

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**NOVEMBER 18, 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, November 18, 2021, at 6:30 P.M. via Zoom virtual meeting.

**PRESENT** Sheila Deakin, President  
Marcia Hollander, Vice President  
Frank Aronoff, Treasurer  
Marlene Eckstein, Secretary  
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 6:47 P.M. with quorum of the Directors present.

**OPEN FORUM** There were ten (10) homeowners present, three by virtual and seven in person. The topics discussed were emergency response committee, exterior improvements, parking requirements, and EV charging rule.

**COMMITTEE REPORTS** Finance Committee Chairperson, Paige Strayer - Following review and discussion, it was the general consent of the Board of Director to table the finance committee charter to the December board meeting.  
Landscape Chairperson - Marlene Eckstein  
Maintenance Committee Chairperson, Marcia Hollander,  
Communication Co-Chairperson, Sheila Deakin and Wiam Elbettar - Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to approve the communication 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 November 18, 2021, and the following topics were reviewed:

- A. Approval of the November 18, 2021, Executive Meeting Minutes
- B. Violation Correspondence
- C. Fee Waiver Request
- D. Legal Correspondence
- E. October 31, 2021 Delinquency Report

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**TREASURER'S  
REPORT**

As of the October 31, 2021, Financial Statement, the Operating Account reflects a year-to-date revenue of \$307,219.70 and a year-to-date expenditure of \$294,497.24.

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 October 31, 2021, are \$1,376,497.57.

Total Accounts Receivables as of October 31, 2021, are \$4,213.08.

**CONSENT  
CALENDAR**

The Board of Directors reviewed the consent calendar below:

- A. Approval of the October 28, 2021, Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve the minutes as amended. The motion passed unanimously.
- B. Approval of the October 28, 2021, Organizational Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve the minutes as presented. The motion passed unanimously.
- C. Acceptance of the October 31, 2021, Financials. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve the Financials as presented. The motion passed unanimously.

**NEW BUSINESS**

A. Association Reserve Investments

The Board of Directors reviewed correspondence submitted by Morgan Stanley regarding a \$100K CD maturing on 12/15/21, 1/12/22 and 1/18/22. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marcia Hollander to reinvest the \$100K CDs in a 6-month terms. The motion passed unanimously.

B. Tree Trimming Damage Reimbursement Review

The Board of Directors reviewed correspondence submitted by 113 Santa Rosa Court regarding reimbursement for a pot that was damaged during tree trimming. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to take no further action as this is between the owner and the contractor. The motion passed unanimously.

C. Common Area Improvement Proposals

1. 411 San Nicholas grading. Following review and discussion, a motion was made by Marcia Hollander and seconded by Wiam Elbettar to approve Carasso Construction to perform the grading with a not to exceed amount of \$350.00. The motion passed unanimously.
2. 606 San Nicholas Various Repair. Following review and discussion, it was the general consent of the Board of Directors to table this.

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3. Upper Pool Stairs – No Slip Reflective Tape. Following review and discussion, it was the general consent of the Board of Directors to table this.

**D. Repiping Proposals**

The Board of Directors reviewed three proposals submitted by AMA Repiping, Ameri-Cal Repipe and Plumbing Inc., and Severson Plumbing due to the issues that have been noted with the current repipe company, Severson Plumbing. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to approve a proposal from Ameri-Cal Repipe and Plumbing Inc., as a cost of \$7,200.00 per unit. The motion passed unanimously.

**E. Upper Pool & spa Replastering Proposal**

The Board of Directors reviewed a proposal to replaster the upper San Nicholas pool and spa and the approved proposal from 2017 submitted by Alan Smith Pools. Following review and discussion, it was the general consent of the Board of Directors to table in order meet with 3 vendors.

**F. Best Pool Correspondence**

1. The Board of Directors reviewed correspondence submitted by Best Pool regarding a 5% increase (\$695.00 to \$765.00) per month commencing January 2022. Following review and discussion, it was the general consent of the Board of Directors to obtain additional proposals for pool service.

2. The Board of Directors reviewed correspondence submitted by Alan Smith Pools regarding their recommendation to drain and acid wash the pool every two months due to algae build up. Following discussion, it was the general consent of the Board of Directors to take no further action.

**G. Invoice / Check Signing Process**

The Board of Directors held a discussion regarding the check signing process. Following review and discussion, it was the general consent of the Board of Directors to take no further action.

**H. Management Approval Authority Review**

The Board of Directors reviewed a request from Management regarding tasks that under the \$7,500.00 authorization limit per occurrence. Following review and discussion a motion made by Frank Arnoff and seconded by Marlene Eckstein to have all management approved proposals be disclosed to the Board President at the time of approval and placed in the following month Directors report. The Motion passed unanimously.

**I. Management / Homeowner Requests**

1. Landscape Holiday Bonus Approval. Following review and discussion, a motion was made by Marcia Hollander and seconded by Sheila Deakin to approve the landscape holiday bonus. The motion passed unanimously.

2. Director's Inspection Date. Following review and discussion, it was the general consent of the Board of Directors to conduct an inspection in January / February.

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3. 218 Santa Rosa – Request to remove the citation on his cars. Following review and discussion, a motion was made by Shelia Deakin and seconded by Frank Aronoff to deny the request and suggest the homeowner contact Courtesy Patrol when using a guest parking space for an hour.
4. 500 San Nicholas – Request for Extended Safe List from January 1, 2022 through February 3, 2022. – Following review and discussion, it was the general consent of the Board of Directors to deny this request, however, it was discussed that a Board member will contact the homeowners and offer the use of their extra parking space for this time.
5. 412 San Nicholas – Thank you for Landscapers & Marlene. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
6. 521 San Nicholas – Thank you for Landscapers & Marlene. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
7. 514 San Nicholas – Upper Pool & Spa need replastering. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
8. 514 San Nicholas – Complaint regarding wood burning fire pits. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
9. 503 San Nicholas – Window change no retrofit request. Following review and discussion, it was the general consent of the Board of Directors to take no further action.

**NEXT MEETING**      The next board meeting is scheduled for December 30, 2021.

**ADJOURN**              There being no further business, the meeting was adjourned at 10:20 P.M.

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