

**THE TERRACE AT CANYON HILLS  
MEETING OF THE BOARD OF DIRECTORS  
GENERAL MEETING MINUTES  
August 22, 2022**

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**NOTICE** The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Monday August 22, 2022 at 7:15pm at Powerstone Property Management or via Microsoft Teams teleconference. The Agenda was posted with the number and access code for residents to call into at the bulletin board at both pools (4) four days prior to the meeting date.

**PRESENT** **Directors Present:** Marcia Hollander, Vice President  
Caitlin Reyna, Treasurer  
Frank Aronoff, Secretary  
Wiam Elbettar, Member at large

**Directors Absent:** Sheila Deakin, President

**Powerstone:** Paige Fields, CCAM, Community Manager

**CALL TO ORDER** Meeting was called to order at 7:18pm by Vice President Marcia Hollander.

**ANNOUNCEMENTS** Management advised that Executive Session Meeting was held before the General Session Meeting on Monday August 22, 2022.

**INSURANCE UPDATE** Management advised that the recent broker marketing out for insurance are all coming back with denials from the carriers due to the brush fire hazard and loss history. Management advised of one other option for the community, provided by Patrick Prendiville with Prendiville Insurance, of switching from a commercial line to personal line. The Board advised to invite Patrick to the next Board Meeting on 9/26/22.

**HOMEOWNER FORUM** There was 14 homeowners present to discuss:

- Resident survey
- Landscaping
- Ant Invasion
- Green Sticks

**COMMITTEE REPORTS**

*Landscape- Chair: Paige Strayer*

*Maintenance- Chair: Marcia Hollander*

*Communication- Co Chair: Sheila Deakin and Ann Marie McKay*

*Architectural- Chair: Evelyn Saunders*

*Parking- Chair: Steve Telish*

*Finance- Chair: Caitlin Reyna*

**MINUTES** The Board reviewed the minutes dated July 25, 2022.

Upon motion duly made, seconded, and carried, the Board approved the minutes dated July 25, 2022.

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The Board reviewed the minutes dated August 8, 2022.

Upon motion duly made, seconded, and carried, the Board approved the minutes dated August 8, 2022.

**FINANCIALS**

The Board reviewed the financials dated July 2022.

Upon motion duly made, seconded, and carried, the Board approved the July 2022 financial statement and ratified the review by the individual board members and all transfers of funds made in this period and reflected in the financial statement.

**INVOICE RATIFICATION**

The Board reviewed the following invoices for ratification:

1. 408 San Nicholas- Repipe- Severson \$6,859
2. 122 Santa Rosa- Mold Remediation – Service Master \$7,150.42
3. 123 Santa Rosa- Mold Remediation – Service Master \$3,751.80
4. 213 Santa Rosa- 24 HRC- \$5,194.22- Mold Remediation 2/14/22
5. 213 Santa Rosa- 24 HRC- \$660- heat vent and AC duct work 2/21/22
6. 315 San Nicholas – 24 HRC- \$3,941.87
7. 514 San Nicholas- 24 HRC- \$3,924.55
8. 613 San Nicholas- 24 HRC- \$562.88 – Emergency Water Remediation 2/22/22
9. 613 San Nicholas- 24 HRC \$3864.77 – Mold Remediation 3/11/22

Upon motion duly made, seconded, and carried, the Board approved the above invoices to be paid as submitted, as reviewed by Treasurer Caitlin Reyna.

**NEW BUSINESS**

Contracts

Legal Retainers

The Board reviewed the following legal retainers:

1. Roseman Law \$500
2. Whitney Petchul \$850
3. Iger Wankel Bonkowski \$700
4. Robert DeNichlio \$975

Upon motion duly made, seconded, the Board approved the retainer submitted by Robert DeNichlio in the annual amount of \$975 for the annual retainer. The current retainer with Roseman ends on August 26, 2022. DeNichlio will begin Monday 8/29/22.

Motion: Marcia Hollander

Second: Wiam Elbettar

In favor: Caitlin Reyna

Opposed: Frank Aronoff

Roof Maintenance

Legal Retainers

The Board reviewed the bids for roofing maintenance.

- a. Adco \$18,515
- b. Roofing Standards \$22,450
- c. Antis \$22,963

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Upon motion duly made, seconded, the Board approved the bid submitted by Antis in the amount of \$22,963.

Motion: Marcia Hollander  
Second: Wiam Elbettar  
In favor: Caitlin Reyna  
Abstain: Frank Aronoff

Maintenance

210 Santa Rosa

The Board reviewed the bid provided by Partners Plumbing previously approved via email due to the urgency of the matter for repairs to the main sewer line that is not sloped properly and blocked for a cost of \$6004.90.

Upon motion duly made and seconded, Board approved the bid from Partners plumbing in the amount of \$6004.90 and agrees to pay the invoice as submitted. The motion passed 3-1 with Caitlin Reyna abstained.

218 & 223 Santa Rosa  
Roof Repairs

The Board reviewed the bid submitted by Antis roofing. This bid was provided after the maintenance and cleaning inspection was performed, and the tech on site found damaged fascia board needing replacement. The cost for the repairs is \$3,893.

