

**The Terrace at Canyon Hills Homeowners Associations  
Board of Directors Meeting Minutes  
November 19, 2015**

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, November 19, 2015 at the Accell Property  
4 Management office located at 23046 Avenida De La Carlota, Suite 700, Laguna  
5 Hills, CA 92653. Robert Alen called the Meeting to order at 6:35 p.m., with a  
6 quorum of Directors present.

7

8 **Directors Present**

9 Robert Alen

10 David Golbahar

11 David Roberts

12 Doug Reilly

13

14 **Directors Absent**

15 Susie Cox

16

17 **Also Attending**

18 Eric Fordyce, Accell Property Management, Inc.

19 Marlene Eckstein, Landscape Committee

20 Three (3) Homeowners

21

22 **Homeowner Open Forum**

23 Homeowners showed up to discuss landscaping and skylight repairs.

24

25 **Executive Session Meeting Topic**

26 In accordance with California Civil Code Section 4935(e), the Board notes that the  
27 following topics were discussed during the Executive Session Meeting held on  
28 November 19, 2015:

29

30 1. Approval of October 22, 2015 Executive Session Meeting Minutes

31 2. Payment of Assessments & Delinquent Accounts

32

33 The foregoing resolution is executed pursuant to the general consent of the Board of  
34 Directors.

35

36 **Landscape Committee**

37 The Landscape Committee Chairperson, Marlene Eckstein, requested the Board of

Executive Session  
Meeting Topics

Landscape

38 Directors to approve holiday bonuses for the Sea Crest Landscape one (1) foreman  
39 and two (2) crewmen. Following review and discussion, a motion was made by  
40 Robert Alen and seconded by Doug Reilly to approve a two hundred dollar  
41 (\$200.00) bonus for the foreman and a one hundred (\$100.00) bonus for each  
42 crewman. The motion passed 4-0 with Robert Alen, David Roberts, Doug Reilly and  
43 David Golbahar voting in favor.

44

#### 45 **Organization Meeting**

46 It was the general consent of the Board to appoint the following positions of the  
47 Board of Directors:

48

49 Robert Alen, President

50 Susie Cox, Vice President

51 Doug Reilly, Secretary

52 David Golbahar, Treasurer

53 David Roberts, Member at Large

54

#### 55 **Minutes**

56 The Board of Directors reviewed the No Quorum Minutes from the September 24,  
57 2015 Annual Meeting, September 24, 2015 Board of Directors Meeting and October  
58 22, 2015 Board of Directors Meeting. Following review and discussion, a motion  
59 was made by Doug Reilly and seconded by David Golbahar to approve the Minutes  
60 as presented. The motion passed 4-0 with Robert Alen, David Roberts, Doug Reilly  
61 and David Golbahar voting in favor.

62

#### 63 **Consent Calendars & Resolutions**

64 The Board of Directors reviewed the Lien Resolution for account #24783-01 and  
65 #24823-01. Following review and discussion, a motion was made by Doug Reilly  
66 and seconded by Robert Alen to approve levying a lien against account #24783-01.  
67 The motion passed 4-0 with Robert Alen, David Roberts, Doug Reilly and David  
68 Golbahar voting in favor. Account #24823-01 is current with their assessments.

69

#### 70 **Maintenance & Service Proposals**

71 The Board of Directors reviewed a proposal submitted by Carasso Construction for  
72 siding repairs at the Santa Rosa pool. Following review and discussion, a motion  
73 was made by David Roberts and seconded by Doug Reilly to approve the siding  
74 repairs, in the amount of five hundred eighty-five dollars (\$585.00). The motion  
75 passed 3-1 with Robert Alen, David Roberts and Doug Reilly voting in favor. David  
76 Golbahar voted not in favor.

77

78 The Board of Directors reviewed proposals submitted by Carasso Construction,

Organization  
Meeting

Minutes

Lien Resolution

Santa Rosa Pool

V-Ditch Preparation

79 James LeCourt Plumbing and Sea Crest Landscape to make v-ditch preparations  
80 for the winter rain. Following review and discussion, a motion was made by Robert  
81 Alen and seconded by Doug Roberts to approve the James LeCourt Plumbing  
82 proposal in the amount of four thousand three hundred fifty dollars (\$4,350.00) to  
83 hydro jet the storm drains throughout the community. The motion passed 4-0 with  
84 Robert Alen, David Roberts, Doug Reilly and David Golbahar voting in favor.

