

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 27, 2020
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, August 27, 2020 at 6:30 P.M. via Zoom virtual meeting.

PRESENT Marlene Eckstein, President
Kim Fields, Vice President
Mark Badran, Secretary
Frank Aronoff, Treasurer
David Golbahar, Member at Large

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order by the Marlene Eckstein, President, at 6:39 P.M. with quorum of the Directors present.

OPEN FORUM There were nine (9) homeowners in attendance. Homeowners brought to the Board's attention questions regarding pool rules, and contractors wearing masks, landscaping and parking.

COMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update and recommendations.

Gene Levy, Maintenance Chairperson, not present. No recommendations.

Mark Badran, Communication Chairperson, provided an update regarding the association's website (www.theterraceatcanyonhills.com).

Sheila Deakin, Architectural Chairperson, made a request to the Board of Directors to mail an AC/Parking/Landscape Plumbing Letter. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marlene Eckstein to approve the letter. The motion passed 3-2 with Kim Fields and David Golbahar opposed.

Sheila Deakin, Parking Chairperson, provided a report of general violations and parking enforcement recommendations.

**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 August 27, 2020 and the following topics were reviewed:

- A. Approved the July 23, 2020 and August 13, 2020 Executive Meeting Minutes
- B. Reviewed Hearing Notices
- C. Reviewed the August 21, 2020 Delinquency Report

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**TREASURER'S
REPORT**

As the July 31, 2020 Financial Statement, the Operating Account reflects a year to date revenue of \$122,102.94 and a year to date expenditures of \$117,683.77.

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 July 31, 2020 are \$1,221,731.88.

Total Accounts Receivables as of August 21, 2020 are \$2,803.17.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below.

- A. Approval of the July 23, 2020 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Marlene Eckstein and seconded by Frank Aronoff to approve the minutes as presented. The motion passed 4-1 with Mark Badran abstaining.
- B. Acceptance of the July 31, 2020 Financials. Following review and discussion, a motion was made by Marlene Eckstein and seconded by Mark Badran to approve the financials as presented. The motion passed 4-1 with David Golbahar abstaining.

NEW BUSINESS

A. Reserve CD Investments

1. Morgan Stanley \$285K reinvestment CDs. Following review and discussion, it was the general consent of the Board of Directors to table the investments to the September board meeting.
2. Consider another financial advisor. Following review and discussion, a motion was made by Kim Fields and seconded by David Golbahar to have David Golbahar and Kim Fields set up interviews with First Republic Bank and with Merrell Lynch. The motion passed unanimously.

B. Common Area Improvement Proposals

The Board of Directors reviewed proposals submitted by Carasso Construction as follows:

1. July Maintenance Inspection – 100 Circle. Following review and discussion, a motion was made by Mark Badran and seconded by Frank Aronoff to approve the proposal as presented. The motion passed unanimously.
2. August Maintenance Inspection – 200 Circle. Following review and discussion, a motion was made by David Golbahar and seconded by Mark Badran to approve the proposal except for repairs at 202 & 203. The motion passed unanimously.
3. 305 San Nicholas – wood trim dry rot in the amount of \$1,421.00. Following review and discussion, a motion was made by Marlene Eckstein and seconded by Kim Fields to approve the proposal as presented. The motion passed unanimously.
4. 301 San Nicholas – wood trim dry rot in the amount of \$980.00. Following review and discussion, a motion was made by Frank Aronoff

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and seconded by Mark Badran to approve the proposal as presented. The motion passed 4-1 with David Golbahar opposed.

