

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 29, 2018
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, November 29, 2018 at 6:45 P.M. at Platinum Management Group Office located at 65 Enterprise, 3rd Floor – Conference Room – Huntington I in Aliso Viejo, California.

PRESENT Gary Bittner, President
David Golbahar, Vice President
Frank Aronoff, Treasurer
Mark Badran, Secretary
Gene Levy, Director

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order by the Gary Bittner, President, at 6:37 P.M. with quorum of the Directors present.

OPEN FORUM There were 4 homeowners in attendance. Homeowners brought to the Board of Director's attention their tree trimming concerns and landscape requests.

COMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, presented 2 proposals provided by Quezada Pro Landscape. Proposal #1795 for flush cut a pine tree in the slope behind unit 503 in the amount of \$350.00. Proposal #1788 for general renovation improvements from the 11/15/18 landscape committee walk in the amount of \$625.00. Also, requested the Board of Director to approve a \$400.00 holiday bonus for the landscapers. Following review and discussion, it was the general consent of the Board of Directors to approve both proposals as presented and the \$400.00 bonus for the landscapers.

Gene Levy, Maintenance Chairperson, provided recommendations regarding the Carasso Construction proposals provided to the Board for review.

Architectural Committee – There were no architectural applications to review.

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 November 29, 2018 and the following topics were reviewed:

- A. Approved the November 29, 2018 Executive Meeting Minutes;
- B. Reviewed Delinquency Reports

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**TREASURER'S
REPORT**

As of October 31, 2018 Financial Statement, the operating account reflects a year to date revenue of \$308,583.28 and a year to date expenditures of \$378,496.99.

The association also contributes \$31,982.00 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 October 31, 2018 are \$1,032,720.53.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve the items the consent calendar as presented. Motion passed unanimously.

- A. Approval of the October 22, 2018 Reconvened Annual Meeting Minutes
- B. Approval of the October 22, 2018 Board of Directors Meeting Minutes
- C. Acceptance of the October 31, 2018 Financials

OLD BUSINESS

- A. Architectural Committee – Community Wide Standard Guideline
The Board of Directors reviewed the new architectural guidelines recommendations submitted by the Board of Directors. Following review and discussion, it was the general consent of the Board of Directors to mail the final draft of the approved architectural guidelines to the ownership for a 30-day review comment period.

NEW BUSINESS

- A. New Association Rule – Solar Energy System
The Board of Directors review the draft operating / architectural guideline for solar energy system created by the association's attorney. Following review and discussion, it was the general consent of the Board of Directors to mail the approved architectural guideline to the ownership for a 30-day review comment period.
- B. Enforcement of Governing Documents
The Board of Directors had a discussion regarding the enforcement of the association's governing documents. Following review and discussion, it was the general consent of the Board of Director the current governing documents needed to be revised and reinstated by the association's attorney and voted by the ownership.

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C. Association's Rule Disciplinary Committee

The current By-laws, Article III, section 6 (d) attempt to delegate disciplinary matters to person other than the Board. Following review and discussion, it was the general consent of the Board of Director to accept the association's legal opinion that this section of the By-laws violates Civil Code §5855 and no further action will be taken to create this committee.

D. Landscape Proposals

1. The Board of Directors reviewed a proposal submitted by Quezada Pro regarding the 11/1/18 November landscape inspection for community wide renovation improvements in the amount of \$2,104.50. Following review and discussion, it was the general consent of the Board of Director to approve the proposal as presented.
2. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding landscape renovation improvements for the monument area in the amount of \$1,975.50. Following review and discussion, it was the general consent of the Board of Director to table this proposal until the January 24th board meeting.
3. The Board of Directors reviewed the correspondence submitted by Quezada Pro Landscape regarding an assessment for the irrigation system of the fuel modification area above the San Nicholas pool. Quezada Pro Landscape determined there should be 56 irrigation spray heads with 3 valves to have adequate coverage. However, due to the water pressure, all 3 valves cannot be turned on a once in case of a fire. Following review and discussion, it was the general consent of the Board of Directors table this topic to the January 24th board meeting.

E. Reserve Study Proposal

The Board of Directors reviewed reserve study proposals submitted by Reserve Data Analysis (RDA), Advance Reserve Solutions (ARS) and Association Reserves for an on-site visual inspection per Civil Code §5550. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve Association Reserve in the amount of \$850.00 per year. Motion passed unanimously.

F. Common Area Improvement Proposals

1. The Board of Directors reviewed a proposal Carasso Construction regarding the November maintenance walk punch list for a variety of repairs to the common areas. Following review and discussion, a motion was duly made by Frank Aronoff and seconded by Gary Bittner to approve the proposal as presented. David Golbahar abstained. Motion passed 3 - 1 by majority vote.

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2. The Board of Directors reviewed the Carasso Construction report on the San Nicholas pool deck crack. Following review and discussion, it was the general consent of the Board of Director to request Carasso Construction to provide a proposal to grind and seal the cracks as only one crack only moved 1/8th of inch.

G. Homeowner Correspondence

1. An owner requested if the association is responsible for termite damage inside the detached garages. Following review and discussion, it was the general consent of the Board of Directors the association is responsible for the termite treatment and repairs to the interior of the detached garages.
2. An owner requested the specific verbiage in the CC&Rs that prohibits the use of the common area electricity. Following review and discussion, it was the general consent of the Board of Directors there is no specific verbiage but falls under a modification to the unit must be approved by the Board of Directors.

ADJOURN

There being no further business, the meeting was adjourned at 10:45 P.M.

**THE BOARD OF DIRECTORS APPROVED THESE MEETING MINUTES ON JANUARY 24,
2019 BOARD MEETING.**