85

86 It was the general consent of the Board of Directors to postpone the Sea Crest  
87 Landscape proposal to the December Board Meeting.

88

89 It was the general consent of the Board of Directors to take no further action with the  
90 Carasso Construction proposal regarding v-ditch alterations at the San Nicholas  
91 pool.

92

93 The Board of Directors reviewed proposals submitted by Carasso Construction,  
94 Pacific Island and SoCal Builders to replace some wood joists at the San Nicholas  
95 pool staircase and landing. It was the general consent of the Board of Directors to  
96 postpone the item to the March 2016 Board Meeting.

97

#### 98 **Administrative & Operating Requests and Actions**

99 The Board of Directors reviewed the revised Association's Collection Policy that was  
100 mailed to the ownership. Following review and discussion, a motion was made by  
101 Doug Reilly and seconded by Robert Alen to adopt the revised Association  
102 Collection Policy as presented starting on December 1, 2015. The motion passed  
103 4-0 with Robert Alen, David Roberts, Doug Reilly and David Golbahar voting in  
104 favor.

105

106 The Board of Directors reviewed correspondence submitted by Ms. Chenette, 615  
107 San Nicholas, regarding skylight repairs. Following review and discussion, a motion  
108 was made by Robert Alen and seconded by Doug Reilly to approve the Carasso  
109 Construction proposal in the amount of six hundred (\$600.00) dollars and to change  
110 the division of responsibility to the Association. The motion passed 4-0 with Robert  
111 Alen, David Roberts, Doug Reilly and David Golbahar voting in favor.

112

113 The Board of Directors reviewed a proposal from Decksider Pools provided for an  
114 increase starting in January 2016 for Title 22, daily inspections of chemical levels, in  
115 the amount of one thousand fourteen (\$1,014.00) dollars per month. Following  
116 review and discussion, a motion was made by Robert Alen and seconded by Doug  
117 Roberts to approve the proposal as presented. The motion passed 4-0 with Robert  
118 Alen, David Roberts, Doug Reilly and David Golbahar voting in favor.

119

120

San Nicholas Wood  
Joist Staircase

Association  
Collection Policy

615 San Nicholas

Decksider Pools

121 **Architectural Matters**  
122 The Board of Directors reviewed the new Architectural Application submitted by Ms.  
123 Firebaugh, 606 San Nicholas, to install a different pergola over their patio. Following  
124 review and discussion, a motion was made by Doug Reilly and seconded by Robert  
125 Alen to deny the application as it will not be aesthetic pleasing to the community next  
126 to San Nicholas pool walkway. The motion passed 3-1 with Robert Alen, Doug Reilly  
127 and David Golbahar voting in favor. David Roberts voting not in favor.

606 San Nicholas

128  
129 **Financial Action**

130 The Board of Directors reviewed the 2014 draft audit provided by Inouye, Shivley,  
131 Longtin & and Klatt. Following review and discussion, it was the general consent  
132 of the Board of Directors to postpone this topic to the December Board Meeting.

2014 Audit

133  
134 **Financials**

135 The Board of Directors reviewed the financial statements for period ending October  
136 31, 2015. Following review and discussion, a motion was made by Doug Reilly and  
137 seconded by Robert Alen to approve the financials as presented, subject to the year-  
138 end audit. The motion passed 4-0 with Robert Alen, David Roberts, Doug Reilly and  
139 David Golbahar voting in favor.

Financial

140  
141 **Board's Directives**

142 The Board of Directors provided the following directives for Management to perform:

Board Directive

- 143 1. Provide a current membership list to the Board.  
144 2. Provide three (3) proposals to evaluate with photo documentation 74 rears decks  
145 throughout the community.  
146 3. Send both Arborist reports to the owner at 118 Santa Rosa Court. At this time,  
147 the Board is not taking any further action.

148

149 **Adjournment**

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

Adjournment

152  
153 **Attest**

Attest

154

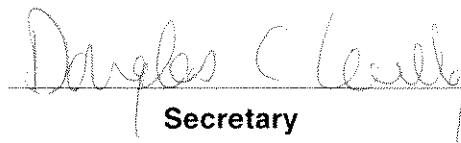
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President



Secretary