

**THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
July 25, 2022**

NOTICE	The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Monday July 25, 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 7:05pm by Sheila Deakin.
ANNOUNCEMENTS	Management advised that Executive Session Meeting was held before the General Session Meeting on Monday July 25, 2022.
INSURANCE UPDATE	Management discussed the insurance search. Currently, we are waiting on any potential bids to come back. The large loss from 2019 has since been closed, and the new loss runs have been sent out. Management has been advised that this process cannot be rushed, as rushing the carriers, can cause red flags for insurance coverage.
HOMEOWNER FORUM	There was 12 homeowners present to discuss: <ul style="list-style-type: none">- Website- Minutes on website- General ledger- Parking
COMMITTEE REPORTS	<i>Landscape- Chair: Paige Strayer</i> <i>Maintenance- Chair: Marcia Hollander</i> <i>Communication- Co Chair: Sheila Deakin and Ann Marie McKay</i> <i>Architectural- Chair: Evelyn Saunders</i> <i>Parking- Chair: Steve Telish</i> <i>Finance- Chair: Caitlin Reyna</i>
MINUTES	The Board reviewed the minutes dated June 27, 2022. The following changes were made: <ul style="list-style-type: none">- Change parking chair from Sheila to Steve Telish Upon motion duly made, seconded, and carried, the Board approved the minutes dated June 27, 2022 contingent on the above change.
FINANCIALS	The Board reviewed the financials dated May 2022, April 2022, & June 2022.

**THE TERRACE AT CANYON HILLS
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GENERAL MEETING MINUTES
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Upon motion duly made, seconded, and carried, the Board approved the June 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 carried, the Board approved to close the Sunwest account and move the money over to Pacwest.

INVOICE RATIFICATION

The Board reviewed the following invoices for ratification:

- A. 218 Santa Rosa- Repipe \$7200
- B. 123/122 Santa Rosa- Mold Remediation \$695
- C. 403 San Nicholas – 24 HRC \$734.29
- D. 123 Santa Rosa Shower Drain Line \$750
- E. 123 Santa Rosa Water Line Repair \$225
- F. 315 San Nicholas-All State Environmental \$725
- G. 206 Santa Rosa Repipe- Severson \$7,011

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

NEW BUSINESS

618 San Nicholas
Arch App

The Board reviewed the Arch App submitted from 618 San Nicholas to install a fence on the back patio. The Board discussed the location of the vinyl fencing, in regards to installing on the concrete slab or the common area right outside the slab.

Upon motion duly made, seconded, and carried, the Board approved the arch app as submitted, with the condition that the vinyl fencing be installed right outside the concrete slab. In addition, the Board request Management inspect all patio fencing architectural applications moving forward, on the landscape/maintenance walks to verify if there will be any irrigation that will be damaged.

Roseman Renewal
Contract

The board reviewed the annual retainer agreement from Roseman Law. The annual retainer fee will be reinstated upon a payment of \$500, for the Association to continue to receive services at a reduced hourly rate of \$280/hour.

Upon motion duly made, seconded, and carried unanimously, the Board tabled the retainer agreement from Roseman Law as submitted, and request to interview 3 other legal firms in a virtual meeting prior to the next meeting. Meeting date is to be determined.

Lighting Maintenance

The Board reviewed the bids provided for monthly lighting maintenance throughout the entire community.

- a. All Pro \$85/month + supplies
- b. Horizon \$59.95/month + supplies

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c. DLE \$95/ month + supplies

Upon motion duly made, seconded, and carried, the Board approved the lighting maintenance contract with All Pro at a cost of \$85/monthly and supplies being extra.

Roof Maintenance

The Board reviewed the bids for roofing maintenance throughout the community.

- a. Adco \$18,515
- b. Roofing Standards \$22,450
- c. Antis \$22,963

Upon motion duly made and seconded, the Board tabled the bids and request to interview all roofers at a future virtual meeting prior to the next Board Meeting.

Termite Contracts

The Board reviewed the bids provided for an annual termite contract for the community. With this contract, it would include a full community wide inspection and treatment. Anything called in within a year would be covered under warranty. Wood repair and replacement is not included.

- a. Accurate \$18,750
- b. Fenn \$14,500
- c. Newport Exterminating \$26,640

Upon motion duly made, seconded, and carried, the Board approved the bid from Fenn in the amount of 14,500 to perform the annual termite contract for the community, contingent that the contract includes the interior of all auxiliary garages.

Water Intrusion Policy

The Board reviewed the water intrusion policy as drafted by legal counsel, per her interpretation of the community CC&Rs. According to legal, they interpret the CC&Rs stating that interior drywall repairs are homeowner responsibility. Management sent the insurance carrier the correspondence received from legal, and they were not able to comment, as they are not an attorney.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the water intrusion policy, and request to discuss this policy with the legal firms that will be interviewed.

