

**The Terrace at Canyon Hills Homeowners Associations  
Board of Directors Meeting Minutes  
February 25, 2016**

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 February 25, 2016 at the Accell Property Management office  
4 located at 23046 Avenida De La Carlota, Suite 700, Laguna Hills, CA 92653. Doug  
5 Reilly called the Meeting to order at 6:40 p.m., with a quorum of Directors present.

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7 **Directors Present**

8 Doug Reilly, Secretary

9 David Golbahar, Treasurer

10 Marlene Eckstein, Member at Large

11 Susie Cox, Vice President (Via Phone until 7:30 pm)

12  
13 **Directors Absent**

14 Robert Alen, President

15  
16 **Also Attending**

17 Eric Fordyce, Accell Property Management, Inc.

18 Greg Walker, Accell Property Management, Inc.

19  
20 **Executive Session Meeting Topic**

21 In accordance with California Civil Code Section 4935(e), the Board notes that the  
22 following topics were discussed during the Executive Session Meeting held on  
23 February 25, 2016:

- 24
- 25 1. Show Cause Hearings
  - 26 2. Late Fee Waiver Request
- 27

28 The foregoing resolution is executed pursuant to the general consent of the Board of  
29 Directors.

30  
31 **Open Forum**

32 There were no homeowners present for Open Forum.

Executive Session  
Meeting Topics

Open Forum

35 **Landscape Committee**

36 The Landscape Committee Chairperson, Marlene Eckstein, requested the Board of  
37 Directors to approve the installation of doggy bags near the 300's guest parking.  
38 Following review and discussion, a motion was made by Doug Reilly and seconded  
39 by Marlene Eckstein to approve the request as presented. The motion passed 2-1  
40 with Doug Reilly and Marlene Eckstein voting in favor. David Golbahar voted not in  
41 favor.

Landscape

42

43 The Landscape Committee Chairperson, Marlene Eckstein, requested the Board of  
44 Directors to approve the installation of two (2) Crape Myrtle Muskogee trees near the  
45 300's garage bed. Following review and discussion, a motion was made by Doug  
46 Reilly and seconded by David Golbahar to approve the request as presented. The  
47 motion passed 3-0 with Doug Reilly, David Golbahar, and Marlene Eckstein voting in  
48 favor.

49

50 **Maintenance & Service Proposals**

51 The Board of Directors reviewed insurance proposals submitted by Brian Berg  
52 Insurance Services, Inc. and Greg Lerum Insurance. Following review and discussion,  
53 a motion was made by Doug Reilly and seconded by David Golbahar to approve the  
54 proposal submitted by Greg Lerum Insurance in the amount of twenty-seven  
55 thousand nine hundred twenty three dollars and zero cents (\$27,923.00). The motion  
56 passed 3-0 with Doug Reilly, David Golbahar, and Marlene Eckstein voting in favor.

Greg Lerum

Insurance

57

58 **Administrative & Operating Requests and Actions**

59 The Board of Directors reviewed candidates for Board vacancy. Following review and  
60 discussion, a motion was made by Doug Reilly and seconded by Suzie Cox to appoint  
61 Marlene Eckstein, Member at Large, to the Board of Directors. The motion passed 3-0  
62 with Doug Reilly, Suzie Cox, and David Golbahar voting in favor.

Board Appointment

63

64 The Board of Directors reviewed the correspondence from Mr. Smith, 322 San  
65 Nicholas Court, regarding reimbursement for a pressure regulator in the amount of  
66 five hundred eighty dollars and forty-nine cents (\$580.49). Following review and  
67 discussion, a motion was made by Marlene Eckstein and seconded Doug Reilly to not  
68 reimburse Mr. Smith for the pressure regulator. The motion passed 2-1 with Marlene  
69 Eckstein and Doug Reilly in favor. David Golbahar voted not in favor.

