

**TERRACES AT CANYON HILLS HOMEOWNERS ASSOCIATION
GENERAL SESSION OF THE BOARD OF DIRECTORS MEETING
JANUARY 22, 2015**

NOTICE The General Session meeting of the Terraces at Canyon Hills Homeowners Association Board of Directors was held on Thursday, January 22, 2015 at PCM, 23726 Birtcher Drive, Lake Forest, CA. Pursuant to CA Civil Code, agendas were posted at the Association bulletin board at least four (4) days prior to the meeting.

PRESENT Directors Present: Rob Alen, President
Susie Cox, Vice President
David Roberts, Secretary
David Golbahar, Treasurer

Directors Absent: Doug Reilly, Member at Large

Representing PCM: Marybeth O. Green, Vice President of Community Management
Kelee Thompson,
Community Manager

Others: Three (3) Homeowners

CALL TO ORDER Rob Alen, Board President, called the business portion of the meeting to order at 6:32 p.m.

ANNOUNCEMENTS Management advised that an Executive Session Meeting had been held prior to the General Session Meeting on January 22, 2015 for the purpose of discussing member discipline, legal matters, formation of third party contracts, personnel matters, or to meet with owners at their request.

HOMEOWNER FORUM Three (3) homeowners were present for Homeowner Forum. Discussion included but was not limited to the following: landscaping concerns, pool use suggestions and homeowner communication.

MINUTES *The Board reviewed and approved the December 16, 2014 General Session Minutes.*

FINANCIALS The Board reviewed the December 2014 Financial Report but will be tabling any approvals until the next scheduled meeting on February 26, 2015.
No formal motions were made at this time.

DELINQUENCY The Board reviewed the December 2014 Delinquency Report during the Executive Session due to member account issues.
No formal motions were made at this time.

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NEW BUSINESS

**POOL BATHROOM
DOOR CLOSER**

Sean McClintock had submitted a proposal to purchase and install three (3) heavy duty aluminum hydraulic commercial door closers on the San Nicholas pool restroom doors at a total cost of \$540.00. Currently, the doors remain open and prevent the motion sensors from turning off the lights and fan. The Board requested for Management to seek out new proposals with the authorization to move forward with the repairs if the total amount does not exceed \$250.00. If the repairs do exceed \$250.00, the Board will review the proposals at the next scheduled meeting on February 26, 2015.

A motion was made, seconded and carried unanimously to approve a proposal not to exceed \$250.00 to replace the closers on the San Nicholas pool bathroom doors with funds to be expended from Operating Account #5250 (Pool Repairs) which has \$577.63 remaining in the current fiscal year budget.

**INSURANCE
PROPOSAL**

Greg Lerum Insurance Agency, Inc. had submitted a renewal proposal for the Association's insurance policy at a total cost of \$26,796.00. The previous year's cost was \$27,135.00.

A motion was made, seconded and carried unanimously to approve the renewal proposal for the Association's insurance policy as presented by Greg Lerum Insurance Agency at a total cost of \$26,796.00 with funds to be expended from Operating Account #5026 (Insurance) which has an annual budget of \$29,000.00.

**CONCRETE
REPLACEMENT
PROPOSAL**

Carasso Construction Services had been asked to submit a proposal to replace a 3'x3' section of concrete that had been removed during plumbing repairs at 312 San Nicholas Court. Since the proposal was not available at the time of the meeting, the Board will ratify any needed approvals at the next scheduled meeting on February 26, 2015.

No formal motions were made at this time.

**CONCRETE TRIP
HAZARD PROPOSALS**

Carasso Construction Services and Grant's Landscape Services, Inc. had submitted proposals to remove and replace two (2) 5'x9' sections of damaged concrete on Canyon Hills Drive as it is currently a trip hazard.

A motion was made, seconded and carried unanimously to approve the proposal as submitted by Grant's Landscape Services, Inc. to remove and replace two (2) 5'x9' sections of damaged concrete on Canyon Hills Drive at a total cost of \$1,175.00 with funds to be expended from Reserve Account #2485-1102 (Street) which has an available balance of \$90,002.71 as of the December 2014 financial statements.

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**SEA CREST
LANDSCAPE
PROPOSAL**

Sea Crest Landscape Maintenance had submitted a proposal for the following, based on the landscape walk that took place on January 15, 2015, at a total cost of \$496.00: to install one (1) cubic yard of mulch at 211 Santa Rosa Court, to transplant Bird of Paradise from the entry bed of San Nicholas Court to the bare area across the street with installation of one (1) cubic yard of mulch, and to install twenty-six (26) 1-gallon Star Jasmine, three (3) 1-gallon Pennisetum and to remove Dietes and Ivy from the wall of San Nicholas Court. The Board would like to review the proposed items before moving forward with an approval.

No formal motions were made at this time.

**LANDSCAPING
REQUESTS**

The new owners of 306 San Nicholas Court had requested to have the ivy removed from their courtyard and to have it replaced with drought tolerant plants.

No formal motions were made at this time.

**DISCUSSION ITEMS:
LONG TERM
LANDSCAPING PLANS**

The Board briefly discussed landscaping issues within the community and the need to prioritize areas. This discussion will be continued at the next scheduled landscape walk on Thursday, January 29, 2015.

No formal motions were made at this time.

**LEAK AND WOOD
REPAIRS**

Carasso Construction Services had submitted a proposal to complete leak and wood repairs at 610 San Nicholas Court at a total cost of \$1,325.00 (exterior work) and \$425.00 (interior work).

A motion was made, seconded and carried unanimously to approve the proposal for exterior repairs at 610 San Nicholas Court as submitted by Carasso Construction Services at a total cost of \$1,325.00 and to seek out interior repairs by Sean McClintock at an amount not to exceed \$475.00. Funds are to be expended from Reserve Account 2449-1001 (Plumbing-Slab Leaks) which has a balance of \$80,944.62 as of the December 2014 financial statements.


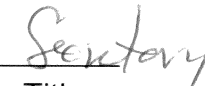
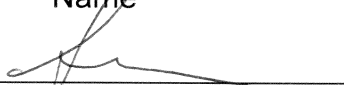

ANNOUNCEMENT

The next General Session meeting of the Terraces at Canyon Hills Homeowners Association Board of Directors is scheduled for Thursday, February 26, 2015 at 6:30 p.m. at PCM, 23726 Birtcher Drive, Lake Forest, CA.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:04 p.m.

ATTEST

	
_____ Name	_____ Title
	
_____ Name	_____ Title