

**THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
June 27, 2022**

NOTICE The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Monday June 27, 2022 at 7:00pm 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

Powerstone: Paige Fields, CCAM, Community Manager

CALL TO ORDER Meeting was called to order at 7:18pm by Sheila Deakin.

ANNOUNCEMENTS Management advised that Executive Session Meeting was held before the General Session Meeting on Monday June 27, 2022.

INSURANCE UPDATE Management shared the most updated information regarding the outstanding insurance issue. Management advised there are two brokers that are stating they may be able to insure the Association for full property coverage, at a lower premium. However, the situation can not be rushed, as the carriers would suggest that something is wrong. Management is expecting to have bids for the July Board Meeting.

HOMEOWNER FORUM There was 21 homeowners present to discuss:

- Email Blasts
- Special Assessment
- Insurance
- Community Meetings
- Parking & Safe listing

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 May 18, 2022 & May 26, 2022. The following changes were made:

1. Header on the general session minutes needs to be changed from Executive to General on both
2. May 26, 2022- Remove Sheila from attendance
3. May 26, 2022- revise meeting date on future meeting

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Upon motion duly made, seconded, and carried unanimously, the Board approved the minutes dated May 18, 2022 & May 26, 2022 contingent on the above changes.

FINANCIALS

The Board reviewed the financials dated April 2022 & May 2022.

Upon motion duly made seconded, and carried unanimously, the Board moved to table the April 2022 & May 2022 financial statements for further review.

INVOICE RATIFICATION

The Board reviewed the following invoices for ratification:

- a) 110 Santa Rosa Asbestos \$539
- b) 110 Santa Rosa Plumbing \$637.50
- c) 110 Santa Rosa Remediation \$2717
- d) 110 Santa Rosa Repipe \$7200
- e) 213 Santa Rosa Change Order 1 \$ 3400
- f) 213 Santa Rosa Change Order 2 \$2400
- g) 108 Santa Rosa Weatherproofing Change Order \$450
- h) 122 Santa Rosa Asbestos \$587
- i) 123 Santa Rosa Asbestos \$539
- j) 122 Santa Rosa Remediation Service First \$3,157.50
- k) 122/123 Santa Rosa Plumbing Service Call (First Call) \$425
- l) 122/123 Santa Rosa Plumbing Service Call (after asbestos) \$275
- m) 122/123 Santa Rosa Plumbing Service Call (third check, another leak) \$187.50

Upon motion duly made, seconded, and passed unanimously, the Board approve to approve the above invoices and approves Management to process the invoices as submitted.

Invoices that Management cannot find Approval from PMG to process payments

- a) 213 Santa Rosa- 24 HRC \$5,194.22
- b) 315 San Nicholas- 24 HRC \$3,941.87
- c) 514 San Nicholas- 24 HRC \$3,924.55
- d) 613 San Nicholas- 24 HRC \$562. 88
- e) 315 San Nicholas-All State Environmental \$725
- f) 206 Santa Rosa Repipe- Severson \$7,011
- g) 408 San Nicholas Repipe- \$6,859
- h) 413 San Nicholas Repipe- \$6,903
- i) Severson Correspondence

Upon motion duly made, seconded, and passed unanimously, the Board moved to table the above invoices for further investigation. Management does not recommend tabling this invoices. The Board requested Management to add these invoices to the next Board Packet.

NEW BUSINESS

A. Members at Meetings

A reminder for all that only homeowners are able to attend board meetings. A copy of the POA is required if the person is not on title. California's community associations are not part of the public sector; they are private membership organizations. As a result, the general public does not have

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a right to attend board or membership meetings. Unless an association's governing documents provide otherwise, the legal right to attend meetings as provided for in the Open Meeting Act is reserved for members only. (Civ. Code §4925.)

Portal Demo

Rod Lee, from Asyst and Powerstone Portal, joined the Board Meeting to give a brief demo on the homeowner portal for paying assessment etc.

Website

Powerstone has started a community website. Management advised to submit all content to the community manager to post. Management will work with the Board to get the website up to date with the requested information, and all documents transitioned to the new site.

