

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
JUNE 28, 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 June 28, 2018 at 6:00 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
Frank Aronoff, Treasurer
Marlene Eckstein, Member at Large

Eric Fordyce, Platinum Management Group

ABSENT David Golbahar, Vice President

CALL TO ORDER The meeting was called to order by the Gary Bittner, President, at 6:00 P.M. with quorum of the Directors present.

OPEN FORUM There were 2 homeowners in attendance. A homeowner brought to the Board of Director's attention that the Board should have provided more information regarding the \$22.00 increase in the 2018/2019 assessment. The Board of Directors increased the assessments due to the increase in minimum wage, the LBM Water District rate increased per unit from 2015 - \$3.89; 2016 - \$4.25; 2017 - \$4.61; 2018 - \$4.89 which is a 25% increase, and 36% funded in the Reserves.

COMMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, provided Quezada Pro Landscape's proposal to remove to 2 multi-trunk giant bird of paradise between 220-221 Santa Rosa Court and 619-620 San Nicholas in the amount of \$1,300.00. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve the proposal as presented. Motion passed unanimously.

Gene Levy, Maintenance Chairperson, requested the Board to discuss the trash in the guest parking spaces to be addressed. Following review and discussion, it was the general consent of the Board of Directors to request Management to obtain a camera proposal from Elite Enforcement for the Board to review at the July Board Meeting.

Gene Levy, Communications Chairperson, requested the Board to discuss the options to promote the association's website and newsletter. Following review and discussion, it was the general consent of the Board of Directors to not create a monthly newsletter as only less than 5% are reading the email blast newsletter.

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**EXECUTIVE
SESSION
DISCLOSURE**

In accordance with California Civil Code 4935(e), an executive session Board Meeting was held after to the regular session Board Meeting on June 28, 2018 and the following topics were reviewed:

- A. Approved the May 24, 2018 Executive Meeting Minutes;
- B. Discussed the Board Vacancy Position
- C. Reviewed Violation / Member Discipline Correspondence
- D. Reviewed Fine Waiver Correspondence
- E. Reviewed Late Fee Waiver Correspondence
- F. Reviewed Legal Opinion regarding Exterior Modifications
- G. Reviewed Delinquency Reports

**TREASURER'S
REPORT**

As the May 31, 2018 Financial Statement, the operating account reflects a year to date revenue of \$691,498.29 and a year to date expenditures of \$783,345.00.

The association also contributes \$31,985.00 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 May 31, 2018 are \$1,061,423.65.

**CONSENT
CALENDAR**

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

- A. Approval of the May 24, 2018 Board of Directors Meeting Minutes
- B. Acceptance of the May 31, 2018 Financials

OLD BUSINESS

A. Pool FOB Access System

California Gate Systems provided a proposal to install a FOB access system at both pool gates (\$11,226.78) and with options to FOB access to all 4-bathroom doors (\$13,564.00) and spa controls (\$8,709.78).

Firstline Security Integration provided a proposal to install a FOB access system at both pool gates (\$11,083.19) and with options to FOB access to all 4-bathroom doors (\$14,956.24) and spa controls (\$3,349.34) and a cradle point for internet access (\$7,890.76).

Following review and discussion, a motion was duly made by Frank Aronoff and seconded by Marlene Eckstein to approve Gary Bittner to approve a proposal outside of the Board Meeting after Management provides cost for internet Wi-Fi at both pool houses. Motion passed unanimously.

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B. Architectural Committee

Per the CC&Rs Article XII, section 12.02, the Board of Director shall appoint at least members of the Association. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to appoint Gene Levy, Chris Peduzzi and Chris Brown to the Architectural Committee. Motion passed unanimously.

C. 2018 / 2019 Capital Improvement Projects

Management requested the Board of Directors to discuss / outline the 2018/2019 capital improvement projects. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve Management to obtain costs to re-pipe the community, so the Board of Directors can present a recommendation to the ownership at the Annual Meeting. Motion passed unanimously.

