

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 22, 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, April 22, 2021 at 6:30 P.M. via Zoom virtual meeting.

PRESENT Sheila Deakin, President
Marlene Eckstein, Vice President
Frank Aronoff, Treasurer (arrived at 7:10 P.M.)
Brad Hartke, Secretary
Kim Fields, Member at Large

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order by the Sheila Deakin, President, at 6:52 P.M. with quorum of the Directors present.

OPEN FORUM There were no homeowner present for open forum.

COMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, provided an update.

Frank Aronoff, Maintenance Committee Chairperson, provided an update.

Kim Fields, Communication Chairperson, provided an update.

Evelyn Saunders, Architectural Chairperson, provided an update.

Sheila Deakin, Parking Committee Member, provided 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 April 22, 2021 and the following topics were reviewed:
A. March 25, 2021 Board Meeting Minutes
B. Homeowner Violation Concerns
C. Hearing Notices
D. March 31, 2021 Delinquency Report

TREASURER'S REPORT As of the March 31, 2021 Financial Statement, the Operating Account reflects a year-to-date revenue of \$614,503.81 and a year-to-date expenditure of \$695,439.39.

The association also contributes \$30,132.00 a month to the Reserve Account per the approved annual budget. These funds are for future capital

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 22, 2021 – PAGE 2**

improvements and replacement components per the reserve study. The total Reserve Funds as of March 31, 2021 are \$1,250,770.28.

Total Accounts Receivables as of March 31, 2021 are \$1,567.47.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below.

- A. Approval of the March 22, 2021 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the minutes as presented. The motion passed unanimously.
- B. Approval of the March 25, 2021 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the minutes as presented. The motion passed unanimously.
- C. Approval of the April 7, 2021 Budget Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the minutes as presented. The motion passed unanimously.
- D. Acceptance of the March 31, 3031 Financials. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the financials as presented. The motion passed unanimously.

NEW BUSINESS

A. Common Area Improvement Proposals

The Board of Directors reviewed proposals submitted by Carasso Construction for the April 2021 maintenance inspection punch lists regarding a variety of repairs to the common area and other owners' repair requests.

1. Following discussion and review, a motion was made by Kim Fields and seconded by Sheila Deakin to approve termite repairs only. The motion passed unanimously.
2. 227 Santa Rosa for siding replacement in the amount of \$1,745.00. Following review and discussion, a motion was made by Brad Hartke and seconded by Marlene Eckstein to approve to appoint Sheila Deakin and Frank Aronoff to inspect and approve the proposal outside of a meeting. The motion passed unanimously.

B. Roof Repair Proposal 410 San Nicholas

The Board of Directors reviewed a proposal submitted by Jim Murray Roofing for roof repairs at 410 Sn Nicholas Court in the amount of \$2,395.00. Following review and discussion, a motion was made by Kim Fields and seconded by Frank Aronoff to approve the proposal as presented. The motion passed unanimously.

C. FHA Renewal Proposal

The Board of Directors reviewed a proposal submitted by FHA Review for FHA approval in the amount of \$765.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Brad

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 22, 2021 – PAGE 3**

Hartke to approve the proposal as presented. The motion passed unanimously.

D. Anti-Harassment Policy Review

The Board of Directors reviewed the recommendations submitted by Kim Field's and the Association's attorney recommendations regarding the Anti-Harassment draft policy. Following review and discussion, a motion was made by Kim Fields and seconded by Frank Aronoff to approve the recommendation to the Anti-Harassment draft policy as amended. The motion passed 4-1 with Marlene Eckstein opposed.

E. Enforcement Policy Review

The Board of Directors reviewed the recommended changes to the draft policy. Following review and discussion, a motion was made by Kim Fields and seconded by Brad Hartke to table this until the May meeting. The motion passed unanimously.

F. Seal Coating Date Approval

The Board of Directors reviewed the tentative dates for seal coating and re stripping for the community. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to approve pending the product formula approval from Trinkka. The motion passed unanimously.

G. Architectural Guidelines Review

The Board of Directors reviewed recommendation changes to the architectural guidelines and application submitted by the architectural Committee. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to approve the changes and mail to the ownership for the 28-day period review. The motion passed unanimously.

H. Board Member Requests

1. Board Member Email Etiquette. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
2. New Resident and Request for Guest Parking While Moving. Following review and discussion, it was the general consent of the Board of Directors to approve one week for construction inside the unit and two weeks for medical reasons with the request in writing to the Board for approval.
3. Real Estate Signs. Following review and discussion, it was the general consent of the Board of Directors to approve only one sign in the common area or in the unit window.
4. New Resident Letters. Following review and discussion, it was decided to add the newsletter to the welcome packet.
5. SC Boxes and Landscaping. Following review and discussion, it was the general consent of the Board of Directors to have Management notify the owners regarding the plant removal around the electrical boxes per Edison requirements.

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 22, 2021 – PAGE 4**

6. Garage Door Responsibility. Following review and discussion, it was the general consent of the Board of Directors the homeowner is responsible for the repairs / replacement of the garage door if damaged by the owner's guest and/or visitor.

I. Homeowner Requests

1. 511 San Nicholas– Appeal for parking enforcement to begin at 8P.M. rather than 5:00 P.M. Following review and discussion, a motion was made by Brad Hartke and seconded by Sheila Deakin to deny this request. The motion passed unanimously.
2. 306 San Nicholas– Architectural Appeal for new windows. Following review and discussion, a motion was made Sheila Deakin and seconded by Brad Hartke to request that the homeowner provide the association with information from the City's requirements for replacement. The motion passed unanimously.
3. 118 Santa Rosa – Request for landscaping around the utility box. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
4. 118 Santa Rosa – Aggressive dog in the neighborhood. Following review and discussion, it was the general consent of the Board of Directors to send a violation letter to the owner with an alleged aggressive dog.
5. 111 Santa Rosa – Suggestions for new pool furniture. Following review and discussion, it was the general consent of the Board of Directors to take no further action at this time due to budget constraints.
6. 514 San Nicholas – Current appraisal for insurance coverage. Following review and discussion, it was the general consent of the Board of Directors to take no further action as the association's insurance company appraises the property prior to providing a proposal.
7. 514 San Nicholas – Fire access lane signs. Following review and discussion, a motion was made by Sheila Deakin and seconded by Brad Hartke approve installing fire lane sign on the chain of the fire lane. The motion passed unanimously.
8. 514 San Nicholas – Heating the pools with solar. Following review and discussion, it was the general consent of the Board of Directors to request the homeowner to research this and submit findings to the Board of Directors for review.
9. 514 San Nicholas – Replacing the flyer box. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
10. 514 San Nicholas – Landscaping around the mailboxes. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
11. 514 San Nicholas – Board review letters to ownership. It was the general consent of the Board of Directors to take no further action.

ADJOURN There being no further business, the meeting was adjourned at 10:44 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE MAY 27, 2021 MEETING