Hydrojetting- Lower Pool

The Board reviewed the bid from Partners Plumbing to hydro jet the lower pool at a cost of \$2,650.

Upon motion duly made, seconded, and carried, the Board tabled the bid from Partners Plumbing in the amount of \$2,650 to hydro jet the lower pool, and request Management add the bid to the September Board packet for review.

Homeowner Requests

209 Santa Rosa Ct

The homeowner at 109 Santa Rosa is requesting a replacement water regulator on the hose bib at her unit, as the water pressure is very high. Partners plumbing gave a price of replacement at \$337.64 to replace the regulator, if they are already on site for another job.

**THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
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July 25, 2022**

	Upon motion duly made, seconded, and carried, the Board approved Partners Plumbing to replace the water regulator at 209 Santa Rosa at a cost of \$337.64.
112 Santa Rosa	<p>The homeowner at 112 Santa Rosa is requesting a replacement water regulator on the hose bib at her unit, as the water pressure is very high. Partners plumbing gave a price of replacement at \$337.64 to replace the regulator, if they are already on site for another job.</p> <p>Upon motion duly made, seconded, and carried, the Board approved Partners Plumbing to replace the water regulator at 112 Santa Rosa at a cost of \$337.64.</p>
414 San Nicholas	<p>The homeowner at 414 San Nicholas is requesting a tree be trimmed that is obstructing her view.</p> <p>Upon motion duly made, seconded, and carried, the Board determined to not trim the tree, as this tree will be scheduled with the tree trimming for the fall. Management will discuss with Harvest to obtain the fall tree trimming bid.</p>
Laguna Beach Water Restrictions	The Board reviewed the Laguna Beach Water Restrictions. Management to follow up with the current landscapers to determine the current watering schedule, and work with Harvest to ensure the community is following Laguna Beach protocol. No Board action taken.
Parking Suggestions	The Board reviewed the parking suggestions as submitted by a homeowner. Currently, the community does not have any parking program in place. Per the community rules and regulations, if any homeowner needs a request of a safelist, it is outlined to submit a request to the Board for Board approval.
Board Member Item For Discussion <i>Portal Signatures</i>	<p>The Board discussed who signs the checks on the online portal <i>for</i> all invoices.</p> <p>Upon motion duly made and seconded, the Board approved to have only 2 signers on all checks, Treasurer Caitlin Reyna and President Sheila Deakin.</p>
Management Approval Threshold	<p>The Board discussed a approval threshold for Management for miscellaneous items throughout the community.</p> <p>Upon motion duly made, seconded, and carried, the Board approved a approval threshold of \$1,000 for Management to approve any necessary items without Board approval. These invoices will still be uploaded to the portal for Board review and signature.</p>
Reserve Transfers + Utilities	The Board discussed the reserve transfers and utilite sinvoies on the online portal.

**THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
July 25, 2022**

Upon motion duly made, seconded, and carried, the Board approved to automatic reserve transfers and to pay all utility bills without Board approval, as long as the operating account is left at at least \$30,000.

**Landscape Watering
Discussion**

The Board discussed the watering of the community. Harvest Landscape will perform a full community audit of irrigation once the contract dates starts. Management to follow up with Harvest.

Property Lines + Crib Walls

The Board discussed the large gravity walls throughout the community, and which walls are Terraces Community Property. After further discussion, the Board outlined a map showing the walls that the Association maintains. This information will be send to the Geotech for a formal proposal for the inspection of all walls.

**Laguna Beach Blower
Code**

The Board reviewed the Laguna Beach Blower Code. This information has been re confirmed with the new landscaper, Harvest. No Board action taken.

Board Member Allegations

The Board discussed the allegations that were made at the June 27, 2022 Board Meeting. Director Aronoff explained that there should be policies in place when a Board Member alleges another. No Board Action taken.

**Rules and Tenants and
Landlords**

The Board reviewed the tenant and landlord agreement initiated by Director Deakin. This agreement would be in addition to a rental lease for all units. In addition, it will outline the expectations of all tenants, to which the owner will be held responsible for. No Board Action taken.

Forensic Audit

The Board discussed performing a forensic audit of the financials. After further discussion, it was the determination of the Board that a audit as this will be a a financial burden. Director Elbettar advised she will look into it further. No Board action taken.

Management Report:

The Board reviewed the management reports and correspondence.

ANNOUNCEMENT

The next General Session meeting of the Board of Directors is scheduled for August 22, 2022 at Powerstone Property Management.

ADJOURNMENT

With no further business, the general session meeting was adjourned at 9:50pm.

ATTEST

Wiam Elbettar

Name

Wiam Elbettar

Signature

8/22/22

Date