

**The Terrace at Canyon Hills Homeowners Associations  
Board of Directors Meeting Minutes  
July 27, 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, July 27, 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.

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8 **Directors Present**

9 Gene Levy, President  
10 Susie Cox, Vice President  
11 Pamela Knudsen, Secretary  
12 David Roberts, Member at Large

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14 **Directors Absent**

15 David Golbahar, Treasurer

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17 **Also Attending**

18 Lauren Swidersk, Accell Property Management, Inc.  
19 Jennifer Parker, Accell Property Management, Inc.  
20 Paula Serios, Communication Committee  
21 Marlene Eckstein, Landscape Committee  
22 Two (2) homeowners were present

23  
24 **Executive Session Meeting Topic**

25 In accordance with California Civil Code Section 4935(e), the Board of Directors notes  
26 that the following topics were discussed during the Executive Session Meeting held  
27 on June 22, 2017:

- 28 1. Reviewed the Minutes from the May 25, 2017 and June 22, 2017 Executive  
29 Session Meeting
- 30 2. Reviewed Hearing Notices
- 31 3. Reviewed Homeowner Correspondence
- 32 4. Reviewed Proposals submitted by Legal Counsel for Restatement of the  
33 Association CC&R's.

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

36 **Landscape Committee Report**

37 Marlene Eckstein provided the Board of Directors a detailed update on plantings and  
38 slope replacement along with tree trimming schedule, cleaning the v-ditches, and  
39 discussed plans of planting the slope located on El Toro Rd behind 100-200 buildings.  
40 All the stones behind 624 were relocated to the San Nicholas pool area planter near  
41 the retaining wall.

Landscape  
Committee Report

42  
43 **Communication Committee Report**

44 Homeowner Paula Serios was in attendance to provide an update to the Board of  
45 Directors and schedule the post card "Opt In" mail out to the Membership in hopes of  
46 obtaining email contact information for Association updates and communications.  
47 Following review and discussion, it was the general consent of the Board of Directors  
48 to approve the mail out to Membership.

Communication  
Committee Report

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50 **Minutes**

51 The Board of Directors reviewed the Minutes from the June 22, 2017 Regular Session  
52 Board of Directors Meeting. Following review and discussion, it was the general  
53 consent of the Board of Directors to approve the Minutes as submitted.

Minutes

54  
55 **Maintenance and Service Proposals**

56 The Board of Directors reviewed proposals to complete a community wide plumbing  
57 repipe. Following review and discussion, the Board directed Management to research  
58 the two different techniques and which works best, and contact some vendor  
59 references.

Plumbing Re pipe

60  
61 The Board of Directors reviewed proposals to seal coat the asphalt in the 600  
62 courtyard. Following review and discussion, it was the general consent of the Board of  
63 Directors to obtain an additional proposal from Laguna Paving. The Board directed  
64 Management to approve a proposal from Laguna Paving, provided the proposal does  
65 not exceed one thousand six hundred fifty dollars (\$1,650.00).

Seal Coat

66  
67 The Board of Directors reviewed a proposal to increase the height of fence at the San  
68 Nicholas pool area in an effort to prevent non-resident guests from accessing the  
69 pool. Following review and discussion, it was the general consent of the Board  
70 of Directors to request Carasso provide additional ideas for the fence.

