

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 30, 2021
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 Thursday, September 30, 2021, at 6:30 P.M. via Zoom virtual meeting.

PRESENT Sheila Deakin, President
Marlene Eckstein, Vice President
Frank Aronoff, Treasurer
Kim Fields, Member at Large

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order by Sheila Deakin, President, at 6:46 P.M. with quorum of the Directors present.

OPEN FORUM There were fifteen (15) homeowner present for open forum. The following topics were discussed, electric vehicle charging station, quorum vote for new approved policy, leaf blowers, special assessment, mailbox repairs, re-pipe committee, wood beam repairs, and bait station questions.

COMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, provided an update – 2021 tree trimming schedule - October 25 through October 29, 2021.
Frank Aronoff, Maintenance Committee Chairperson, update provided.
Kim Fields, Communication Chairperson, no update was provided.
Evelyn Saunders, Architectural Chairperson, update provided.
Sheila Deakin, Parking Committee Chairperson, update provided

EXECUTIVE SESSION

DISCLOSURE In accordance with California Civil Code 4935(e), an executive session Board Meeting was held before the regular session Board Meeting on September 30, 2021, and the following topics were reviewed:

- A. Approval of the August 17, 2021, Executive Meeting Minutes
- B. Approval of the August 26, 2021, Executive Meeting Minutes
- C. Hearing Notices
- D. Architectural Review
- E. Legal
- F. September 22, 2021 Delinquency Report

TREASURER'S REPORT

As of the August 31, 2021, Financial Statement, the Operating Account reflects a year-to-date revenue of \$230,776.68 and a year-to-date expenditure of \$212,483.08.

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The association also contributes \$41,173.92 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 August 31, 2021, are \$1,301,744.89.

Total Accounts Receivables as of September 22, 2021, are \$4,698.28.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below:

- A. Approval of the August 26, 2021, Board of Directors Meeting Minutes. Following review and discussion, a motion was made Sheila Deakin and seconded by Marlene Eckstein to approve the minutes as amended. The motion passed 3 -1 with Kim Fields abstained.
- B. Approval of the September 23, 2021, Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to approve the minutes as amended. The motion passed 3 – 1 with Kim Fields abstained.
- C. Acceptance of the August 31, 2021, Financials. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to approve the financials as presented. The motion passed 3 – 1 with Kim Fields abstained.

NEW BUSINESS

- A. Common Area Improvement Proposals
 1. 628 San Nicholas - The Board of Directors reviewed the proposal for termite wood replacement due to termite treatment. Following review and discussion, a motion was made by Kim Fields and seconded by Sheila Deakin to table the proposal and to add to the community wide wood replacement project. The motion passed unanimously.
 2. 606 San Nicholas –The Board of Directors reviewed a proposal for termite wood replacement in the amount of \$368.00. Following review and discussion, a motion was made by Kim Fields and seconded by Sheila Deakin to approve this proposal as present and table the \$6,128.00 termite wood damage proposal to the community wide wood replacement project. The motion passed unanimously.
 3. Sandblasting parking lines throughout the community. The Board of Directors reviewed a proposal for sandblasting parking lines throughout the community. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marlene Eckstein to approve the proposal. The motion was split 2 – 2 with Sheila Deakin and Kim Fields opposed.
 4. Maintenance Inspection Punch List. The Board of Directors reviewed a proposal submitted by Carasso Construction from the September 2021 maintenance inspection punch lists regarding a variety of repairs to the common area in the 200 Circle. Following review and discussion, a motion was made by Kim Fields and seconded by Marlene Eckstein to table the proposal and to add to the community wide wood replacement project.
 5. Carasso Construction provided a proposal for the September 2021 maintenance inspection punch lists regarding a variety of repairs to the common area in the 300 Circle. Following review and discussion, a

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motion was made by Kim Fields and seconded by Marlene Eckstein to table the proposal and to add to the community wide wood replacement project. The motion passed unanimously.

6. 412 & 415 San Nicholas -Gutter repairs. The Board of Directors reviewed a proposal for gutter repairs in the amount of \$557.00. Following review and discussion, a motion was made by Marlene Eckstein and seconded by Frank Aronoff to approve the proposal as presented. The motion passed unanimously.
7. 118 Santa Rosa - Dry Rot Repairs. The Board of Directors reviewed a proposal for dry rot repairs. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to table the proposal and to add to the community wide wood replacement project. The motion passed unanimously.

