

**The Terrace at Canyon Hills Homeowners Associations  
Board of Directors Meeting Minutes  
February 23, 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, February 23, 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 6:30 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 David Roberts, Member at Large

14

15 **Directors Absent**

16 None

17

18 **Also Attending**

19 Eric Fordyce, Accell Property Management, Inc.

20 Kathleen Maltby, Accell Property Management, Inc.

21 Marlene Eckstein, Landscape Committee

22 Twelve (12) Homeowners

23

24 **Executive Session Meeting Topic**

25 In accordance with California Civil Code Section 4935(e), the Board of Directors notes  
26 that the following topics were discussed during the Executive Session Meeting held  
27 on February 23, 2017:

Executive Session  
Meeting Topics

- 28 1. Approved the January 26, 2017 Executive Session Meeting Minutes.
- 29 2. Held a Member Discipline Discussion
- 30 3. Reviewed Tow Reimbursement Requests
- 31 4. Reviewed Late Fee Waiver Request
- 32 5. Reviewed Returned Check Correspondence
- 33 6. Reviewed Delinquent Account Correspondence Submitted by The Judge Law  
34 Firm

35 The foregoing Resolution was executed pursuant to the general consent of the Board  
 36 of Directors.  
 37  
 38 **Open Forum**  
 39 There were twelve (12) homeowners present during Open Forum to discuss parking,  
 40 garage inspection, and asphalt concerns.  
 41  
 42 **Landscape Committee Report**  
 43 Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update  
 44 of the landscape improvements throughout the community.  
 45  
 46 **Minutes**  
 47 The Board of Directors reviewed Minutes from the January 26, 2017 Board of Directors  
 48 Meeting and the February 6, 2017 Board of Directors Meeting. Following review and  
 49 discussion, it was the general consent of the Board of Directors to approve the  
 50 Minutes, as presented.  
 51  
 52 **Maintenance and Service Proposals**  
 53 The Board of Directors reviewed proposals for asphalt repairs at 620 San Nicholas  
 54 Court submitted by Quickel Paving, City Service Paving, Rose Paving, LLC and Ben's  
 55 Asphalt. Following review and discussion, a motion was made by Gene Levy and  
 56 seconded by Susie Cox, to approve the proposal submitted by Rose Paving, LLC, in  
 57 the amount of five thousand nine hundred ninety-seven dollars and twenty cents  
 58 (\$5,997.20). The motion passed unanimously. Management was directed to confirm  
 59 there would be a one (1) year permanent fix guarantee on the work regarding the  
 60 flooding garages. Management also advised the Board of Directors that the vehicles  
 61 of the affected homeowners would be safe-listed during the repairs.  
 62  
 63 The Board of Directors reviewed a proposal to hydro-jet drains at the Santa Rosa pool  
 64 area, submitted by Scott English Plumbing. Following review and discussion, it was  
 65 the general consent of the Board of Directors to table this matter. Management was  
 66 directed to consult Sea Crest Landscape for advisement.  
 67  
 68 The Board of Directors reviewed correspondence regarding drainage needed behind  
 69 the Santa Rosa pool building. Following review and discussion, it was the general  
 70 consent of the Board of Directors to have Management to obtain three (3) proposals  
 71 for drainage repairs per the drawings submitted by David Roberts.

