

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**JANUARY 27, 2022**  
**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, January 27, 2022, at 6:30 P.M. via Zoom virtual meeting.
- PRESENT** Sheila Deakin, President  
Marcia Hollander, Vice President  
Frank Aronoff, Treasurer  
Marlene Eckstein, Secretary (left at 7:45pm)  
Wiam Elbettar, Member at Large  
  
Eric Fordyce, Platinum Management Group
- ABSENT** None
- CALL TO ORDER** The meeting was called to order by Sheila Deakin, President, at 7:15 P.M. with quorum of the Directors present.
- OPEN FORUM** There were twelve (12) homeowners present. The topics discussed were maintenance contractor, wood trim option, postage costs, townhall meetings, accounting reports, common area landscape, rock removal, repipe, and more dog stations.
- COMMITTEE REPORTS** Finance Committee Chairperson, Caitlin Reyna – The new Finance Committee charter was reviewed. Following review and discussion, a motion was made by Marcia Hollander and seconded by Frank Aronoff to approve the charter as presented. The motion passed unanimously.  
Landscape Chairperson - Marlene Eckstein  
Maintenance Committee Chairperson, Marcia Hollander,  
Communication Co-Chairperson, Sheila Deakin and Wiam Elbettar - The new Communication Committee charter was reviewed. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marcia Hollander to approve the charter as presented. The motion passed unanimously.  
Architectural Chairperson, Evelyn Saunders  
Parking Committee Chair, Steve Telish
- 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 January 27, 2022, and the following topics were reviewed:
- A. Approval of the December 30, 2021, Executive Meeting Minutes
  - B. Hearing Notice
  - C. Fee Waiver Request
  - D. Structural Engineering Discussion
  - E. January 20, 2022 Delinquency Report

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**TREASURER'S  
REPORT**

As of the December 31, 2021, Financial Statement, the Operating Account reflects a year-to-date revenue of \$535,335.91 and a year-to-date expenditure of \$552,895.99.

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 December 31, 2021 are \$1,355,488.10.

Total Accounts Receivables as of January 20, 2022 are \$5,289.50.

**CONSENT  
CALENDAR**

The Board of Directors reviewed the consent calendar below:

- A. Approval of the December 30, 2021, Special Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marcia Hollander to approve the minutes as presented. The motion passed unanimously.
- B. Approval of the December 30, 2021, Board of Directors Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marcia Hollander to approve the minutes as presented. The motion passed unanimously.
- C. Acceptance of the November 30, 2021 & December 31, 2021, Financials. Following review and discussion, a motion was made by Marcia Hollander and seconded by Wiam Elbettar to table approval for the February Meeting. The motion passed 3-1 with Frank Aronoff opposed.

**NEW BUSINESS**

A. Association Reserve Investments

The Board of Directors reviewed correspondence submitted by Morgan Stanley regarding a \$100K CD maturing on 1/12/22, 1/18/22 & 2/11/22. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marcia Hollander to reinvest the \$100K CD in a 6-month terms. The motion passed unanimously.

B. Resolution to Authorize Transfer of Funds for 2022

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 to approve the monthly reserve transfer from Operating to Reserves. Enclosed is a Resolution to Authorize transfer of funds for the year 2022 from the associations operating account to the associations reserve account. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to approve the resolution as presented. The motion passed unanimously.

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**C. Landscape Improvement Proposals**

1. Community Wide Rock Removal - \$2,068.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to table the proposal for the next meeting. The motion passed unanimously.
2. 405 San Nicholas – Landscape Drain Installation - \$2,160.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to approve the proposal as presented. The motion passed unanimously.
3. Above 600 Circle – Erosion Control - \$7,692.50. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to table the proposal for the next meeting. The motion passed unanimously.
4. Above 600 Circle – Irrigation Repairs - \$15,006.36. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to table the proposal for the next meeting. The motion passed unanimously.

**D. Common Area Improvement Proposals**

The Board of Directors reviewed 15 Proposals submitted by Carasso Construction for various repairs throughout the community on the following addresses, 411 San Nicholas, 607 San Nicholas, 606 San Nicholas, 106 Santa Rosa, 303 San Nicholas, 613 San Nicholas, 206 Santa Rosa, 413 San Nicholas, 521 San Nicholas 225 Santa Rosa, 108 Santa Rosa, 101 Santa Rosa, 203/204 Santa Rosa, 500 Circle Mailbox, 209 Santa Rosa. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to table all the Carasso proposals for the next meeting. The motion passed unanimously.

