

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 21, 2019
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, November 21, 2019 at 6:30 P.M. at the PMG office located at 65 Enterprise, 3rd Floor Conference Room – Huntington I, California.

PRESENT Marlene Eckstein, President
Kim Fields, Vice President
Mark Badran, Secretary
Frank Aronoff, Treasurer
David Golbahar, Member at Large

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order by the Marlene Eckstein, President, at 7:06 P.M. with quorum of the Directors present.

OPEN FORUM There were fifteen (15) homeowners in attendance. Homeowners brought to the Board's attention questions regarding parking, safe listing over thanksgiving/holidays, landscaping, and repiping.

COMMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update and recommendations.

Gene Levy, Maintenance Chairperson, provided recommendations regarding the Carasso Construction proposals provided to the Board for review.

Mark Badran, Chairperson, provided an update regarding the association's website (www.theterraceatcanyonhills.com).

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 November 21, 2019 and the following topics were reviewed:
A. Approved the October 23, 2019 Executive Meeting Minutes;
B. Legal Review
C. Hearing
D. Reviewed the October 31, 2019 Delinquency Report

TREASURER'S REPORT As the October 31, 2019 Financial Statement, the Operating Account reflects a year to date revenue of \$310,970.29 and a year to date expenditures of \$342,588.42.

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The association also contributes \$30,132.00 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 October 31, 2019 are \$1,144,880.81.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below. Following review and discussion, a motion was made by Frank Aronoff and seconded by Mark Badran to approve the minutes as amended and financial as presented. The motion passed unanimously.

- A. Approval of the October 23, 2019 Board of Directors Meeting Minutes
- B. Approval of the October 23, 2019 Organizational Meeting Minutes
- C. Acceptance of the October 31, 2019 Financials

NEW BUSINESS

A. Landscape Improvement Proposals

The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape for October landscape renovations in the amount of \$85.00. Following review and discussion, a motion was made by Mark Badran and seconded by Marlene Eckstein to approve the proposal as presented. The motion passed unanimously.

B. Common Area Improvement Proposals

1. The Board of Directors reviewed a proposal submitted by Carasso Construction for the November maintenance inspection punch lists regarding a variety of repairs to the common area of the 500 circles which is outside of the budget. Following review and discussion, a motion was made by Marlene Eckstein and seconded Frank Aronoff to approve the proposal as presented. The motion passed by majority vote 3 – 2 with Kim Fields and David Golbahar opposed.
2. The Board of Directors reviewed a proposal submitted by Carasso Construction to repair the wood structural supports and exterior siding at the rear of 605 San Nicholas in the amount of \$8,522.00. Following review and discussion, it was the general consent of the Board of Directors to deny the proposal as presented as it is homeowner responsibility.
3. The Board of Directors reviewed a proposal submitted by Carasso Construction to clean the rain gutters and downspouts in the amount \$5,310.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Kim Fields to table the proposal and not take any further action. The motion passed unanimously.

C. Sewer Lateral Line Proposals

The Board of Directors reviewed a proposal submitted by Severson Plumbing to replace to replace a 4-foot sewer line in the drive of 216 Santa Rosa. The concrete will need to be removed and replaced in order to complete the repairs. This repair will cut off access to street and garage from 212 through 220 Santa Rosa in the amount of \$18,731.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Mark Badran to approve the proposal as presented. The motion passed 4-1 with David Golbahar abstaining.

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D. Annual Roof Maintenance and Gutter Cleaning Proposals

The Board of Directors reviewed proposals submitted by Roofing Standards, Fontaine Roofing and Jim Murray Roofing for annual roofing maintenance and gutter cleaning. Following review and discussion, a motion was made by Mark Badran and seconded by Marlene Eckstein to approve Jim Murray Roofing proposal in the amount of \$12,500.00. The motion passed 3-2 with David Golbahar and Kim Fields against.

E. Roof Repair Proposal

The Board of Directors reviewed a proposal submitted by Jim Murray Roofing for roof repairs to the metal valley for 608 San Nicholas in the amount of \$2,162.00. Following review and discussion, a motion was made by David Golbahar and seconded by Marlene Eckstein to approve the proposal as presented. The motion passed unanimously.

F. Re-pipe Scope of Work / History Review

The Board of Directors reviewed the scope of work from the competitive bid, breakdown of slab leaks, mold remediation and drywall repairs from 2015-2019. Following review and discussion, a motion was made by Mark Badran and seconded by Frank Aronoff to approve to use PEX piping to repipe the community and have interior painting as an option of the scope of work. The motion passed unanimously.

