

**The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
October 27, 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, October 27, 2016 at the Accell Property Management
4 office located at 23046 Avenida De La Carlota, Suite 700, Laguna Hills, CA 92653.
5 The meeting was called to order at 6:44 p.m., with a quorum of Directors present.
6

7 **Directors Present**

8 Susie Cox, Vice President
9 Gene Levy, Secretary
10 Marlene Eckstein, Member at Large
11

12 **Directors Absent**

13 Rob Alen, President
14 David Golbahar, Treasurer
15

16 **Also Attending**

17 Eric Fordyce, Accell Property Management, Inc.
18 Three (3) Homeowners
19

20 **Executive Session Meeting Topic**

21 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
22 that the following topics were discussed during the Executive Session Meeting held
23 on October 27, 2016:
24

- 25 1. Approval of the September 22, 2016 Executive Session Meeting Minutes.
- 26 2. Held Hearing for Member Discipline
- 27 3. Collection Matters - Case History Summary Report submitted by The Judge
28 Law Firm.
29

30 The foregoing resolution is executed pursuant to the general consent of the Board of
31 Directors.
32
33
34

Executive Session
Meeting Topics

<p>35 <u>Open Forum</u></p> <p>36 There was three (3) homeowner present during Open Forum to discuss the Annual</p> <p>37 Meeting, slurry seal concerns and landscaping concerns.</p> <p>38</p> <p>39 <u>Landscape Committee Report</u></p> <p>40 Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update</p> <p>41 of the landscape improvements throughout the community.</p> <p>42</p> <p>43 <u>Minutes</u></p> <p>44 The Board of Directors reviewed Minutes from the September 22, 2016 Annual</p> <p>45 Meeting. Following review and discussion, <u>a motion was made by Susie Cox and</u></p> <p>46 <u>seconded by Gene Levy to approve the Minutes as presented. The motion passed</u></p> <p>47 <u>unanimously.</u></p> <p>48</p> <p>49 The Board of Directors reviewed the Minutes from the September 22, 2016 Board of</p> <p>50 Directors Meeting. Following review and discussion, <u>a motion was made by Susie</u></p> <p>51 <u>Cox and seconded by Gene Levy to approve the Minutes as presented. The motion</u></p> <p>52 <u>passed unanimously.</u></p> <p>53</p> <p>54 <u>Maintenance & Service Proposals</u></p> <p>55 The Board of Directors reviewed a proposal submitted by Sea Crest Landscape</p> <p>56 regarding scalp mowing of turf and over seeding with Perennial rye grass seed.</p> <p>57 Following review and discussion, <u>a motion was made by Susie Cox and seconded by</u></p> <p>58 <u>Gene Levy to approve the proposal as presented. The motion passed unanimously.</u></p> <p>59</p> <p>60 The Board of Directors reviewed a proposal submitted by JB Bostick regarding</p> <p>61 asphalt repairs for 620 San Nicholas. Following review and discussion, <u>it was the</u></p> <p>62 <u>general consent of the Board of Directors to postpone the discussion to the November</u></p> <p>63 <u>Board Meeting.</u></p> <p>64</p> <p>65 The Board of Directors reviewed a proposal submitted by McCarthy Roofing regarding</p> <p>66 annual roof maintenance at a cost eleven thousand five hundred twenty-five dollars</p> <p>67 (\$11,525.00). Following review and discussion, <u>a motion was made by Susie Cox and</u></p> <p>68 <u>seconded by Gene Levy to approve the proposal as presented. The motion passed</u></p> <p>69 <u>unanimously.</u></p>	<p>Open Forum</p> <p>Landscape Committee Report</p> <p>Minutes</p> <p>Sea Crest Landscape</p> <p>JB Bostick</p> <p>McCarthy Roofing</p>
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70	The Board of Directors reviewed a proposal submitted by James Le Court Plumbing	100 Santa Rosa
71	and Severson Plumbing regarding root blockage for 100 Santa Rosa. Following	
72	review and discussion, <u>a motion was made by Gene Levy and seconded by Marlene</u>	
73	<u>Eckstein to approve Severson Plumbing to conduct a video inspection of the sewer</u>	
74	<u>pipe at a cost of two hundred fifty dollars (\$250.00). The motion passed unanimously.</u>	
75		
76	The Board of Directors reviewed a proposal submitted by Carasso Construction for	Carasso Constructio
77	common area repairs. Following review and discussion, <u>a motion was made by Gene</u>	
78	<u>Levy and seconded by Marlene Eckstein to approve the proposal as presented. The</u>	
79	<u>motion passed unanimously.</u>	
80		
81	The Board of Directors reviewed a proposal submitted by Elite Enforcement regarding	Elite Enforcement
82	parking permit program. Following review and discussion, <u>it was the general consent</u>	
83	<u>of the Board of Directors to postpone the discussion to the November Board Meeting.</u>	
84		
85	The Board of Directors reviewed a proposal submitted by Management to add a	Bulletin Board
86	bulletin board at each pool area and to only have one (1) the notice holder on each	
87	side of the mailboxes. Following review and discussion, <u>a motion was made by Gene</u>	
88	<u>Levy and seconded by Marlene Eckstein to approve the proposal as the cost of two</u>	
89	<u>hundred seventy-five (\$275.00) dollars. The motion passed unanimously.</u>	
90		
91	The Board of Directors reviewed a proposal submitted by Association Reserves for a	Reserve Study
92	financial update for the 2016/2017 Reserve Study. Following review and discussion,	
93	<u>a motion was made by Gene Levy and seconded by Marlene Eckstein to approve the</u>	
94	<u>proposal as the cost of six hundred forty (\$640.00) dollars. The motion passed</u>	
95	<u>unanimously.</u>	
96		
97	<u>Administrative & Operating Requests and Actions</u>	
98	The Board of Directors held a discussion regarding the status of limitations for	Status of Limitations
99	homeowner's violations. No further action at this time.	
100		
101	The Board of Directors held a discussion regarding the slurry seal project. Following	Slurry Seal Project
102	review and discussion, <u>it was the general consent of the Board of Directors to contact</u>	
103	<u>JB Bostick and if there is no response, Management to contact the HOA attorney to</u>	
104	<u>request the next step to resolve.</u>	

