

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**JANUARY 28, 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, January 28, 2021 at 6:30 P.M. via Zoom virtual meeting.

**PRESENT** Sheila Deakin, President  
Brad Hartke, Secretary  
Frank Aronoff, Treasurer  
Kim Fields, Member at Large  
  
Eric Fordyce, Platinum Management Group

**ABSENT** Marlene Eckstein, Vice President

**CALL TO ORDER** The meeting was called to order by the Shelia Deakin, President, at 6:38 P.M. with quorum of the Directors present.

**OPEN FORUM** There were ten (10) homeowners in attendance. Homeowners brought to the Board's attention questions regarding solar panels, pool, re-pipe, 213 San Nicholas - Carasso Construction, and landscaping.

**COMMITTEE REPORTS** Marlene Eckstein, Landscape Chairperson, was not present to provide an update.  
  
Frank Aronoff, Maintenance Committee Chairperson, provided an update.  
  
Kim Fields, Communication Chairperson, provided an update.  
  
Evelyn Saunders, Architectural Chairperson, provided an update.  
  
Steve Telish, Parking Chairperson, was not present to provide 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 January 28, 2021 and the following topics were reviewed:

- A. Approved the November 19, 2020 Meeting Minutes
- B. Conducted a Hearing
- C. Reviewed Homeowner Correspondence regarding Member Discipline
- D. Reviewed Legal Matters
- E. Reviewed the January 21, 2021 Delinquency Report

**TREASURER'S REPORT** As of the December 31, 2020 Financial Statement, the Operating Account reflects a year-to-date revenue of \$431,868.23 and a year-to-date expenditure of \$501,256.59.

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
JANUARY 28, 2021 – PAGE 2**

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 December 31, 2020 are \$1,237,775.04.

Total Accounts Receivables as of January 21, 2021 are \$1,874.47.

**CONSENT  
CALENDAR**

The Board of Directors reviewed the consent calendar below.

- A. Approval of the November 19, 2020 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Kim Fields and seconded by Frank Aronoff to approve the minutes as presented. The motion passed unanimously.
- B. Acceptance of the November 30, 2020 Financials. Following review and discussion, a motion was by Kim Fields and seconded by Frank Aronoff to approve the Financials as presented. The motion passed unanimously.
- C. Acceptance of the December 31, 2020 Financials. Following review and discussion, a motion was made by Kim Fields and seconded by Frank Aronoff to approve the Financials as presented. The motion passed unanimously.

**NEW BUSINESS**

A. Reserve CD Investment

1. The Board of Directors reviewed information regarding a transfer of \$175,000.00 to a 4-month CD and \$50,00.00 to a checking account with First Republic Bank. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve to invest \$100,000.00 into a three (3) month CD with Morgan Stanley. The motion was approved unanimously.

B. Landscape Improvement Proposals

The Board of Directors reviewed proposals submitted by Quezada Pro Landscaping as follows:

1. Santa Rosa Pool Area – to install brown wood chips in bare areas by the wall in the amount of \$90.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Kim Fields to request management obtain a proposal for pea gravel. The motion was approved unanimously.
2. Landscape inspection recommendations in the amount of \$392.50. Following review and discussion, a motion was made by Kim Fields and seconded by Frank Aronoff to approve the landscape inspection recommendations. The motion passed unanimously.
3. Behind 203, 205, and 202 Santa Rosa – Rebar support, material, and labor in the amount of \$1,170.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve only soil removal behind 203 San Nicholas for drainage. The motion passed unanimously.
4. Straw Waddle – installation above 101 – 105 Santa Rosa. Following review and discussion, a motion was made by Kim Fields and seconded by Frank Aronoff to approve the installation of the straw waddle in the amount of \$285.00. The motion passed unanimously.

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**JANUARY 28, 2021 – PAGE 3**

C. Common Area Improvement Proposals

The Board of Directors reviewed proposals submitted by Carasso Construction from the December 2020 (600 Circle) and January 2021 (100 Circle) maintenance inspection punch list. Following review and discussion, a motion was made by Frank Aronoff and seconded by Kim Fields to table the proposals until the February 25, 2021 meeting. The motion passed unanimously.

D. Structural Engineering Services Proposal – 213 Santa Rosa

The Board of Directors reviewed a proposal submitted by Dunn Savoie Inc., to provide structural engineering services to create a scope of work for the termite infested and dry rot beams in the amount of \$3,300.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the proposal as presented. The motion passed unanimously.

E. Plumbing Repair Proposal

The Board of Directors reviewed a proposal submitted by Severson Plumbing to repair the sewage line at 100 Santa Rosa. Following review and discussion, a motion was made by Sheila Deakin and seconded Kim Fields to approve an annual hydro jetting in the amount of \$650.00 per jetting. The motion passed unanimously,

F. Pool Repair Proposal

The Board of Directors reviewed a proposed submitted by Best Pool Service to replace the spa filter and complete the backwash valve assembly, including all the O rings in the amount of \$1,788.19, Following review and discussion, a motion was made by Kim Fields and seconded by Sheila Deakin to approve the proposal as presented. The motion passed unanimously.

