

**The Terrace at Canyon Hills Homeowners Associations  
Board of Directors Meeting Minutes  
August 25, 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, August 25, 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 6:34 p.m., with a quorum of Directors present.

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7 **Directors Present**

8 Rob Alen, President  
9 Susie Cox, Vice President  
10 David Golbahar, Treasurer  
11 Gene Levy, Secretary  
12 Marlene Eckstein, Member at Large

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14 **Directors Absent**

15 None.

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17 **Also Attending**

18 Greg Walker, Accell Property Management, Inc.  
19 Eric Fordyce, Accell Property Management, Inc.  
20 One (1) Homeowner

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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 August 25, 2016:

Executive Session  
Meeting Topics

- 26  
27 1. Approval of the July 28, 2016 Executive Session Meeting Minutes.  
28 2. Reviewed Statement of Accounts Preliminary to Levying of Lien.  
29 3. Fee Waiver Request.  
30 4. Case History Summary Report submitted by The Judge Law Firm.

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

35	There was one (1) Homeowner present during Open Forum to discuss the Annual	Open Forum
36	Meeting.	
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38	<b><u>Minutes</u></b>	
39	The Board of Directors reviewed the Minutes from the July 28, 2016 Board of	Minutes
40	Directors Meeting. Following review and discussion, a motion was made by Susie	
41	Cox and seconded by Gene Levy to approve the Minutes as presented. The motion	
42	passed unanimously with Susie Cox, Gene Levy, Rob Alen, David Golbahar, and	
43	Marlene Eckstein voting in favor.	
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45	<b><u>Consent Calendars &amp; Resolutions</u></b>	
46	The Board of Directors reviewed the Lien Authorization Consent Calendar for account	Lien Authorization
47	number 24790-01. Following review and discussion, a motion was made by Gene	Consent Calendar
48	Levy and seconded by Marlene Eckstein to approve the Lien Authorization Consent	
49	Calendar as presented. The motion passed unanimously with Gene Levy, Marlene	
50	Eckstein, Rob Alen, Susie Cox, and David Golbahar voting in favor.	
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52	<b><u>Maintenance &amp; Service Proposals</u></b>	
53	The Board of Directors reviewed a proposal submitted by Sea Crest Landscape for	Sea Crest
54	the installation of St. Augustine Sod along Canyon Hills Dive at a cost of one	Landscape
55	thousand nine hundred eighty dollars and zero cents (\$1,980.00). Following review	
56	and discussion, a motion was made by Gene Levy and seconded by Marlene	
57	Eckstein to approve the proposal as submitted. The motion passed unanimously with	
58	Gene Levy, Marlene Eckstein, Rob Alen, Susie Cox, and David Golbahar voting in	
59	favor.	
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61	The Board of Directors reviewed a proposal submitted by Sea Crest Landscape for	Sea Crest
62	the removal of pump station at the San Nicholas Pool at a cost of seven hundred	Landscape
63	dollars and zero cents (\$700.00). Following review and discussion, a motion was	
64	made by Gene Levy and seconded by Susie Cox to approve the proposal as	
65	submitted. The motion passed unanimously with Gene Levy, Susie Cox, Rob Alen,	
66	Marlene Eckstein, and David Golbahar voting in favor.	
67		
68	The Board of Directors reviewed a proposal submitted by Carasso Construction	Carasso
69	Services for wrought iron painting at a cost of one thousand two hundred fifty dollars	Construction

70 and zero cents (\$1,250.00). Following review and discussion, it was the general  
71 consent of the Board of Directors to postpone this item and to obtain competitive bids  
72 for the September Meeting.

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74 **Administrative & Operating Requests and Actions**

75 The Board of Directors reviewed a patio inspection report with photos submitted by  
76 Accell Property Management, Inc. Following review and discussion, it was the  
77 general consent of the Board of Directors to postpone this item and place on the  
78 September Agenda.

