

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 28, 2019
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 Thursday, February 28, 2019 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 (arrived at 8:30pm)
Mark Badran, Secretary
Gene Levy, Director

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order by the Gary Bittner, President, at 6:35 P.M. with quorum of the Directors present.

OPEN FORUM There were 3 homeowners in attendance. Homeowners brought to the Board of Director's attention a physical altercation and the landscape improvements / renovations.

COMMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update regarding the landscape company, Quezada Pro Landscape.

Gene Levy, Maintenance Chairperson, provided recommendations regarding the Carasso Construction proposals provided to the Board for review.

Communication Committee – Mark Badran, Chairperson, provided an update regarding the association's website (www.terraceatcanyonhills.com).

Architectural Committee – There were no architectural applications to review.

**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 February 28, 2019 and the following topics were reviewed:

- A. Approved the January 24, 2019 Executive Meeting Minutes;
- B. Reviewed Delinquency Reports

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**TREASURER'S
REPORT**

As of January 31, 2019 Financial Statement, the operating account reflects a year to date revenue of \$439,045.98 and a year to date expenditures of \$593,529.37.

The association also contributes \$31,982.00 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 January 31, 2019 are \$1,023,640.28.

CD Investment – BMO Harris Bank - \$100,000.00 matured on 2/14/19. The \$100K CD was reinvested with Ally Bk Midvale for 18 months (matures on 08/14/20) at 2.50%.

**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 Gene Levy to approve the items the consent calendar as presented. Motion passed unanimously.

- A. Approval of the February 28, 2019 Board of Directors Meeting Minutes
- B. Acceptance of the January 31, 2019 Financials
- C. Ratification of a Special Resolution by Unanimous Written Consent – Insurance Renewal

OLD BUSINESS

A. Revised Architectural Guidelines Adoption

The Board of Director approved the revised architectural guidelines to be mailed to the ownership for a 30-day review comment period. Following review and discussion, a motion was duly made by Gene Levy and seconded by Gary Bittner to approve the architectural guidelines as presented. Motion passed unanimously.

NEW BUSINESS

A. Common Area Landscape Proposals

1. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding landscape renovations for the common area behind 100 and 101 Santa Rosa Court in the amount of \$1,652.50. Following review and discussion, it was the general consent of the Board of Directors to table this proposal so the landscape committee can revise their recommendation.

2. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding the 12/7/18 landscape inspection for landscape renovations the common area for the 600 circle in the amount of \$638.00. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal as presented.

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3. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding the 2/7/19 landscape inspection for landscape renovations for the common areas in the amount of \$612.50. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Gene Levy to approve the proposal as presented. Motion passed unanimously.

4. The Board of Directors reviewed a proposal submitted Quezada Pro Landscape regarding tree removal behind 600 San Nicholas in the amount of \$1,590.00. Following review and discussion, it was the general consent of the Board of Directors to table this proposal so the landscape committee can revise their recommendation.

5. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding irrigation replacement around garages across from 100 – 123 Santa Rosa in the amount of \$445.00. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal as presented.

B. Roof Repairs Proposals

1. The Board of Directors reviewed a proposal submitted by Jim Murray Roofing to inspect a roof leak at 616 San Nicholas. It was determined by Jim Murray Roofing that the water intrusion was caused by the deterioration of the chimney siding and wood trim. Carasso Construction submitted a proposal to replace all the chimney siding and wood trim in the amount of \$5,930.00. Following review and discussion, a motion was duly made by Gene Levy and seconded by Gary Bittner to approve the proposal as presented. Motion passed unanimously.

2. The Board of Directors reviewed a proposal submitted by Jim Murray Roofing to inspect a roof leak at 119 Santa Rosa. It was determined by Jim Murray Roofing that the water intrusion was caused by the deterioration of the siding that ties to the upper roof and lower roof. Jim Murray Roofing provided a proposal to replacement of the shingles and metal roof flashing on the lower and upper roof transitions in the amount of \$2,428.00. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Mark Badran to approve the proposal as presented. Motion passed unanimously. Carasso Construction will provide a proposal to replace all the siding before the roofing repairs can be completed.

3. The Board of Directors reviewed a proposal submitted by Jim Murray Roofing regarding 609 San Nicholas detached garage roof repairs in the amount of \$2,997.00. Following review and discussion, it was the general consent of the Board of Directors to table this repair as temporary roof repairs were made, and permanent roof repairs will be conducted for the entire 600 circle detached garage in late 2019.

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C. 2019/2020 Proposed Draft Budget

The Board of Directors reviewed the 2019/2020 proposed draft budget provided by Management. The proposed budget is for a 0% increase pending the community approving a loan to re-pipe the community, replace both pool decks, resurface all asphalt/ replace concrete swales, and replace the remaining siding in 2019/2020. Following review and discussion, it was the general consent of the Board of Directors to table this decision and hold a special budget board meeting to discuss the budget / loan options.

ADJOURN

There being no further business, the meeting was adjourned at 9:15 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MEETING MINUTES AT THE MARCH 28, 2019 BOARD MEETING.