

**The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
May 26, 2016**

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, May 26, 2016 at the Accell Property Management
4 office located at 23046 Avenida De La Carlota, Suite 700, Laguna Hills, CA 92653.
5 Rob Alen called the Meeting to order at 6:35 p.m., with a quorum of Directors present.

6

7 **Directors Present**

8 Rob Alen, President (Via Skype)

9 Susie Cox, Vice President

10 David Golbahar, Treasurer

11 Marlene Eckstein, Member at Large

12

13 **Directors Absent**

14 None.

15

16 **Also Attending**

17 Eric Fordyce, Accell Property Management, Inc.

18 Greg Walker, Accell Property Management, Inc.

19 Kevin Payne, Sea Crest Landscape

20 Two (2) Homeowners

21

22 **Executive Session Meeting Topic**

23 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
24 that the following topics were discussed during the Executive Session Meeting held
25 on May 26, 2016:

Executive Session
Meeting Topics

26

27 1. Approval of the March 24, 2016 Executive Session Meeting Minutes.

28 2. Fee Waiver Requests.

29 3. Case History Summary Report submitted by The Judge Law Firm.

30

31 The foregoing resolution is executed pursuant to the general consent of the Board of
32 Directors.

33

34 **Open Forum**

35	There were no topics discussed during Open Session.	Open Forum
36		
37	<u>Minutes</u>	
38	The Board of Directors reviewed the Minutes from the March 24, 2016 Board of	Minutes
39	Directors Meeting. Following review and discussion, <u>a motion was made by David</u>	
40	<u>Golbahar and seconded by Rob Alen to approve the Minutes as presented. The</u>	
41	<u>motion passed unanimously.</u>	
42		
43	<u>Maintenance & Service Proposals</u>	
44	The Board of Directors reviewed a tree removal proposal submitted by W.B. Starr,	W.B. Starr, Inc.
45	Inc. at a cost of four hundred fifty dollars and zero cents (\$450.00). Following review	
46	and discussion, no action was taken at this time.	
47		
48	The Board of Directors reviewed a proposal submitted by Carasso Construction	Carasso
49	Services for the installation of a planter wall at the corner of Santa Rosa Court and	Construction
50	Canyon Hills Drive at a cost of four thousand one hundred eighty five dollars and zero	
51	cents (\$4,185.00). Following review and discussion, no action was taken at this time.	
52		
53	The Board of Directors reviewed a proposal submitted by Carasso Construction	Carasso
54	Services for concrete repair at 618 San Nicholas Court at a cost of one thousand	Construction
55	three hundred eighty dollars (\$1,380.00). Following review and discussion, no action	
56	was taken at this time.	
57		
58	The Board of Directors reviewed a proposal submitted by Carasso Construction	Carasso
59	Services for V-Ditch repair at a cost of nine hundred ten dollars (\$910.00). Following	Construction
60	review and discussion, <u>a motion was made by Marlene Eckstein and seconded by</u>	
61	<u>Susie Cox to approve the proposal as submitted. The motion passed unanimously.</u>	
62		
63	The Board of Directors reviewed a proposal submitted by CAPCA for FHA re-	CAPCA
64	certification at a cost of four hundred ninety nine dollars (\$499.00). Following review	
65	and discussion, <u>a motion was made by Susie Cox and seconded by Marlene Eckstein</u>	
66	<u>to approve the proposal as submitted. The motion passed unanimously.</u>	
67		
68	The Board of Directors reviewed a proposal submitted by Carasso Construction	Carasso
69	Services for sidewalk trip hazard inspection at a cost of nine hundred sixty dollars	Construction

70 (\$960.00). Following review and discussion, it was the general consent of the Board
71 of Directors to have management obtain two (2) additional bids.

72

73 The Board of Directors reviewed a proposal submitted by Carasso Construction
74 Services for painting of the monument sign at a cost of two hundred twenty five
75 dollars (\$225.00). Following review and discussion, a motion was made by Marlene
76 Eckstein and seconded by Susie Cox to approve the proposal as submitted. The
77 motion passed unanimously.

