

**The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
October 26, 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 Wednesday, October 26, 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 6:19 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 David Golbahar, Treasurer
12 Marlene Eckstein, Member at Large

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14 **Directors Absent**

15 Pamela Knudsen, Secretary
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17 **Also Attending**

18 Lauren Swiderski, Accell Property Management, Inc.
19 Jennifer Parker, Accell Property Management, Inc.
20 Shaunte Carrasco, Accell Property Management, Inc.
21 Seven (7) homeowners were present
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 September 28, 2017:

- 27 1. Reviewed the Minutes from the September 28, 2017 Executive Session
28 Meeting
- 29 2. Reviewed Hearing Notices
- 30 3. Reviewed Homeowner Correspondence
- 31 4. Reviewed the Case History Summary Report submitted by The Judge Law
32 Firm
- 33 5. Reviewed Fee Waiver Requests submitted by Members
- 34 6. Reviewed a correspondence submitted by Legal Counsel

Executive Session
Meeting Topics

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

37
38 **Landscape Committee Report**

39 Marlene Eckstein provided the Board of Directors a detailed report on the current
40 status of scheduled renovations that are just about complete with the 500
41 courtyard. Plans for scalping and reseeding, the trench drain at 211 Santa Rosa and
42 rock installation, and the addition of a bio swale at 617. Bubblers were installed on
43 slope for the new Eucalyptus plantings. Management was directed to contact the
44 Artisan landscape vendor, Mission Landscape to schedule an onsite inspection of the
45 sprinklers behind the 500 courtyard. Proposals were presented to the board for
46 consideration.

Landscape
Committee Report

47
48 **Minutes**

49 The Board of Directors reviewed the Minutes from the September 28, 2017 Regular
50 Session Board of Directors Meeting. Following review and discussion, it was the
51 general consent of the Board of Directors to approve the Minutes as submitted.

Minutes

52
53 The Board of Directors reviewed the Revised Minutes from the August 23, 2017
54 Regular Session Board of Directors Meeting. Following review and discussion, Gene
55 Levy made a motion, and Marlene Eckstein seconded the motion to approve the
56 Minutes as submitted. David Golbahar abstained.

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58 The Board of Directors reviewed the Revised Annual Minutes from the October 27,
59 2016 Reconvened Annual Membership Meeting. Following review and discussion, it
60 was the general consent of the Board of Directors to approve the Minutes as
61 submitted.

62
63 **Maintenance and Service Proposals**

64 The Board of Directors reviewed a proposal submitted by Sea Crest Landscape to
65 scalp and over seed common area turf, in the amount of one thousand two hundred
66 eighty dollars (\$1,280.00), and to install a bio swale at 617 San Nicholas Court, in the
67 amount of one thousand six hundred one dollars (\$1,601.00). Following review and
68 discussion, it was the general consent of the Board of Directors to approve the
69 proposals as submitted. David Golbahar opposed. The motion carried 3-0-1

Sea Crest
Landscape

<p>70 The Board of Directors reviewed proposals submitted by Carasso Construction and 71 TR Construction to provide a dedicated onsite maintenance person to perform 72 general maintenance around the community. Following review and discussion, <u>it was</u> 73 <u>the general consent of the Board of Directors to approve the proposal submitted by</u> 74 <u>Carasso Construction, for a total of thirty (30) hours per month at fifty two dollars</u> 75 <u>(\$52.00) per hour. David Golbahar opposed. The motion carried 3-0-1.</u> 76</p>	<p>Onsite Maintenance</p>
<p>77 The Board of Directors reviewed proposals to complete the sewer line repair located 78 at 100 Santa Rosa Court submitted by Severson Plumbing, in the amount of four 79 thousand eight hundred ninety five (\$4,895.00) dollars, and Scott English Plumbing, 80 in the amount of four thousand four hundred fifty (\$4,450.00) dollars. Following 81 review and discussion, <u>Management was directed to obtain a third proposal from a</u> 82 <u>drain specialist.</u> 83</p>	<p>100 Santa Rosa Plumbing Repair</p>
<p>84 The Board of Directors reviewed a proposal to replace the mailbox cluster located in 85 the 600 courtyard submitted by Carasso Construction, Hillcrest Construction, and TR 86 Construction. Following review and discussion, <u>Management was directed to double</u> 87 <u>check with Hillcrest Construction and confirm the proposal is for two (2) mailbox</u> 88 <u>clusters.</u> 89</p>	<p>Mailbox Replacemen</p>
<p>90 The Board of Directors reviewed a proposal for patrol service submitted by Patrol 91 One, Nordic Security, and Courtesy Patrol. Following review and discussion, <u>this item</u> 92 <u>was postponed until the November 2017 meeting.</u> 93</p>	<p>Patrol Proposal</p>
<p>94 The Board of Directors reviewed a proposal submitted by Carasso Construction to 95 increase the height of fence at the San Nicholas pool area in an effort to prevent non- 96 resident guests from accessing the pool. Following review and discussion, <u>a motion</u> 97 <u>was made by Marlene Eckstein and seconded by Susie Cox to approve the proposal</u> 98 <u>provided Carasso will agree to complete the job for one thousand five hundred sixty</u> 99 <u>five dollars (\$1,565.00).</u> 100</p>	<p>Carasso Construction</p>
<p>101 The Board of Directors reviewed the City of Laguna Beach Tresspass Authorization 102 letter. Following review and discussion, <u>it was the general consent of the Board of</u> 103 <u>Directors to submit the application form to the City of Laguna Beach, enabling the</u> 104 <u>Police Department authority to enforce trespassing issues on private property (within</u> 105 <u>the community).</u></p>	<p>Trespass Authorization</p>