5. 101 Santa Rosa – convex mirror by garage in the amount of \$425.00. Following review and discussion, a motion was made by David Golbahar and seconded by Kim Fields to deny the proposal and get a handyman to submit a proposal. The motion passed 4-1 with Marlene Eckstein opposed.
6. 112 Santa Rosa – wood trim dry rot in the amount of \$3,260.00. Following review and discussion, a motion was made by Kim Fields and seconded by Mark Badran to deny the proposal and get a handyman to submit a proposal. The motion passed 4-1 with Marlene Eckstein opposed.
7. Guest parking sign proposal – 10 custom signs in the amount of \$2,690.00. Following review and discussion, a motion was made by David Golbahar and seconded by Mark Badran to deny the proposal. The motion passed 3-2 with Marlene Eckstein and Frank Aronoff opposed.
8. Fire Lane, Guest Parking, Asphalt Re-Stenciling / Correspondence. Following review and discussion, a motion was made by David Golbahar and seconded by Frank Aronoff to deny the proposal and request Management to obtain asphalt sealcoat proposals with stenciling. The motion passed 4 - 1 with Marlene Eckstein opposed.
9. 612 San Nicholas – Wood Trim Dry Rot in the amount of \$384.00. 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.
10. 623 San Nicholas – Wood Trim Dry Rot in the amount of \$1,535.00. Following review and discussion, David Golbahar and seconded by Kim Fields to deny the proposal and get a handyman to submit a proposal. The motion passed unanimously.
11. 412 San Nicholas – Termite / Dry Rot Damage in the amount of \$7,802 / \$1,250.00. Following review and discussion, a motion was made by Mark Badran and seconded by Kim Fields to request Management to obtain a comparative bid. The lowest bid not to exceed of \$7,802.00 / \$1,250.00 is approved.

C. Janitorial Contract Proposal

The Board of Directors reviewed proposals submitted by Personal Touch Cleaning, Express OC Facility Services and Anago Cleaning Systems for janitorial cleaning services for 7 days per week per the OC Health Department Pool Reopening requirements. Following review and discussion, a motion was made by Kim Fields and seconded by David Golbahar to approve Personal Touch's revised proposal in the amount of \$1,526.00 as presented. The motion passed unanimously.

D. Holiday Light Proposal

The Board of Directors reviewed a proposal submitted by Shine Illumination in the amount of \$1,600.00 for holiday lighting and decoration for the monument. Following review and discussion, a motion was made by Marlene Eckstein and seconded by Frank Aronoff to approve the proposal not to exceed the 2019 price of \$1,500.00. The motion passed 4-1 with David Golbahar abstaining.

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E. CA Cove Mutual Maintenance Agreement Update

The Board of Directors reviewed the documentation and correspondence as well as David Golbahar attendance at the CA Cove board meeting to discuss the outstanding maintenance agreement invoices for 2018/2019; 2019/2020 and the 2020/2021 totaling \$6,867.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Kim Fields to approve a payment of \$5,940.00 for 2018/2019; 2019/2020 and the 2020/2021 which is \$1,980.00 per year. The motion passed unanimously.

F. Reserve Projects

The Board of Directors requested at the July 23, 2020 meeting that the topic of reserve projects be added to the agenda. Following review and discussion, a motion was made by Frank Aronoff and seconded by Kim Fields to table further discussion. The motion passed unanimously.

G. Parking Rules

The Board of Directors requested at the July 23, 2020 meeting that the topic of parking rules be added to the agenda. Following review and discussion, a motion was made by David Golbahar and seconded by Kim Fields to add an additional parking patrol from 5:00pm – 5:00am daily. The motion passed unanimously.

H. Maintenance Approval

The Board of Directors requested at the July 23, 2020 meeting that the topic of hiring a handyman for the community. Following review and discussion, a motion was made by David Golbahar and seconded by Kim Fields to give Management names of handyman and have them check the vendor to make sure they are licensed, bonded, insurance – liability and workman’s comp and HOA references. The motion passed unanimously.

I. Homeowner Request

The Board of Directors reviewed homeowner request as follows:

1. Plumbing Reimbursement Appeal – 319 San Nicholas. Following review and discussion, it was the general consent of the Board of Directors to table a decision as it was a split decision Mark Badran and David approved, Marlene Eckstein and Kim Fields opposed, and Frank Aronoff abstained.
2. No Smoking Rule – 609 San Nicholas. Following review and discussion, it was the general consent of the Board of Directors to use the city ordinance for smoking policy in the community.
3. Retaining Wall Concerns – 309 San Nicholas. Following review and discussion, it was the general consent of the Board of Directors to have Animal Pest Management submit a proposal to treat the retaining wall for squirrels.

ADJOURN There being no further business, the meeting was adjourned at 11:20 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MEETING MINUTES AT THE SEPTEMBER 24, 2020 BOARD MEETING.