Upon motion duly made, seconded, and carried unanimously, the Board approved the bid from Antis for the roof repairs at 218 and 223 Santa Rosa at a cost of \$3,893.

Replastering Upper  
Pool

The Board reviewed the bid to replaster the upper pool.

1. Alan Smith Pools – already approved
2. Clear Expectations \$ \$25,290

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bids as submitted, and request Management obtain information about cancelling the contract for the work with Alan Smith Pools. Once that information is obtained, Management will schedule a special meeting with the Board to go over the options.

Loethel Wall Inspection  
Reapproval

The Board reviewed the previously approved loethel wall inspection bid from American Geotech and verified the walls that will be inspected throughout the community.

Upon motion duly made, seconded, and passed unanimously, the Board approved the location of the walls and the bid for the inspection for a cost of \$3400.

Janitorial

The Board reviewed the following bids for janitorial service in the community.

1. Jet Clean \$ 1,075/1,600
2. West One \$ 1350/ \$950
3. *Current Contract- PTC \$684/ \$342*

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Upon motion duly made, seconded, and passed unanimously, the Board determined to keep the current contract with PTC.

**Meter Replacement**  
**San Nicholas Ct**

The Board reviewed the bids to repair the meter pedestal at the entrance of San Nicholas Ct.

1. Horizon \$5,719.45
2. DLE \$ 5,480

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from DLE in the amount of \$5,480.

**Green Sticks + Landscape**  
**Rotations**

The Board discussed the current "green stick" landscape policy. All units with green sticks are responsible for their own front landscaping and the landscapers are to not touch. It is Management recommendation that all green sticks are removed so the entire community is treated equally when it comes to landscape maintenance. The Board request Management obtain the checklist, per the January 2022 minutes, of who has a green sticks, and rediscuss at the September Board Meeting.

**Fall Tree Trimming**

The Board discussed the fall tree trimming. Management relayed the information that Harvest is recommending only the Melaleucas and Magnolias to be trimmed this year, as all the other trees look like they have been upkept in the last year. The Board request Management bring the bid for tree trimming to the next landscape walk and discuss with Harvest, and how soon Harvest would be able to do the trimming. **No Board action taken.**

**Security Cameras**

The Board discussed security cameras being installed on the exterior of units by homeowners. Per the Arch Guidelines, nothing is permitted to be installed on the exterior of the unit. However, due to liability reasons, the Association should not prohibit the installation of security cameras.

Upon motion duly made, seconded, and passed unanimously, the Board approved legal counsel to draft a security camera policy and M&I agreement for the installation of all security camera devices.

**Website**

The Board discussed the Association website. After Management spoke with Mark Badran, it was noted that the current Terrace website has the domain until 8/28/2023. However, PMG does have not have any info for the domain. The Board explained to Management that a committee member might have the domain info. Management will reach out.

**Homeowner Requests**

**209 Santa Rosa**  
**Tree Request**

The Board discussed the request from the homeowner regarding the backyard trees not be trimmed in the future, due to lack of privacy, and request a green stick for her landscaping. The Board request this be reviewed on the next Landscape Walk.

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514 San Nicholas  
Pex Piping

The Board discussed the homeowner correspondence regarding PEX piping being used for the units being repiped. The homeowner request that homeowners have the option to choose from Pex piping and copper piping. **No Board action taken.**

514 San Nicholas  
Recycled Water

The Board reviewed the correspondence from the homeowner regarding recycled water and asking the city of laguna beach if they would be interested in a budget plan to allow the Terrace community to use one of their existing outlets for watering our landscape. The Board recommended homeowners submit a comment to the water district. **No Board action taken.**

514 San Nicholas  
Rain Gutters

The Board reviewed the correspondence from the homeowner in regards to the rain gutter and roof cleaning done yearly. The homeowner is also recommending that rain gutter filter should be used and might make a more cost effective plan for keeping the gutters clean. **No Board action taken.**

Repipe Waiting List

The Board discussed a repipe waiting list, however, at this moment, the Association is over budget for plumbing, and unless a emergency arises, the board will not be completing any repipes for the next couple months. All emergencies take priority. Director Reyna stated she will add the unit 209 Santa Rosa to the waiting list.

**Board Member  
Requests**

Vendor Fuel  
Surcharge

The Board discussed vendor fuel surcharges. Most vendors are charging a fuel surcharge for gas. This is industry wide, and most vendors will remove the surcharge once gas is below \$5.00/gallon or \$4.50/gallon. This is not included on the contracts, as this is an unforeseen expense.

Garages

The Board discussed that many garages are being left open for extended period of time. Management advised all homeowners who attended, to close your garage when not in use.

**Management Report:** The Board reviewed the management reports and correspondence.

**ANNOUNCEMENT** The next General Session meeting of the Board of Directors is scheduled for September 26, 2022 at Powerstone Property Management.

**ADJOURNMENT** With no further business, the general session meeting was adjourned at 8:58pm.

**ATTEST**

Caitlin Reyna	<i>caitlin reyna</i>	Sep 29, 2022
_____	_____	_____
Name	Signature	Date