

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MARCH 10, 2025
MINUTES

NOTICE With due notice given and received, the Regular Meeting of the Board of Directors of The Terrace at Canyon Hills Homeowners Association was held on Monday, March 10, 2025 at 6:00 P.M. at PMG's Office located at 65 Enterprise, 3rd Floor Conference Room, Aliso Viejo, CA 92656.

PRESENT Selma Blunk, President (Arrived at 8:58pm)
Wiam Elbettar, Vice President
Sheila Deakin, Secretary
Frank Aronoff, Treasurer
Paige Strayer, Director

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order at 6:48 P.M. with quorum of the Directors present.

OPEN FORUM There were twelve (12) homeowners in attendance. The topics discussed were, PMG portal, TCH website, email blast, audit, repipe, landscape, vendors, tree master plant, censure, and insurance.

**EXECUTIVE
SESSION
DISCLOSURE**

In accordance with the California Civil Code 4935(e), an executive session Board Meeting was held before the regular session Board Meeting on March 10, 2025 and the following topics were reviewed:

- A. Approval of the January 27, 2025, Meeting Minutes
- B. Legal Review with Denise Iger
- C. Collection Correspondence
- D. Board Member Discussion
- E. Review of Delinquency Report

**TREASURER'S
REPORT**

As of December 31, 2024 Financial Statement, the Operating Account reflects a year-to-date revenue of \$918,610.81 and a year-to-date expenditure of \$706,093.77.

The association also contributes \$54,400.00 a month to the Reserve Account per the approved annual budget. These funds are for future capital improvements and replacement components per the reserve study. The total Reserve Funds as of December 31, 2024, are \$163,514.11.

There is a "Due/ To Reserves" in the amount of \$155,154.88. In addition, there is \$163,500 short from the October, November, and December reserve allocation.

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Itemized breakdown of the reserve allocations, Precision Paint, and Ross Construction.

Total Accounts Receivables as of February 31, 2025 will be include next month meeting.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below.

- A. Approval of the January 27, 2025 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Wiam Elbettar to approve the minutes as amended. The motion passed unanimously.
- B. Acceptance of the December 31, 2024 Financials. Following review and discussion, it was the general consent of the Board of Directors to table to the April board meeting.

NEW BUSINESS

- A. Resolution to Authorize Transfer of Funds for 2025
Per New Civil Code 5380 (b) & 5502 starting January 1, 2022, prior written approval of the Board of Directors is needed before any financial transfers from the Association's Reserve or Operating Accounts in an amount greater than \$10,000.00 or 5% of the estimated income in the annual operating budget, whichever is lower are made. This requires the Board of Directors to approve the monthly reserve transfer of \$54,400.00 from Operating to Reserves. Following review and discussion, a motion was made by Frank Aronoff and seconded by Wiam Elbettar to approve the Resolution as presented. The motion passed unanimously.
- B. Annual Calendar Approval
The Board of Directors reviewed the 2024/2025 annual calendar. Following review and discussion, a motion was made by Frank Aronoff and seconded by Wiam Elbettar to add waffle wall inspection to the calendar in May. Also, there was a motion to have the Annual Calendar as the last agenda item on every directors report for review. The motion passed unanimously.
- C. FYE May 31, 2024 Draft Audit Approval
The Board of Directors reviewed the FYE May 31, 2024 Draft Audit submitted by Inouye, Shively, Klatt & McCorvey. Following review and discussion, a motion was made by Frank Aronoff and seconded by Wiam Elbettar to approve the Draft Audit as presented. The motion passed unanimously.
- D. FYE May 31, 2025 Review (Audit) and Tax Preparation Proposal
The Board of Directors reviewed the proposal for the FYE May 31, 2025 tax preparation and financial review submitted by Inouye, Shively, Klatt & McCorvey.. Following review and discussion, a motion was made by Wiam and seconded by Frank Aronoff to table and request Management to obtain a proposal for a full audit. The motion passed unanimously.

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E. Inspector of Elections Proposal

The Board of Directors reviewed a proposal submitted by The HOA Election Guys to be the ballot inspector for the September 2025 Annual Election in the amount of \$1,212.20 or \$756.00 for acclamation. Following review and discussion, a motion was made by Frank Aronoff and seconded by Wiam Elbettar to approve the proposal as presented. The motion passed unanimously.

F. Sewer Line Repair – 207 Santa Rosa Court

The Board of Directors reviewed proposals submitted by Partners Plumbing and Severson Plumbing to repair the low spot in the main sewer line located at the garage of 207 Santa Rosa Court. Following review and discussion, it was the general consent of the Board of Directors to table the two proposals and see if the proposal from Four Star in 2023 is still valid.

G. Roof & Gutter Repair Proposals

The Board of Directors reviewed proposals submitted by Jim Murray Roofing for roof and gutter repairs as follows:

1. 119 Santa Rosa Roof Repair in the amount of \$4,250.00. Following review and discussion, it was the general consent of the Board of Directors to table the proposals and request a second bid from Antis Roofing.
2. 214 Santa Rosa Roof Repair in the amount of \$1,995.00. Following review and discussion, a motion was made by Wiam Elbettar and seconded by Sheila Deakin to approve the proposal as presented. The motion passed unanimously.
3. 509 San Nicholas Gutter Repairs in the amount of \$3,231.00. Following review and discussion, it was the general consent of the Board of Directors to table the proposal as Antis completed lower gutter repairs and requested PMG to obtain a bid from Antis for the upper gutter repairs.