G. Roofing Closure Package and Proposal

1. The Board of Directors reviewed a roof maintenance closure report from the November 24, 2020 inspection submitted by Jim Murray Roofing. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to accept the report as presented. The motion passed unanimously.
2. The Board of Directors reviewed a proposal submitted by Jim Murray Roofing for issues at 214, 228 Santa Rosa and 514 – 515 San Nicholas in the amount of \$8,219.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the proposal as presented. The motion passed unanimously.

H. 2020/2021 Audit and Tax Preparation Proposal

The Board of Directors reviewed a proposal for the 2020/2021 audit and tax preparation submitted by Shively, Klatt & McCorvey. Following review and discussion, a motion was made by Brad Hartke and seconded by Sheila Deakin to approve the proposal as presented. The motion passed unanimously.

I. SCE Green Electrical Utility Boxes Requirements / Landscape Removal

The Board of Directors reviewed the recommendation from SCE regarding the plant material around the green utility electrical boxes. Following review and

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**JANUARY 28, 2021 – PAGE 4**

discussion, a motion was made by Sheila Deakin and seconded by Kim Fields to request that management prepare a proactive plan for the removal of the plants material around each green electrical utility boxes. The motion passed unanimously.

J. Bulletin Board Proposal

The Board of Directors reviewed the information regarding the purchase of a bulletin board. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to table this item indefinitely. The motion passed unanimously.

K. Proposed Anti-Harassment Policy Adoption

The Board of Directors reviewed the revisions to the proposed anti-harassment policy. Following review and discussion, a motion was made by Sheila Deakin and seconded by Kim Fields to meet with legal counsel before approving or denying the policy. The motion passed unanimously.

L. Proposed Enforcement and Fine Policies Adoption

The Board of Directors reviewed the revisions to the Enforcement and Fine Policy provided by Marcia Hollander. Following review and discussion, a motion was made by Shelia Deakin and seconded by Kim Fields meet with legal counsel before approving or denying the policy. The motion passed unanimously.

M. Board / Management Discussions

1. Termite Company Discussion

Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to discuss concerns with the termite company but continue to use them for the time being. The motion passed unanimously.

2. Directors participating on the monthly maintenance and landscape inspections. Following review and discussion, it was the general consent of the Board of Directors to attend at least 2 inspections per year.

3. Re-piping of adjacent unit – 509/510 and 122/121

Following review and discussion, a motion was made by Shelia Deakin and seconded by Brad Hartke to approve to re-pipe the adjacent unit if the water remediation effects the adjacent unit. The motion passed unanimously.

N. Homeowner Requests

1. 313 San Nicholas – Concerns with termites in the exterior beam. Following review and discussion, it was the general consent of the Board of Directors to take no further action as the beam was replaced.

2. 223 Santa Rosa – Requesting an encasement be installed for homeowner's hose bib. Following review and discussion, it was the general consent of the Board of Directors to take no further action as the hose was replaced by the landscape company and the encasement is the owner's responsibility to install.

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
JANUARY 28, 2021 – PAGE 5**

3. 415 San Nicholas – Community Awareness for the Release of Inmates. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to take no further action. The motion passed unanimously.
4. 103 Santa Rosa – Comments regarding the 2006 Special Assessment - \$3,996.00 per unit. Following review and discussion, it was the general consent of the Board of Directors to take no further action as this was information only.
5. 413 San Nicholas – Complaints regarding homeowner's re-pipe. Following review and discussion, a motion was made by Kim Fields and seconded by Sheila Deakin to request that management obtain a third-party plumbing company to inspect homeowner's plumbing. The motion passed unanimously.
6. 111 Santa Rosa – Landscape Concerns. Following review and discussion, it was the general consent of the Board of Directors to take no further action as this was information only.
7. 103 Santa Rosa – Landscape Concerns. Following review and discussion, it was the general consent of the Board of Directors to take no further action as this was information only.
8. 105 Santa Rosa – Landscape Complaint / Request. Following review and discussion a motion was made by Sheila Deakin and seconded by Kim Fields to approve a meeting with the 2 owners and the landscape committee to discuss planting something in the area of concern. If the owners and landscape committee agree, the homeowners will be responsible for the cost and the HOA would be responsible for the maintenance, as needed. The motion passed unanimously.
9. 108 Santa Rosa – Landscape Complaint. Following review and discussion, it was the general consent of the Board of Directors to take no further action as this was information only.

O. 2020/2021 Annual Calendar

The Board of Directors reviewed the 2020/2021 calendar. Following review and discussion, it was the general consent of the Board of Directors to make no changes at this time.

**ADJOURN** There being no further business, the meeting was adjourned at 10:25 P.M.

**THE BOARD OF DIRECTORS APPROVED THESE MEETING MINUTES AT THE  
FEBRUARY 25, 2021 BOARD MEETING.**