Open Forum

Landscape  
Committee Report

Minutes

Asphalt Repairs

Santa Rosa Pool  
& Hydro-jet Drains

Santa Rosa  
Pool Building

<p>72 The Board of Directors reviewed a proposal submitted by Carasso Construction  73 Services regarding the repairs the deteriorated stairway structure leading to the San  74 Nicholas Court pool facility. Following review and discussion, <u>it was the general</u>  75 <u>consent of the Board of Directors to table the proposal and obtain two (2) additional</u>  76 <u>proposals.</u>  77</p>	<p>San Nicholas  Pool Stair  Support</p>
<p>78 The Board of Directors reviewed a proposal submitted by Carasso Construction  79 regarding community wide rooftop siding inspection near chimneys. Following review  80 and discussion, <u>it was the general consent of the Board of Directors to table the</u>  81 <u>proposal and have Management to obtain two (2) additional proposals.</u>  82</p>	<p>Roof Top Siding  Inspection Near</p>
<p>83 The Board of Directors reviewed a proposal submitted by Carasso Construction  84 Services regarding mailbox painting or replacement. Following review and  85 discussion, <u>a motion was made by Gene Levy and seconded by Susie Cox to</u>  86 <u>approve the proposal to paint the mailboxes, in the amount of five thousand five</u>  87 <u>hundred ten dollars (\$5,510.00). David Golbahar opposed the motion. The motion</u>  88 <u>carried 4-1.</u>  89</p>	<p>Mailbox Painting  or Replacement</p>
<p>90 The Board of Directors reviewed a proposal submitted by J &amp; M General Contractors  91 for various community repairs. Following review and discussion, <u>it was the general</u>  92 <u>consent of the Board of Directors to table this proposal.</u>  93</p>	<p>Various  Community  Repairs</p>
<p>94 The Board of Directors reviewed a proposal submitted by Decksider Pool Service for  95 pool life ring replacement. Following review and discussion, <u>a motion was made by</u>  96 <u>Gene Levy and seconded by David Roberts to deny the proposal. The motion carried</u>  97 <u>unanimously. It was the general consent of the Board of Directors to approve for</u>  98 <u>Board Member, Gene Levy, to purchase two (2) pool life rings, at a cost not to exceed</u>  99 <u>one hundred fifty dollars (\$150.00).</u>  100</p>	<p>Pool Life Rings  Replacement</p>
<p>101 The Board of Directors reviewed a proposal submitted by James LeCourt Plumbing to  102 clear root intrusion from the main sewer line at 228 Santa Rosa Court,. Following  103 review and discussion, <u>it was the general consent of the Board of Directors to table</u>  104 <u>the proposal. Management was directed to obtain proposals from Scott English and</u>  105 <u>Jim Hogan Plumbing, and to then accept the lowest bid.</u></p>	<p>Main Sewer Line  Root Intrusion</p>

106	The Board of Directors reviewed a proposal submitted by Carrasco Construction	Carrasco
107	regarding the February job walk repairs. Following review and discussion, <u>it was the</u>	Construction
108	<u>general consent of the Board of Directors to approve the proposal in the amount of</u>	
109	<u>two hundred eighty-seven dollars (\$287.00).</u>	
110		
111	The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape,	Quezada Pro
112	Inc regarding tree removals. Following review and discussion, <u>a motion was made by</u>	Landscape
113	<u>Gene Levy and seconded by Susan Cox to approve the proposal in the amount of two</u>	
114	<u>thousand eight hundred fifty dollars (\$2,850.00).</u>	
115		
116	The Board of Directors reviewed a proposal submitted by Jones, Cahl & Associates,	V-Ditch Design
117	Inc., and American Geotechnical regarding v-ditch design behind 505 San Nicholas	
118	Court. Following review and discussion, <u>it was the general consent of the Board of</u>	
119	<u>Directors to table this matter.</u>	
120		
121	The Board of Directors reviewed proposals submitted by Alan Smith Pools, 1 Stop	Santa Rosa
122	Pool Pros, and Vivo Pools regarding Santa Rosa pool re-plaster. Following review	Pool Re-plaster
123	and discussion, <u>it was the general consent of the Board of Directors to approve the</u>	
124	<u>proposal, submitted by Alan Smith Pools in the amount of sixteen thousand one</u>	
125	<u>hundred eighty-five dollars (\$16,185.00)</u>	
126		
127	<b><u>Administrative &amp; Operating Requests and Actions</u></b>	
128	The Board of Directors held a discussion to reschedule painting/siding project to 2018.	Painting/Siding
129	Following review and discussion, <u>Management was directed to obtain proposals from</u>	Project
130	<u>Carasso Construction and two (2) additional general contractors.</u>	
131		
132	The Board of Directors held a discussion regarding the patio fence that is in disrepair	421 San Nicholas
133	and needs to be removed at 421 San Nicholas Court. Following discussion,	Court Patio Fence
134	<u>Management was directed to send a letter to the homeowner, to remove the fence</u>	
135	<u>within thirty (30) days or the Association will remove it.</u>	
136		
137	The Board of Directors held a discussion regarding deck beam replacements.	Deck Beam
138	Following discussion, <u>Management was directed to obtain a proposal from Carasso</u>	Replacements
139	<u>Construction Services to replace the deck beams.</u>	