**E. Pressure Regulator, Plumbing and Sewer Drain Update Proposals**

The Board of Directors reviewed three proposals submitted Severson Plumbing for pressure regulator replacement, plumbing repairs and sewer drain update / repairs. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to table all the Severson Plumbing proposals for the next meeting. The motion passed unanimously.

**F. Roof Maintenance & Gutter Cleaning Closeout Report / Proposals**

The Board of Directors reviewed the following submitted by Jim Murray Roofing:

1. Annual roof maintenance and gutter cleaning report. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
2. 514 San Nicholas, Skylight Replacement in the amount of \$998.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marlene Eckstein to approve the Jim Murray proposal as presented. The motion passed unanimously.
3. 209 San Nicholas – Possible Roof leak investigation. Following review and discussion, it was the general consent of the Board of Directors to take no further action as no leak was found.

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G. Upper Pool & Spa Replastering Proposal

The Board of Directors reviewed the 3 replastering proposals submitted by Alan Smith Pools, Aquapure Pool and Aqua Creations to replaster the upper pool & Spa. Following review and discussion, a motion was made by Sheila and seconded by Frank to table the proposals for the next meeting and approve for Best Pool to drain / clean the pool so we can reopen the pool. The motion passed unanimously.

H. Proposed Architectural Guidelines Approval

The Board of Directors reviewed the updated Architectural Guidelines to send out for a 28-day review. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to approve the guidelines to be mailed for the 28-day review. The motion passed with Marcia Hollander opposed.

I. Geotechnical Report – Gravity Retaining Wall – 618 San Nicholas

The Board of Directors reviewed the report submitted by American Geotechnical who inspected the gravity retaining wall behind 618 San Nicholas. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to have it reinspected in 6 months for movement. The motion passed unanimously.

J. Association Insurance Renewal

The Board of Directors reviewed correspondence submitted by Labarre / Oksnee regarding the renewal policy for February 26, 2022. They also reviewed a notice of non-Renewal from the current carrier and a Closure Notice from Farmers Insurance for 213 Santa Rosa Court. Following review and discussion, it was the general consent of the Board of Directors to table the renewal until Management can obtain more proposals.

K. Board Members Request / Discussion

1. Disclosure of Conflict-of-Interest Questionnaire. Following review and discussion, a motion was made by Sheila and seconded by Frank to have all Board members sign the questionnaire and keep on file. The motion passed unanimously.
2. Board Member Ethics Policy Review. Following review and discussion, a motion was made by Sheila and seconded by Frank to have all Board members sign the Ethics Policy and keep on file. The motion passed unanimously.
3. Request and Acknowledgement to Receive Corporate Records. Following review and discussion, a motion was made by Sheila and seconded by Frank to have all Board members sign an acknowledgement when they ask for documents. The motion passed unanimously.
4. Monthly Billing Statements. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
5. Roof Maintenance / Gutter Cleaning Schedule / Owner's Comments. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to move the cleaning to the last week in November every year. The motion passed unanimously.

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**L. Management / Homeowner Requests**

1. 106 Santa Rosa – Architectural Application Denial Appeal. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marcia Hollander to table a decision for the next meeting.
2. 405 San Nicholas- Landscape Complement / Harassment of Landscape Crew. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
3. 602 San Nicholas – Landscape Complement. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
4. 216 Santa Rosa – Repipe Comments. Following review and discussion, it was the general consent of the Board of Directors to take no further action as they are under review.
5. 223 Santa Rosa – Landscape Request. Following review and discussion, it was the general consent of the Board of Directors to look into getting dog signs.
6. 413 San Nicholas – Repipe Comments. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
7. 200 Santa Rosa. New compost state requirement request and an open discussion board meeting twice a year. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlen Eckstein to table the request to the next meeting. The motion passed unanimously.
8. 514 San Nicholas, Pex piping comments, board member email request / conflict of interest, upper 600 slope mud slide / sandbags, detach roof flat roofs / drain cleaning / possible leak, mold air testing from cracked skylight request. A motion was made by Marcia Hollander and seconded by Sheila Deakin to table these emails for review at the next meeting.

**NEXT MEETING**      The next board meeting is scheduled for February 24, 2022.

**ADJOURN**              There being no further business, the meeting was adjourned at 11:20 P.M.

**THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE FEBRUARY 24, 2022 MEETING**