LANDSCAPE

a. 615 San Nicholas
Morning Glorys

The Board reviewed the bid from Quezada landscape to install morning glory's on the top of the wall at 615 Nicholas. Quezada Landscape provided 2 options. To install 3 5 gal plants at a cost of \$195 or install 6 1 gallon plants at a cost of \$195.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid as submitted and request Management add the bid to the September Board Packet.

b. Erosion Control

The Board reviewed the bid submitted by Quezada Landscape to plant on the slope area above the upper pool for future erosion control at a cost of \$10,508.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid from Quezada Landscape for erosion control.

c. Landscape Bids

The Board reviewed and discussed the Landscape bids that were obtained for the monthly landscape maintenance of the community.

- a. Park West \$9,400/ \$11,000
- b. Ranscapes \$7,200
- c. Seacrest \$6,399
- d. Harvest \$7,500

Upon motion duly made, seconded, and passed unanimously, the Board resolved to approve the contract with Harvest Landscape for a cost of \$7,500/month and in accordance with Civil Code Section 5502 approve any transfer of funds associated with the disposition of the contract, and approved Management to submit the cancellation notice to Quezada Landscape with proper notice.

COMMUNITY MAINTENANCE

a. 606 San Nicholas
Interior Repairs

The Board reviewed the bid from Protec to repair the interior area in the unit for \$738, where a water test was previously performed.

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Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from Protec in the amount of \$738.

b. 411 San Nicholas
Fence Repair

The Board reviewed the bid from Protec to repair the fence at 411 San Nicholas for \$3,572. The Board informed Management this was previously discussed, and the fence is in safe and secure condition, so no further action is necessary.

c. Community Lighting
Maintenance

The Board reviewed and discussed the lighting maintenance bids that were obtained for the monthly lighting maintenance of the community.

a) All Pro \$85.00/ month + Materials

b) Horizon \$59.95/ month+ Materials

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bids and request Management get a third bid for review at the next meeting.

D. Gravity Wall
Inspection

The Board reviewed the bid from American Geotechnical to perform a visual review of the gravity retaining walls at a cost of \$3400.

Upon motion duly made, seconded, and passed unanimously, the Board approved the price for the gravity wall inspections contingent on the confirmation from Management that the price includes all walls in the community.

E. Meter Replacement

The Board reviewed the bid from Horizon to replace the meter pedestal located at the San Nicholas Ct for a cost of \$5,719.45. the meter is severely rusted and is at a risk of falling over.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid from Horizon to replace the meter at a cost of \$5,719.45, and request Management to obtain 2 more bids.

F. Roof Maintenance

The Board reviewed the bid from ADCO for preventative roof maintenance in the community at a cost of \$18,515.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid from ADCO for roof maintenance at a cost of \$18,515, and request Management obtain 2 more bids for roof maintenance.

G. Railroad Ties
Upper Pool

The Board reviewed the bids from Protec to install railroad ties to help with the water flow at the upper pool at a cost of \$899.

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from Protec for the installation of Railroad ties at the upper pool at a cost of \$899.

H. Replaster upper Pool

The Board reviewed the bid from Clear Expectations to replaster the upper pool at a cost of \$25,290.

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Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid from Clear Expectations in the amount of \$25,290. The Board request Management obtained a revised bid from Clear Expectations, as the bid that was provided was for the wrong pool. Management to add the revised bid from Clear Expectations and the approved bid from Alan Smith Pools to the August Board Packet.

I. Spa Treatment

The Board reviewed the bid from Clear Expectations to treat the lower spa for the excess amount of copper from the failing heater that has since been replaced. The cost to treat is \$515.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid from Clear Expectations to treat the lower spa at a cost of \$515.

J. Speed Limit Signs

The Board reviewed the bid from RESS Signs to make 2 speed limit signs at both entrances of both streets with "10 MPH" at a cost of \$ 70. Protec can install during their monthly maintenance hours.

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from RESS for the Speed limit signs at a cost of \$70, and approved to have Protec install on their monthly maintenance hours.

K. Termite Contract

The Board reviewed the bids for a annual termite contract. These bids would include a full community termite inspection and local treatment. If for any reason any termite issue would arise in that year, this would be included in the annual price.

1. Accurate \$ 18,750
2. Newport Exterminating \$8,360

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bids for the annual termite contract, and request Management obtain revised bids to include the auxiliary garages, and a third bid.

L. Auxillary Garage Inspections

The Board discussed performing inspections on the auxiliary garages. The electricity for circle 500 is much higher than all other circle.

Upon motion duly made, seconded, and passed unanimously, the Board approved to perform a visual inspection of all 19 auxiliary garages by a electrician. Management to give proper notice to all owners. Owners will be responsible for relaying this information to their tenants.