140	The Board of Directors held a discussion regarding the Reserve Study update.	Reserve Study
141	Following discussion, <u>Management was directed to contact the reserve analyst and</u>	Update
142	<u>request a recalculation of the Reserve Study.</u>	
143		
144	The Board of Directors held a discussion regarding wrought iron fence repairs and	Wrought Iron Fence
145	painting. Following discussion, <u>it was the general consent of the Board of Directors to</u>	
146	<u>table this matter.</u>	
147		
148	The Board of Directors held a discussion regarding the proposed new Rules and	Proposed
149	Regulations. Following discussion, <u>it was the general consent of the Board of Directors</u>	Rules and
150	<u>to direct Management to obtain a legal opinion regarding the Proposed Parking</u>	Regulations
151	<u>Permit Policy and compare the verbiage to the CC&amp;Rs, Article IV, Use Restrictions,</u>	
152	<u>Section 4.10 Parking and Vehicular Restrictions (a).</u>	
153		
154	The Board of Directors tabled the safety and potential Association liability discussion.	Safety & Potential
155		HOA Liability
156		
157	The Board of Directors tabled the potential property damage discussion.	Potential Property
158		Damage
159	The Board of Directors reviewed correspondence regarding Senate Bill 918.	Senate Bill 918
160	Following review and discussion, <u>it was the general consent of the Board of Directors</u>	
161	<u>to approve sending both forms to the Membership.</u>	
162		
163	The Board of Directors reviewed the 2017 Annual Calendar. Following review and	2017 Annual
164	discussion, no action was required.	Calendar
165		
166	The Board of Directors reviewed correspondence regarding a request to install	219 Santa Rosa
167	additional evergreen trees on the hillside, submitted by Bittner, 219 Santa Rosa	Court
168	Court. Following review and discussion, <u>it was the general consent of the Board of</u>	
169	<u>Directors to postpone this matter, pending review during the March 1, 2017</u>	
170	<u>Landscape Walk.</u>	
171		
172	<b><u>Financial Action</u></b>	
173	The Board of Directors reviewed a Memorandum regarding FDIC Insurance Limits,	FDIC Limits
174	submitted by Accell Property Management. Following review and discussion, no	
175	action was required.	

180 The Board of Directors reviewed a Bank Transaction Resolution for a Certificate of  
181 Deposit at Pacific Western Bank, which is due to mature on March 11, 2017.  
182 Following review and discussion, a motion was made by David Golbahar and  
183 seconded by Gene Levy to transfer excess funds from the Home Street Bank Money  
184 Market Account and combine with the funds from the maturing CD at Pacific Western  
185 Bank and open a Certificate of Deposit with a term of eighteen (18) months, at First  
186 Republic Bank. The motion passed unanimously.

Maturing CD

188 **Financial**

189 The Board of Directors reviewed the Financial Statements for the period ending  
190 January 31, 2017. Following review and discussion, it was the general consent of  
191 the Board of Directors to approve the Financial Statements, pending year-end audit.

Financial  
Statements

193 **Next Meeting**

194 The next Board of Directors Meeting is scheduled for Thursday, March 23, 2017,  
195 at 6:00 p.m., to be held at Accell Property Management, Inc.

Next Meeting

197 **Adjournment**

198 There being no further business to come before the Board, it was the general consent  
199 of the Board of Directors to adjourn the Meeting at 9:30 p.m.

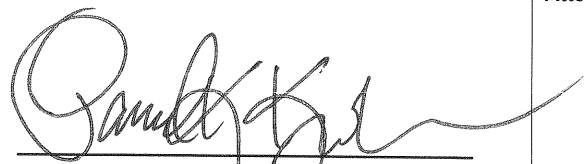
Adjournment

201 **Attest**

Attest

202  
203  
204  


205 **President**



**Secretary**