

The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
May 25, 2017

1 Upon due notice, given and received, the Board of Directors of The Terrace at
2 Canyon Hills Homeowners Association held their regularly scheduled Board of
3 Directors Meeting on Thursday, May 25, 2017, at the Offices of Accell Property
4 Management, located at 23046 Avenida De La Carlota, Suite 700, Laguna Hills,
5 California, 92653. President, Gene Levy called the Meeting to order at 6:59 p.m., with
6 a quorum of Directors present.

7

8 **Directors Present**

9 Gene Levy, President

10 Susie Cox, Vice President

11 Pamela Knudsen, Secretary

12 David Golbahar, Treasurer

13

14 **Directors Absent**

15 David Roberts, Member at Large

16

17 **Also Attending**

18 Lauren Swiderski, Accell Property Management, Inc.

19 Jennifer Parker, Accell Property Management, Inc.

20 Marlene Eckstein, Landscape Committee

21 Two (2) Homeowners

22

23 **Executive Session Meeting Topic**

24 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
25 that the following topics were discussed during the Executive Session Meeting held
26 on May 25, 2017:

Executive Session

Meeting Topics

- 27 1. Reviewed the Minutes from the April 27, 2017 Executive Session Meeting
- 28 2. Reviewed the Ethics Policy for Directors and Committee Members
- 29 3. Tabled the CC&R's & Rules Enforcement until the June Board Meeting
- 30 4. Discussed the Landscape Committee/Board Member Attendance
- 31 5. Reviewed Homeowner Correspondence
- 32 6. Reviewed the Case History Summary Report Submitted by The Judge Law
- 33 Firm
- 34 7. Reviewed Legal Correspondence Submitted by Hickey & Associates, P.C.

35 The foregoing resolution was executed pursuant to the general consent of the Board
36 of Directors.

37

38 **Landscape Committee Report**

39 Landscape Chairperson Marlene Eckstein provided the Board of Directors
40 with updates on the landscape improvements throughout the community and use of
41 excess funds from the previous fiscal year.

Landscape
Committee Report

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43 **Formation of Communication Committee Discussion**

44 Homeowner Paula Serios was in attendance to discuss with the Board of Directors,
45 the development of a Communication Committee. Following review and discussion, it
46 was the general consent of the Board of Directors to approve the formation of the
47 Communication Committee with homeowner, Paula Serios as the Committee Chair.

Communication
Committee

48

49 **Minutes**

50 The Board of Directors reviewed the Minutes from the April 24, 2017 Board of
51 Directors Meeting. Following review and discussion, it was the general consent of the
52 Board of Directors to approve the Minutes noting the following changes: Line 22-
53 Melody was not present, Line 41-change to Gene opposed, Line 44-correct date to
54 May 10, 2017.

Minutes

55

56 The Board of Directors reviewed the Minutes from the April 27, 2017 Board of
57 Directors Meeting. Following review and discussion, it was the general consent of the
58 Board of Directors to approve the Minutes noting the following changes: Line 22-
59 Melody was not present, Line 41-change to Gene opposed, Line 44-correct date to
60 May 10, 2017.

61

62 The Board of Directors reviewed the Minutes from the May 10, 2017 Board of Directors
63 Meeting. Following review and discussion, it was the general consent of the Board of
64 Directors to approve the Minutes noting the following changes: Line 22-Melody was
65 not present, Line 41-change to Gene opposed, Line 44-correct date to May 10, 2017.

Minutes

66

67 **Maintenance and Service Proposals**

68 The Board of Directors reviewed a proposal for the roof repairs at 104 Santa Rosa
69 Court, submitted by McCarthy Roofing. Following review and discussion, it was
70 the general consent of the Board of Directors to approve the proposal, in the amount
71 of one thousand two hundred eighty dollars (\$1,280.00).

McCarthy Roofing

72	The Board of Directors reviewed a proposal for plumbing repipe at 115 Santa Rosa	South County
73	Court submitted by South County Plumbing. Following review and discussion,	Plumbing
74	<u>Management was directed to contact the homeowner and the vendor for clarification</u>	
75	<u>on the cause of the leak and repairs required.</u>	
76		
77	The Board of Directors reviewed a proposal for common area maintenance, submitted	Carasso Constructio
78	by Carasso Construction Services. Following review and discussion, <u>it was the</u>	Services
79	<u>general consent of the Board of Directors to approve this proposal, with the exception</u>	
80	<u>of item number four (4) (window trim/sill repairs), in the amount of one thousand thirty</u>	
81	<u>three dollars, \$1,033.00). Management was directed to obtain an additional proposal</u>	
82	<u>from TR Construction for the window repairs.</u>	
83		
84	<u>Administrative & Operating Requests and Actions</u>	
85	The Board of Directors held a discussion regarding proposed changes to the Rules	Rules & Regs
86	and Regulations. Following review and discussion, <u>it was the general consent of the</u>	Proposed Changes
87	<u>Board of Directors to approve the proposed Rules and Regulations to be sent to the</u>	
88	<u>Membership for a thirty (30) day comment period, with the correction to Line 1.</u>	
89		
90	The Board of Directors held a discussion regarding regarding Rose Paving and the	Rose Paving
91	drainage issue at 618 San Nicholas Court. Following discussion, <u>Management was</u>	
92	<u>directed to contact Rose Paving for a follow up inspection and repair.</u>	
93		
94	The Board of Directors held a discussion regarding the siding project. Following	Carasso Constructic
95	discussion, Management was directed to follow up with Carasso Construction on the	Services
96	status.	
97		
98	The Board of Directors reviewed the 2017 Annual Calendar. No further action was	2017 Annual
99	taken at this time.	Calendar
100		
101	<u>Architectural Matters</u>	
102	The Board of Directors reviewed an Architectural Application for backyard	105 Santa Rosa
103	modifications submitted by Klug, 105 Santa Rosa Court. Following review and	Court
104	discussion, <u>it was the general consent of the Board of Directors to initiate further</u>	
105	<u>review of the CC&R's regarding exclusive use common area rules.</u>	
106		
107	<u>Financials</u>	
108	The Board of Directors reviewed the Financial Statements for the period ending	Financial

109 April 30, 2017. Following review and discussion, it was the general consent of the
110 Board of Directors to approve the Financial Statement as submitted.

Statements

111

112 **Open Forum**

113 In accordance with California Civil Code Section 4925(b), the following issues and
114 topics were discussed during the Homeowner Open Forum: Development of a
115 Membership Communication Committee and proposed rules and regulations revision.

Open Forum

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117 **Next Meeting**

118 The next Board of Directors Meeting is scheduled for Thursday, June 22, 2017 at 6:00
119 p.m., to be held at Accell Property Management, Inc.

Next Meeting

120

121 **Adjournment**

122 There being no further business to come before the Board, it was the general consent
123 of the Board of Directors to adjourn the Meeting at 9:45 p.m.

Adjournment

124

125 **Attest**


Attest


126

127

128

129



President

Secretary