Carasso  
Construction

<p>71 The Board of Directors reviewed proposals to replace the pool heater, pool filter, and  72 spa pump at the Santa Rosa pool. Following review and discussion, <u>it was the</u>  73 <u>general consent of the Board of Directors to approve the proposal submitted by</u>  74 <u>Blueray Management Services, in the amount of five thousand nine hundred five</u>  75 <u>dollars (\$5,905.00).</u>  76</p>	<p>Santa Rosa Pool Repair</p>
<p>77 The Board of Directors reviewed three proposals for Contract Lighting Service.  78 Following review and discussion, <u>it was the general consent of the Board of Directors</u>  79 <u>to approve the proposal from Peak Lighting &amp; Electric for monthly contract light</u>  80 <u>maintenance, in the amount of one hundred thirteen dollars (\$113.00) per month.</u>  81</p>	<p>Contract Lighting Maintenance</p>
<p>82 The Board of Directors reviewed the proposals to complete community wide  83 wrought iron repairs and replacement. Following review and discussion, <u>it was the</u>  84 <u>the general consent of the Board of Directors to approve the proposal from Carasso</u>  85 <u>Construction for repairs, in the amount of forty six thousand two hundred five dollars</u>  86 <u>(\$46,205.00) and wrought iron replacement, in the amount of thirty four thousand one</u>  87 <u>hundred dollars (\$34,100.00), provided the Board obtains the start and completion</u>  88 <u>dates, prior to commencing work.</u>  89</p>	<p>Wrought Iron Proposals</p>
<p>90 The Board of Directors reviewed correspondence from the California Legislative  91 Action Committee (CLAC) requesting the Association donate one dollar per door to  92 support the Annual "Buck A Door" campaign to help fund the committees representing  93 homeowner's associations and its members. Following review and discussion, <u>Gene</u>  94 <u>Levy made a motion to approve a one hundred fifty two dollar (\$152.00) donation. A</u>  95 <u>second was not made, and the motion did not pass.</u>  96</p>	<p>California Legislative Action Committee</p>
<p>97 The Board of Directors reviewed a proposal from Water Savers to repair the concrete  98 at the Santa Rosa pool near the spa. Following review and discussion, <u>it was the</u>  99 <u>general consent of the Board of Directors to deny the proposal.</u>  100</p>	<p>Santa Rosa Pool Concrete Repair</p>
<p>101 The Board of Directors reviewed proposals to install an electronic key FOB system  102 and Cox Business internet service at two (2) pool entrance gates. Following review  103 and discussion, <u>it was the general consent of the Board of Directors to table this item</u>  104 <u>and obtain a third proposal for comparison.</u></p>	<p>Pool Key FOB</p>

105	The Board of Directors reviewed a proposal for tree trimming at 100 Santa Rosa and	Quezada Pro
106	Canyon Hills Road. Following review and discussion, <u>it was the general consent of</u>	Landscape
107	<u>the Board of Directors to approve the proposal submitted by Quezada Pro Landscape</u>	
108	<u>in the amount of three thousand seven hundred fifty five dollars (\$3,755.00).</u>	
109		
110	<b><u>Administrative &amp; Operating Requests and Actions</u></b>	
111	The Board of Directors reviewed an inspection report for the retaining wall located	American
112	behind 618 San Nicholas Court by the homeowners request. Following review and	Geotechnical
113	discussion, the Board directed Management to send a copy of the report to the	
114	homeowner.	
115		
116	The Board of Directors tabled the discussion regarding proposed changes to the Pool	Pool & Spa Rules
117	and Spa Rules.	
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119	The Board of Directors tabled the discussion regarding Fence Standards and	Fence Standards
120	Responsibility.	
121		
122	The Board of Directors tabled the discussion regarding the Laguna Beach City	Laguna Beach
123	Ordinance prohibiting smoking in public places.	City Ordinance
124		
125	The Board of Directors tabled the discussion regarding proposed changes to the	Rules & Regulations
126	Rules and Regulations.	Proposed Changes
127		
128	The Board of Directors tabled the discussion regarding Delegated Authority by the	Delegated Authority
129	Board of Directors.	
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131	The Board of Directors reviewed the 2017 Annual Calendar. No action was required.	Annual Calendar
132		
133	<b><u>Financials</u></b>	
134	The Board of Directors reviewed the Financial Statement for the period ending	Financial
135	June 30, 2017. Following review and discussion, <u>it was the general consent of the</u>	Statement
136	<u>Board of Directors to approve the Financial Statement as submitted.</u>	

137 **Formation of Contracts**

138 The Board of Directors reviewed correspondence submitted by Mutual of Omaha  
139 regarding loan options to complete a community wide plumbing repipe. Following  
140 review and discussion, it was the general consent of the Board of Directors to table  
141 this item until the August 2017 meeting.

Mutual of Omaha

142

143 The Board of Directors reviewed the total cost of plumbing repairs and slab leaks from  
144 the Association financials dated March 2015 through June 2017. Following review  
145 and discussion, no action was required.

Plumbing &  
Slab Leak Cost

146

147 **Open Forum**

148 In accordance with California Civil Code Section 4925(b), the following issues and  
149 topics were discussed during the Homeowner Open Forum: Two (2) homeowners  
150 were present to discuss installation of plant material along El Toro Road slope, and  
151 request the trees along El Toro be trimmed to enable satellite TV reception.

Open Forum

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153 **Next Meeting**

154 The next Board of Directors Meeting is scheduled for Wednesday, August 23, 2017 at  
155 6:00 p.m., to be held at Accell Property Management, Inc.

Next Meeting

156

157 **Adjournment**

158 There being no further business to come before the Board, it was the general consent  
159 of the Board of Directors to adjourn the Meeting at 9:44 p.m.

Adjournment

160

161 **Attest**

Attest

162

163

164

165



President



Secretary