

**The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
June 22, 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, June 22, 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 6:41 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 Peter Newbre, Accell Property Management, Inc.

19 Jennifer Parker, Accell Property Management, Inc.

20 Paula Serios, Communication Committee

21 Kenny Sowers, Sea Crest Landscape

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 June 22, 2017:

Executive Session

Meeting Topics

27 1. Reviewed the Minutes from the April 27, 2017 and May 25, 2017 Executive
28 Session Meeting

29 2. Reviewed Member Discipline

30 3. Reviewed Homeowner Correspondence

31 4. Reviewed the Case History Summary Report submitted by The Judge Law
32 Firm.

33 5. Reviewed proposals submitted by legal counsel for restatement of the CC&R's.

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

36	<u>Landscape Committee Report</u>	
37	Sea Crest Landscape provided the Board of Directors a detailed irrigation report and	Landscape
38	will monitor the drip stations closely to avoid excess water usage or run off.	Committee Report
39		
40	<u>Communication Committee Report</u>	
41	Homeowner Paula Serios was in attendance to provide an update to the Board of	Communication
42	Directors and schedule the post card "Opt In" mail out to the Membership in hopes of	Committee Report
43	obtaining email contact information for Association updates and communications.	
44	Following review and discussion, <u>it was the general consent of the Board of Directors</u>	
45	<u>to approve the mail out to Membership.</u>	
46		
47	<u>Minutes</u>	
48	The Board of Directors reviewed the Minutes from the May 10, 2017 Special Board of	Minutes
49	Directors meeting and the May 25, 2017 Regular Session Board of Directors Meeting.	
50	Following review and discussion, <u>it was the general consent of the Board of Directors</u>	
51	<u>to approve the Minutes noting the following change to the May 25, 2017 Minutes: Line</u>	
52	<u>79-window trim and sill.</u>	
53		
54	<u>Maintenance and Service Proposals</u>	
55	The Board of Directors reviewed a proposal to repair the plaster repair in the San	Decksides Pool
56	Nicholas pool submitted by Decksides Pool Service. Following review and discussion,	Service
57	<u>it was the general consent of the Board of Directors to approve the proposal, in the</u>	
58	<u>amount of nine hundred ninety five dollars (\$995.00).</u>	
59		
60	The Board of Directors reviewed a proposal to replace the Santa Rosa pool heater	Decksides Pool
61	submitted by Decksides Pool Service. Following review and discussion, <u>it was the</u>	Service
62	<u>general consent of the Board of Directors to table the proposal and Management was</u>	
63	<u>directed to obtain an additional proposal.</u>	
64		
65	The Board of Directors reviewed a proposal to replace the Santa Rosa pool filters	Decksides Pool
66	submitted by Decksides Pool Service. Following review and discussion, <u>it was the</u>	Service
67	<u>general consent of the Board of Directors to table the proposal and Management was</u>	
68	<u>directed to obtain an additional proposal.</u>	
69		
70	The Board of Directors reviewed a proposal to replace the spa pump circulation seal	Decksides Pool
71	submitted by Decksides Pool Service. Following review and discussion, <u>it was the</u>	Service

72	<u>general consent of the Board of Directors to table the proposal and Management was</u>	
73	<u>directed to obtain an additional proposal.</u>	
74		
75	The Board of Directors tabled the proposals for Contract Lighting Service until the	Contract Lighting Services
76	July 2017, Board of Directors meeting.	
77		
78	The Board of Directors tabled the proposals for the wrought iron replacement until the	Wrought Iron Proposals
79	July 2017, Board of Directors meeting.	
80		
81	The Board of Directors reviewed a proposal for siding repairs at 422 San Nicholas	Carasso Construction
82	Court. Following review and discussion, <u>it was the general consent of the Board of</u>	
83	<u>Directors to approve the proposal, in the amount of four thousand eight hundred five</u>	
84	<u>dollars (\$4,805.00).</u>	
85		
86	The Board of Directors reviewed a proposal for siding repairs at 506 San Nicholas	Carasso Construction
87	Court. Following review and discussion, <u>it was the general consent of the Board of</u>	
88	<u>Directors to approve the proposal, in the amount of two thousand eight hundred ten</u>	
89	<u>dollars (\$2,810.00).</u>	
90		
91	The Board of Directors reviewed a proposal to remove the stamped concrete to	Carasso Construction
92	uncover the sewer cleanout, submitted by Carasso Construction Services at the	
93	request of Laguna Beach Water District. Following review and discussion, <u>it was the</u>	
94	<u>general consent of the Board of Directors to table the proposal and direct</u>	
95	<u>Management to obtain two (2) additional proposals for comparison.</u>	
96		
97	The Board of Directors reviewed the proposal from Carasso Construction for wrought	Carasso Construction
98	iron replacement at 421 San Nicholas. Following review and discussion, <u>it was the</u>	
99	<u>general consent of the Board of Directors to table the proposal and direct</u>	
100	<u>Management to obtain proposals for vinyl fencing installation at 421, 422, and 423</u>	
101	<u>San Nicholas.</u>	
102		
103	The Board of Directors reviewed the proposal from Carasso Construction for the	Carasso Construction
104	community wide siding repairs. Following review and discussion, <u>the Board of</u>	
105	<u>Directors approved the proposal to repair all the "A items", in the amount of one</u>	
106	<u>hundred twelve thousand eighty dollars (\$112,080.00).</u>	
107		
108	The Board of Directors denied the proposal for address numbers for the garages from	Carasso