Patio Inspection

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80 The Board of Directors reviewed the Terrace at Canyon Hills Rules and Regulations.  
81 Following review and discussion, it was the general consent of the Board of Directors  
82 to approve the changes made and to send out to Homeowners for thirty (30) day  
83 comment prior to the October Meeting.

Rules  
& Regulations

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85 The Board of Directors held a discussion regarding Homeowner and resident  
86 communication. Following review and discussion, it was the general consent of the  
87 Board of Directors to direct management to draft a contact information sheet to send  
88 to all homeowners.

Communication  
Discussion

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90 The Board of Directors held a discussion regarding garage inspections. Following  
91 review and discussion, it was the general consent of the Board of Directors to  
92 postpone this item and add to the September Meeting Agenda.

Garage Inspection  
Discussion

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94 The Board of Directors held a discussion regarding Holiday Decorations. Following  
95 review and discussion, a motion was made by Rob Alen and seconded by Susie Cox  
96 authorizing Marlene Eckstein to approve any Holiday Decoration bid not to exceed  
97 one thousand dollars and zero cents (\$1,000.00). The motion passed unanimously  
98 with Rob Alen, Susie Cox, David Golbahar, Gene Levy, and Marlen Eckstein voting in  
99 favor.

Holiday Decoration  
Discussion

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101 The Board of Directors reviewed correspondence submitted by Evans, 113 Santa  
102 Rosa Court regarding an extended safe list. Following review and discussion, a  
103 motion was made by Gene Levy and seconded by Marlene Eckstein to deny the  
104 request as submitted. The motion passed unanimously with Gene Levy, Marlene  
105 Eckstein, Rob Alen, Susie Cox, and David Golbahar voting in favor.

113 Santa Rosa

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**Architectural Matters**

The Board of Directors reviewed an Architectural Application submitted by Greenwood, 101 Santa Rosa Court to restore patio to original dimensions. Following review and discussion, a motion was made by Marlene Eckstein and seconded by Gene Levy to approve the application pending the review of drawings and specifications. The motion passed unanimously with Marlene Eckstein, Gene Levy, Rob Alen, Susie Cox, and David Golbahar voting in favor.

101 Santa Rosa

The Board of Directors reviewed an Architectural Application submitted by Serios, 400 San Nicholas Court to install a car charging plug in detached garage. Following review and discussion, a motion was made by Gene Levy and seconded by Rob Alen to deny the application as presented due to additional electricity costs to the Association. The motion passed unanimously with Gene Levy, Rob Alen, Susie Cox, Marlene Eckstein, and David Golbahar voting in favor.

400 San Nicholas

**Financial Actions**

The Board of Directors reviewed the Draft Audit submitted by Inouye, Shively, & Klatt for the year ended May 31, 2016. Following review and discussion, a motion was made by Susie Cox and seconded by Gene Levy to approve the Audit as submitted. The motion passed unanimously with Susie Cox, Gene Levy, Rob Alen, David Golbahar, and Marlene Eckstein voting in favor.

Inouye, Shively  
& Klatt

**Financials**

The Board of Directors reviewed the financial statements for the period ending July 31, 2016. Following review and discussion, a motion was made by Gene Levy and seconded by Susie Cox to approve the Financial Statements subject to year-end audit. The motion passed unanimously with Gene Levy, Susie Cox, Rob Alen, Marlene Eckstein, and David Golbahar voting in favor.

Financial

**Adjournment**

There being no further business to come before the Board, it was the general consent of the Board of Directors to adjourn the Meeting at 8:32 p.m.

Adjournment

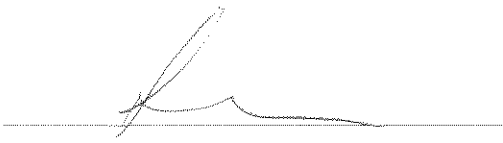
**Attest**

Attest

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A handwritten signature in black ink, appearing to be a stylized 'K' or similar character, written above a horizontal line.

President

A handwritten signature in black ink, consisting of several loops and a long tail, written above a horizontal line.

Secretary