

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MAY 27, 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, May 27, 2021 at 6:30 P.M. via Zoom virtual meeting.
- PRESENT** Sheila Deakin, President
Marlene Eckstein, Vice President
Frank Aronoff, Treasurer
Brad Hartke, Secretary
- Eric Fordyce, Platinum Management Group
- ABSENT** Kim Fields, Member at Large
- CALL TO ORDER** The meeting was called to order by Sheila Deakin, President, at 6:38 P.M. with quorum of the Directors present.
- OPEN FORUM** There were eight (8) homeowner present for open forum.
- COMMMITTEE REPORTS** Marlene Eckstein, Landscape Chairperson, provided an update.
Frank Aronoff, Maintenance Committee Chairperson, provided an update.
Communication Chairperson, no update was provided.
Evelyn Saunders, Architectural Chairperson, provided an update.
Steve Telish, Parking Committee Member, provided an update.
- 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 May 27, 2021 and the following topics were reviewed:
- A. April 22, 2021 Executive Meeting Minutes
 - B. Hearing Notices
 - C. Legal Update
 - D. May 19, 2021 Delinquency Report
- TREASURER'S REPORT** As of the April 30, 2021 Financial Statement, the Operating Account reflects a year-to-date revenue of \$676,071.52 and a year-to-date expenditure of \$760,324.55.
- 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 April 2021 are \$1,244,214.44.
- Total Accounts Receivables as of May 19, 2021 are \$3,270.47.

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**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below.

- A. Approval of the April 19, 2021 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to approve the minutes as amended. The motion passed unanimously.
- B. Approval of the April 22, 2021 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to approve the minutes as amended. The motion passed unanimously.
- C. Approval of the May 11, 2021 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to approve the minutes as amended. The motion passed unanimously.
- D. Acceptance of the April 30, 2021 Financials. Following review and discussion, a motion was made by Brad Hartke and seconded by Marlene Eckstein to approve the financials as presented. The motion passed unanimously.

NEW BUSINESS

A. Common Area Improvement Proposals

The Board of Directors reviewed proposals submitted by Carasso Construction as follows:

1. May 2021 500 Circle maintenance inspection punch lists regarding a variety of repairs to the common area and other owners' repair requests. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve termite treatment repairs only. The motion passed unanimously.
2. 303 San Nicholas Court – leak that was found to be coming from the outside in. Following discussion and review of the proposal received, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve option 1 for repairs in the amount of \$1,808.00. The motion passed unanimously.

B. Landscape Contracts & Proposal

The Board of Directors reviewed the contract for the new schedule and emergency repairs and a proposal submitted by Quezada Landscape as follows:

1. Summary of the new landscape maintenance schedule contract due to the budget cut to \$9,720.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to approve the new schedule starting June 1, 2021. The motion passed unanimously.
2. Verbal approval to repair any emergency broken / leaking main valve lines while on-site without formal proposal approval. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marlene Eckstein to approve Management the ability to approve emergency irrigation repairs while on site. The motion passed unanimously.

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3. Proposal to install pea gravel around the lower pool deck in the amount of \$435.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Brad Hartke to approve the proposal as presented and code the expense to Landscape Extras. The motion passed unanimously.

C. New Fine Schedule

The Board of Directors reviewed the approved Fine Schedule with the current Rules and Regulations. Following review and discussion, a motion was made by Brad Hartke and seconded by Marlene Eckstein to approve the designated fine associated with each rule and to have Brad Hartke to approve the cover letter prior to mailing to the ownership. The motion passed unanimously.

D. Severson Plumbing Correspondence / Ratified Proposal

The Board of Directors reviewed the correspondence and a proposal submitted by Severson Plumbing as follows:

1. Correspondence regarding the requests for Severson to tie into the existing copper piping to the shower valve to avoid any renovated shower / tile during the re-piping of a unit. Following review and discussion, a motion was made by Sheila Deakin and seconded by Brad Hartke to have the homeowner pay for any special requests outside of the standard installation of the repipe. The motion passed unanimously.
2. Ratified proposal for 312 San Nicholas Court - for drain repairs in the amount of \$560.00. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal as presented.

E. Community Wide Sealcoating Review

The Board of Directors held a discussion regarding the seal coating and re striping for the community as follows:

1. Additional Parking Spaces / legal homeowner spaces
2. 4 Moves vs 2 Moves
3. Parking Outside the Community- No Canyon Hill Road Parking
4. Communication to all Owners and Residents – mailed (30 days). Email (at 4 week, 3 weeks, 2-week, 1 week & 3 days). Door Delivery (30 days), Mailboxes (2 Weeks), HA website (Kim to update), PMG Portal (30 days), Next Door (Eimi).

Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to set up a meeting with legal counsel regarding the additional parking spaces that were added without ownership approval. The motion passed unanimously.