G. Communications / Matrix

1. The Board of Directors was requested by Management to outline a communication matrix (post at mailboxes, mail, association's website, PMG portal e-blast, door drop) to inform the ownership of the events in the community. Following review and discussion, it was the general consent of the Board of Directors to have the meeting agendas, community updates, newsletters, and community wide project to be put on the association's website, and PMG portal e-blast. Meeting date changes annual roof maintenance notices, annual tree trimming notices to be put on the association's website, post at mailboxes, and PMG portal e-blast. Any landscape and/or tree removals notices should be a door drop and emailed, if available, to the homeowners effected.
2. The Board of Directors reviewed the open forum guidelines. Following review and discussion, it was the general consent of the Board of Directors to have the rules added to the Agenda.

OPEN FORUM – RULES OF ORDER

Time is valuable. Not only for yours but also that of your neighbors and Board of Directors. In order to promote better communication and provide all interested parties an opportunity to address the assembly, the Board of Directors asks that the following rules of order be observed:

- a. *Only one (1) speaker at a time will be recognized.*
- b. *Each speaker will be allowed three (3) minutes to make a statement, ask questions or express concerns. Please be prepared when you speak.*

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- c. *Please raise your hand and wait to be recognized if you wish to speak.*
 - d. *Do not interrupt other. Show each speaker the same courtesy you would want extended to you.*
 - e. *No speaker will be allowed a second opportunity to speak until all others who wish to speak have had an opportunity to address the assembly.*
 - f. *The President of your Association is the acting chairperson of tonight's meeting. Please respect his/her responsibility and authority in running the meeting.*
 - g. *The Open Forum period is approximately one-half hour. If you were not able to address a question or concern, please submit your question or concern in writing to the Management Company. The Board of Directors will address sincere and pertinent topic under the New Business section of their agenda. You will then receive a written reply with the Board of Directors response.*
3. The Board of Directors reviewed the Davis Stirling Act outlining emailing restrictions. Following review and discussion, it was the general consent of the Board of Directors to abide by the Civil Code of not emailing board members between meetings.
 4. The Board of Directors was requested by Management to outline the request to add a topic to the agenda. Following discussion, it was the general consent of the Board of Directors to email the Board President to request an item/topic to be on the meeting agenda.

H. Homeowner Correspondence/Discussion

The Board of Directors held discussion on the following topics:

1. Gutter Cleaning - A request to perform gutter cleaning more than 1x per year. Following review and discussion, it was the general consent of the Board of Directors to table the request.
2. Landscape Holiday Bonuses. Following review and discussion, a motion was made by Marlene Eckstein and seconded by Mark Badran to allot \$400.00 for the bonuses. The motion passed unanimously.
3. Architectural Guideline Review. Following review and discussion, a motion was made by Marlene Eckstein and seconded by Frank Aronoff to table the decision to review the guidelines. The motion passed unanimously.
4. Committee Update Punchlist. Following review and discussion, it was the general consent of the Board to have Management provide an action list update of all pending items.
5. HOA Contract Review. Following review and discussion, it was the general consent of the Board of Directors to perform quarterly inspections/walks to assess the association's vendors.
6. 115 Santa Rosa – Extended safelist Request for Caregivers – Following review and discussion, a motion was made by Frank Aronoff and seconded by Kim Fields to approve the request for 60 days.

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7. 506 San Nicholas – Parking Variance. Following review and discussion it was the general consent of the Board of Directors to table a decision and have the Fire Marshall come to the community to verify clearance. If the clearance is there, then they will move the lines so bigger cars can fit into the spot behind their garage. If there is no clearance, the vehicle cannot park in the space in front of the garage.
8. 222 Santa Rosa – Parking Variance. Following review and discussion it was the general consent of the Board of Directors to table a decision and have the Fire Marshall come to the community to verify clearance. If the clearance is there, then they will move the lines so bigger cars can fit into the spot behind their garage. If there is no clearance, the vehicle cannot park in the space in front of the garage.
9. 102 Santa Rosa – Plumbing Reimbursement. Following review and discussion, a motion was made by Mark Badran and seconded by Frank Aronoff to approve a reimbursement of \$700.00. The motion passed unanimously.

ADJOURN There being no further business, the meeting was adjourned at 11:25 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MEETING MINUTES ON JANUARY 23, 2020.