

**The Terrace at Canyon Hills Homeowners Associations  
Board of Directors Meeting Minutes  
January 26, 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, January 26, 2017 at the Accell Property Management  
4 office located at 23046 Avenida De La Carlota, Suite 700, Laguna Hills, California,  
5 92653. Gene Levy, President, called the Meeting to order at 6:35 p.m., with a quorum  
6 of Directors present.

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8 **Directors Present**

9 Gene Levy, President

10 Susie Cox, Vice President

11 David Golbahar, Treasurer

12 David Roberts, Member at Large

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14 **Directors Absent**

15 Pamela Knudsen, Secretary

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17 **Also Attending**

18 Eric Fordyce, Accell Property Management, Inc.

19 One (1) Homeowner

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21 **Executive Session Meeting Topic**

22 In accordance with California Civil Code Section 4935(e), the Board of Directors notes  
23 that the following topics were discussed during the Executive Session Meeting held  
24 on January 26, 2017:

Executive Session  
Meeting Topics

25 1. Approval of the December 15, 2016 Executive Session Meeting Minutes.

26 2. Show Cause Hearing

27 3. Denial of Tow Reimbursement Requests

28 4. Denial of Fee Waiver Request

29 5. 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	<b><u>Open Forum</u></b>	
34	There was one (1) homeowner present during Open Forum to discuss landscaping	Open Forum
35	concerns.	
36		
37	<b><u>Landscape Committee Report</u></b>	
38	Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update	Landscape Committee Report
39	of the landscape improvements throughout the community.	
40		
41	<b><u>Minutes</u></b>	
42	The Board of Directors reviewed Minutes from the December 15, 2016 Board of	Minutes
43	Directors Meeting. Following review and discussion, <u>a motion was made by Susie</u>	
44	<u>Cox and seconded by Gene Levy to approve the Minutes as presented. The motion</u>	
45	<u>passed unanimously.</u>	
46		
47	<b><u>Maintenance and Service Proposals</u></b>	
48	The Board of Directors reviewed a proposal for insurance renewal submitted by Greg	Greg Lerum Insurance Agency, Inc.
49	Lerum Insurance Agency, Inc. Following review and discussion, <u>a motion was made</u>	
50	<u>by Gene Levy and seconded by Susie Cox Levy to approve the proposal as</u>	
51	<u>submitted. The motion passed unanimously.</u>	
52		
53	The Board of Directors reviewed three (3) proposals for re-plastering the Santa Rosa	Santa Rosa Pool & Spa Re-Plastering
54	pool and spa submitted by Alan Smith Pools, 1 Stop Pool Pros, and Vivo Pools.	
55	Following review and discussion, <u>a motion was made by Susie Cox and seconded by</u>	
56	<u>David Roberts to rebid the project with Gene Levy's scope of work. Once new</u>	
57	<u>proposals are received, Gene Levy to approve a vendor to complete the re-plastering</u>	
58	<u>of the Santa Rosa pool and spa. The motion passed unanimously.</u>	
59		
60	The Board of Directors reviewed proposals for designing a v-ditch behind 500 through	500-521 San Nicholas Court V-Ditch Design
61	521 San Nicholas Court. This item was tabled until the February 2017 Board of	
62	Directors Meeting, pending construction drawings to be provided by David Roberts.	
63		
64	The Board of Directors reviewed a proposal for asphalt removal/replacement at 620	620 San Nicholas Court Asphalt Project
65	San Nicholas Court submitted by JB Bostick Company, Inc. Following review and	
66	discussion, <u>it was the general consent of the Board of Directors to rebid the project</u>	
67	<u>with three (3) new contractors.</u>	