NEW BUSINESS

A. Bait Station with Western Exterminating

The Board of Directors invited the current exterminating company, Western Exterminating, to the Board Meeting to discuss the rat bait stations vs. owls in the community. Byron Wiegert with Western Exterminating didn't attend the Board Meeting. Following review and discussion, it was the general consent to table this discussion and have Management obtain 3 proposals for new exterminating contract.

B. Appointment of the Board Secretary Position

Marlene Eckstein recommended the Board of Directors appoint a 5th Board Member to the vacant Board Secretary position. If the Board decides not to appoint a new board member, the Board of Directors will need to appoint a current board member to hold the Board Secretary responsibilities. Following review and discussion, a motion was duly made by Frank Aronoff and seconded by Gary Bittner to appoint Frank Aronoff as the new Secretary. Marlene Eckstein voted against the motion. The motion passed 2 -1 with majority vote of the Board of Directors.

C. Promote Association Website and Hosting Discussion

Management emailed the Board to see if the anyone had new ideas to promote the website. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve Leslie Holst increase of \$175.00 per month to host the association's website and to no longer generate a monthly community newsletter. Motion passed unanimously.

D. Common Area Improvements Proposal

1. Carasso Construction provided a proposal to install 60 linear feet of 6' wrought iron fence behind the 500 circle in the amount of \$5,105.00. Following review and discussion, it was the general consent of the Board of Directors to deny this proposal as this proposal would not prevent additional security to this area.

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2. Carasso Construction provided the May and June Maintenance walk punch list proposal for a variety of repairs to the common areas. Following review and discussion, it was the general consent of the Board of Directors to approve the proposals as presented.
3. Carasso Construction provided a proposal to install 6 linear feet of 6'0 wrought iron fence in the v-ditch by the San Nicholas pool gate entrance in the amount of \$1,601.00. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal as presented.

E. Fire Lane Access Proposal

Ed Perez with LaBelle Marvin should have provided a proposal from multiple contractors with options to install asphalt or stamped concrete in the fire lane. Following review and discussion, it was the general consent of the Board of Directors to table this item as Mr. Perez needed more time due to the addition of the stamped concrete option.

F. Annual Preventative Maintenance – Unit Clean Out

Severson Plumbing provided a report of their 1-day findings from unit clean out for units 100 – 307. Following review and discussion, it was the general consent of the Board of Directors to approve Severson Plumbing's recommendation to hydro-jet the 5 units (108, 115, 208, 211, and 218) and to finish the remaining units of the community.

G. Pressure Regulator Inspection

Severson Plumbing provided a report of their findings from the pressure regulator and water shut off valve inspections. Following review and discussion, it was the general consent of the Board of Directors to include the cost to repair / replace all the failed pressure regulators and water shut off valves as part of the community wide re-pipe project.

H. California Cove Homeowner Association Invoice Discussion

California Cove Board of Directors provided the annual invoice for the mutual maintenance agreement for period June 1, 2018 to May 31, 2019 in the amount of \$2,289.00. Management request the California Cove Board to provide the reasonable supporting documents per section 12 of the agreement. Following review and discussion, it was the general consent of the Board of Directors that no further action will be taken until the California Cove Board provides the reasonable supporting documents.

I. Homeowner Correspondence

1. Community Neighborhood Pool Party - Following review and discussion, it was the general consent of the Board of Directors to deny this request as there is potential liability to the association. The Board of Directors encourages the residents to hold a neighborhood pool party to get to know their neighbors.
2. Re-pipe Options – Pipe sealed - Following review and discussion, it was the general consent of the Board of Directors to investigate the costs to re-pipe the community with Pex piping.

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3. Water Leak – Following review and discussion, it was the general consent of the Board of Directors to take no further action as the owner is responsible for the water leak investigation.

ADJOURN

There being no further business, the meeting was adjourned at 8:49 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE AUGUST 2, 2018 BOARD MEETING.