Carasso
Construction

78

79 The Board of Directors reviewed three (3) tree trimming proposals submitted by PCA
80 Arborists & Consultants, Arborwell Professional Tree Management, and Quezada Pro
81 Landscape, Inc. Following review and discussion, a motion was made by Marlene
82 Eckstein and seconded by Susie Cox to approve the proposal submitted by Quezada
83 Pro Landscape Inc. at a cost of fifteen thousand nine hundred ninety dollars
84 (\$15,990.00). The motion passed unanimously.

Tree Trimming

85

86 Administrative & Operating Requests and Actions

87 The Board of Directors reviewed a patio inspection report with photos submitted by
88 Accell Property Management, Inc. Following review and discussion, it was the
89 general consent of the Board of Directors to postpone this item and place on the June
90 Agenda.

Patio Inspection

91

92 The Board of Directors reviewed correspondence submitted by Metcalf, 227 Santa
93 Rosa Court regarding water bill reimbursement in the amount of sixty three dollars
94 and seventy five cents (\$63.75). Following review and discussion, a motion was made
95 by Susie Cox and seconded by Marlene Eckstein to approve the proposal as
96 submitted. The motion passed unanimously.

227 Santa Rosa

97

98 The Board of Directors reviewed correspondence submitted by Fields, 109 Santa
99 Rosa Court regarding termite repair reimbursement in the amount of nine hundred
100 sixty dollars (\$960.00). Following review and discussion, a motion was made by David
101 Golbahar and seconded by Marlene Eckstein to deny the request for reimbursement
102 as it was never approved by the Board of Directors. The motion passed unanimously.

109 Santa Rosa

103

104 The Board of Directors reviewed correspondence submitted by Rodriguez, 620 San

620 San Nicholas

105 Nicholas Court regarding plumbing reimbursement in the amount of nine hundred
106 eighty six dollars and ninety-eight cents (\$986.98). Following review and discussion,
107 a motion was made by David Golbahar and seconded by Marlene Eckstein to deny
108 the request for reimbursement as the repairs were homeowner responsibility. The
109 motion passed unanimously.

110

111 The Board of Directors reviewed correspondence submitted by Gibbs, 116 Santa
112 Rosa Court regarding plumbing reimbursement in the amount of one thousand nine
113 hundred forty two dollars and eighty seven cents (\$1,942.87). Following review and
114 discussion, a motion was made by Susie Cox and seconded by David Golbahar to
115 have James LeCourt Plumbing send a bid for the work that was performed by Mike
116 Diamond Plumbing and the Board of Directors will reimburse Mr. Gibbs in that
117 amount. The motion passed unanimously.

118

119 **Financial Actions**

120 The Board of Directors reviewed three (3) audit and tax preparation proposals
121 submitted by Robert A Owen, CPA, VanDerPol & Company, and Inouye, Shively and
122 Klatt. Following review and discussion, a motion was made by Susie Cox and
123 seconded by Rob Alen to approve the proposal submitted by Inouye, Shively and
124 Klatt in the amount of one thousand twenty five dollars (\$1,025.00). The motion
125 passed unanimously.

126

127 **Financials**

128 The Board of Directors reviewed the financial statements for the period ending
129 March 31, 2016 and April 30, 2016. Following review and discussion, a motion was
130 made by Marlene Eckstein and seconded by Susie Cox to approve the financial
131 statements as submitted. The motion passed unanimously.

132

133 **Adjournment**

134 There being no further business to come before the Board, it was the general consent
135 of the Board of Directors to adjourn the Meeting at 8:10 p.m.

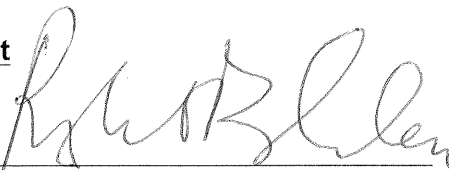
136

137 **Attest**



138

139

140



President

Secretary

116 Santa Rosa

Inouye, Shively
and Klatt

Financial

Adjournment

Attest