

**The Terrace at Canyon Hills Homeowners Associations**  
**Board of Directors Meeting Minutes**  
**December 28, 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, December 28, 2017, at the Offices of Accell Property  
4 Management, located at 23046 Avenida De La Carlota, Suite 700, Laguna Hills,  
5 California, 92653. Management called the Meeting to order at 7:14 p.m., with a  
6 quorum of Directors present.

7

8 **Directors Present**

- 9 Gary Bittner, President (via conference call)
- 10 Frank Aronoff, Treasurer
- 11 Pamela Knudsen, Secretary
- 12 Marlene Eckstein, Member at Large

13

14 **Directors Absent**

- 15 David Golbahar, Vice President

16

17 **Also Attending**

- 18 Lauren Swiderski, Accell Property Management, Inc.
- 19 One (1) homeowner was present

20

21 **Executive Session Meeting Topic**

22 In accordance with California Civil Code Section 4935(e), the Board of Directors notes Executive Session  
23 that the following topics were discussed during the Executive Session Meeting held Meeting Topics  
24 on December 28, 2017:

- 25 1. Reviewed the Revised Minutes from the October 26, 2017 Executive Session  
26 Meeting
- 27 2. Reviewed the Minutes from the November 30, 2017 Executive Session Meeting
- 28 3. Reviewed a Hearing Notice
- 29 4. Reviewed Management Correspondence Regarding a Complaint
- 30 5. Reviewed Management Correspondence Regarding Collection Policy Review
- 31 6. Reviewed Homeowner Request for a Payment Plan
- 32 7. Reviewed Elite Enforcement Security Solutions, Inc. Correspondence

33

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

36 **Minutes**

37 The Board of Directors reviewed the Minutes from the November 30, 2017 Regular  
38 Session Board of Directors Meeting. Following review and discussion, it was the  
39 general consent of the Board of Directors to approve the Minutes, as presented.

Minutes

40

41 The Board of Directors reviewed the Minutes from the November 30, 2017  
42 Organizational Meeting. Following review and discussion, it was the general consent  
43 of the Board of Directors to approve the Minutes, as revised.

44

45 **Consent Calendar & Resolutions**

46 The Board of Directors reviewed the Special Resolution of the Board of Directors via  
47 Unanimous Written Consent to approve a proposal for mold remediation at 120 Santa  
48 Rosa Court submitted by Dry Master, at a cost of four thousand two hundred sixteen  
49 dollars and sixty-six cents (\$4,216.66). Following review and discussion, it was the  
50 general consent of the Board of Directors to approve the Special Resolution.

Dry Master

51

52 **Maintenance and Service Proposals**

53 The Board of Directors reviewed a proposal submitted by Sea Crest Landscape for  
54 an increase in the monthly maintenance fee. Following review and discussion, it was  
55 the general consent of the Board of Directors to approve the increase, to five  
56 thousand seven hundred twenty-eight dollars (\$5,728.00).

Sea Crest  
Landscape

57

58 The Board of Directors reviewed a proposal submitted by Peak Lighting & Electric,  
59 Inc. for the installation of an LED light in the shower for the San Nicholas pool.  
60 Following review and discussion, it was the general consent of the Board of Directors  
61 to table the proposal until the January Board Meeting.

Peak Lighting &  
Electric, Inc.

62

63 The Board of Directors reviewed proposals for monthly patrol services submitted by  
64 Courtesy Patrol Specialists, Patrol One, and Nordic Security Service. Following  
65 review and discussion, it was the general consent of the Board of Directors to table  
66 the proposals until the January Board Meeting.

Patrol Services

67

68 The Board of Directors reviewed proposals for mailbox replacement submitted by  
69 Carasso Construction Services, Hillcrest Construction Company, and OC Mailboxes.  
70 Following review and discussion, it was the general consent of the Board of Directors  
71 to table the proposals until the January Board Meeting.