H. Management Authorization Approval

The Board of Directors held a discussion regarding Management approval for \$7,500.00 per occurrence, per contractor water intrusion, plumbing / roof repairs, remediation and drywall repairs needed. Following discussion, it was the general consent of the Board of Directors to table approval.

I. Repipe Proposals – Americal Plumbing

The Board of Directors reviewed proposal submitted by Americal Plumbing to repipe homes in the community. Following review and discussion a motion was made by Paige Strayer and seconded by Frank Aronoff to approve to keep Repipe1 as the repipe vendor and approve for 221 Santa Rosa to be repiped due to the slab leak. The motion passed unanimously.

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J. Collection Service Proposal

The Board of Directors reviewed a proposal to use Alterra Assessment for all collection services necessary for the association. Following review and discussion, it was the general consent of the Board of Directors to stay with The Judge Law Firm at this time.

K. CTA – Reporting Requirements Reinstated

The Board of Directors reviewed correspondence submitted by CTA Review regarding the requirements being reinstated with a new filing date of March 21, 2025. Following review and discussion, it was the general consent of the Board of Directors to take no further action.

L. Board / Management Requests & Comments

1. Previous Board Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Paige Strayer to approve the amended minutes for July – September 2024. The motion passed unanimously.
2. Destruction of Association Records. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
3. Precision Update: Touch Ups, skylight repair and final walk/sign off. Following discussion, it was the general consent of the Board of Directors to take no further action beside the March 18th final walkthrough at this time.
4. Financials: Outstanding Invoices. Following the discussion, it was the general consent of the Board of Directors to take no further action at the time.
5. Annual Insurance Renewal Premium Payment. Following a discussion, a motion was made by Sheila Deakin and seconded by Wiam Elbettar to approve to pay the insurance premium in the amount \$404,216.93 from the HOA's operating account and disclose to the ownership if any funds need to be borrowed from the HOA's reserve account.
6. Preferred Vendor Discussion. Following discussion, a motion was made by Sheila Deakin and seconded by Wiam Elbettar to approve the following:
 - Plumber – 1st Partners Plumbing for same day. If they cannot service, the same day then call out Severson Plumbing.
 - Janitorial – Personal Touch
 - Pool – Clear Expectations
 - Restoration – Benchmark to come out first to do the moisture testing then 1st Solutions to come out and remediate and install drywall.
 - Roof Repairs – 1st is Jim Murray Roofing and second would be Antis Roofing.
 - Pest Control – Animal Pest Management for Rodent control and ant control at the pools.
 - Termites – Both Animal Pest Management and Fenn for now for comparison and one will be chosen at a later day.

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7. Benchmark Discussion. Following discussion, it was the general consent of the Board of Directors to use them for moisture testing only.
8. 4 Seasons Tree Inspection Report. Following a discussion, it was the general consent of the Board of Directors to have Sheila compare the reports and give her findings on the next agenda.
9. Pump Rooms. Following review and discussion, it was the general consent of the Board of Directors to have Management follow up with Clear Expectations Pool Services as there is still water in the pump room on the floor.
10. Keys. Following a discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve Tony's Locksmith to rekey the storage rooms 3 in total next to the pump rooms as there are no keys to those rooms. The motion passed unanimously.
11. Records from Nexus. Following a discussion, it was the general consent of the Board of Directors to take no further action.
12. Monthly Inspection Schedule. Following a discussion, it was the general consent of the Board of Directors that the monthly landscape inspection will be held on the 4th Wednesday of each month, the even months everyone will meet at the lower pool to inspect the 100, 200, and 300 circles and the odd months at the upper pool to inspect the 400, 500, and 600 circles.
13. Outstanding Maintenance Concerns at 611, 317 and 114. Following discussion, it was the general consent of the Board of Directors to follow up on 611 as that is the only outstanding issue.

M. Homeowner Request & Comments

1. 214 Santa Rosa – Request for Repiping. Following review and discussion, it was the general consent of the Board of Directors to add this unit to the waitlist for repiping.
2. 508 San Nicholas – Request for Repiping. Following review and discussion, it was the general consent of the Board of Directors to add this unit to the waitlist for repiping.
3. 305 San Nicholas -Request to paint the patio cover. Following review and discussion, a motion was made by Sheila Deakin and seconded by Wiam Elbettar to deny his request. The motion passed unanimously.
4. 310 San Nicholas – Architectural Application to replace the AC Unit. Following review and discussion, a motion was made by Sheila Deakin and seconded by Wiam Elbettar to approve the replacement of the AC Unit as long as it is like for like in style & size and same location. The motion passed unanimously.
5. 614 San Nicholas– Architectural Application to replace the broken skylight. Following review and discussion, a motion was made by Frank Aronoff and seconded by Wiam Elbettar to approve the association to replace the glass only and the association will pay 50/50 with Precision for the repair. The motion passed unanimously.
6. 402 San Nicholas – Architectural Application to replace windows and screen door. Following review and discussion, it was the general consent of the Board of Directors to approve the application as presented.

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ADJOURN There being no further business, the meeting was adjourned at 10:04 P.M.

**THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE
APRIL 14, 2025 MEETING**