<p>106 The Board of Directors tabled the proposals for repipe repair until the December 2017 107 meeting. 108</p> <p>109 The Board of Directors reviewed a proposal submitted by Carasso Construction to 110 increase the ventilation in both pool pump rooms in an effort to extend the life of the 111 pool equipment. Following review and discussion, <u>a motion was made by Gene Levy 112 and seconded by Marlene Eckstein, to approve the proposal as submitted.</u> 113</p> <p>114 The Board of Directors reviewed correspondence in Executive Session regarding a 115 proposal submitted by Adams Stirling Law Firm for an Annual Retainer Fee. 116 Following review and discussion, <u>a motion was made by Gene Levy and seconded by 117 Marlene Eckstein to approve the Annual Retainer Fee agreement in the amount of 118 nine hundred fifty (\$950.00) dollars.</u> 119</p> <p>120 <u>Architectural Matters</u></p> <p>121 The Board of Directors reviewed an Architectural Application submitted by Cecchia, 122 320 San Nicholas Court to install a new screen door. Following review and 123 discussion, <u>it was the general consent of the Board of Directors to approve the 124 application as submitted.</u> 125</p> <p>126 <u>Financials</u></p> <p>127 The Board of Directors reviewed the Draft Audit submitted by Inouye, Shivley & Klatt. 128 Following review and discussion, <u>this item was postponed until the November 2017 129 meeting.</u> 130</p> <p>131 The Board of Directors reviewed a reserve reallocation report submitted by 132 Marci Hvinden, Accell Property Management, as requested by the Board of Directors 133 to allocate reserve funds. Following review and discussion, <u>this item was postponed 134 until the November 2017 meeting.</u> 135</p> <p>136 The Board of Directors reviewed correspondence submitted by Management requiring 137 the transfer of reserve funds because the balance is over the FDIC insured limit. 138 Following review and discussion, <u>it was the general consent of the Board of Directors 139 to approve the transfer of one hundred fifty thousand dollars to a CDARS account.</u> 140</p> <p>141 The Board of Directors reviewed the Financial Statement for the period ending 142 September 30, 2017. Following review and discussion, <u>it was the general consent of</u></p>	<p>Repipe Proposals</p> <p>Carasso Construction</p> <p>320 San Nicholas Ct.</p> <p>Draft Audit</p> <p>Reserve Reallocatic</p> <p>Bank Transaction Resolution</p> <p>Financial Statement</p>
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143 the Board of Directors to approve the financial statements as submitted. Marlene
144 Eckstein abstained.

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146 **Open Forum**

147 In accordance with California Civil Code Section 4925(b), the following issues and
148 topics were discussed during the Homeowner Open Forum: Teri Natali reported the
149 Minutes on the website are lumped together under the month of June, requesting the
150 website be updated to reflect the individual months and to correct the Rules and
151 Regulation patrol information listed on the website and the escrow file folder. The LED
152 light in the Santa Rosa spa has been replaced with a standard fixture and bulb.
153 Homeowner accusations and harassment against other homeowners was discussed.

Open Forum

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155 **Next Meeting**

156 The next Board of Directors Meeting is scheduled for Thursday, November 30, 2017
157 at 6:00 p.m., to be held at Accell Property Management, Inc.

Next Meeting

158

159 **Adjournment**

160 There being no further business to come before the Board, it was the general consent
161 of the Board of Directors to adjourn the Meeting at 9:02 p.m.

Adjournment

162

163 **Attest**

Attest

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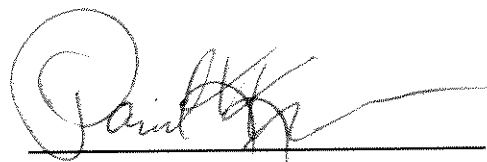
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President



Secretary