Mailbox Replaceme

<p>72 The Board of Directors reviewed proposals for the replacement of the fence/gate at  73 the San Nicholas pool submitted by MCC Construction &amp; Restoration Services, Inc.,  74 TR Construction, and Carasso Construction Services. Following review and  75 discussion, <u>it was the general consent of the Board of Directors to approve the</u>  76 <u>proposal submitted by Carasso Construction Services, at a cost of two thousand</u>  77 <u>sixty-eight dollars (\$2,068.00).</u>  78</p>	<p>Pool Fence/Gate Replacement</p>
<p>79 The Board of Directors reviewed proposals for audit and tax preparation submitted by  80 Inouye, Shively &amp; Klatt, VanDerPol &amp; Company, and Robert A. Owens, CPA.  81 Following review and discussion, <u>it was the general consent of the Board of Directors</u>  82 <u>to approve the proposal submitted by Inouye, Shively &amp; Klatt, at a cost of one</u>  83 <u>thousand fifty dollars (\$1,050.00).</u>  84</p>	<p>Audit &amp; Tax Preparation</p>
<p>85 The Board of Director reviewed a proposal submitted by Scott English Plumbing to  86 clear tree roots from the main sewer line at 614 San Nicholas Court. Following  87 review and discussion, <u>it was the general consent of the Board of Directors to</u>  88 <u>approve the proposal, at a cost of seven hundred sixty-eight dollars (\$768.10). The</u>  89 <u>Board of Directors also instructed Management to obtain proposals for the clearing</u>  90 <u>out of the sewer lines on an annual basis.</u>  91</p>	<p>Scott English Plumbing</p>
<p>92 <b><u>Administrative &amp; Operating Requests and Actions</u></b></p>	
<p>93 The Board of Directors reviewed the Draft Annual Tenant Registration Notice.  94 Following review and discussion, <u>the Board of Directors instructed Management to</u>  95 <u>include the Notice with the next billing statement and to make it available online.</u>  96</p>	<p>Draft Annual Tenant Registration Notice</p>
<p>97 The Board of Directors reviewed the City of Laguna Beach Trespass Letter of  98 Authorization. Following review and discussion, <u>it was the general consent of the</u>  99 <u>Board of Directors to approve the Authorization. The Board of Directors also</u>  100 <u>instructed Management to clarify the phone number for residents to call to report</u>  101 <u>incidents, and to post the information and guidelines on the community website.</u>  102</p>	<p>City of Laguna Beach</p>
<p>103 The Board of Directors discussed the use of an Accell Property Management, Inc.  104 employee to provide access into the building and elevator for the Homeowner Open  105 Forum. Following review and discussion, <u>it was the general consent of the Board of</u>  106 <u>Directors to continue having an Accell Property Management, Inc. employee at the</u>  107 <u>Homeowner Open Forum. However, Open Forum will be from 6:00 p.m. until 6:30</u>  108 <u>p.m., followed by General Session at 6:30 p.m. and Executive Session at 7:00 p.m.</u></p>	<p>Accell Employee &amp; Open Forum</p>


