

**THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
September 26, 2022**

NOTICE

The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Monday September 26, 2022 at 6:00pm 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: Sheila Deakin, President
Marcia Hollander, Vice President
Caitlin Reyna, Treasurer
Frank Aronoff, Secretary
Wiam Elbettar, Member at large

Directors Absent:

Powerstone: Paige Fields, CCAM, Community Manager

CALL TO ORDER

Meeting was called to order at 6:07pm by President Sheila Deakin.

ANNOUNCEMENTS

Management advised that Executive Session Meeting was held after the General Session Meeting on Monday September 26, 2022.

INSURANCE UPDATE

Patrick Prendiville joined the Board Meeting at Powerstone Property Management to discuss the option of switching from commercial insurance for the Association, to a personal policy for the HOA. Patrick explained the purpose of this conversion, as the current premium is exponentially high, and the Association does not have nearly enough coverage for the community in the event of a devastating loss. Switching to a personal line for the Association would mean, homeowners would insure their entire unit outside and inside, and the Association would only insure the common area. The process of this conversion, which would require legal opinion and assistance, and amendment of the CC&Rs. Patrick advised that the Association be named as the additional interest on all homeowner policies, that way the Association can be notified when/if the homeowners coverage ever lapses. It is Patricks recommendation not to take the responsibility of "approving" any homeowners insurance coverage, as this could cause a major liability on the Association. The Board discussed the first step of this process, and it would require homeowner participation. This would mean to have homeowners reach out to their current HO6 policies and see if their insurance can provide a HO3 policy for a townhouse attached dwelling with the 50k loss assessment coverage. The Board will re discuss the findings at the next meeting.

HOMEOWNER FORUM

There was 12 homeowners present to discuss:

- Association files
- Landscape
- Surveys

COMMITTEE REPORTS

Landscape- Chair: Paige Strayer

Maintenance- Chair: Marcia Hollander

**THE TERRACE AT CANYON HILLS
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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 August 22, 2022.

Upon motion duly made, seconded, the Board approved the minutes dated August 22, 2022 contingent on 1 change:

- Under New business – Green stick + Landscape Rotations- change January 202 to January 2020.

Motion: Caitlin Reyna

Second: Marcia Hollander

In Favor: Frank Aronoff, Wiam Elbettar

Abstain: Sheila Deakin

The Board reviewed the finance committee minutes dated July 21,2022.

Upon motion duly made, seconded, the Board approved the finance committee minutes dated July 21, 2022.

Motion: Caitlin Reyna

Second: Frank Aronoff

In favor: Wiam Elbettar

Abstain: Sheila Deakin, Marcia Hollander

FINANCIALS

The Board reviewed the financials dated August 2022.

Upon motion duly made, seconded, and carried, the Board approved the August 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.

Upon motion duly made, seconded, and passed unanimously, the Board approved the resolution to lien against acct #00617.02.

INVOICE RATIFICATION

The Board reviewed the following invoices for ratification:

1. 210 Santa Rosa Asphalt Work \$1,838.55
2. 315 San Nicholas- 24 HRC \$541.04
3. Spa Light Repair- All Pro Electric \$755.00
4. Lower Spa/Pool Filters- Clear Expectations \$500
5. Roseman Water Intrusion Policy \$600
6. 8. James Le Court 100 SR- \$1,025
7. 9. James Le Court 217 SR \$325
8. 10. James Le Court 519 SN \$187.50
9. 11. James Le Court 403 SN \$375
10. 12. James Le Court 202 SR \$375

THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
September 26, 2022

11. 13. *James Le Court 209 SR \$225*

Upon motion duly made, seconded, and carried, the Board approved the above invoices to be paid as submitted.

Quezada \$435 – Emergency After Hours

Upon motion duly made, seconded, and passed unanimously, the Board denied to pay this invoice, as the work was not completed.

Roseman March Expenses \$2,994.28 – The Board requests more information and all emails to back the invoice to review at the next meeting

NEW BUSINESS

Leadership Education

The Board reviewed the leadership education class for September 29, 2022 at 6pm.

Audit Engagement

The Board reviewed the bid submitted by Inouye, Shively Klatt and McCorvey to audit the financials as of May 2022 at a cost of \$1300.

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid as submitted for a cost of \$1300.

Replastering Upper Pool

The Board discussed the replastering of the upper pool, previously approved with Alan Smith. The Board request Management take initiative to perform the necessary slope landscape renovations first, prior to the pool renovations.

Upon motion duly made and seconded and passed unanimously, the Board approved Management to initiate the upper slope landscape install of native plants and jute for erosion control. Management to check on the \$5000 plant credit that was given by Harvest when the contract was signed.

Asphalt Repair and Tree Removal- 228 Santa Rosa

The Board reviewed the bid from Quickel Paving to repair the lifted concrete due to 2 trees in the planter. The trees are causing the asphalt and concrete curbs to lift, leaving a trip hazard in the parking space.

1. Asphalt and Curb Repair \$9,360
2. Tree Removal and Replacements \$2,964.60

Upon motion duly made and seconded, and passed unanimously, the Board approved the bid as submitted by Harvest for the tree removal for the cost of \$2,420. Management to obtain 2 more bids for the asphalt and curb repairs. The plant replacements will be discussed on the next Landscape Walk.

Community Asbestos Testing

The Board reviewed the bid submitted by Enviro Diagnostics for a community wide asbestos testing. Management explained that performing a community wide testing only works if the contractor is willing to use the results as their OK to proceed. If an area was not tested that needs to be opened, then additional testing would be required. The cost for the test is \$22,750.

THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
September 26, 2022

Upon motion duly made, seconded, and passed unanimously, the Board denied the bid as submitted at a cost of \$22,750.

Community Hydro jetting

A bid has been obtained for community hydro jetting by Partners Plumbing. The bid was unclear that the cost was per circle of \$3525. There are still 4 circles and the lower pool to do. Management has also obtained a bid from Four Star for performing the hydro jetting.

1. Partners Plumbing \$3525 per circle, \$2650 for the lower pool
2. Four Star \$4,950 for 6 hours

Upon motion duly made, seconded, and passed unanimously, the Board approved Four Star to complete the 500 circle only and evaluate their work once completed.

Security Camera Policy

The Board reviewed the security camera policy drafted by Nordberg DeNichlio. This policy establishes criteria with which owners must comply to install and use a device capable of photographic and or video surveillance of the common area. A Maintenance Agreement was not included with this policy, but can be included if the Board requests.

Upon motion duly made, seconded, and passed unanimously the Board approved the policy, contingent on the approval from the Arch Committee and the following changes. Once the changes and the approval from Arch committee is submitted, the policy will be posted for 28 day review, on the community bulletin boards, email blast, and on the Association website. The policy will be added to the agenda for the November 28, 2022 Board Meeting.

- Remove rule 3.5 regarding color
- Add paragraph number to #2

Fall Tree Trimming

The Board reviewed the bid submitted by Harvest Landscape in the amount of \$2,785 for the trimming of the Melaleuca and Magnolia trees.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid submitted by Harvest for a cost of \$2,785, and request Management obtain 2 more bids for tree trimming.

Green Sticks

Director Reyna obtained the landscape green stick checklist, and will submit to Management to add into the next Board packet for Board review and discussion.

Board Member Committee
Resignation

The Board reviewed the correspondence submitted by Marcia Hollandar for resignation of all committees effective 8/22/22. **No Board action taken.**

Siding Repairs

The Board discussed the ongoing siding repairs needed for units in the community. At this time, Protec has been searching for a similar siding that could replace the current siding on the units.

Upon motion duly made, seconded, and passed unanimously, the Board approved the siding replacement that was brought to the board meeting, and to use this siding for the current outstanding projects, and evaluate after the work has been

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MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
September 26, 2022

completed.

The following bids have been approved by the Board and were waiting for an approval for the new siding to be repaired.

- a. 303 San Nicholas
- b. 521 San Nicholas

Please review the following bids for siding repairs

- c. 311 San Nicholas - \$800
- d. 624 San Nicholas - \$1470

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid submitted by Protec for the siding repair at 311 San Nicholas and 624 San Nicholas respectively.

206 Santa Rosa- Arch
App Appeal

The Board reviewed the written appeal to the denial of the cameras outside of her unit at 206 Santa Rosa. The Board discussed the security camera policy that is currently in review, and requests the arch committee review this arch application again after review of the policy.

Homeowner Requests

205 Santa Rosa
Landscaping

The Board reviewed the homeowner correspondence regarding landscaping.

301 San Nicholas
Parking Request

The Board reviewed the request for extending safelist for this unit. The parking committee mentioned that all units have 6 safelist days per 30 day period. Management to inform the homeowner of this policy.

313 San Nicholas
Landscaping

The Board reviewed the homeowner correspondence regarding landscaping.

420 San Nicholas

The Board reviewed the homeowner correspondence regarding landscaping and the possibility of decoupling the detached garages. This kind of project would be a large investment for the community at this time.

609 San Nicholas

The Board reviewed the homeowner correspondence regarding google fiber optics. The Association does not govern the cable.

106 Santa Rosa

The Board reviewed the homeowner correspondence regarding flood safing the community, and recommending the Association send out an email blast about homeowner installing new windows, with recommended vendors.

Drains

The Board reviewed the homeowner correspondence regarding the drains. The drains will be reviewed on the next landscape/maintenance walk.

615 San Nicholas
Vines

The Board reviewed the homeowner correspondence regarding installing vines. This was tabled at a previous meeting and was directed to be re added to the

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GENERAL MEETING MINUTES
September 26, 2022**

September Board Packet. At this time, the Board would like to proceed with the landscape audit, and for the weather to cool down prior to any installation.

111 Santa
Rosa Landscaping

The Board reviewed the homeowner correspondence regarding landscaping.

Cali Cove

The Board reviewed the homeowner correspondence submitted by an owner at California Cove regarding flooding and the community trees at the upper pool. The area will be reviewed on the next landscape walk.

**Board Member
Requests**

Number of Dogs per
Household

The Board discussed the Laguna Beach requirement of a max of 4 dogs per unit. The current CC&Rs for the community don't state a number of pet regulations, so the community follows the cities mandate. At this time, the Board request to address the issue on an individual basis.

Management Report:

The Board reviewed the management reports and correspondence.

Personal Touch
2023 Increase

Upon motion duly made, seconded, and passed unanimously, the Board approved the 2023 increase for janitorial at a cost of \$677 annually.

ANNOUNCEMENT

The next General Session meeting of the Board of Directors is scheduled for October 24, 2022 at Powerstone Property Management.

ADJOURNMENT

With no further business, the general session meeting was adjourned at 9:09pm.

ATTEST

Caitlin Reyna

caitlin reyna

Oct 26, 2022

Name

Signature

Date