST	RESOLUTION
QUEZADA PRO LANDSCAPE	Landscape maintenance 48 hours man hours per Week 3 men/ 2 days a week  13 Trees recommended to remove	\$7,385.00   \$6,475.00	Motion: Frank Aronoff Seconded: Wiam Elbettar Carried: Frank Aronoff Clara Blunk Sheila Deakin Wiam Elbettar Abstain: Paige Strayer Resolution: That the board of



			directors approves the Quezada proposal to begin January 1, 2025
FOUR SEASONS TREE CARE	The board to review the proposal to have Four Seasons inspect the community trees	Varies	<p>Motion: Sheila Deakin ▾</p> <p>Seconded: Wiam Elbettar ▾</p> <p>Carried: Frank Aronoff ▾</p> <p>Clara Blunk ▾ Sheila Deakin ▾</p> <p>Wiam Elbettar ▾</p> <p>Resolution: That the board of directors engage Four Seasons assessing the trees to outline which ones will need to be removed, v ditch trees to be included and provide a landscape plant NTE \$2,300.00.</p>

**d. ROOF MAINTENANCE**

VENDOR	DESCRIPTION	COST	RESOLUTION
ANTIS ROOFING	The board to review the open proposals from Antis.	Varies	<p>Motion: Sheila Deakin ▾</p> <p>Seconded: Frank Aronoff ▾</p> <p>Carried: Frank Aronoff ▾</p> <p>Clara Blunk ▾ Sheila Deakin ▾</p> <p>Wiam Elbettar ▾</p> <p>Resolution: That the board of directors engage Antis to do the gutter, downspout and roof cleaning after holiday decorations come down.</p>
	Cleaning & Maintenance	\$19,208.00	
	Maintenance	\$10,818.00	
	Gutter, Downspout, and Roof Cleaning	\$10,524.00	
PURPOSE ROOFING	Gutter cleaning	18,995.00	
FONTAINE ROOFING	Cleaning & Maintenance	\$26,850.00	

**e. MAILBOXES**

The board is to discuss the installation of the mailboxes, with the possibility of holding off on this project until the larger and priority projects have been completed.



**Motion:** Sheila Deakin ▾

**Second:** Clara Blunk ▾

**DISCUSSION**

**All in favor:** Frank Aronoff ▾ Clara Blunk ▾ Sheila Deakin ▾ Wiam Elbettar ▾

**Nay:** Paige Strayer ▾

**Resolution:** That the Terrace at Canyon Hills of Directors approve to hold off the replacement of the mailboxes.

**f. PAINTING PROJECT UPDATE - CHANGE ORDER**

Ross Construction Management has informed us that Precision anticipates completing the painting next week, weather permitting.

There is a change order as ProTec recently relocated gutters by the garages from the side of the garage to the face of the garage. This adjustment has exposed unpainted surfaces. Precision has provided a change order for \$350.00 to paint the trim in these areas.

**Motion:** Sheila Deakin ▾

**Second:** Paige Strayer ▾

**DISCUSSION**

**All in favor:** Paige Strayer ▾ Frank Aronoff ▾ Clara Blunk ▾ Sheila Deakin ▾

Wiam Elbettar ▾

**Resolution:** That the Terrace at Canyon Hills of Directors approve to have the board of directors walk with the painting contractors to ensure satisfaction and to also review if the project was within budget and accept the change order from Precision Painting.

**g. CAMERAS**

Placeholder for the board to discuss the possible installation of cameras in the community. It has been observed that speeding is a concern within the community.

**E. GUIDELINES**

**F. FINANCES**



**a. 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

**V. UNFINISHED BUSINESS**

PROPOSALS	PRICE	DECISION
HARVEST PROPOSALS - proposals were tabled at the last meeting. Recommendations	\$7,773.45	DECISION ▾
HARVEST - Removal of 23 trees	\$120,800.00	DECISION ▾
EARTHCO - Removal of 21 Eucalyptus trees	\$35,385.00	DECISION ▾
EARCHO - Urgent two Eucalyptus trees	\$5,900.00	DECISION ▾
PARK WEST - Removal of 182 trees	\$171,190.00	DECISION ▾
PARK WEST - Removal of 21 trees	\$18,190.00	DECISION ▾
<b>TOTAL</b>		DECISION ▾

**Motion:** Sheila Deakin ▾

**Second:** Clara Blunk ▾

**DISCUSSION**

**All in favor:** Paige Strayer ▾ Frank Aronoff ▾ Clara Blunk ▾ Sheila Deakin ▾  
Wiam Elbettar ▾

**Resolution:** That the Terrace at Canyon Hills Board of Directors approve the proposals to be included in the next meeting along with Four Seasons recommendations.

**VI. NEW BUSINESS**



**A. HOMEOWNER REQUESTS (5 MINUTES)** This placeholder is for the Terrace at Canyon Hills Board of Directors to review 3 homeowner requests this month.

HOMEOWNER ADDRESS AND REQUEST	DESCRIPTION	DECISION
317 San Nicholas Court	The homeowner is requesting the installation of a security camera at the intersection of the 300s and 400s, outbound, to improve safety and assist with liability concerns. Particularly with regard to a child or adult potentially being injured.	<p><b>APPROVED</b> ▾</p> <p><b>Motion:</b> That the board of directors inform the homeowners for possible solutions.</p>
212 Santa Rosa	The homeowner is requesting repairs for hairline cracks that are reappearing in the drywall on the second-floor ceilings due to settling. In the Master Suite, there are five cracks.	<p><b>APPROVED</b> ▾</p> <p><b>Motion:</b> That the board of directors deemed this is an owners responsibility</p>
108 Santa Rosa	The homeowner has reached out to advise the Board that since the HOA's nonrenewal of insurance, renewal costs have remained high. They suggest pursuing options to reduce rates, such as the Firewise USA® program, which can increase wildfire resilience and potentially help lower insurance costs.	<p><b>APPROVED</b> ▾</p> <p><b>Motion:</b> That the board of directors approve to inform the owner they will look into this.</p>

**Motion:** Clara Blunk ▾

**Second:** Sheila Deakin ▾

**DISCUSSION**

**All in favor:** Paige Strayer ▾ Frank Aronoff ▾ Clara Blunk ▾ Sheila Deakin ▾  
Wiam Elbettar ▾

**Resolution:** That the Terrace at Canyon Hills Board of Directors approved the decisions as noted on the table above.





**B. OPEN SESSION MINUTES APPROVAL**

The Open Session minutes dated October 28, 2024 should be reviewed by the Board of Directors.

**Motion:** Sheila Deakin ▾

**Second:** Paige Strayer ▾

**DISCUSSION**

**All in favor:** Paige Strayer ▾ Input Director Name ▾ Clara Blunk ▾

Sheila Deakin ▾ Wiam Elbetta ▾

**Abstain:** Frank Aronoff ▾

**Resolution:** That the Terrace at Canyon Hills Board of Directors approve the October 28, 2024 minutes as presented and help the secretary to back audit the past minutes.

**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 Dec 23, 2024 .

**IX. ADJOURNMENT**

There being no further business to come before the Board in Open Session, the meeting was adjourned at 10:07 pm by Clara Blunk ▾ .

*Sheila Deakin*

**DIRECTOR SIGNATURE**

12 / 30 / 2024

**APPROVED MEETING DATE**