109	The Board of Directors tabled the discussion regarding the Carasso Construction	Carasso Constructio
110	Monthly Maintenance and Gutter Cleaning until the January Board Meeting.	Services
111		
112	<u>A motion was made by Frank Aronoff and seconded by Gary Bittner to create a</u>	Maintenance
113	<u>Maintenance Committee with at least two (2) members, including Gene Levy and</u>	Committee
114	<u>Frank Aronoff. The motion carried unanimously.</u>	
115		
116	The Board of Directors discussed use of vendors. Following review and discussion, <u>it</u>	Vendors
117	<u>was the general consent of the Board of Directors to continue using Dry Master for</u>	
118	<u>dryout and mold remediation projects.</u>	
119		
120	The Board of Directors reviewed the 2017 Annual Calendar. Following review and	Annual Calendar
121	discussion, <u>the Board of Directors instructed Management to update the calendar for</u>	
122	<u>2018, to schedule roof maintenance, and to send a notice to the Membership</u>	
123	<u>regarding tree trimming and roof maintenance.</u>	
124		
125	The Board of Directors discussed squirrel abatement. Following review and	Squirrel Abatement
126	discussion, <u>it was the general consent of the Board of Directors to not proceed with</u>	
127	<u>squirrel abatement as they are in their natural habitat.</u>	
128		
129	The Board of Directors reviewed correspondence submitted by Serios, 400 San	400 San Nicholas
130	Nicholas Court regarding landscaping. Sea Crest Landscape's correspondence was	Court
131	also included. Following review and discussion, <u>the Board of Directors instructed</u>	
132	<u>Management to follow up with Sea Crest Landscape and the homeowner regarding a</u>	
133	<u>resolution.</u>	
134		
135	The Board of Directors reviewed correspondence submitted by Integrity Termite	Integrity Termite
136	regarding 604 San Nicholas Court. No further action was taken.	
137		
138	<b><u>Architectural Matters</u></b>	
139	The Board of Directors reviewed and Architectural Application submitted by	613 San Nicholas
140	Dastmalchi, 613 San Nicholas Court to install a solar light on the garage trim.	Court
141	Following review and discussion, <u>it was the general consent of the Board of Directors</u>	
142	<u>to deny the Application.</u>	

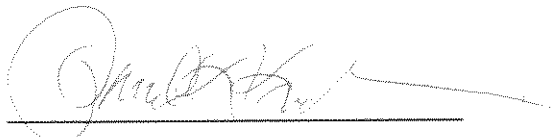
143	<b><u>Financial Actions</u></b>	
144	The Board of Directors reviewed a Landscape Recode Request. Following review	Landscape Recode
145	and discussion, <u>it was the general consent of the Board of Directors to approve the</u>	Request
146	<u>request.</u>	
147		
148	The Board of Directors discussed the Reserve Reallocation. Following review and	Reserve
149	discussion, <u>a motion was made by Marlene Eckstein and seconded by Pamela</u>	Reallocation
150	<u>Knudsen to approve the Reserve Reallocation. Gary Bittner abstained. Frank Aronoff</u>	
151	<u>voted against. The motion passed 2-1-1.</u>	
152		
153	The Board of Directors reviewed correspondence submitted by Management	Low Funds
154	regarding Low Funds. Following review and discussion, <u>the Board of Directors</u>	
155	<u>instructed Management to verify that the November 2017 transfer was completed.</u>	
156		
157	The Board of Directors reviewed the Account Closing Authorizations. Following	Account Closing
158	review and discussion, <u>it was the general consent of the Board of Directors to</u>	Authorizations
159	<u>approve the Account Closing Authorizations, pending the signing of any necessary</u>	
160	<u>signature cards.</u>	
161		
162	<b><u>Financials</u></b>	
163	The Board of Directors reviewed the Financial Statements for the periods ending	Financial
164	July 31, 2017, August 31, 2017, September 30, 2017, October 31, 2017 and	Statement
165	November 30, 2017. Following review and discussion, <u>it was the general consent of</u>	
166	<u>the Board of Directors to table the Financial Statements as submitted.</u>	
167		
168	<b><u>Open Forum</u></b>	
169	In accordance with California Civil Code Section 4925(b), the homeowners present	Open Forum
170	are given an opportunity to address the Board of Directors. There was one (1)	
171	homeowner present for Open Forum. The following issues and topics were	
172	discussed: Recommended garage inspections.	
173		
174	<b><u>Adjournment</u></b>	
175	There being no further business to come before the Board, <u>it was the general consent</u>	Adjournment
176	<u>of the Board of Directors to adjourn the Meeting at 9:00 p.m.</u>	

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Attest

Attest

  
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President

  
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Secretary