<p>68 The Board of Directors reviewed proposals for annual fire extinguisher service.</p> <p>69 Following review and discussion, <u>a motion was made by Gene Levy and seconded by</u></p> <p>70 <u>Susie Cox Levy to approve the proposal submitted by Edison Fire Extinguisher, at a</u></p> <p>71 <u>cost of nine hundred dollars (\$900.00). The motion passed unanimously.</u></p> <p>72</p> <p>73 The Board of Directors reviewed a proposal for the January 2017 job walk items</p> <p>74 submitted by Carasso Construction Services. Following review and discussion, <u>it was</u></p> <p>75 <u>the general consent of the Board of Directors to approve the proposal as submitted.</u></p> <p>76</p> <p>77 The Board of Directors reviewed a proposal for a support structure at the San</p> <p>78 Nicholas pool submitted by Carasso Construction Services. This item was tabled until</p> <p>79 February Board Meeting.</p> <p>80</p> <p>81 <b><u>Administrative &amp; Operating Requests and Actions</u></b></p> <p>82 The Board of Directors reviewed the proposed Rules and Regulations change.</p> <p>83 Following review and discussion, <u>it was the general consent of the Board of Directors</u></p> <p>84 <u>to table this item until the February 2017 Board Meeting.</u></p> <p>85</p> <p>86 The Board of Directors reviewed the Parking Permit Policy. Following review and</p> <p>87 discussion, <u>it was the general consent of the Board of Directors to approve the</u></p> <p>88 <u>Parking Permit Policy as amended. Gene Levy to provide a cover letter.</u></p> <p>89</p> <p>90 The Board of Directors discussed safety and potential HOA liability. Following review</p> <p>91 and discussion, <u>it was the general consent of the Board of Directors to table this item</u></p> <p>92 <u>until the February 2017 Board Meeting.</u></p> <p>93</p> <p>94 The Board of Directors discussed potential property damage. Following review and</p> <p>95 discussion, <u>it was the general consent of the Board of Directors to table this item until</u></p> <p>96 <u>the February 2017 Board Meeting.</u></p> <p>97</p> <p>98 The Board of Directors discussed the removal of black tire marks on the concrete on</p> <p>99 Santa Rosa Court. Following review and discussion, <u>it was the general consent of the</u></p> <p>100 <u>Board of Directors to approve this work as part of the proposal for the January 2017</u></p> <p>101 <u>job walk items submitted by Carasso Construction Services.</u></p>	<p>Edison Fire</p> <p>Extinguisher</p> <p>Carasso</p> <p>Construction</p> <p>Services</p> <p>San Nicholas Pool</p> <p>Support Structure</p> <p>Proposed Rules</p> <p>&amp; Regulations</p> <p>Change</p> <p>Parking Permit</p> <p>Policy</p> <p>Safety &amp; Potential</p> <p>HOA Liability</p> <p>Potential Property</p> <p>Damage</p> <p>Santa Rosa Court</p> <p>Black Tire Marks</p> <p>Removal</p>
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<p>102 The Board of Directors discussed Regulations, Rules, and Owner Guidelines.  103 Following review and discussion, <u>it was the general consent of the Board of Directors</u>  104 <u>to table this item until the February 2017 Board Meeting.</u>  105  106 The Board of Directors discussed preparations for the 2017 siding and painting  107 project. Following review and discussion, <u>it was the general consent of the Board of</u>  108 <u>Directors to table this item until the March 2017 Board Meeting.</u>  109  110 The Board of Directors discussed owner correspondence directed to Management.  111 No further action was taken at this time.  112  113 The Board of Directors discussed the owner survey regarding parking, reserve  114 funding, and pool heating schedule. Following review and discussion, <u>it was the</u>  115 <u>general consent of the Board of Directors to table this item until the February 2017</u>  116 <u>Board Meeting.</u>  117  118 The Board of Directors reviewed the contract rate increase for landscape  119 maintenance services submitted by Sea Crest Landscape Maintenance. Following  120 review and discussion, <u>a motion was made by Gene Levy and seconded by Susie</u>  121 <u>Cox Levy to approve the contract rate increase as submitted. The motion passed</u>  122 <u>unanimously.</u>  123  124 The Board of Directors reviewed the roof report submitted by McCarthy Roofing.  125 Following review and discussion, <u>it was the general consent of the Board of Directors</u>  126 <u>to requested Carasso Construction Services to provide a proposal to inspect the</u>  127 <u>siding on the chimneys and walls throughout the community for the February Board</u>  128 <u>Meeting.</u>  129  130 <b><u>Financial Action</u></b>  131 The Board of Directors reviewed the memorandum submitted by Management  132 regarding FDIC Insurance limits for the Reserve Funds. Following review and  133 discussion, <u>it was the general consent of the Board of Directors to postpone this topic</u>  134 <u>and have David Golbahar provide CD investment recommendations to the January</u>  135 <u>Board Meeting.</u>  136  137</p>	<p>Regulations,  Rules, &amp; Owner  Guidelines    2017 Siding &amp;  Painting Project  Preparations    Owner  Correspondence    Parking, Reserve  Funding, &amp; Pool  Heating Schedule  Owner Survey    Sea Crest  Landscape  Maintenance    McCarthy  Roofing Report    FDIC Insurance</p>
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138 **Financials**

139 The Board of Directors reviewed the financial statements for the period ending  
140 December 31, 2016. Following review and discussion, it was the general consent of  
141 the Board of Directors to approve the financial statements subject to a year end audit.

Financial  
Statements

143 **Next Meeting**

144 The next Board of Directors Meeting is to be scheduled for Thursday, February 23,  
145 2017 at 6:00 p.m., at Accell Property Management, Inc.

Next Meeting

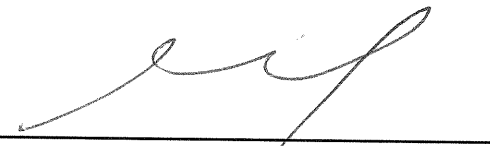
147 **Adjournment**

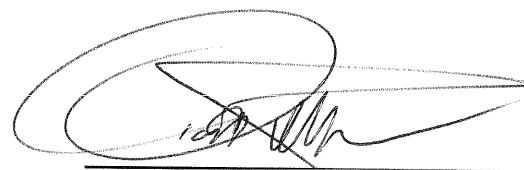
148 There being no further business to come before the Board, it was the general consent  
149 of the Board of Directors to adjourn the Meeting at 8:45 p.m.

Adjournment

151 **Attest**

Attest

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153 \_\_\_\_\_  
154 **President**

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153 \_\_\_\_\_  
154 **Secretary**  
155 *Trensum*