B. Re-piping Proposals

The Board of Directors reviewed two proposals for community wide re-piping due to issues with the current vendor. Following review and discussion, a motion was made by Sheila Deakin and seconded by Kim Fields to table the discussion until the October board meeting. The motion passed unanimously.

C. Roof Maintenance & Gutter Cleaning Proposals

The Board of Directors reviewed proposals submitted by Jim Murray Roofing, Fontaine Weatherproofing, and Antis Roofing for roof maintenance and gutter cleaning. Following review and discussion, a motion was made by Kim Fields and seconded by Sheila Deakin to approve the proposal from Jim Murray Roofing in the amount of \$13,678.00. The motion passed unanimously.

D. Holiday Lighting Proposal

The Board of Directors reviewed a proposal submitted by G-Force Hanging and Design for holiday lighting on four trees by the monument sign with lights 12 ft to 14 ft high. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marlene Eckstein to approve the proposal in the amount of \$1,595.00 as presented. The motion passed unanimously.

E. Adopted Fine Policy Reversal Petition

The Board of Directors reviewed a signed petition to reverse the Board of Directors decision to adopt the new Fine Policy. Following review and discussion, it was the general consent of the Board of Directors to consult with legal counsel regarding this and place on the October agenda.

F. Proposed Anti-Harassment Adoption

The Board of Directors reviewed the Anti-Harassment Policy. Following review and discussion, a motion was made by Sheila Deakin and seconded by Kim Fields, to take no further action. The motion passed unanimously.

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G. Proposed Architectural Guidelines Adoption

The Board of Directors reviewed the proposed Architectural Guidelines submitted by the Architectural Committee. Following review and discussion, a motion was made by Sheila Deakin and Frank Aronoff to table to the October board meeting. The motion passed unanimously.

H. Proposed EV Charging Station Rule & Regulations Approval

The Board of Directors reviewed the proposed supplement to the Rules and Regulations for Electric Vehicle Charging Station and an EV Charging Station Agreement drafted by legal counsel. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to table to the October board meeting. The motion passed unanimously.

I. Agreement for Maintenance – 311 San Nicholas

The Board of Directors reviewed a draft agreement for maintenance created by Jacqueline Pagano with Roseman Law regarding 311 San Nicholas for installation of solar vent fans on the roof of HOA. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to approve the agreement as presented. The motion passed unanimously.

J. FHA Approval Correspondence

The Board of Directors reviewed correspondence for approval for FHA renewal until 2024. Following review and discussion, it was the general consent of the Board of Directors to take no further action.

K. Seal Coat Project Completion

The Board of Directors reviewed correspondence submitted by Rose Paving Co., confirming the project was completed and inspected. Following review and discussion, it was the general consent of the Board of Directors to take no further action.

L. Rate Increase – Personal Touch Cleaning & Maintenance

The Board of Directors reviewed correspondence submitted by Personal Touch regarding an increase of \$55.00 per month (\$660.00 per year). Following review and discussion, a motion was made by Kim Fields and seconded by Sheila Deakin to accept the increase as presented. The motion passed unanimously.

M. Board Member / Management Requests / Discussions

1. Thank you for facilitating the mailbox repairs / lock installation on mailboxes. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
2. 411 San Nichola – AC unit removal due to trees causing damage. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to make sure the tree is removed by October 15, 2021. The motion passed unanimously.

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3. Board Quorum Requirements - Following review and discussion, it was the general consent of the Board of Directors to contact legal counsel on what the associations next step / obligations.

N. Homeowner Requests

1. 514 San Nicholas – Request for nonslip tape on the upper pool staircase. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to table this request. The motion passed unanimously.
2. 514 San Nicolas – Pool Lights Time Change. Following review and discussion, it was the general consent of the Board of Directors to follow the annual calendar and change the timer for the lights in November.
3. 520 San Nicholas – Thank you to Landscapers. Following review and discussion, it was the general consent of the Board of Directors to take no further action but appreciate the positive feedback.
4. 225 Santa Rosa – Fine Policy comments – Following review and discussion, it was the general consent of the Board of Directors to take no further action.

NEXT MEETING

The next meeting is scheduled for October 28, 2021.

ADJOURN There being no further business, the meeting was adjourned at 9:16 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE OCTOBER 28, 2021 MEETING