

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 2, 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 August 2, 2018 at 6:30 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
David Golbahar, Vice President
Frank Aronoff, Treasurer / Secretary
Marlene Eckstein, Member at Large

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order by the Gary Bittner, President, at 6:41 P.M. with quorum of the Directors present.

OPEN FORUM There were 4 homeowners in attendance. A homeowner brought to the Board of Director's attention that the Board should enforce the Association's governing documents, update on the fire lane improvements and get to know the Board of Directors.

COMMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, reviewed the correspondence from 221 Santa Rosa Court and 620 San Nicholas regarding the 2 multi-trunk giant bird of paradise being removed and not replaced with plant material. Marlene explained the weather was too hot to install any new plant material and recommend waiting for 45 days.

Gene Levy, Maintenance Chairperson, provided an update regarding the current status of general maintenance from Carasso Construction.

Gene Levy, Communications Chairperson, requested the Board to create an association magnet with management and emergency services phone numbers. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve 250 magnets in the amount of \$135.00. David Golbahar opposed. Motion passed with the majority vote 3 -1 in favor.

Architectural Committee – There were no architectural applications to review.

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EXECUTIVE

SESSION

DISCLOSURE

In accordance with California Civil Code 4935(e), an executive session Board Meeting was held before the regular session Board Meeting on August 2, 2018 and the following topics were reviewed:

- A. Approved the June 28, 2018 Executive Meeting Minutes;
- B. Reviewed Violation / Member Discipline Correspondence
- C. Reviewed an Internal Dispute Resolution Request
- D. Reviewed Delinquency Reports

TREASURER'S

REPORT

As the June 30, 2018 Financial Statement, the operating account reflects a year to date revenue of \$60,673.98 and a year to date expenditures of \$48,137.57.

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 June 30, 2018 are \$1,094,369.21

CONSENT

CALENDAR

The Board of Directors reviewed the consent calendar below. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve the items on the consent calendar as presented. David Golbahar abstained as he was not present at the June 28th Board Meeting. Motion passed with majority vote.

- A. Approval of the June 28, 2018 Board of Directors Meeting Minutes
- B. Acceptance of the June 30, 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).

Management provided a proposal from Cox Cable to install Wi-Fi at each pool house in the amount of \$700.00 per month.

Following review and discussion, it was the general consent of the Board of Director to not approve any option due to the cost.

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B. Exterminating Contract Review – Bait Stations

The Board of Directors reviewed 3 proposals from Animal Pest Control, Accurate Pest Control and Newport Exterminating for monthly rodent bait station service. Following review and discussion, it was the general consent of the Board of Directors to table this topic until the next board meeting. The Board of Directors instructed Management to provide new proposals to trap the rodents rather than bait stations.

C. Fire Lane Access Update

Ed Perez with LaBelle Marvin provided a summary from multiple contractors with options to install asphalt or stamped concrete in the fire lane. Following review and discussion, a motion was duly made by David Golbahar to approve Champion Paving in the amount of \$22,000.00 to install stamped concrete in the fire lane. No one seconded the motion, so the motion dies. Another motion was duly made by Frank Aronoff and seconded by Marlene Eckstein to approve Champion Paving in the amount of \$11,480.00 to install asphalt in the fire lane. Gary Bittner and David Golbahar opposed the motion. Frank Aronoff and Marlene Eckstein approved the motion. The motion is a tie and this topic will be on the next board meeting agenda. Management was instructed to confirm the recommended concrete and asphalt improvements will satisfy the Orange County Fire Authority.

NEW BUSINESS

A. Landscape Contract Review

The Board of Directors reviewed 5 landscape proposals provided by Softscape Corporation, Quezada Pro Landscape, Vandergeest Landscape, Mission Landscape and RGS Landscape. Following review and discussion, a motion was duly made by Frank Aronoff and seconded by Gary Bittner to approve Quezada Pro Landscape in the amount of \$8,100.00 per month with 72 hours per week with 3-man crew and additional 16 hours per month for an irrigation technician. David Golbahar abstained. The motion passed with majority vote 3 – 1 in favor.

B. Annual Tree Trimming Proposal

The Board of Directors reviewed a proposal from Quezada Landscape for the annual tree trimming. Following review and discussion, a motion was duly made by Frank Aronoff and seconded by Gary Bittner to approve not to exceed \$15,000 for annual tree trimming. David Golbahar opposed. The motion passed with majority vote 3 -1 in favor.

C. Common Area Improvements Proposal

The Board of Director reviewed a proposal from Carasso Construction regarding the July maintenance walk punch list items. Following review and discussion, a motion was duly made by David Golbahar and seconded by Frank Aronoff to approve the July punch list repairs not to exceed the \$1,562.00 monthly budget. All repairs over the monthly budget will be repaired in the following month's budget. Motion passed unanimously.

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D. Holiday Lighting Proposal

The Board of Director reviewed a proposal from Shine Illumination regarding holiday lighting for the monument. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal in the amount of \$1,260.00.

E. Annual Preventative Maintenance – Unit Clean Out

Severson Plumbing provided a report of their 1-day findings from unit clean out for units 308 – 629. Following review and discussion, a motion was duly made by Frank Aronoff and seconded by Gary Bittner to approve Severson Plumbing's recommendation to hydro-jet the 9 units (317, 320, 322, 405, 422, 511, 615, 625 and 627 San Nicholas) in the amount not to exceed \$2,250.00. Motion passed unanimously.

F. Homeowner Correspondence

1. Requested re-pipe entire unit due to slab leak - Following review and discussion, it was the general consent of the Board of Directors to deny this request as the Association cannot financially repair individual units but rather than considering re-pipe the entire community at a discount cost.
2. Requested their downspout to be replaced due to the association's contractor damage it and replace a section of siding. Following review and discussion, it was the general consent of the Board of Directors to have the contractor replace the downspout at their cost and have the maintenance committee inspect the siding to prioritize the repair.
3. Additional siding replacement - Following review and discussion, it was the general consent of the Board of Directors to have the maintenance committee inspect the siding to prioritize the repair.
4. Provided general correspondence regarding open board position, pool FOB consideration, fire lanes access project, landscaping and committee chairperson determination.

ADJOURN

There being no further business, the meeting was adjourned at 11:15 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE AUGUST 30, 2018 BOARD MEETING.