PLUMBING

a. Water Intrusion Policy

The Board discussed the water intrusion policy as drafted by legal counsel. A water intrusion policy is a policy derived from the Association CC&Rs to address water intrusion matters. It will outline the process of how to address water intrusion matters for all homeowners.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the water intrusion policy as drafted by legal. Director Hollander advised she will

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make any necessary edits to be reviewed by the Board. This policy will be re reviewed at the next Board Meeting.

100 Santa Rosa

The Board reviewed the bids for the damage done to a section of the sewer line.
a. Partners \$4,250
b. Lecourt \$5,550

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from Partners in the amount of \$ \$4,250 to perform the necessary work at 100 Santa Rosa.

209 Santa Rosa

The Board discussed a pressure regulator issue at 209 Santa Rosa. The Board requested Management obtain the list from Severson of all pressure regulator installed by the builder, rediscuss at the July Board Meeting.

Bid to Clear
Community Drains

The Board reviewed the prior bid from Partners to clear the community drains at a cost of \$6,670.

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from Partners to only hydrojet behind the 300 building and circle of buildings at a cost of \$4,020, and to add the lower pool hydrojetting to the July Board Packet.

122 Santa Rosa

The Board reviewed the drywall buildback bid for 122 Santa Rosa from a plumbing leak at 123 Santa Rosa.
1. Service Master \$1,133.53
2. Protec (both units) \$3,750

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from Service Master in the amount of \$1,133.53.

123 Santa Rosa

The Board reviewed the drywall buildback bid for 123 Santa Rosa from a plumbing leak at the unit.
1. Service Master \$1,731.96
2. Protec (both units) \$3,750

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from Service Master in the amount of \$1,731.96.

Board Member Items
For Discussion

a. Parking- The Board discussed the ongoing guest parking issue.

b. Board Member Positions- The Board discussed the current Board Positions. Director Hollander proposed that the secretary and treasurer position be switched.

Upon motion duly made and seconded, the Board approved to move Caitlin Reyna, Secretary to the treasurer position and Frank Aronoff, treasurer to the secretary position. The following is the current positions:

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Wiam Elbettar, Member at large

Motion: Marcia Hollander
Second: Wiam Elbettar
In favor: Caitlin Reyna
Opposed: Sheila Deakin, Frank Aronoff
The motion passed 3:2.

c. Funding Capitol Projects- The Board discussed the upcoming major capital projects for the community. It was discussed that the v-ditch repairs were most important. The Board is currently waiting on a bid from Protec for any necessary repairs of the v-ditches.

Homeowner Requests

a. Landscape Suggestions The Board reviewed the information submitted by a homeowner in regards to artificial turf options for the community. The Board discussed waiting to have our new landscape company begin service, and have them provide any suggestions.

b. Collection Policy The Board reviewed the collection policy, as a homeowner requested this be added to the Board packet. Previous Management collection policy stated that a pre lien letter would be mailed out at 90 days late. Current Management does not recommend this timeline, as the Association dues are high enough that after 3 months, the balance would already be at a foreclosure threshold.

Upon motion duly made, seconded, and passed unanimously, the Board approved to keep the collection policy as is, at 45 days late for assessments.

c. 111 Santa Rosa
Parking The Board reviewed the correspondence from the homeowner at 111 Santa Rosa regarding safelisting. The Board will take this into consideration. No further action taken.

d. 422 San Nicholas
Parking The Board reviewed the correspondence from the homeowner at 422 San Nicholas. The Board is requesting a physician note in regards to the owner, as the daughter needs safelisting each month she is in town. It was also reviewed that only residents can safelist, Guests are not able to safelist themselves.

e. 404 San Nicholas
Termites The Board reviewed the correspondence from the homeowner at 404 San Nicholas regarding work done at her property. Due to the transition in Management, and the Board not being aware of any work, the Board will take no further action until more details are given to Management.

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

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ANNOUNCEMENT The next General Session meeting of the Board of Directors is scheduled for July 25, 2022 at 6:30pm at Powerstone Property Management.

ADJOURNMENT With no further business, the general session meeting was adjourned at 10:39pm.

ATTEST	Sheila Deakin	 <small>Sheila Deakin (Jul 28, 2022 17:11 PDT)</small>	Jul 28, 2022
	Name	Signature	Date