F. Violation / Rule Discussions

The Board of Directors held a discussion regarding the following violations:

1. Parking a car in guest parking and blocking the handicap lane by incorrect parking. – Following review and discussion, a motion was

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made by Brad Hartke and seconded by Frank Aronoff to contact patrol to cite / tow any vehicle that is not parked inside the parking space lines. The motion passed unanimously.

2. Any Dog Issues – Following review and discussion, it was the general consent of the Board of Directors to have the residents contact Animal Control at 949-497-0701 directly. Animal Control must have proof of some type in order to process a complaint.
3. Items in Common Area – Divide the patio areas from neighbors. Following review and discussion, it was the general consent of the Board of Directors to remind all resident not to modify the common area landscape. All exterior modifications, including landscaping, must be approved.
4. Driving Infractions – Speed and driving on the wrong way on the one-way streets. Following review and discussion, it was the general consent of the Board of Directors to remind all residents to obey the one-way streets in the community and not to speed throughout the community.
5. Trash Cans – Storage / Left out – Following review and discussion, it was the general consent of the Board of Directors to remind all residents to put out your trash cans the night before; put away in your garage in the evening of the same day as pick-up.

G. Board Member Requests and Discussions

1. Notice Regarding Parking Rules Discussion. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
2. Architectural Violation Process / Board Approval. Following review and discussion, it was the general consent of the Board of Directors to wait for the revised guidelines to be adopted before sending violation notices to the residents.
3. Landscape Modifications and Maintenance by Owners and Vendors. The Board of Directors held a discussion regarding the landscape modifications and maintenance. Following review and discussion, it was the general consent of the Board of Directors to agree that homeowners are not allowed to contact the landscaping staff directly and to contact Management if the resident has landscape concerns or modification requests.
4. Management Approval Limits. The Board of Directors discussed the approval limits for Management. Following review, it was the general consent of the Board of Directors to approve \$7,500.00 for each emergency and \$2,500.00 without Board of Director approval.
5. Common Interest Review - CC&R. The Board of Directors held a discussion regarding common interest review of CC&Rs. Following review, it was the general consent of the Board of Directors to remind Management that no exterior unit modifications are not allowed without approval.
6. Short Terms Rental Review. The Board of Directors reviewed the laws pertaining to short term rentals. Following review, it was the general consent of the Board of Directors to request Management contact the

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City of Laguna Beach to contact homeowners regarding the short-term rentals.

H. Homeowner Requests

1. Comments Regarding Assessment Increase.
 - a. 112 Santa Rosa
 - b. 216 Santa Rosa
 - c. 208 Santa Rosa
 - d. 420 San Nicholas

Following review and discussion, it was the general consent of the Board of Directors to recommend the homeowners attend the monthly Financial Meetings to better understand the associations position with the increase in assessments.

2. 400 San Nicholas – Extra safelist days / blanket parking for her open houses. Following review and discussion, it was the general consent of the Board of Directors to deny this request.
3. 511 San Nicholas – Upset about meeting and decision regarding parking enforcement hours. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
4. 520 San Nicholas – Happy with the parking rules as is and the landscapers. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
5. 521 San Nicholas – Concerns about parking and asphalt maintenance. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
6. 224 Santa Rosa – Problems with the dog at 123 Santa Rosa. Following review and discussion, it was the general consent of the Board of Directors to have Management direct the homeowner to contact Animal Control and file a report.
7. 403 San Nicholas – Disrespectful owner to landscapers. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
8. 412 San Nicholas– Garage door repair / replacement responsibility. Following review and discussion, it was the general consent of the Board of Directors to agree that homeowners are responsible for all garage door repairs and replacement.
9. 514 San Nicholas – Concrete patios to avoid encroachment. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
10. 514 San Nicholas – Installation of speed bump – 600 ramp. Following review and discussion, it was the general consent of the Board of Directors to currently no further action.
11. 514 San Nicholas – Addition signage – “no scooters allowed”. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
12. 514 San Nicholas – Install security gate at entrance. Following review and discussion, it was the general consent of the Board of Directors to take no further action.

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13. 514 San Nicholas – recommendations regarding sealcoat. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
14. Landscape Request
 - a. 502 San Nicholas – Request of have plants trimmed back on neighbors unit. Following review and discussion, it was the general consent of the Board of Directors to approve Management to notify all owners that all landscape plant material must be removed from the sidewalk walkways. All homeowners will be notified for thirty (30) days to comply, or the Association will have the trim the plant material off of the sidewalk walkways.
 - b. 501 San Nicholas – Threatened by neighbor to trim plants back / gave the approval to trim the plants from the sidewalk. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
 - c. 202 Santa Rosa – Dirt behind home. Following review and discussion, it was the general consent of the Board of Directors to request the committee will review the area during their walk on June 14, 2021.
 - d. 111 Santa Rosa Court – Plants behind home too small for too long / losing leaves. Following review and discussion, it was the general consent of the Board of Directors to take no further action and have the landscape committee monitor the area.

ADJOURN There being no further business, the meeting was adjourned at 10:33 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE JUNE 24, 2021 MEETING