109	Carasso Construction.	Construction
110		
111	The Board of Directors reviewed the proposal from Carasso Construction for the	Carasso
112	window sill repairs. Following review and discussion, <u>it was the general consent of</u>	Construction
113	<u>the Board of Directors approved the proposal to repair the window trim and sills at a</u>	
114	<u>cost of fifty two (\$52.00) per hour.</u>	
115		
116	<u>Administrative & Operating Requests and Actions</u>	
117	The Board of Directors reviewed correspondence from Rose Paving regarding the	Rose Paving
118	seal coat proposal being included in the original bid for repairs in the 600 courtyard.	
119	Following review and discussion, <u>it was the general consent of the Board of Directors</u>	
120	<u>to request Management obtain two (2) additional proposals for seal coat services.</u>	
121		
122	The Board of Directors reviewed correspondence from Director Gene Levy regarding	Carasso
123	the number of hours to complete the window sill repairs for a cost of fifty two dollars	Construction
124	(\$52.00) per hour. Following review and discussion, <u>it was the general consent of the</u>	
125	<u>Board of Directors to approve the proposal for window trim and sill repairs at a cost of</u>	
126	<u>fifty two dollars (\$52.00) per hour.</u>	
127		
128	The Board of Directors held a discussion regarding proposed changes to the Rules	Rules & Regulations
129	and Regulations. Following review and discussion, <u>it was the general consent of the</u>	Proposed Changes
130	<u>Board of Directors to review the additional changes and schedule the mail out to</u>	
131	<u>membership after the Communication Committee drawing.</u>	
132		
133	The Board of Directors held a discussion regarding the proposed Parking Rules and	Parking Rules
134	Permit Policy. Following review and discussion, <u>it was the general consent of the</u>	Discussion
135	<u>Board of Directors to direct Management to revise the policy and replace "5PM to</u>	
136	<u>5AM with "Midnight to 5AM".</u>	
137		
138	The Board of Directors held a discussion regarding the CC&R Rules Enforcement and	CC&R Rules
139	the necessity to restate the CC&R's. Following review and discussion, no further	Enforcement
140	action was taken at this time.	
141		
142	The Board of Directors reviewed correspondence submitted by Carasso Construction	Carasso
143	regarding the cause of damages to the siding of 506 San Nicholas Court. Following	Construction
144	review and discussion, no further action was taken at this time.	
145		

146 The Board of Directors reviewed the 2017 Annual Calendar. No further action was
147 taken at this time.

2017 Annual
Calendar

148

149 **Architectural Matters**

150 The Board of Directors reviewed an Architectural Application to replace the existing
151 windows submitted by Graham, 201 Santa Rosa Court. Following review and
152 discussion, it was the general consent of the Board of Directors approve the request
153 as submitted.

201 Santa Rosa
Court

154

155 The Board of Directors reviewed an Architectural Application to install a new front
156 door submitted by Cedeno, 321 San Nicholas Court. Following review and
157 discussion, it was the general consent of the Board of Directors to approve the
158 request as submitted.

321 San Nicholas
Court

159

160 **Financials**

161 The Board of Directors reviewed the Financial Statement for the period ending
162 May 31, 2017. Following review and discussion, it was the general consent of the
163 Board of Directors to approve the Financial Statement as submitted.

Financial
Statements

164

165 **Open Forum**

166 In accordance with California Civil Code Section 4925(b), the following issues and
167 topics were discussed during the Homeowner Open Forum: No homeowners were
168 present.

Open Forum

169

170 **Next Meeting**

171 The next Board of Directors Meeting is scheduled for Thursday, July 27, 2017 at 6:00
172 p.m., to be held at Accell Property Management, Inc.

Next Meeting

173

174 **Adjournment**

175 There being no further business to come before the Board, it was the general consent
176 of the Board of Directors to adjourn the Meeting at 9:34 p.m.

Adjournment

177

178 **Attest**

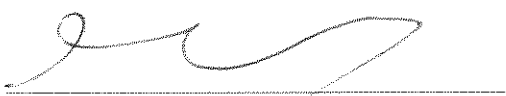
Attest

179

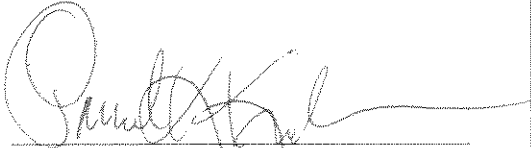
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President



Secretary