322 San Nicholas

70

71 72 73 74 75 76 77	The Board of Directors reviewed correspondence submitted by Gibbs, 116 Santa Rosa Court regarding plumbing reimbursement in the amount of one thousand nine hundred forty two dollars and eighty-seven cents (\$1,942.87). Following review and discussion, <u>a motion was made by David Golbhar and seconded by Marlene Eckstein to deny the request for plumbing reimbursement. The motion passed 3-0 with David Golbahar, Marlene Eckstein and Doug Reilly voting in favor.</u>	116 Santa Rosa
78 79 80 81	The Board of Directors reviewed correspondence submitted by Britain, 100 Santa Rosa Court regarding safe listing a vehicle. Following review and discussion, no further action was taken as it was more than thirty (30) days since the request.	100 Santa Rosa
82 83 84 85 86 87	The Board of Directors reviewed correspondence submitted by Fields, 109 Santa Rosa Court regarding safe listing a vehicle. Following review and discussion, <u>a motion was made by Doug Reilly and seconded by Marlene Eckstein to safe list a Platinum 2003 Lexus, License Plate Number 5AXG206 for two (2) months (May 1, 2016). The motion passed 2-1 with Doug Reilly and Marlene Eckstein voting in favor. David Golbahar voted not in favor.</u>	109 Santa Rosa
88 89 90 91 92 93 94 95	<b><u>Architectural Matters</u></b>	510 San Nicholas
96 97 98 99 100 101 102 103	<b><u>Financial Action</u></b>	Pacific Western
97 98 99 100 101 102	The Board of Directors reviewed the bank transaction resolution from Pacific Western Bank in the amount of thirty four thousand fifteen dollars and seven cents (\$34,015.07). Following review and discussion, <u>a motion was made by Doug Reilly and seconded by David Golbahar to roll over into six (6) month CD with the same financial institution. The motion passed 3-0 with Doug Reilly, David Golbahar and Marlene Eckstein voting in favor.</u>	Pacific Western
104 105 106	The Board of Directors reviewed the bank transaction resolution from Merill Lynch in the amount of four hundred and ninety-seven thousand seven hundred eighty-eight dollars and forty-four cents (\$497,788.44). Following review and discussion, <u>a motion</u>	Merill Lynch

107 was made by Doug Reilly and seconded by David Golbahar to close the account and  
108 divide the funds evenly into money market accounts (MMA) at Orange County  
109 Business Bank, Mutual of Omaha and Seacoast Commerce Bank at an interest rate  
110 of .15%. The motion passed 3-0 with Doug Reilly, David Golbahar and Marlene  
111 Eckstein voting in favor.

112

113 **Financials**

114 The Board of Directors reviewed the financial statements for the periods ending  
115 December 31, 2015 and January 31, 2016. Following review and discussion, a  
116 motion was made by David Golbahar and seconded by Doug Reilly to approve the  
117 financial statements as presented. The motion passed 3-0 with David Golbahar,  
118 Doug Reilly and Marlene Eckstein voting in favor.

Financial

119

120 **Board's Directives**

121 The Board of Directors provided the following directives for Management to perform:

Board Directive

- 122 1. Take photos of all unit back patios.  
123 2. Contact pest control about moving bait stations.  
124 3. Send Word document of Rules and Regulations to Board via Email.

125

126 **Adjournment**

127 There being no further business to come before the Board, it was the general consent  
128 of the Board of Directors to adjourn the Meeting at 8:35 p.m.

Adjournment

129

130 **Attest**

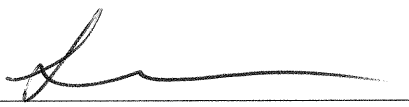
Attest

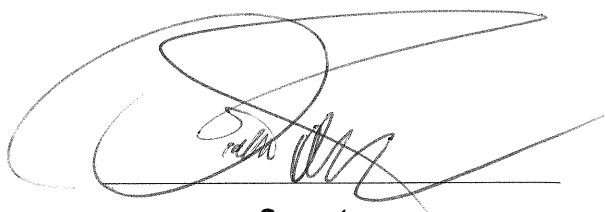
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UP President

  
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Secretary