105	The Board of Directors reviewed the updated HOA website presentation by Gene	Web Design
106	Levy. Following review and discussion, <u>it was the general consent to have the new</u>	
107	<u>website go live by the end of November.</u>	
108		
109	The Board of Directors held a discussion regarding the damaged garage trim and	Common Area Repa
110	downspouts. Following review and discussion, <u>it was the general consent of the</u>	
111	<u>Board of Directors to send a violation notice to all the owners that casued these</u>	
112	<u>damages to their garage. The owners will have 30 days to repair or the Association</u>	
113	<u>will make the repairs and charge back the owners for the cost of repairs.</u>	
114		
115	The Board of Directors reviewed the 2016 Annual Calendar. No further action.	Annual Calendar
116		
117	The Board of Directors held a discussion regarding the installation fo the v-ditch	V-Ditch Discussion
118	behing the 500 units. Following review and discussion, <u>it was the general consent of</u>	
119	<u>the Board of Directors to obtain proposals from a General Contractor recommended</u>	
120	<u>by David Roberts.</u>	
121		
122	The Board of Directors reviewed coorespondence from Macmillian, 106 Santa Rosa	106 Santa Rosa
123	regarding reimbursement for a pot and plant that was damaged by a fallen tree.	
124	Following review and discussion, <u>a motion was made by Gene Levy and seconded by</u>	
125	<u>Marlene Eckstein to deny the request as the resident's personally belongings should</u>	
126	<u>not have been stored in the common areas. The motion passed unanimously.</u>	
127		
128	The Board of Directors reviewed correspondence from Levy, 422 San Nicholas	422 Santa Rosa
129	regarding reimbursement for signs for the slurry seal project in th amount of forty-	
130	three dollars and fifty-nine cents (\$43.59). Following review and discussion, <u>a motion</u>	
131	<u>was made by Susie Cox and seconded by Marlene Eckstein to approve the request</u>	
132	<u>as presented. Susie Cox and Marlene Eckstein voted in favor and Gene Levy</u>	
133	<u>abstained. Motion passed by majority vote of the Board.</u>	
134		
135	The Board of Directors reviewed correspondence from Fleming, 623 San Nicholas	623 San Nicholas
136	regarding kitchen cabinets replacement by water intrusion. Following review and	
137	discussion, <u>a motion was made by Gene Levy and seconded by Marlene Eckstein to</u>	
138	<u>deny the request to replace the kitchen cabinets as it is the owner's responsibility</u>	

139 even thou a common area pipe caused the damage. The motion passed
140 unanimously.

141 The Board of Directors reviewed correspondence from Ghetian, 308 San Nicholas
142 regarding additional parkng in the guest parking spaces. Following review and
143 discussion, a motion was made by Gene Levy and seconded by Marlene Eckstein to
144 deny the request as all owner's are required to park in their garage or outside of the
145 community. The motion passed unanimously.

308 San Nicholas

147 **Architectual Matters**

148 The Board of Directors reviewed an Architectural Application submitted by
149 Heredia, 119 Santa Rosa Court to replace seven (7) vinyl windows and and sliding
150 glass door as originally insatalled. Following review and discussion, a motion was
151 made by Marlene Eckstein and seconded by Gene Levy to approve the application as
152 presented. The motion passed unanimously.

119 Santa Rosa

154 **Financials**

155 The Board of Directors reviewed the financial statements for the period ending
156 September 30, 2016. Following review and discussion, a motion was made by Gene
157 Levy and seconded by Susie Cox to approve the Financial Statements subject to
158 year-end audit. The motion passed unanimously.

Financial

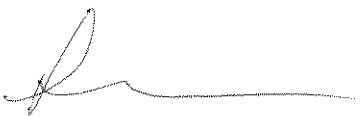
160 **Adjournment**

161 There being no further business to come before the Board, it was the general consent
162 of the Board of Directors to adjourn the Meeting at 9:45 p.m.

Adjournment

164 **Attest**

Attest

165 
166 _____

President

166 
167 _____

Secretary